

**Eastern Railway**  
**Personnel Department**  
**Howrah Division**

No : E-1(NG)/Steno/Selection/2025

HWH, Dtd.05<sup>th</sup> Feb, 2025

**All Concerned in Howrah Division**

Sub : Formation of panel for the post of Jr.Stenographer (English) in Level-4 (GP-Rs.2,400/-) against 25% LDCE from the serving from serving Group 'C' employees in Level-1 (GP-Rs.1,800/-) (all erstwhile Gr.'D' categories in GP-Rs.1,800/-) and above but below in Level-4 (GP-Rs.2,400/-) with knowledge of shorthand in English for 11 posts (UR-07, SC-03 & ST-01) including 01 PwBD(VH) post as per RBE 74/2022.

It has been decided by the competent authority to conduct a selection for formation of a panel for (Eleven) 11 posts (UR-07, SC-03 & ST-01) for the post of Jr.Stenographer (English) in Level-4 (GP-Rs.2,400/-) from serving Group 'C' employees in Level-01 (GP-Rs.1,800/-, all erstwhile Gr.'D' categories in GP-Rs.1,800/-) and above but below Level-4 (GP-Rs.2,400/-) with the knowledge of shorthand in English.

Accordingly, applications are invited from willing serving Group 'C' employees in Level-01 (GP-Rs.1,800/-, all erstwhile Gr.'D' categories in GP-Rs.1,800/-) and above but below Level-4 (GP-Rs.2,400/-) with the knowledge of shorthand in English from all departments of Howrah Division (except RPF & Accounts) and having lien in Howrah Division.

**Eligibility Criteria :**

The candidates who are working in Level-01 (GP-Rs.1,800/-) and above but below in Level-04 (GP-Rs.2,400/-) on regular basis must have completed 12<sup>th</sup>(+2 stage) or equivalent examination from a recognized Board/University and two (02) yrs. of continuous service as on date of notification with knowledge of English Stenography with speed of at least 80 w.p.m. In case of PWBD candidates, the mode of initial appointment should be on PH Quota.

**Formation of Panel :**

The standard of proficiency to be followed for the selection of Jr. Stenographer (English) in Level-4 (GP-Rs.2,400/-) will be in accordance with Railway Board's letter No. E(NG)I-20/0/PM-4/3, dated. 10.11.2015 (Advance Correction Slip No. 230, 176(A) & 176(B) of IREM Vol.1 (Reprint 2009) chapter-I, point number 176 & Advance Correction Slip No. 230 & Pr.CPO/E.Rly/Kolkata's Sl.No.7771.

**Mode of Selection :**

1. The Promotion by selection will comprise of written examination [General awareness and Language Test in English in terms of RBE No. 141/2015 (Pr.CPO/ER's SL. No. 172/2015)] and Speed Test in shorthand in 80 w.p.m. followed by viva-voce. The panel will be formed strictly in order of merit.
2. As per RBE No. 196/2018, the question paper will be 100% objective type.
3. All the questions will be multiple choices only.
4. There shall be **negative marking** for incorrect answers. 1/3(One third) of the marks allotted for each question will be deducted for wrong answers.
5. There will be 110 questions, out of which 10 questions (optional) will be on Rajbhasa as per Railway Board's letter no. Hindi-81/OL-14/12, dtd. 14.01.1982, out of which 100 will have to be answered.
6. If any candidate answers more than 100 questions, the first 100 attempted questions will be counted.
7. Duration of examination will be **Two (02 hrs) i.e. 120 minutes.**
8. No cutting, overwriting, erasing or alteration of any type in the answer will be accepted. **Zero marks** will be given for answer having **correction/overwriting.**
9. In case of their selection, they will not be allowed to go back to their parent cadre and will have avenue of promotion only in the Stenographer cadre.
10. Candidates selected for the post of Stenographer Gr.II in Level-04 (GP-Rs.2,400/-) must be prepared to go on the line and accompany officers. If they are not willing to go on line etc. they need not apply.
11. The person with disabilities (PwBDs) and bringing them in line with the persons with disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995, the Visually impaired candidates availing the assistance of a scribe shall be eligible for compensatory time of not less than 20 minutes per hour of the examination as contained in Railway Boards RBE No. 62/2017 [item no. 18.1(e)]. For assistance of a scribe candidates will have to inform the office of the undersigned 07 working days before the examination.
12. The candidates selected for the said post must be fit in **Cee-One medical** standard.

Contd. ....P/2



**Viva-Voce :** Viva-Voce is to be conducted in terms of RBE No 154/2005&IREM Vol-I Para 2015 for those, who have qualified in the written examination and speed test.

