



रेलवेदावान्यायाधिकरण : : गुवाहाटीपीठ
RAILWAY CLAIMS TRIBUNAL : : GUWAHATI BENCH
Station Road, Guwahati-781001
Phone : 26074 (Railway) Email: adrrctgb@gmail.com

No.RCT/GB/89/Contractual/2019

Date: 07.03.2024

NOTIFICATION

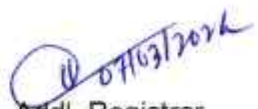
Sub : Advertisement for inviting applications from eligible candidates for the post of Stenographer to be engaged on contractual basis in Railway Claims Tribunal, Guwahati Bench.

Applications are invited from the eligible candidates for the post of Stenographer to be engaged on contractual basis for the period of 11 months in Railway Claims Tribunal, Guwahati Bench. Interested and eligible candidates are requested to send their applications/CV/resume in one page only to be mailed to RCT/GHY on its E-mail address rcgbreruitment@gmail.com. (Application by post, by Hand or any other means will not be entertained at all). Last date of submission of application is **18.03.2024**.

Method of selection

- i) Candidates who are fulfilling the eligibility conditions may apply to the contractual stenographer post by submitting the application in the prescribed format enclosed as **Annexure C**.
- ii) If any information in the application is found false, the service of the candidate will be terminated immediately without assigning any reasons and appropriate action will be taken against him/her.
- iii) Applicants whose applications are found in order shall be considered for calling for walk in Interview and skill test along with Original documents.
- iv) The interview to be conducted is only shortlisted candidates and no TA/DA will be given to the candidates. Candidates will have to make their own arrangement.
- v) Applications received after due date shall not be considered.

Encl: Terms & conditions, (Annexure-A)
Duties of Stenographer (Annexure-B)
Proforma of Application (Annexure-C)


Addl. Registrar
Railway Claims Tribunal
Guwahati Bench

Terms & conditions for engagement of outsourced Stenographer on outsourcing/contract basis in Railway Claims Tribunal.

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

(i) **Education Qualification:** - 12th (+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 standard have been prescribed for the posts in shorthand:

Skill test for English Stenographer:-

Stenographer (English):-

Speed	Duration	Transcription time
80 w.p.m	10 minutes	50 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 12th (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 1/30th 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 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's 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 wilful damage/loss to equipment or property that may be caused by the persons engaged.

Duties of outsourced Stenographers issued by this office will remain unchanged (copy enclosed).

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.

ANNEXURE-C

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

To,

The Additional Registrar,
Railway Claims Tribunal,
Guwahati Bench, Station Road
Guwahati-781001

PHOTO
With cross
signature

1	Name of the Applicant (in Block letters)			
2	Fathers/Husband Name			
3	Date of Birth/DD-MM-YY			
4	Present Residential Address			
5	Mobile no. with alternate no.		1.	
			2.	
6	Email ID (Compulsory)			
7	Work experience, if any			
8	Educational Qualification (including qualification related to computer & stenography)			
SL No	Name of Exam Passed	Year of Passing	Name of school/University	Percentage of Marks

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 understand that my candidature to the post of contractual stenographer shall be cancelled.

Place:

Date:

Signature of the Applicant