

RAILWAY CLAIMS TRIBUNAL
(PRINCIPAL BENCH)
13/15, MALL ROAD, DELHI-54

No. RCT/DLI/Outsourcing Stenos/2016 Dated 03-03-2022

04

Railway Claims Tribunal, Delhi will conduct a walk in interview for temporarily filling up one post of English Stenographer on contract basis for a specified period as per terms and conditions decided by Railway Board (Ministry of Railway) on date, time and place mentioned below:-

Place	Date	Time
Railway Claims Tribunal 13/15, Mall Road, Delhi-54	15 -03-2022	11.00 Hrs.

Willing candidates may visit RCT website www.rct.indianrail.gov.in and Northern Railway website www.nr.indianrailways.gov.in for detail terms and conditions of engagement of outsourced Stenographers through walk in interview..


04/3/22
Addl.Registrar

Mob: 9560391676

TERMS AND CONDITIONS FOR ENGAGEMENT OF STENOGRAPHERS ON CONTRACTUAL/OUTSOURCING BASIS IN RAILWAY CLAIMS TRIBUNAL-DELHI

1. Qualifications and experiences for the post against stenos:- "Graduate in any discipline with proficiency in English stenography with speed of 80 w.p.m having thorough knowledge of computers, with knowledge of MS words, Excel, good communications and Interpersonal skills" . There will be skill test of English shorthand at the speed of 80.w.p.m. and 50 minutes for transcription of shorthand on computer.

SPEED	DURATION	TRANSCRIPTION TIME
80.W.P.M	10 Minutes	50 Minutes

2. Salary: -Remuneration/salary shall be paid as per the instructions contained in DOP&T's OM. No. 49014/2017-Esstt(C)Pt. dated 04-09-2019.
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 1/30th of the lump sum amount per day of absence
4. 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 1400 hrs on all working days.
5. Since RCT 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.
6. Giving one month prior notice by either party can terminate this contractual engagement.
 - (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 posts are filled by Zonal Railways, whichever is earlier.
 - (ii) The contractual engagement can be extended for further period not exceeding 11 months, if agreed by both parties and based on the performance of the hired candidate(s) subject to(i) above.
7. Engagement of persons under this scheme does not constitute any offer of appointment in RCT or Railways.
8. Recovery has to be made from the monthly wages for willful damage/loss to equipment or property that may be caused by the persons engaged.

**FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER IN
RAILWAY CLAIMS TRIBUNAL-DELHI BENCH PURELY ON
CONTRACTUAL BASIS.**

						<u>Photo</u>
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					
	Fax No.					
	Email ID					
	(Telephone/Mobile No. and email ID are 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	Subjects specialization