



RAILWAY CLAIMS TRIBUNAL  
BHUBANESWAR BENCH

ADVERTISEMENT

No.RCT/BBS/Contractual/ Stenographer/2022

Dt. 26/05/2022

**CONTRACTUAL ENGAGEMENT FOR THE POST OF STENOGRAPHER.**

Railway Claims Tribunal, Bhubaneswar Bench will conduct a Walk-in-interview for selection of 01(one) post of English Stenographer to be engaged temporarily on contractual basis for a period of eleven Months as per the terms and conditions decided by Railway Board ( Ministry of Railways). Engagement of person as Stenographer under this scheme does not constitute any offer of appointment in Railway Claims Tribunal or Railways. Interested candidates fulfilling the eligibility criteria are invited to attend Walk-in-interview at 11.00 AM at Railway Claims Tribunal, Bhubaneswar Bench having its Office at OFDC Ltd Building ( 2<sup>nd</sup> floor), A/84-Kharvel Nagar, Unit-3, Bhubaneswar-1 as per the schedule give below.

First Name of Candidate starting with Alphabet	Date of Interview
A to E	20/06/2022
F to K	21/06/2022
L to S	22/06/2022
T to Z	23/06/2022
Reserve Day	24/06/2022

For details regarding application form, age, qualification, remuneration, and terms and conditions of engagement, candidates may visit RCT website [www.rct.indianrail.gov.in](http://www.rct.indianrail.gov.in) (Notice/Policies/Circular/Tender Notices) for further details.

  
Asst.Registrar



RAILWAY CLAIMS TRIBUNAL  
BHUBANESWAR BENCH  
OFDC Building, A/ 84, Kharavelanagar, Bhubaneswar 751 001

**NOTIFICATION**

No.RCT/BBS/ Contractual / Stenographer/2022

Dt. 26/05/2022

Sub: Engagement of Stenographer on Contractual basis in Railway Claims Tribunal, Bhubaneswar.

Railway Claims Tribunal, Bhubaneswar will conduct a walk in -interview for selection of one post of Stenographer to be engaged temporarily on contract basis for a period of 11(Eleven) months as stipulated by Ministry of Railway, Railway Board letter No. 2009/TC(RCT)/1-2 dated 13.11.2019.


Interested candidates fulfilling the eligibility criteria are invited to attend Walk-in-interview with filled application in the prescribed proforma only as given under at annexure-B along with all their original certificates in support of their educational qualification, Stenography pass certificate, age, experience, photograph, self photo ID proof (ADHAR/Voter Card etc ) & one set of self attested photocopy of the same certificates and documents on the notified date, place and time. Terms and conditions of engagement is enclosed at annexure-A.

The Application form and the terms and conditions of engagement can be obtained from the office of Railway Claims Tribunal, Bhubaneswar Bench or can be downloaded from the website of Railway Claims Tribunal ([www.rct.indianrail.gov.in](http://www.rct.indianrail.gov.in) ).

The Date of Interview at 11.00 A.M as per the schedule given below

First Name of Candidate starting with Alphabet	Date of Interview
A to E	20/06/2022
F to K	21/06/2022
L to S	22/06/2022
T to Z	23/06/2022
Reserve Day	24/06/2022


Place of Interview: Railway Claims Tribunal, Bhubaneswar Bench  
OFDC Ltd Building ( 2<sup>nd</sup> floor), A/84 - Kharvel Nagar, Unit-3, Bhubaneswar-1

  
Asst.Registrar  
RCT/Bhubaneswar  
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**TERMS AND CONDITIONS FOR ENGAGEMENT OF STENOGRAPHER ON CONTRACTUAL/ OUTSOURCING BASIS IN RAILWAY CLAIMS TRIBUNAL, BHUBANESWAR :-**

1. Intermediate pass in any discipline from recognized Board or University with proficiency in stenography with speed of 80 wpm, having thorough knowledge in working on computers in MS word, Excel and also possessing good communication and interpersonal skills.
2. There will be skill test of English shorthand at the speed of 80 w.p.m of 10 minutes duration and 50 minutes for transcription of shorthand on computer.
3. Monthly remuneration will be Rs.,25,500 Plus DA fixed by the Central Government from time to time.
4. The Railway working hours will be 8 hours per day from 09:30 hrs. To 18:00 hrs with half an hour lunch break from 13:30 hrs to 14:00 hrs on all working days.
5. Since RCT is a judicial organization, it has to be made clear to candidate that any leak of confidential information may lead to legal action including prosecution.
6. If the person engaged/hired, remains absent, pro-data 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.
7. Giving one month's prior notice by either party can terminate this contractual engagement.
8. (I) The above contractual arrangement would be for a period not exceeding eleven 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 eleven months, if agreed by both the parties and based on the performance of the hired candidate(s) subject to (I) above.
9. Engagement of person as Stenographer under this scheme does not constitute any offer of appointment in Railway Claims Tribunal or Railways.
10. Recovery has to be made from the monthly wages for any willful damage/loss to equipment or property that may be caused by the persons engaged.
11. The interview to be conducted is only for short listing of the candidates who shall be finalized by the Principal Bench, Railway Claims Tribunal, Delhi
12. 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.
13. No TA/DA will be given to candidates called for Test/Interview and the candidates will have to make their own arrangements.
14. The Interview for selection of Stenographer under this scheme may be cancelled without assigning any reason.

  
Asst.Registrar  
RCT/Bhubaneswar  
M-8918981190  
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**APPLICATION FOR THE POST OF STENOGRAPHER PURELY ON CONTRACTUAL BASIS IN RAILWAY CLAIMS TRIBUNAL, BHUBANESWAR BENCH.**

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

AFFIX RECENT PASSPORT SIZE  
 PHOTO (with signature partially over  
 the Photograph & continuing over the  
 Sheet.

1	Name of the applicant (in block letters)				
2	Father/husband Name				
3	Date of Birth				
4	Present Age as on Date				
5	Permanent postal address				
6	Present postal address				
7	Telephone (Landline with STD Code)				
8	Mobile No.				
9	Email Id If any				
10	Adhar/Identity card Number				
11	Present occupation and work experience, if any				
12	Educational Qualification				
	Sl. No	Year of Passing	Name of Exam	Name of School/ University	Percentage of Mark

It is certified that the information furnished above is correct and true to the best of my knowledge. If at any stage, it is found that any of the above material or information is false/incorrect or suppressed by me, my candidature/appointment is liable to be rejected/terminated.

PLACE:  
 DATE:

SIGNATURE OF THE APPLICANT