

SOUTH CENTRAL RAILWAY

Headquarters Office.  
Personnel Branch/SC.  
Date: 4.12.2015

No.P(R)/436/IREM/Vol. VIII

**ALL CONCERNED**

**PERSONNEL BRANCH SERIAL CIRCULAR NO.135/2015**

Copy of Board's letter No.E[NG]I-2010/PM4/3 dated 10.11.2015 is forwarded for information, guidance and necessary action.

*Ravi Kumar*  
4/12/15  
(K.Ravi Kumar)  
APO[E&HQ]  
For Chief Personnel Officer

Board's letter No. E[NG]I-2010/PM4/3 dated 10.11.2015 [RBE No.141/2015]

***Sub: Procedure for conducting Stenography Skill Test for filling up of post of Stenographers – Amendment to para 176 of Indian Railways Establishment Manual Vol.I***

\*\*\*\*

In exercise of the powers conferred by the proviso to the Article 309 of the Constitution of India, the President is pleased to direct that the Indian Railways Establishment Manual Volume-I [Revised Edition], First Re-print 2009, may be amended as per Advance Correction Slip No. 230 enclosed.

Sd/-  
(Amita Bhalla) Dy. Director-II E(NG)I]

**Indian Railways Establishment Manual Volume-I, 2009 Revised Edition,  
Chapter-I, Section-B, Sub-Section-III (Recruitment and Training)**

**Advance Correction Slip No. 230**

**Substitute the existing Para 176 and re-number as Para 176[A] and 176[B]**

**STENOGRAPHERS:**

**PARA 176[A]:** The posts in the category of Stenographers [Hindi/English] in PB-1 Rs.5200-20200 GP 2400 will be filled by direct recruitment through Railway Recruitment Boards as under:-

1. (a) 50% plus shortfall, if any, against [b] and [c] below by direct recruitment through the agency of RRBs
  - (b) 25% by promotion by selection of Shorthand knowing clerks/Typists;
  - (c) 25% by general selection from serving Group 'C' in grade pay Rs. 1800 and above with knowledge of shorthand;
2. For direct recruitment, qualification etc. are as under:-
- (i) **Educational qualification:** 12<sup>th</sup> [+2 stage] or equivalent examination from a recognized Board /University
  - (ii) **Age:** Between 18 and 27 years
  - (iii) **Professional :** The following standards have been prescribed for the posts in shorthand :-



### **STENOGRAPHER [ENGLISH]**

Speed	Duration	Transcription time
80 W.P.M.	10 Minutes	50 Minutes
100 W.P.M	10 Minutes	40 Minutes
120 W.P.M	10 Minutes	35 Minutes

**Note:** Direct Recruit Stenographer [English] in PB-1 Rs.5200-20200 GP Rs.2400 to pass written examination [General Awareness and Language Test in English] and skill test at the speed of 80 w.p.m. and 50 minutes in shorthand on computer. Those Stenographers who pass the examination in English and dictation in shorthand and transcription at 100 w.p.m. and 120 w.p.m. will be granted one or two advance increments respectively at the recruitment stage and while in service.

### **STENOGRAPHER [HINDI]**

Speed	Duration	Transcription time
80 W.P.M.	10 Minutes	65 Minutes
100 W.P.M	10 Minutes	55 Minutes
120 W.P.M	10 Minutes	45 Minutes

**Note:** Direct Recruit Stenographer [Hindi] in PB-1 Rs.5200-20200 GP Rs.2400 to pass skill test at the speed of 80 w.p.m. in 65 minutes on computer. Those Stenographers who pass the examination in Hindi and dictation in shorthand and transcription at 100 w.p.m. and 120 w.p.m. will be granted one and two advance increments respectively at the recruitment stage and while in service.

[Authority: Board's letter No.E[NG]I-2010/PM4/3 dated 10.11.2015]

### **PARA 176[B]:**

The posts in the category of Stenographers [English] in PB-1 Rs.5200-20200 GP 2400 will be filled by promotion/ general selection as under:-

- I.
  - [a] 25% promotion by selection of Shorthand knowing clerks/ Typists
  - [b] 25% by general selection from serving Group 'C' employees in grade pay Rs. 1800 and above with knowledge of shorthand; and
  - [c] 50% plus shortfall, if any, against [a] and [b] above by direct recruitment through the agency of RRBs

### **STENOGRAPHER [ENGLISH]**

80 W.P.M.	10 Minutes	50 Minutes
100 W.P.M	10 Minutes	40 Minutes
120 W.P.M	10 Minutes	35 Minutes

- II. **Higher grade posts/channel of Promotion** :-The following higher grades posts are available to this category of staff in the normal channel of promotion by Selection or non-selection as the case may be :

STENOGRAPHER GRADE I	[PB-2 Rs.9300-34800 GP 4200]
PRIVATE SECRETARY-II	[PB-2 Rs.9300-34800 GP 4600]

**Note:** Stenographers [English] in PB-1 Rs.5200-20200 GP Rs.2400 to pass written examination [General Awareness and Language Test in English] and skill test at the speed of 80 w.p.m. in 50 minutes on computer. Those Stenographers who pass the examination in English and dictation in shorthand and transcription at 100 w.p.m. and 120 w.p.m. will be granted one and two advance increments respectively at the promotion stage and while in service.

