

रेलवे वलैम्स ट्रिब्यूनल, भोपाल बेन्च

हबीबगंज रेलवे स्टेशन परिसर, हबीबगंज, भोपाल-462016

पत्रांक : रेदाअ/भो/स्टॉफ कारेस./4F-II

मंगलवार, 03-03-2020

—: अधिसूचना-01/2020 :—

विषय :- रेल दावा अधिकरण, भोपालपीठ में स्टेनो के पद को अनुबंध के माध्यम से भरने के सम्बन्ध में.



अपर पंजीयक, रेल दावा अधिकरण, भोपालपीठ के अधीन स्टेनो के एक पद को अनुबंध के आधार पर भरा जाना है. अभ्यार्थी का चयन स्क्रीनिंग के आधार पर किया जाएगा.

अभ्यार्थी की आवश्यक अर्हता अनुसंलग्न-A के अनुसार रहेगी एवं अधिकतम आयु सीमा अधिसूचना दिनांक 03 मार्च/2020 को 65 वर्ष से अधिक नहीं होगी. आवेदन का निर्धारित प्रारूप अनुसंलग्न-B है. रेलवे से सेवानिवृत्त निज सचिव (PS) एवं स्टेनोग्राफर (Stenographer) को चयन में वरीयता दी जाएगी.

चयनित अभ्यार्थी को प्रतिमाह Rs. 25500+DA की दर से भुगतान किया जाएगा, अनुबंध की अन्य शर्तें अनुसंलग्न-C रहेंगी. पूर्ण रूप से भरे हुए आवेदन इस कार्यालय में दिनांक 16-03-2020 तक पहुँच जाने चाहिए.

संलग्न : यथोक्त.


3/3/2020
सहायक पंजीयक
रेल दावा अधिकरण/भोपालपीठ

~~Annexure~~

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.

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हबीबगंज रेलवे स्टेशन परिसर, हबीबगंज, भोपाल-462016

अनुसंलग्नक-B

स्टेनो पद हेतु आवेदन-पत्र

- 1) नाम : _____
- 2) पिता का नाम : _____
- 3) जन्म तिथि : _____
- 4) शैक्षणिक योग्यता : _____

- 5) तकनीकी योग्यता : _____

- 6) कार्यानुभव : _____

- 7) अन्य जानकारी : _____

- 8) जाति : _____
- 9) पूर्ण पता/ईमेल व सम्पर्क नंबर : _____

दिनांक :

आवेदक के हस्ताक्षर

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Annexure-A

TERMS AND CONDITIONS FOR ENGAGEMENT OF STENOGRAPHERS ON CONTRACTURAL/OUTSOURCING BASIS IN RAILWAY CLAIMS TRIBUNAL:-

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1. Prior sanction of the Competent Authority, i.e. Hon'ble Chairman/RCT, is to be obtained before initiating a proposal for walk-in-interview to engage Stenographers in Benches of Railway Claims Tribunal (RCT) on ad hoc basis against sanctioned posts.
2. Concerned Benches of RCT will publish advertisement in the local newspaper/media calling for walk-in-interview for the posts of Stenographers at a prescribed date and time at location of RCT Benches where vacancies exist and will recommend the names of suitable candidates for approval of Chairman/RCT.
3. Qualifications and experiences for the post of Stenographer:-

"As per qualification of Direct Recruited (DR) Stenographer on Railways." S.N. 166
4. Remuneration would need to be decided by organization (Concerned RCT Bench) as per instructions contained in DoPT's OM No.49014/1/2017-Estt.(C)Pt. Dated 04/09/2019 (Copy enclosed). S.N. 166
5. 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.
6. 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.
7. Since RCT is a judicial organization, it has to be made clear to candidate that any leak of confidential information may lead to legal action including prosecution.
8. Giving one month's prior notice by either party can terminate this contractual engagement.
9. (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, if agreed by both the parties and based on the performance of the hired candidate(s) subject to (i) above.
10. Engagement of persons under this scheme does not constitute any offer of appointment in RCT or Railways.
11. Recovery has to be made from the monthly wages for any willful damage/loss to equipment or property that may be caused by the persons engaged.

[Signature]
13/11/2019

[Signature]
13/11/19