



मुख्यालय/Headquarters Office,
कार्मिक विभाग/Personnel Department,
सिकंदराबाद/Secunderabad.

No.SCR/P-HQ/209/G5/E-Admn/25% (PQ)/Stenos

Date :22.10.2025.

NOTIFICATION

Sub:- Selection for the post of Stenographer Gr-III (English) in Level-4 (GP-2400/-) in Pay Matrix of 7th CPC against 25 % quota by promotion by selection of Shorthand knowing Clerks/Typists.

Ref: CPO/SC's Serial Circular No 135/2015 (RBE No.141/2015), dated 04.12.2015.

1. It is proposed to conduct a selection for filling up the vacancies of post of Stenographer Gr.- III (English) in Level-4 (GP-2400/-) in Pay Matrix of 7th CPC against 25 % quota by promotion by selection of Shorthand knowing Clerks/Typists as under:-

UR	SC	ST	Total	PwBD
04	01	00	05	01((VH)*)

Note :- * If none applied/Selected against VH quota, the same will be filled from other categories under PwBDs quota as per RBE No. 74/2022.

Eligibility Criteria: All serving Group 'C' employees Clerks/Typists working in HQrs and offices/Unit in HQrs Area (excluding accounts dept.) who are knowing Shorthand are eligible to appear for selection have rendered a minimum of two years regular service as on date notification, against 25 % quota by promotion by selection of Shorthand knowing Clerks/Typists

2. **Mode of Selection & Procedure:** Above selection will be conducted through Computer Based Test (CBT Mode) and Stenography Skill Test followed by scrutiny of Service Records and APARs. The employees who qualify in the examination through Computer Based Test (CBT Mode) and stenography Skill Test will only be further considered for record of service & APARs perusal, as per selection norms. The employee must secure 60% of marks in profession ability as well as in the aggregate. The Panel will be formed strictly in the order of merit. However, SC/ST employees are eligible for a relaxation of 10% against SC/ST reserved vacancies as per extant rules.

- (i) **Procedure of selection:** Exam will be through 'Computer Based Test (CBT Mode) as mentioned below

Subject	Max. Marks	Time Allowed
Composite paper for testing the language (English)along with General Awareness	100	120 minutes

The selection consists of CBT as per Railway Board's letter No. E(NG) 1/2018/PM1/4 dated 14.12.2018 (RBE No. 196/2018). The question paper will be 100% objective type multiple choice questions for the CBT examination and 10% of the total marks prescribed from official language policy and rules (which will be optional).

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22-10-25
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The examination will be conducted on CBT mode, and there shall be negative marking for incorrect answers 1/3 (one third) of the marks allowed for each question will be deduction for wrong answers.

(ii) **Skill Test :-** Stenography Skill Test at the speed of 80 words per minute (WPM) for 10 minutes duration with transcription time of 50 minutes on computer as per RBE No.141/2015.

(iii) **Viva-Voce :-** As per Railway Board's letter No. E(NG) 1-2017/PM1/11 dated 04.08.2023 (RBE No. 98/2023) there will no Viva-Voce.

3. **Terms & conditions:**

- (a) The service rendered in the old unit for an employee who joined this HQrs on own request transferred shall be reckoned to the extent that it will not exceed the length of service of their immediate senior in the new unit ect. (RBE No. 34/2006).
- (b) The volunteers who are eligible in terms of the conditions stipulated above submit their application in the prescribed format **Annexure -A** are enclosed. They should also be required to submit attested copies of certificates in support of their educational qualification & community certificates (for SC &ST) along with application. Those employees who are working in Construction Units/Project/RE/security/ Deputation and fulfilling eligibility criteria can also apply, provided their lien is maintained in HQrs.
- (c) PwBDs employees may be submit their disability certificate (of his/her disability of 40% or more), if they apply under PwBD quota.
- (d) The Skill Test will be conducted as per the provisions containing in RBE .No. 31/2015, RBE No.142/2015 & RBE No. 31/202. Only those candidates who have secured requisite qualifying marks i.e 60% CBT exam will be called for the Skill Test.
- (e) In case of their selection, they will not be allowed to go back to their parent cadre and will have avenue of promotion only in the Stenographer cadre.
- (f) Employees undergoing penalty or placed under Suspension or any departmental proceeding initiated for Major penalty or any Railway Property (Unlawful Possession) Act, 1966 (RPUP) case is pending, the details particulars of such employees should be mentioned while forwarding the application.
- (g) It is the personal responsibility of the concerned cadre controlling personnel officer to certify and ensure the corrections of all applications with service register and other relevant record. Also certify the correctness of the particulars in the applications. Without such certification, applications received will be summarily rejected.
- (h) This may be given wide publicity among the staff concerned. The notification may be pasted in all the notice Board and prominent places in HQrs offices/Unit in HQrs Area.
- (i) Withdrawal of the candidature after Selection will not be permitted.
- (j) There will be no supplementary examination.
- (k) The employees selected for the post. must be fit in CEE-ONE(C-1) medical classification.
- (l) Applicant may note that the nature of duty for the post of Stenographer Gr-III involves outstation duties as short notice, to attend meetings along with the officers and perform all other duties including confidential work assigned by the administration from time to time.

