

रेल दावा अधिकरण
Railway Claims Tribunal
केन्द्रीय सदन सैक्टर 9 ए, चण्डीगढ 160009
Kendriya Sadan, Sector 9 A, Chandigarh 160009
Email ID: railwaytribunal@yahoo.com

No.RCT/CDG/Outsourcing/23/

Dated: 01/12/2023

The Chief Public Relation Officer,
Northern Railway, State Entry Road,
New Delhi.

Sub:- Publication of Notice for walk in interview to engage one
Stenographer on contract basis in Railway Claims Tribunal,
Chandigarh.

Please find enclosed herewith Notice documents for walk in
interview to engage one Stenographer in Railway Claims Tribunal,
Chandigarh alongwith Notice to be published in the reputed English, Hindi
and Punjabi Newspapers published from Chandigarh as detailed below:-

The complete Notice documents to be shown on Website of Railway
Claims Tribunal (www.rct.indianrail.gov.in) & Northern Railway
(www.nr.indianrailways.gov.in) from 4/12/2023 to 18/12/2023.


The Notice i.e. one page each of english and hindi to be published
in the reputed English, Hindi and Punjabi Newspapers published from
Chandigarh

The advertisement charges in this regard may be debited to
allocation 02052500-32/02045032 of Railway Claims Tribunal Chandigarh.

This has the approval of Competent Authority.

Please acknowledge the receipt.

- DA:-
1. Notice & Notice documents.
 2. 5 copies of Notice (English & Hindi)


1.12.2023
Additional Registrar
Additional Registrar
रेल दावा अधिकरण, चण्डीगढ
Railway Claims Tribunal, Chandigarh

PUBLIC RELATION DEPARTMENT
CHECK LIST FOR PUBLICATION

1	Notice Number	RCT/CDG/Outsourcing/23
2	Office name	Railway Claims Tribunal, Chandigarh
3	Category/Department name	Railway Claims Tribunal, Chandigarh
4	Authority	Additional Registrar
5	Name of work	To engage one Stenographer in Railway Claims Tribunal, Chandigarh on contract basis
6	Approximate value of work	Rs.280500/- for 11 months (DA charges extra)
7	NIT to be exhibited from date dd/mm/yyyy	Date 04/12/2023 Time 09.00 AM
8	NIT to be exhibited upto date dd/mm/yyyy Time-hh:mm	Date 18/12/2023 Time 17.00 PM
9	Documents exhibited from date dd/mm/yyyy Time-hh:mm	Date 04/12/2023 Time 09.00 AM
10	Documents exhibited upto date dd/mm/yyyy Time-hh:mm	Date 18/12/2023 Time 17.00 PM
11	NIT file name in Pen drive (Pdf) Note:NIT File name should be contain both English & Hindi version of NIT in Pdf format only and not the word format/file	RCT/CDG/Outsourcing/23
12	Documents file name in Pen Drive (Pdf) Note:- At least first page of documents should be bilingual unvariable.	RCT/CDG/Outsourcing/23



Additional Registrar
Railway Claims Tribunal/Chandigarh
रैल वेदा अडिक्वरेण, चंडीगढ़
Railway Claims Tribunal, Chandigarh

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Railway Claims Tribunal
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Kendriya Sadan, Sector 9 A, Chandigarh 160009

Email ID: railwaytribunal@yahoo.com

नोटिस सं रेदाअधि / चण्डी / आउटसोसिंग / 23

दिनांक 01 / 12 / 2023

नोटिस

रेल दावा अधिकरण, चण्डीगढ मे स्टेनोग्राफर के पद को अस्थाई रूप से एक नियत अवधि के लिए रेलवे बोर्ड (रेल मंत्रालय) के द्वारा निर्धारित शर्तों के अनुसार संविदा पर भरने हेतु नीचे दर्शाई गई तारीख समय एवं स्थान पर वॉक इन इन्टरव्यू आयोजित किया जाएगा ।

स्थान	पद का नाम	वॉक इन इन्टरव्यू दिनांक	रिपोर्टिंग का समय
रेल दावा अधिकरण, केन्द्रीय, सदन, चौथी व छठी मंजिल, सैक्टर 9 ए, चण्डीगढ-160009	स्टेनोग्राफर (अंग्रेजी) = 01 संख्या**	18/12/2023	10.30 बजे

** तीन सक्षम स्टेनोग्राफर का अतिरिक्त पैनल तयार किया जाएगा जिनका उपयोग भविष्य में खाली होने वाले पदों के लिए किया जा सकता है, अगर कोई पद खाली होगा तो, जिसकी समय सीमा एक वर्ष होगी व सक्षम अधिकारी की स्वीकृति चाहिये होगी ।

इच्छुक आवेदनकर्ता इस साक्षात्कार से संबंधित शर्तों व निबंधनों की विस्तृत जानकारी के लिए वेबसाइट www.rct.indianrail.gov.in एवं www.nr.indianrailways.gov.in पर देखें ।

