

**NOTICE**  
**DATED: 23.10.2019**

Railway Claims Tribunal, Allahabad Bench, Prayagraj invites eligible candidates for walk-in-interview for shortlisting candidates for the post of stenographers and Data entry operators to be engaged temporarily on contractual basis as per terms and conditions decided by Railway Board (Ministry of Railway) as per the details given below

Name of the post:

1. stenographer-- Number of vacancies: 02
2. Data entry operator -- Number of vacancies: 02

Eligibility (for both): Graduate with certificate course in Computers/Stenography/typing

Age limit: 22 to 35 years

Period of engagement: Temporary

Monthly payment:

1. Stenographer – maximum Rs 15000/- inclusive of all
2. Data Entry operator – maximum Rs 25000/- inclusive of all

Note: candidates to bring along with them 2 copies of their resume, Aadhar card/Identity card, 4 passport size photos and documents supporting eligibility.

Place, date and time for the walk-in-interview:

Railway Claims Tribunal, Allahabad Bench Office, Valmiki Chauraha, Civil Lines, Prayagraj on 06.11.2019 at 11:00 hrs

willing candidates may also visit RCT website [www.rct.indianrail.gov.in](http://www.rct.indianrail.gov.in) and North Central Railway website [www.ncr.indianrailways.gov.in](http://www.ncr.indianrailways.gov.in) for further details

**Terms and conditions for engagement of stenographer and data entry operator to be published in the website along with the notice:**

1. The candidate must be a graduate with basic knowledge of English language and Hindi language and computer/IT applications. For the post of stenographer the candidate should have knowledge of stenography/typing also.
2. The salary will be paid @ rupees 15000 per month per person to the outsourced skilled graduate worker for the post of stenographer and @ rupees 25000 per month per person to the outsourced graduate worker for the post of data entry operator. The total salary to be paid will be as per the actual attendance in RCT of the candidate and deductions shall be made from salary for each day of absence.
3. The age of the candidate as on the date of interview should be minimum 22 years and not more than 35 years.
4. The working hours of RCT office shall be from 9:30 hours to 18:00 hours with half an hour lunch break from 13:30 hours to 14:00 hours on all working days which shall have to be adhered to by the contractual staff.
5. Since Railway Claims Tribunal is a judicial organization it has to be made clear to the candidates that any leak of confidential information may lead to legal action including prosecution against him/her.
6. Engagement will be only for a period of 11 months (or till regular staff is posted in the Bench, whichever is earlier) and that too temporary. It can be renewed the break subject to satisfactory performance. Giving one month prior notice to the other party, either party can terminate is contractual agreement
7. Engagement of contractual staff under the scheme will not constitute any offer of appointment in RCT or the railways.
8. Recovery shall be made from the monthly salary of the candidate for any willful damage or loss to equipment of property that may be caused by the persons engaged.
9. If any information in the application is found false, the services of the candidates will be terminated immediately without assigning any reason and appropriate action will be taken against him or her
10. No TDA will be given to candidates coming for the interview and the candidate will have to make their own arrangements
11. The interview process shall start on 6.11.2019 at 11:00 hrs in Railway Claims Tribunal, Allahabad Bench Office, Valmiki Chauraha, Civil Lines, Prayagraj and in case number of candidates are more the interview may continue on the next day also.
12. The candidate should bring for the interview two copies of their resumes, aadhar card/identity card, 4 passport size photographs and documents in support of the eligibility criteria (original and self-attested copies).
13. The interview to be conducted is only for shortlisting of the candidates who shall be finalized by the Principal Bench, Railway Claims Tribunal, the decision of which in the matter shall be final.

FORMAT OF THE APPLICATION **NAME OF THE POST :**

TO ADDITIONAL REGISTRAR RAILWAY CLAIMS TRIBUNAL ALLAHABAD BENCH PRAYAGRAJ		PASSPORT SIZE PHOTOGRAPH TO BE PASTED HERE			
NAME					
FATHER'S NAME					
MOTHER'S NAME					
DATE OF BIRTH AS PER HIGH SCHOOL CERTIFICATE					
AGE AS ON DATE					
PRESENT ADDRESS					
PERMANENT ADDRESS					
MOBILE NUMBER					
EMAIL ID					
AADHAR/IDENTITY CARD NUMBER					
ACADEMIC QUALIFICATION					
SERIAL NUMBER	YEAR OF PASSING	NAME OF EXAM	PERCENTAGE OF MARKS	SCHOOL/COLLEGE /UNIVERSITY	SUBJECTS
COMPUTER SKILLS/STENOGRAPHY/ TYPING SKILLS DETAILS					
WORK EXPERIENCE IF ANY WITH NAME OF THE POST, NUMBER OF YEARS (FROM- TO), AND EMPLOYER'S DETAILS					