

रेलदावाअधिकरण

जयपुरन्यायपीठ

पावरहाउसरोड

मंडल रेल प्रबन्धक कार्यालय के सामने

जयपुर- 302006

संख्या आरसीटी/जेपी/जनरल/02/अधिसूचना/2017 दिनांक 20.07.2017

रेल दावा अधिकरण, जयपुर न्यायपीठ में अंग्रेजी के आशुलिपिक के 01 पद का अस्थाई रूप से एक नियत अवधि के लिए संविदा पर भरने हेतु नीचे दर्शाई गई तारीख, समय एवं स्थान पर वॉक-इन-इन्टरव्यू आयोजित किया जाएगा।

स्थान	दिनांक	रिपोर्टिंग का समय
रेल दावा अधिकरण जयपुर न्यायपीठ पावर हाउस रोड मंडल रेल प्रबन्धक कार्यालय के सामने जयपुर पिन-302006	06.09.2017	10:30 बजे प्रातः

इच्छुक आवेदनकर्ता इस साक्षात्कार से संबंधित शर्तों व निबंधनों की विस्तृत जानकारी के लिए उत्तर पश्चिम रेलवे की वेबसाइट <http://www.nwr.indianrailways.gov.in> पर देखें।

-Sd-

अपर रजिस्ट्रार

रेल दावा अधिकरण

जयपुर

NOTIFICATION

**RAILWAY CLAIMS TRIBUNAL
JAIPUR BENCH
Power House Road,
Opp. DRM Office, Jaipur-302006**

No. RCT/JP/General/02/Notification/2017

Date: 20 .07.2017

A walk in interview 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 be for a period of not exceeding 11 months from the date of acceptance of the terms and conditions by the 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, if agreed by both the parties and based on the performance of the hired candidate. Willing candidates are 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	06.09.2017	10.30 A.M.

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

1. Eligibility: Graduate in any discipline with proficiency in English stenography with speed of 80 wpm, having thorough knowledge of computers, with knowledge of MS word, Excel, good communication and interpersonal skills etc.
2. Salary: Rs. 15,000 per month per candidate + amount of applicable taxes and other statutory deductions (Net Pay of Rs. 15,000/- per steno per month).
3. 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.

4. Since RCT is a judicial organization, selected candidate has to make it clear that any leak of confidential information may lead to legal action including prosecution.
5. If the selected candidate/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. Giving one month's prior notice by either party can terminate this contractual engagement.
7. (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, if agreed by both the parties and based on the performance of the hired candidate subject to the conditions mentioned in para (i) above.
8. Engagement of person under this scheme does not constitute any offer of appointment in RCT or Railways.
9. Recovery will be made from the monthly wages for any willful damage/loss to equipment or property that may be caused by the person engaged.
10. The candidates engaged on contractual assignment shall not be entitled for HRA, DA, Residential Accommodation or any other allowance etc.
11. No TA/DA will be admissible for appearing in the Walk-in-Interview/Skill test.

Candidates, who fulfill above terms and conditions and having requisite qualification should present themselves on the scheduled date, 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. If the information in the application found false, his/her services will be terminated immediately and without arranging any reason thereof.

-Sd-
(V K Shukla)
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.**

						Affix here your self attested recent coloured passport size photograph
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 Number and Email ID are mandatory)					
7.	Present Occupation, if any					
8.	Educational Qualifications (in the reverse chronological order)					
	Name of Board/ University	Degree	Year of passing	Percentage of Marks obtained	Academic Distinctions If any	Subjects/ Specialization

9	Speed in English Shorthand (In W.P.M). Please specify knowledge of proficiency in Computer Typing.					
10.	Details of Employment, if any					
	Name and Address of the Employer	Designation of the post held	Scale of pay including present pay	Period of Service		Nature of duty/ Experience
				From	To	

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

1. Date of Birth Certificate
2. Marksheet of Graduation.
3. Certificate for proficiency in stenography from a recognized institute.
4. Certificate of knowledge of computers with knowledge of MS word, Excel.
5. Experience Certificate, if any.

Declaration:

I, hereby certify that the information furnished above is correct and true to the best of my knowledge.

Place:

Date:

(Signature)

Name:.....