21 नवंबर
अपर रजिस्ट्रार
रेल दावा अधिकरण, चण्डीगढ
रेल दावा अधिकरण, चण्डीगढ
Railway Claims Tribunal, Chandigarh
1.12.2023

रेल दावा अधिकरण
Railway Claims Tribunal
केन्द्रीय सदन सैक्टर 9 ए, चण्डीगढ 160009
Kendriya Sadan, Sector 9 A, Chandigarh 160009

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Dated: 01/12/2023

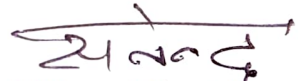
Notice

Railway Claims Tribunal, Chandigarh will conduct a walk-in-interview for temporarily filling up following post for RCT Chandigarh on contract basis for a specified period as per terms and conditions decided by Railway Board (Ministry of Railway) on date, time and place mentioned below:-

Place	Name of posts	Date of interview	Time
Railway Claims Tribunal, Kendriya Sadan, 4 th & 6 th Floor, Sector-9A, Chandigarh	Stenographer (English) = 1 number**	18/12/2023	10.30 AM

**additional panel of 3 Stenos shall be prepared from suitable candidates, which can be utilized for appointment against anticipated vacancies, if any, in future, with validity of one year and with the approval of competent authority.

Willing candidates may visit RCT/Delhi website (www.rct.indianrail.gov.in) & Northern Railway website (www.nr.indianrailways.gov.in) for detailed terms and conditions of engagement of outsourced Stenographer through walk-in-interview.

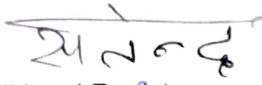

Additional Registrar
Railway Claims Tribunal
Chandigarh
Railway Claims Tribunal, Chandigarh

Terms and condition for engagement of Stenographer on Contractual/Outsourcing basis for 11 months in Railway Claims Tribunal/Chandigarh.

1. Qualifications and experiences for the post against Steno:- "Intermediate or equivalent examination from a recognized Board or University with proficiency in English Stenography with speed of 80 w.p.m. having thorough knowledge of computers, with knowledge of MS words, Excel, good communications and interpersonal skills". There will be skill test of English shorthand at the speed of 80 w.p.m. and 50 minutes for transcription of shorthand on computer.

Speed	Duration	Transcription time
80 w.p.m.	10 Minutes	50 minutes

2. Age:- 18-30 years
3. Salary: The remuneration of outsourced stenographer of RCT is Rs.25,500/- plus DA per month.
4. 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 1/3^{0th} of the lump sum amount per day of absence.
5. Working hours will be 8 hours per day from 09.00 hrs. to 17.30 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, it has to be made clear to the candidates that any leak of confidential information may lead to legal action including prosecution.
7. Giving one month prior notice by either party can terminate this contractual engagement:-
- (i) The above contractual arrangement would be for the 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 parties and based on the performance of the hired candidate(s) subject to (i) above.
8. Engagement of persons under this scheme does not constitute any offer of appointment in RCT or Railways.
9. Recovery has to be made from the monthly wages for wilful damage/loss to equipment or property that may be caused by the person engaged.
10. Additional panel of 3 Stenos shall be prepared from suitable candidates, which can be utilized for appointment against anticipated vacancies, if any in future, with validity of one year and with the approval of competent authority.
11. No TA/DA shall be paid for this interview.
12. Preference will be given to applicants who have knowledge of English and Hindi Stenography.
13. The applicants should bring their own laptop/computer/printer for stenography test.
14. Applicants should bring original certificates of their educational qualification, technical qualification and experience, if any, alongwith a set of photocopies of certificates for scrutiny and record purposes.


Additional Registrar
Railway Claims Tribunal
Chandigarh
Railway Claims Tribunal, Chandigarh

FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER IN RAILWAY CLAIMS TRIBUNAL/CHANDIGARH BENCH PURELY ON CONTRACTUAL BASIS FOR 11 MONTHS.

To,
The Additional Registrar,
Railway Claims Tribunal, 4th & 6th Floor, Kendriya Sadan Building,
Chandigarh-160009.

		<u>Photo</u>				
1	Name in full (in block letters)					
2	Date of birth					
3	Father/husband's name					
4	Correspondence address					
5	Permanent address					
6	Telephone/Mobile number					
	Fax no.					
	Email ID					
	Telephone/Mobile No. and email ID are mandatory					
7	Present Occupation, if any					
8	Educational qualification (in the reverse chronological order)					
	Name of Board/University	Degree	Year of passing	Percentage of marks obtained	Academic distinctions, if any	Subjects specialization

It is certified that the information furnished above are correct and true to the best of my knowledge. Should it however be found that any information furnished herein is untrue, I realize that my candidature to the post of Stenographer shall be cancelled

Place:
Date:

Signature of the Candidate