Applications in the prescribed format as per Annexure-A (enclosed) duly filled in by the candidates in their own hand-writing along-with attested copies of certificates in support of educational attainment, caste certificate, short-hand knowing certificate with two passport size photographs (One to be pasted in the application form with signature duly attested by the controlling G.O.) should be submitted to the unit/section within **24.02.2025 at 17:00 hrs.** and they will be submitted in consolidated manner to their Branch Office. Branch Office will forward the same in a consolidated manner to the concerned **Establishment Section** within **28.02.2025 at 15:00 hrs.** positively.

Concerned Establishment Section will check the correctness and stating **Eligible/Not Eligible** with a forwarding letter and send the application to the **E-1(NG)/Section/Per.Br./HWH** on or before **06.03.2025 at 17:00 hrs.** and also to certify the genuineness of the details/documents and forwarded the same in a bunch (Not in a piece-meal manner) along-with a statement certifying that no application is lying pending with them.

**UNIT Office of Engineering Department:**

Where Service records are maintained supervisors are requested to check the Bio-data of the applicant and give a certificate stating "checked & verified as per SR while putting their signature on the applications. The concerned supervisor will be personally liable if any deviation is detected in the Bio-data in comparison with Service Record maintained in unit office.

Applications received after that date will not be considered under any pretext. If no application is received within stipulated date it will be assumed that there is none from your unit/section for the above.

**Syllabus for written examination :**

1. General Awareness and Language test in English (Grammar including punctuation and spelling, Rajbhasha etc.)
2. The following will be duration of Speed Test:

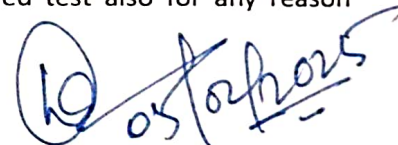
**English**

**Speed : 80 w.p.m., Shorthand duration : 10 minutes, Transcription time : 50 minutes.**

The applicant who fails to appear on the date of written test and speed test also for any reason whatsoever will not be allowed any future chance in the selection.

**LAST DATE OF SUBMISSIONS OF APPLICATION IS - 24.02.2025 at 17:00 hrs**

**THIS SHOULD BE GIVEN WIDE PUBLICITY AMONGST STAFF CONCERNED**



(Debajyoti Sen)

Assistant Personnel Officer-III

For Sr.Divisional Personnel Officer/HWH

Copy forwarded for information to :

1. Ch.OS/G for kind information to DRM/HWH,
2. All ADRMs/HWH for kind information,
3. Sr.DSTE/HWH for information please with the request to up-loading to ER Website,
4. PREM Offices : GS/President/ERMU, GS/President/ERMC, GS/President/ALSCSTREA, GS/President/AIOBCREA for information please and requested for wide circulation,
5. One copy to be pasted on the Notice Board of DRM Main Gate.

(Debajyoti Sen)

Assistant Personnel Officer-III

For Sr.Divisional Personnel Officer/HWH

Copy forwarded to :

1. Pr.CPO/ER/Kolkata for kind information.
2. GM/Vig./ER/Kolkata for kind information.

(Debajyoti Sen)

Assistant Personnel Officer-III

For Divisional Railway Manager/HWH



Eastern Railway

Howrah Division

**APPLICATION FORMAT**

Formation of panel for the post of **Jr. Stenographer (English) in Level-4 (GP-Rs.2,400/-)** against 25% LDCE from the serving Group 'C' employees in Level-1 (GP-Rs.1,800/-, all erstwhile Gr.'D' categories in GP-Rs.1,800/-) and above but below in Level-4 (GP-Rs.2,400/-) with the knowledge of shorthand in English for 11 posts (UR-07, SC-03 & ST-01) including 01 PWBD(VH) post as per RBE No. 74/2022.

**PROFORMA**

1.	Name in Full (In capital letters)	
2.	Father's Name	
3.	Present Designation	
4.	Date of Birth	
5.	Date of Initial Appointment	
6.	Present Pay & Level of Pay	
7.	Present place of posting	
8.	Educational Qualification (as per Service Record) (Copy of certificates duly attested are attached)	
9.	Employee/P.F./NPS No.	
10.	Qualifying Service in Present Grade	
11.	Community (UR/SC/ST/OBC)	
12.	HRMS ID.	
13.	Mobile No.	
14.	Whether PwBD (if yes, attested copy attached)	
15.	Short-hand knowing certificate : Yes/No If yes, give the details.	

**Declaration**

I do hereby declare that all the particulars given in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or incorrect at a later date I am liable to taken up under D&AR for major penalty apart from my application being rejected.

**Attested copies of educational testimonials, caste, PwBD certificate (if any) are attached.**

Date :

Place:

Signature :

Name :

Designation :

Certified.

Date :

Signature of supervisory Official :

Name:

Designation:

Office Seal:

Checked & Verified

Date :

Name of Esst. DC:

Designation:

Office Seal:

