



**EAST COAST RAILWAY**

Office of the  
Principal Chief Personnel Officer  
Rail Sadan, Chandrasekharapur  
Bhubaneswar-751017  
Date-2<sup>nd</sup> June 2023

No.ECoR/Pers/01/Selection/Steno Gr-III/DPQ/153

To  
The All PHOD/CHOD/ECoR/BBS & CAO (Con)/ECoR/BBS.  
The DRM (P)/ECoR/KUR,WAT & SBP & WPO/CRW/MCS,  
The Chairman/RRB/BBS, The Registrar/RCT/BBS,  
The SPO (Con)/ECoR/VSKP & BBS, SPO/RE/BBS.

Sub: Notification for filling up of the post of Stenographer Grade-III in Pay Matrix Level-04 at ECoRly/HQs/BBS, against 25% Departmental Promotion Quota.

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Applications are invited from serving shorthand knowing Clerks/Typists of ECoRly./HQs/BBS, whose lien are being maintained at HQs/BBS of East Coast Railway for filling up of the post of Stenographer Grade-III in Pay Matrix Level-04 at ECoRly/HQs/BBS against 25% Departmental Promotion Quota as detailed below:

Name of the post	Pay Matrix Level	Vacancy			
		UR	SC	ST	Total
Stenographer Grade-III	Level-04	03	01	01	05

**Mode of Selection:**

The selection is consisting of following 03 stages:

- (iv) **Written Test:** It will be conducted of two subjects viz. General Awareness and Language Test(Hindi/English, as it may be). The duration of the examination will be of two hours (120 Minutes). The maximum marks for the written examination shall be 100 marks for each subject. The question paper shall be a composite paper of 200 marks and the candidates will have to qualify in each of the two subject. The qualifying marks for the General/UR candidates shall be 60% marks, whereas for SC/ST candidates against posts reserved for them shall be 50% marks i.e. 10% usual relaxation for SC/ST candidates.
- (v) **Skill Test:** Candidates who qualified in the written test will be called for the Skill Test basing on the merit in the written examination. The scheme of the Skill Test in terms of RBE No.141/2015 is as under:

SPEED	DICTION DURATION	TRANSCRIPTION TIME
Hindi- 80 w.p.m.	10 minutes	65 minutes
English- 80 w.p.m.	10 minutes	50 minutes

In terms of RBE No.142/2015, the following procedure will be adopted in regard to deduction of marks for mistakes in the Skill Test:

- (a) Each Full or Major Mistake would result in deduction of 01(one) mark.  
(b) Half a mark should be deducted for each half/partial mistake.  
(c) Maximum number of mistakes (both major and minor), added together, limited to 10% of the total words dictated.

It would mean that a candidate who commits more than 10% mistakes will be treated as **FAILED**.  
However, shorthand test for Stenographer Grade-III against 25% DPQ is of qualifying in nature in terms of RBE No.140/2022.

- (vi) **VIVA-VOCE TEST:** It shall carry 15 marks and no marks will be awarded for seniority as this will be as good as a General Selection, where the option is open for staff of all Departments.

This should be given wide publicity amongst the staff. Applications received in the enclosed format at Annexure-I should be forwarded through the Cadre Personnel Officer to this office in a single bunch on or before 01.07.2023. This is also available in ECoRly .website ([www.eastcoastrail.indianrailways.gov.in](http://www.eastcoastrail.indianrailways.gov.in)).

Encl: Annexure-I (Application format)

(RC.Mahalik)

Asst. Personnel Officer-I  
For Principal Chief Personnel Officer

P.T.O.

**PROFORMA APPLICATION**

Application for filling up of the post of Stenographer Grade-III in Pay Matrix Level-04 at ECo.Rly/HQs/BBS against 25% Departmental Promotion Quota vide PCPO/BBS's letter No- ECoR/Pers/01/Selection/Steno Gr-III/DPQ/153 Dated.2<sup>nd</sup> June 2023.

1	Name of the employee in full (Block Letter)			
2	Father's / Husband's Name			
3	Date of Birth			
4	Date of Initial Appointment / Capacity / Pay Scale	Date	Capacity	Pay Scale/Level
	Present Pay Matrix Level			
5	Community (UR/SC/ST/OBC)			
6	Working under (Controlling Officer)			
7	Present Designation	(ii) Substantive		
		(ii) Officiating		
8	Date of regular entry to Present Post (Grade Pay / Level earned by ACP/MACP should not be mentioned)	(iii) Substantive		
		(ii) Officiating		
9	Educational Qualification			
10	Lien Department / Unit			
11	PF Account No			
12	Contact Number			
13	E. Mail ID			
14	HRMS ID			

I do hereby declare that I have gone through the above referred notification and I am volunteering for the post of Stenographer Grade-III after agreeing to abide all the conditions in the said notification. I am aware that my application will not be considered if it is deficient in any form or incorrect or not forwarded by the controlling officer/department/ division/unit to PCPO's office. In case, anything is found to be incorrect, I shall be responsible and my candidature may be cancelled.

Date:

Place:

(Signature of the employee)

Certified that the above employee submitted the application before the cutoff date in this office.

Date-

Signature of Controlling Officer with Seal

Certified that the above service particulars are found correct as per the service record maintained in this office.

Date:

Signature of Cadre Personnel Officer with seal