

NOTIFICATION

**RAILWAY CLAIMS TRIBUNAL
MUMBAI BENCH**

19/T Wigwam,
180, P D' Mello Road,
Mumbai 400 001

Two (02 Nos) posts of Stenographers to be filled on contract basis in the Railway Claims Tribunal - (RCT) Mumbai office for a period of 11 months with remuneration of **₹.37,230/-** per person per Month (Fixed). Send application By Post / By Hand addressed to Additional Registrar /RCT on or before 22-04-2024.

For further details visit website : www.rct.indianrail.gov.in (Uploads) or on Notice board in RCT / Mumbai office.

NO. RCT/Mumbai/4/8

Dated : 21-03-2024





रेल दावा अधिकरण
RAILWAY CLAIMS TRIBUNAL
मुंबई पीठ
MUMBAI BENCH

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NO. RCT/Mumbai/4/8

Dated : 21-03-2024

NOTICE

Subject : Engagement of Stenographers purely on contractual assignment
In Office of Railway Claims Tribunal - Mumbai Bench (RCT).

Applications are invited from eligible candidates fulfilling the qualifications mentioned below for engagement as Stenographers in Railway Claims Tribunal - Mumbai Bench (RCT) purely on contractual assignment for a period of 11 months for two (02) vacancies.

2. The Terms and Conditions of the contractual assignment shall be as per Annexure-A.

3. The candidates engaged on contractual assignment shall not be entitled for HRA, Residential Accommodation or any other allowance.

4. The candidates engaged on contractual assignment will not be entitled to any kind of leave. If absent from duties proportionate payment will be deducted.

5. The interested eligible candidates who are willing to serve in the RCT may submit their applications in the attached prescribed format within 15 days from the date of publication of this notice in the Newspaper, at the following address :-

The Additional Registrar,
Railway Claims Tribunal,
19/ T, " WIGWAM", 180, P.D'Mello Road,
Nr 18th Platform CSTM, Mumbai - 400 001.

6. Applications received after the due date will not be considered and would be summarily rejected.


7. The candidates who are declared qualified in the skill test in English/ Hindi Shorthand will be called for interview. No TA/DA will be admissible for appearing in the skill test or interview.

8. Date of stenography test and interview will be intimated to candidates on their Mobile phone or email.

9. No supporting documents need to be attached with the application at this stage.

10. Other terms and conditions would remain the same as approved by the Railway Board (Annexure-B)

11. If the information in the application found false, his services will be terminated immediately and without arranging any reason.


(Asha Dhule) 21/3/24
Assistant Registrar
RCT/Mumbai

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FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER IN RAILWAY CLAIMS TRIBUNAL - MUMBAI PURELY ON CONTRACTUAL BASIS

		Paste here self attested recent colour passport size photograph				
1	Name in Full (IN BLOCK LETTERS)					
2	Date of Birth					
3	Name of Father / Husband					
4	Correspondence Address					
5	Permanent Address					
6	Mobile Number/ Email ID (Telephone / Mobile Number and Email ID are mandatory)					
7	Present Occupation, If any					
8	Educational Qualifications (In the reverse chronological order) :					
	Name of Board / University	Degree	Year of passing	Percentage of Marks Obtained	Academic Distinctions, If any	Subjects/ Specialisation.

9	Speed in English Shorthand (In W.P.M.) Please specify knowledge of proficiency in Computer typing.					
10	Details of Employment, if any :					
	Name and Address of the Employer	Designation of the post held	Scale of Pay including present pay	Period of Service		Nature of duty / Experience
				From	To	

It is certified that the information furnished above is correct and true to the best of my knowledge.

Place :
Date :

(Signature)

Name : _____

TERMS AND CONDITIONS

Sub :- Outsourcing of Stenographers for Railway Claims Tribunal, Mumbai

The following are the Terms & Conditions :-

- 1 Educational Qualification, Age & Professional Qualification for the post of Stenographers :- As per qualification of Direct Recruited (DR) Stenographers on Railways
 - (i) Educational Qualification :- 12th (+2 Stage) or equivalent examination from a recognized Board / University.
 - (ii) AGE :- Age of candidate should be 18-30 yrs (relaxation of age for 3 yrs to OBC and 5 yrs to SC/ST candidates could be given) as per recruitment rules for Direct recruitment Stenographers on Railways.
 - (iii) Professional Qualification :- The following standard 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

The knowledge of computers, with knowledge of MSWord, Excel, and good communication and interpersonal skills is preferable.

- 2 The monthly remuneration will be ₹. **37,230/-** (Fixed) per Month.
- 3 If the person engaged/ hired remains absent, pro-rata deduction will be made from the amount payable to his/ her. The amount of deduction will be worked out on the basis of 1/30th of the lump sum amount per day of absence. The Prof. Tax will be deducted as per the extant rules.
- 4 The working hours will be 8 hours per day from 09.30 to 18.00 hrs with half an hour lunch break from 13.30 to 14.00 hrs on all working days of this office.
- 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 against them.
- 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 & conditions for such engagement or till the posts are filled by Zonal Railway, 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 as person under this scheme does not constitute any offer of appointment in Railway Claims Tribunal or Railways.
- 9 Recovery has be made from monthly wage of the candidate for any willful damage/loss to equipment or property that may be caused by persons engaged.
- 10 Duties of outsourced Stenographers issued by this office will remain unchanged (copy enclosed).


22/3/2024
ASSISTANT REGISTRAR
RCT-MUMBAI.

**RAILWAY CLAIMS TRIBUNAL
MUMBAI BENCH**

Duties of Stenographers as per Office Order No.38 of 2014 issued by Railway Board vide letter No.2014/O&M/7/11 dated 30-06-2019.

Stenographer will keep the officer free from routine nature of work by mailing Correspondence, filing papers, making appointments, arraigning meeting and collecting information so as to give the officer more time etc. devote himself/herself to the work in which he/she has specialized.

He/she will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He/she will exercise his/her skill in human relations and be cordial with the persons who come in contact with his/her boss officially or who are helpful to his/ her boss or who have dealing with the boss as professional persons. Some of the more specific functions are enumerated below:-

- 1) Taking dictation in shorthand and its transcription on the computer in the best possible manner.
- 2) Fixing up of appointments and if necessary cancelling them.
- 3) Screening the telephone calls and the visitors in a tactful manner.
- 4) Keeping an accurate list of engagements, meeting etc. and reminding the officer sufficiently in advance for keeping them up.
- 5) Maintaining in proper order, the papers required to be retained by the officer.
- 6) Keeping a note of the movement of all incoming and outgoing papers, files etc.
- 7) Destroying by burning or shredding the stenographic record of the confidential and secret letters after they have been typed and issued.
- 8) 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.
- 9) Generally assisting the officer in such manner as he may direct.
- 10) Attending Court duties.
- 11) Any other work assigned by the Tribunal.

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.

ADR/RCT/ Mumbai