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रेल दावा अधिकरण  
Railway Claims Tribunal  
केन्द्रीय सदन सैक्टर 9 ए, चण्डीगढ 160009  
Kendriya Sadan, Sector 9 A, Chandigarh 160009

Email ID: [railwaytribunal@yahoo.com](mailto:railwaytribunal@yahoo.com)

नोटिस सं रेदाअधि/चण्डी/आउटर्सोसिंग/23

दिनांक 19/1/2024

नोटिस

रेल दावा अधिकरण, चण्डीगढ मे स्टेनोग्राफर के पद को अस्थाई रूप से एक नियत अवधि के लिए रेलवे बोर्ड (रेल मंत्रालय) के द्वारा निर्धारित शर्तों के अनुसार संविदा पर भरने हेतु नीचे दर्शाई गई तारीख समय एवं स्थान पर वॉक इन इन्टरव्यू आयोजित किया जाएगा।

स्थान	पद का नाम	वॉक इन इन्टरव्यू दिनांक	रिपोर्टिंग का समय
रेल दावा अधिकरण, केन्द्रीय, सदन, चौथी व छठी मंजिल, सैक्टर 9 ए, चण्डीगढ-160009	स्टेनोग्राफर (अंग्रेजी) = 01 संख्या**	7/2/2024	10.30 बजे

\*\* तीन योग्य स्टेनोग्राफर का अतिरिक्त पैनल तयार किया जाएगा जिनका उपयोग भविष्य में खाली होने वाले पदों के लिए किया जा सकता है, अगर कोई पद खाली होगा तो, जिसकी समय सीमा एक वर्ष होगी व सक्षम अधिकारी की स्वीकृति चाहिये होगी।

इच्छुक आवेदनकर्ता इस साक्षात्कार से संबंधित शर्तों व निबंधनों की विस्तृत जानकारी के लिए बेवसाइट [www.rct.indianrail.gov.in](http://www.rct.indianrail.gov.in) एवं [www.nr.indianrailways.gov.in](http://www.nr.indianrailways.gov.in) पर देखें।

अपर रजिस्टार 19.1.2024  
रेल दावा अधिकरण, चण्डीगढ  
अपर सैक्टर  
Additional Registrar  
रेल दावा अधिकरण, चण्डीगढ  
Railway Claims Tribunal, Chandigarh

रेल दावा अधिकरण  
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Kendriya Sadan, Sector 9 A, Chandigarh 160009

Email ID: [railwaytribunal@yahoo.com](mailto:railwaytribunal@yahoo.com)

No.RCT/CDG/Outsourcing/23/

Dated: 19/1/2024


**Notice**

Railway Claims Tribunal, Chandigarh will conduct a walk-in-interview for temporarily filling up following post for RCT Chandigarh 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	Name of posts	Date of interview	Time
Railway Claims Tribunal, Kendriya Sadan, 4 <sup>th</sup> & 6 <sup>th</sup> Floor, Chandigarh	Stenographer (English) = 1 number**	7/2/2024	10.30 AM

\*\*additional panel of 3 Stenos shall be prepared from suitable candidates, which can be utilized for appointment against anticipated vacancies, if any in future, with validity of one year and with the approval of competent authority.

Willing candidates may visit RCT/Delhi website ([www.rct.indianrail.gov.in](http://www.rct.indianrail.gov.in)) & Northern Railway website ([www.nr.indianrailways.gov.in](http://www.nr.indianrailways.gov.in)) for detailed terms and conditions of engagement of outsourced Stenographer through walk-in-interview.

  
Additional Registrar  
Railway Claims Tribunal  
Chandigarh 19.1.2024  
Additional Registrar  
केन्द्रीय सदन सैक्टर 9 ए, चण्डीगढ  
Railway Claims Tribunal, Chandigarh

**Terms and condition for engagement of Stenographer on Contractual/Outsourcing basis for 11 months in Railway Claims Tribunal/Chandigarh.**

1. Educational Qualification Age and Professional Qualification for the post of Stenographer. As per qualification of Direct Recruited (DR) Stenographer on Railways:-

1.1 Educational Qualification:- Minimum 12<sup>th</sup> (+2 stage) or equivalent examination from a recognized Board/University.

1.2 Age:- Age of candidate should be 18-30 years (relaxation of maximum age for 3 years to OBC and 5 years to SC/ST candidates could be given) as per recruitment rules for Direct Recruited Stenographers on Railways. Age will be counted from the date of publication of notice for the same.

1.3 Professional Qualification:-

The following standard have been prescribed for the posts in shorthand:-

Skill test for English Stenography:-

Speed shorthand	Duration	Transcription time (typing)
80 w.p.m.	10 minutes	50 minutes

2. Monthly remuneration will be Rs.25,500/- plus DA i.e. initial of GP-2400 (Level-4) of Direct Recruited Stenographers in the Railways with qualification of 12<sup>th</sup> (2 stage).
3. 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.
4. The working hours will be 8 hours per day from 09.00 hrs. to 17.30 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 has to be 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.
7. (i) The above contractual arrangement would be for a 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 with suitable break in service, if agreed by both the parties and based on the performance of the hired candidate(s) subject to (i) above.
8. Engagement of persons under this scheme does not constitute any offer of appointment in RCT or Railways.
9. Recovery has to be made from the monthly wages for any willful damage/loss to equipment or property that may be caused by the person engaged.
10. Additional panel of 3 Stenos shall be prepared from suitable candidates, which can be utilized for hiring against anticipated vacancies, if any in future, with validity of one year and with the approval of competent authority.
11. No TA/DA shall be paid for this interview.
12. Preference will be given to applicants who have knowledge of English and Hindi Stenography.
13. The applicants should bring their own shorthand pad/pencil/rubber/Laptop or computer for stenography test.
14. Applicants should bring original certificates of their educational qualification, technical qualification and experience, if any, alongwith a set of photocopies of certificates for scrutiny and record purposes.
15. Any candidate not fulfilling the eligibility criteria shall not be allowed to sit in Skill test.

21/10/24  
Additional Registrar  
Railway Claims Tribunal  
Chandigarh

19.1.2024  
Additional Registrar  
रेलवे क्लेमिज ट्रिब्यूनल, चंडीगढ़  
Railway Claims Tribunal, Chandigarh

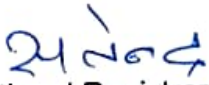


**Duties of Stenographers as per Office Order No.38 of 2014 issued by Railway Board vide letter No.2014/O&M/7/11 dated 30/6/19.**

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 given 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 boll 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.

  
Additional Registrar 19.1.2024  
Railway Claims Tribunal  
Chandigarh  
अपर रजिस्ट्रार  
Additional Registrar  
रेल्वे क्लेमिज ट्रायबुनल  
Railway Claims Tribunal, Chandigarh

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FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER IN RAILWAY CLAIMS TRIBUNAL/CHANDIGARH BENCH PURELY ON CONTRACTUAL BASIS FOR 11 MONTHS.

To,  
The Additional Registrar,  
Railway Claims Tribunal, 4<sup>th</sup> & 6<sup>th</sup> Floor, Kendriya Sadan Building,  
Chandigarh-160009.

				<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. (if any)					
	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

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 Candidate