

**RAILWAY CLAIMS TRIBUNAL, VARANASI BENCH**  
**Varanasi**  
**Varanasi Railway Station Junction, Old PRS Building**  
**Varanasi**

No. RCT/Varanasi/Outsourcing Stenos/2024

Dated 09-01-2024

Railway Claims Tribunal, Varanasi will conduct a walk in interview/Test for temporarily filling up two posts of English/Hindi 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, Railway Station Junction, Old PRS Building, Varanasi	09.02.2024	09.00 Hrs.

Willing candidates may visit RCT website [www.rct.indianrail.gov.in](http://www.rct.indianrail.gov.in) for detail terms and conditions of engagement of outsourced Stenographers through walk in interview/Test.


**Note:-**

The candidates who have already applied in view of earlier Notification No.RCT/Varanasi/Outsourcing Stenos/2023 dated 21.11.2023 issued by Railway Claims Tribunal, Varanasi Bench, Varanasi **need not apply**.

**Encl:** Terms & conditions Annexure-A

Proforma of Bio data Annexure-B

Duties of outsourced Stenographers Annexure-C

  
(J.N. Meena)  
Additional Registrar  
RCT/BSB

**Annexure - A**

**TERMS AND CONDITIONS FOR ENGAGEMENT OF STENOGRAPHERS ON CONTRACTUAL/OUTSOURCING BASIS IN RAILWAY CLAIMS TRIBUNAL, VARANASI BENCH, VARANASI**

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

(i) **Education Qualification-** 12<sup>th</sup> (+2 stage) or equivalent examination from a recognized Board/University.

(ii) **Age:-** Age of candidate should be 18-30 years (relaxation of 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.

(iii) **Professional Qualification-**

The following standards have been prescribed for the posts in shorthand:

**Skill test for English/Hindi Stenography:-**

**Stenographer (English):-**

Speed	Duration	Transcription time
80 w.p.m.	10 minutes	50 minutes

**Stenographer (Hindi):-**

Speed	Duration	Transcription time
80 w.p.m.	10 minutes	65 minutes

2. Monthly remuneration will be Rs. 25500/- 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-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 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.

*adw*

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 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 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 wilful damage/loss to equipment or property that may be caused by the persons engaged.

Duties of outsourced Stenographers is enclosed as Annexure-B

**Method of selection:-**

The candidates who have already applied in view of earlier Notification No.RCT/Varanasi/Outsourcing Stenos/2023 dated 21.11.2023 issued by Railway Claims Tribunal, Varanasi Bench, Varanasi **need not apply.**

The applicants whose applications are in order shall be considered for calling for walk-in-interview/Test (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 - B** 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 be received in a sealed box only, available in the office of Additional Registrar, Railway Claims Tribunal, Varanasi Bench, Varanasi Junction Railway Station, Old PRS Building, Varanasi- 221002 before 17.00 hrs. of 31.01.2024. 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"

  
09/1/24

Additional Registrar  
RCT/BSB

**Annexure - B**

**FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER  
ENGLISH/HINDI IN RAILWAY CLAIMS TRIBUNAL-VARANASI BENCH,  
VARANASI PURELY ON CONTRACTUAL BASIS.**

To, Additional Registrar Railway Claim Tribunal, Varanasi Bench Varanasi Junction Railway Station, Old PRS Building, Varanasi, Uttar Pradesh Pin Code-221002					<u>Photo</u>		
1	Name of the Applicant (IN BLCOK LETTERS)						
2	Date of Birth						
3	Name of his/her father/husband/guardian						
4	Gender						
5	Correspondence Address						
6	Permanent Address						
7	Telephone/Mobile Number (Mandatory Email ID(Mandatory))						
8	Present Occupation, if any						
9	Educational qualification(in the reverse chronological order)						
	Name ofBoard/ 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 APPLICANT

## Annexure - C

### Duties of Stenographers as per Office Order no.38 of 2014 issued by Railway Board vide letter No. 2014/O&M/7/11 dated 30-06-19.

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 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.