4. LAST DATE :- The staff who fulfill the above conditions, may please be advised to submit their applications through their Controlling Officers in the respective Annexures enclosed herewith, on or before 13.11.2025. Applications received after 13.11.2025 should not be entertained by the controlling officers/supervisor. All supervisors should verify and certify the details, and forward the application to the respective Personnel Branch Officers by 20.11.2025. Further, concern Personnel Branch Officer should forward the same to the HQrs Office by 26.11.2025 without fail. Application received after the due date will not be entertained under any circumstances. In case no application received in your office/unit, a 'NIL' report should also be sent on or before 26.11.2025.
5. The syllabus for this examination is enclosed in Annexure -B and the model question bank can be accessed on SCR Website
6. The date of CBT and Shorthand/ Stenography Skill test will be notified in due course. However, the candidates may treat this notification itself as an alert notice and be in preparedness to appear for the CBT/shorthand/stenography skill test, when the dates are notified. This notification is available on S.C.Railway Website - www.scr.indianrailways.gov.in.

This issues with the approval of competent authority.

[S.N Hag]

Secy.to PCPO

Encl: Annexure -A Proforma & Annexure -B Syllabus.

for Principal Chief Personnel Officer

Copy to:

Secy. to GM, SDGM/SC, PCE/SC, PCOM/SC, PCMM/SC, CCO/SC, PCMD/SC, PCSTE/SC, PCCM/SC, CSO/SC, PCME/SC, PCEE/SC, PCOM/P/SC, COM/T/SC, CSC/SC, MD/LGD, Dy.CE/EWS/LGD, Statistical Officer/SC, DGM(Law)/SC, Principal/ZTC/MLY, Principal/RDC/LGD, Principal/STC/LGD, All Dy.CPOs, SPOs & APOs in PCPO/O/SC, GS/Sangh, Union, AISCTREA/SC, AIOBCRREA/SC. Notice Board.

for Principal Chief Personnel Officer

Photo
attested
by B.O.

Sub: Application for the post of Stenographer Gr.III (English) in Level-4 of Pay Matrix in 7th CPC against 25% by Promotion selection of Shorthand knowing Clerks.

Ref:- PCPO's/SC notification No.SCR/P-HQ/209/G5/E-Admn/25%(PQ)/Stenos
Date:22.10.2025

1	Name of the employee (in block letters)	
2	Father's name	
3	Community (UR/SC/ST) (Copy of attested certificate to be enclosed)	
4	P.F.No/HRMS id	
5	Present Designation, Level in Pay Matrix	
6	Present Unit	
7	Date of entry into present grade	
8	Date of Birth	
9	Date of Appointment	
10	Appointed as	
11	Date of attaining Temporary Status (in case of CLs/Substitutes)	
12	Date of Regularization	
13	Regularized as & Unit (Specify the capacity & the unit in which regularized)	
14	Whether granted financial upgradation under MACP Scheme?(If yes, enclose a copy of the office order/Memorandum granting financial benefit)	
14	Educational qualifications (attested copies of certificates to be enclosed)	
15	Proficiency in Shorthand (English) acquired.	
16	Mobile No.	

I hereby declare that the particulars furnished above by me are true to the best of my knowledge. I am aware that if the particulars furnished by me are found to be false, my application will not be considered. I am aware that in the event of my empanelment for the post of Stenographer Gr.III, I shall progress further in Stenographer cadre only and I will not seek repatriation to my substantive post/department. I am aware that I will be liable for disciplinary action under D&A Rules, in case any information furnished by me is proved to be false at a later date.

Date:

Unit/Office:

Signature of applicant

Forwarded in original. Certified that the service particulars furnished by the employee have been verified and found correct.

Signature of Immediate Supervisor

Forwarded to PCPO/O/SC for further action

It is certified that the details furnished above by the employee is correct and as per the records maintained in this office.

Date:

Signature of the personnel officer
Designation & Office Seal

SYLLABUS

**Syllabus for selection for the post of Stenographer Gr.III in GP Rs.2400,
Level-4 of VII CPC Pay Matrix (25% PQ).**

- 1. Arithmetic:** Number Systems, BODMAS, Decimals, Fractions, LCM and HCF, Ratio and Proportions, Percentages, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit Loss, Algebra, Geometry and Trigonometry, Elementary Statistics, Square Root, Age Calculations, Calendar & Clock, Pipes & Cistern.
- 2. General Awareness :** Analogies, Alphabetical and Number Series, Coding and Decoding, Relationships, Knowledge of Current Affairs, Indian Geography, Culture and History of India including freedom movement, Indian Polity and Constitution, Indian Economy, Environmental issues concerning India and World, Sports, General scientific and technological developments etc. (with particular reference to Railway working and railway rules).
- 3. General Science:** Physics, Chemistry and Life Sciences (up to 10th standard CBSE syllabus)
- 4. Official Language Policy and Official Language Rules.**
- 5. Discipline & Appeal Rules**
- 6. Conduct Rules**
- 7. Leave Rules**
- 8. Pass Rules**
- 9. ~~HRMS~~ – Functions of HRMS Modules, E-Office, UMID, IPAS, RESS,**
- 10. Basic Computer Knowledge**

