



रेल दावा अधिकरण बेंगलूर पीठ

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# RAILWAY CLAIMS TRIBUNAL

BANGALORE BENCH

Cantonment Railway Station  
First Floor  
BANGALORE - 560 046.

No. : B/RCT/NG/Stenographers/2021

Dated .....18.03.2021.....

## NOTIFICATION

Sub: Engagement of Stenographer on Contractual / Outsourcing basis in Railway Claims Tribunal, Bangalore Bench.

Ref: (1) Railway Board's letters No. 2009/TC(RCT)/1-2/Pt. dated 07.04.2017 and 13.11.2019.  
(2) Principal Bench, RCT/DLI letters No.  
(i) RCT/DLI/Bangalore/2013 dated 10.01.2020.  
(ii) RCT/DLI/Admn. Policy/2018 dated 26.11.2019

Applications in the prescribed format are invited from interested candidates for selection to 1(one) post of Stenographer through walk-in-interview on the following terms and conditions: -

1. Qualifications and experiences for the post of Stenographer: -  
"Intermediate pass or equivalent examination from a recognized Board/ University with proficiency in stenography with speed of 80 w.p.m in English. The duties as assigned to Stenographers by Railway Board is enclosed as Annexure - B.
2. The remuneration of outsourced stenographer of RCT is Rs.25,500/- Plus DA per month i.e. initial of GP -2400 (Level-4) of Direct Recruited Stenographers in Railways.
3. If the person engaged/hired remains absent, pro-rata deduction will be made from the amount payable to him/her. The amount of deduction will be worked out on the basis of 1/30<sup>th</sup> of the lump sum amount per day of absence.
4. The working hours will be 8 hours per day from 9:30 hrs to 18:00 hrs with half an hour lunch break from 13.30 to 14.00 hrs on all working days.
5. Since RCT is a judicial organization, it is made clear to candidates that any leak of confidential information may lead to legal action including prosecution.
6. Giving one month prior notice by either party can terminate this contractual engagement.

*AS*

Contd... Pg.2.

7. (i) The above contractual arrangement would be for the period not exceeding 11 months from the date of acceptance of the terms and conditions for such engagement or till the post of Stenographer is filled by Zonal Railway, whichever is earlier.
- (ii) The contractual engagement can be extended for further period not exceeding 11 months, if agreed by both the parties and based on the performance of the hired candidate subject to (i) above.
8. Engagement of persons under this scheme does not constitute any offer of appointment in RCT or Railways.
9. Recovery will be made from the monthly wages for any willful damage/ Loss to equipment or property that may be caused by the persons engaged.

Method of selection:-

The applicants whose applications are in order shall be considered for calling for walk-in-interview (Candidates called for walk-in-interview will have to appear for the same at their own cost).

The candidates who are eligible and willing to apply to the above said post should submit the application in the prescribed format enclosed as Annexure - A along with the relevant information and self-attested documents/certificates as stated therein.

Last date for submission of application:-

Applications along with the relevant self-attested documents should reach the Additional Registrar, Railway Claims Tribunal, Bangalore Bench, Bangalore before 17.00 hrs of 16.04.2021. Applications received after the last date fixed, will not be considered. The cover containing the application shall be super scribed as:

“Application for the post of Stenographer”.



(Akshay. V. Bharadwaj, IRAS)  
Additional Registrar,  
Railway Claims Tribunal,  
Bangalore Bench.

**Annexure – A**

**FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER IN RAILWAY CLAIMS TRIBUNAL, BANGALORE BENCH PURELY ON CONTRACTUAL BASIS**

To  
The Additional Registrar,  
Railway Claims Tribunal,  
Bangalore Bench.

**AFFIX RECENT  
PASSPORT SIZE  
PHOTO  
(With Signature  
partially over the  
photograph &  
continuing over the  
sheet)**

1	Name in Full (in block letters)					
2	Date of Birth					
3	Father / Husband's name					
4	Correspondence Address					
5	Permanent Address					
6	Telephone / Mobile Number (Mandatory) Email ID (Mandatory)					
7	Present Occupation, if any					
8	Educational qualification (in the reverse chronological order)					
	Name of Board / University	Degree	Year of passing	Percentage of marks obtained	Academic distinctions, if any	Subject specialization

It is certified that the information furnished above are correct and true to the best of my knowledge. Should it however be found that any information furnished herein is untrue, I realize that my candidature to the post of Stenographer shall be cancelled.

PLACE:

DATE :



SIGNATURE OF THE APPLICANT

## Annexure – B

### Duties of Stenographers as per Office Order No.38 of 2014 issued by Railway Board vide letter No.2014/O&M/7/11 dated 30.06.2019.

He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. He will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below: -

- (i) Taking dictation in shorthand and its transcription on the computer in the best possible manner;
- (ii) Fixing up of appointments and if necessary, cancelling them;
- (iii) Screening the telephone calls and the visitors in a tactful manner.
- (iv) Keeping an accurate list of engagements, meeting etc. and reminding the officer sufficiently in advance for keeping them up;
- (v) Maintaining in proper order, the papers required to be retained by the officer;
- (vi) Keeping a note of the movement of all incoming and outgoing papers, files etc;
- (vii) Destroying by burning or shredding the stenographic record of the confidential and secret letters after they have been typed and issued;
- (viii) Carrying out corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer. During the office hours they can take assistance of the source where the draft has been typed;
- (ix) Generally assisting the officer in such manner as he may direct.

Above duties/work are assigned in addition to the existing duties of PS-II, Stenographers attached to Hon'ble Members in the Benches including all court work.

