



रेल दावा अधिकरण जयपुर न्यायपीठ

Railway Claims Tribunal Jaipur Bench Notification

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Opposite DRM Office
Power House Road
Jaipur-302006
E-mail jaipurrcet@gmail.com

No- RCT/JP/Gen/02(Steno)

Date- 11.01.2024

Application/CV/Resume for the post of English Stenographer on contractual basis in Prescribed format only to be mailed to Railway Claims Tribunal Jaipur at E-mail address- jaipurrcet@gmail.com on or before 29.01.2024 at 10 a.m. Application by post, by hand or any other means will not be entertained at all.

A walk in interview for selection will be organized for temporarily filling up one vacancy of **English Stenographer** in Railway Claims Tribunal, Jaipur Bench to work purely on contractual/outsourcing basis. The period of contract would not be exceeding 11 months from the date of acceptance of the terms and conditions by the selected candidate for such engagement or till the post is filled by Zonal Railways, whichever is earlier. The contractual engagement can be extended for further period, not exceeding 11 months with suitable break in service, if mutually agreed by both the parties and based on the performance of the hired candidate. Willing candidates will be invited for interview on the date, time and venue given below:-

Place of interview	Date	Reporting Time
Office of Railway Claims Tribunal, Jaipur Bench, Power House Road, Opp. DRM Office, Jaipur -302006	29.01.2024	11:00 (AM)

Terms and conditions for engagement of Stenographer on purely Contractual/Outsourcing Basis in Railway Claims Tribunal are as under:-


1. Eligibility and desired qualification: Intermediate Pass or equivalent examination from a recognized Board/University with proficiency in English stenography with speed of 80wpm and typing speed of 40wpm having thorough knowledge of computers with Knowledge of MS word, Excel, good communication and interpersonal skills etc.
2. There will be skill test for English Shorthand at the speed of 80 w.p.m. of 10 minutes duration and 50 minutes for transcription of shorthand on computer.
3. Age: 18-30 Years (relaxation of age for 3 years to OBC and 5 years to SC/ST candidates would be given).
4. Salary: The monthly remuneration will be Rs. 25500 Plus DA fixed by the Central Government from time to time.
5. The Railway 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.
6. Since RCT is a judicial organization, selected candidates has to make it clear that any leak of confidential information may lead to legal action including

prosecution. Working of contractual steno shall be reviewed every month and services can be terminated premature by the administration by serving one month notice.

7. If the selected Candidates/Person engaged/hired remain absent, pro-data 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 .
8. By serving one month's prior notice either party can terminate this contractual engagement.
9. (i) The above contractual arrangement would be for a period of not exceeding 11 months from the date of acceptance of the terms and conditions by the selected candidate for such engagement or till the post is filled by Zonal Railways, whichever is earlier.
(ii) The Contractual engagement can be extended for further period not exceeding 11 months with suitable break in service, if mutually agreed by both the parties and based on the performance of the hired candidate subject to the conditions mentioned in para (i) above.
10. Recovery will be made from the monthly wages for any wilful damage/loss to equipment or property that may be caused by the person engaged.
11. The interview to be conducted is only to short list of the candidates who shall be finalized by the Principle Bench, Railway Claims Tribunal, Delhi.
12. If any information in the application is found false, the services of the candidates will be terminated immediately without assigning any reason and appropriate action will be taken against him/her.
13. The candidates engaged on contractual assignment shall not be entitled for HRA, Residential Accommodation or any other allowance etc.
14. No TA/DA will be admissible for appearing in the Walk-in-interview/Skill test.

Note: The administration reserves the right to cancel/modify the selection procedure at any stage without assigning any reason at all.

Candidates, who fulfil above terms and conditions and having requisite qualification should present themselves on the scheduled date i.e. 29-01-2024, time and venue with their original certificates (alongwith one photo copy of each certificate) in support of date of birth, educational qualifications, experience and two passport size photographs.


(Rajesh Singh)
Additional Registrar
Railway Claims Tribunal
Jaipur Bench

**FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER IN
RAILWAY CLAIMS TRIBUNAL JAIPUR BENCH PURELY ON
CONTRACTUAL BASIS.**

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To
The Additional Registrar,
Railway Claims Tribunal,
Jaipur Bench

Affix here your
self attested
recent coloured
passport size
photograph

1	Name of the applicant (in block letters)					
2	Father/husband Name					
3	Date of Birth					
4	Present Age as on Date					
5	Permanent Postal address					
6	Present Postal address					
7	Telephone (Landline with STD Code)					
8	Mobile No.					
9	Email Id If any					
10	Adhaar/Identity Card Number					
11	Present occupation and work experience, if any					
12	Educational Qualification					
	Name of Board/ University	Degree	Year of Passing	Percentage of Mark obtained	Academic Distinctions, If any	Subjects/ Specialization

Note : Xerox copy of the following documents, duly attested to be attached alongwith this application.

- Date of Birth Certificate.
- Marksheet of Intermediate/Equivalent.
- Certificate for proficiency in stenography from a recognized institute.
- Certificate of knowledge of computers with knowledge of MS word, Excel, If any.
- Experience Certificate, If any.

It is certified that the information furnished above is correct and true to the best of my knowledge. If at any stage, it is found that any of the above material or information is false/incorrect or suppressed by me, my candidature/appointment is liable to be rejected/ terminated.

PLACE:
DATE:

SIGNATURE OF THE APPLICANT