



दक्षिण पश्चिम रेलवे/South Western Railway

प्रधान कार्यालय/Headquarters Office,
कार्मिक विभाग/Personnel Department,
हुबल्लि /Hubballi: 580 020.
दिनांक/ Dated 20.12.2018.

सं./No.SWR/P.563/Stenos/Contract Basis

NOTIFICATION No.07/2018 (Stenographers on contract basis)

विषय / Sub: Engagement of Stenographers on contract basis.

It is proposed to fill up the following post of Stenographers on contract basis for a period of **one year** in Headquarters Offices of South Western Railway, Hubballi.

UR	OBC	SC	ST	Total
15	8	5	2	30

Eligibility conditions:

1. Candidates who have a minimum qualification of 12th pass with not less than 50% marks in aggregate and who have the knowledge of Stenography or Certificate course in MS-Office (i.e. MS-Word, MS-Excel, MS-Power point, etc.) are eligible to apply.
2. Age: 18 to 30 years with usual upper age relaxation for SC/ST (relaxable up to 5 years) and OBC (relaxable up to 3 years) and PWDs (relaxable up to 10 years).
3. The date for age calculation will be as on 01.01.2019.
4. Applications from the eligible candidates are invited in the prescribed proforma duly enclosing the attested copies of certificates in support of their Educational Qualification, Stenography/Technical Qualification etc. SC/ST candidates must also enclose a copy of their caste certificate. Applications thus filled may be sent by ordinary post/registered post/courier to Assistant Personnel Officer/HQ, Office of the Principal Chief Personnel Officer, South Western Railway, Gadag Road, Hubballi – 580 020.
5. The last date for receipt of applications in the Office of Principal Chief Personnel Officer, South Western Railway, Gadag Road, Hubballi – 580 020 is on 18.01.2019.

Mode of selection / criteria:

1. The eligible applicants will be selected by subjecting them to skill test on Stenography/Computer Based Skill Test on MS-Office (i.e. MS-Word, MS-Excel, MS-Power point, etc.) by a committee of JA grade Officers.
2. Representation of SC/ST and OBC categories as per vacancies reserved for them will be ensured as per extant guidelines in force.
3. Candidates will have to undergo Cey-ONE medical classification examination (as applicable for direct recruitment for Stenographers) and will be considered for contract engagement only if they are found medically fit. Medical Fitness will be examined by nominated Railway Hospitals.

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4. The candidates recruited on contract basis will be designated as Stenographers.
5. The contractual staff will be permitted off on Sundays and National Holidays. However, they may be called for duty on any day including Sunday and National Holiday for which compensatory rest may be given later. In addition, they may be granted two days leave for each completed month of engagement in Railways. The accumulated leave will lapse as soon as the contractual period is over and cannot be carried over to next contract (if any).
6. The contract may be terminated by either side by giving one month's notice. The performance monitoring of contractual appointees will be done on regular basis and those who are unable to discharge the duties or who fail to perform as per expectations of the administration, may be given 30 days' notice and their contract terminated. However, in case of gross negligence / misconduct / irregularities, the engagement may be terminated with immediate effect.
7. The engagement on contract basis will not confer any right to claim for regular absorption / extension in the Railways.
8. Applicants working in Govt./PSU will have to provide "No Objection Certificate" at the time of application and resign from their present organization on their engagement.
9. All statutory requirements shall be complied with by Railways.
10. It should be a full time contract and their consolidated pay will be Rs.19500 per month.
11. They will be paid Daily Allowance when on tour as admissible, at the rate of Rs.500/-.

Wide publicity may be given at your end duly displaying on the notice boards at Divisions/Units/Stations accordingly.

This notification is also available in our official web-site: www.rchubli.in & www.swr.indianrailways.gov.in.

(सी.एम. मुनिस्वामि/C.M. Muniswamy)
सहायक कार्मिक अधिकारी/प्र. का./APO/HQ
कृते प्रमुकाधि/ For Principal Chief Personnel Officer

प्रतिलिपि / Copy to:

PS/Gr.II to PCPO – for kind infn of PCPO
All PHODs/CHODs/SWR/UBL; CAO/CN/BNC
DRMs-UBL, SBC & MYS; CWMs-UBLs, MYSS
Chairman, RRB/BNC
Dy.CMM/GSD/UBL, Dy.CMM/MGSD/AP; Dy.CE/TM/YPR
Sr.DPOs-UBL, SBC & MYS; Dy.CPO/CN/BNC; Dy.CPO/UBLs
WPO/MYSS; Sr.EDPM/UBL; Sr.AFA/Stats/HQ; Sr.RBA/HQ/UBL
Registrar RCT/BNC
Director/STC/SBC
Principal/MDRTI/DWR
All Personnel Officers/PB/HQ/UBL
All Ch.OSs/PB/HQ/UBL; All Ch.S&WIs/PB/UBL
GS/SWRMU/UBL, GS/AISCTREA/UBL
Notice Board.

