

दक्षिण रेलवे Southern Railway  
प्रधान मुख्य कार्मिक अधिकारी कार्यालय  
Office of the Principal Chief Personnel Officer  
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003  
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 608 / P / Vol.XI

दिनांक/Dated: 10.04.2024

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,  
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,  
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,  
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub:Procedure for conducting Stenography Skill Test on Personal  
Computers for filling up of post of Stenographers .**

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A copy of Railway Board's letter No. E(NG)I-2022/PM4/2 (e-3381550) dated 08.04.2024 on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letter dated 10.11.2015 referred therein has been circulated as PBC No. 199/2015.

संलग्नक/Encl. 01 page

ROJA  
MURALI

Digitally signed  
by ROJA MURALI

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.  
कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU

The General Secretary/AISCTREA  
The General Secretary/AIOBCREA  
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

RBE No.31/2024

भारत सरकार/GOVERNMENT OF INDIA  
रेल मंत्रालय/MINISTRY OF RAILWAYS  
(रेलवे बोर्ड/RAILWAY BOARD)

No. E(NG)I-2022/PM4/2 (e-3381550)

New Delhi, dated 08.04.2024

The General Manager (P),  
All Zonal Railways and PUs etc,  
(As per standard list).

**Sub: Procedure for conducting Stenography Skill Test on Personal Computers for filling up of post of Stenographers.**

**Ref: Board's letter No. E(NG)I-2010/PM4/3 dated 10.11.2015.**

Attention is drawn to Board's letter under reference wherein procedure for conducting Stenography Skill test on PCs has been provided. Note (d) below para (ii) of Annexure-I of letter *ibid* dated 10.11.2015 provides that editing Tools and Spell Check facility will not be available to the incumbents.

2. One of the Production Units has asked whether the 'Backspace' key may be disabled during the transcription in Stenography Skill Test. The matter has been examined in consultation with Staff Selection Commission and it has been decided that Note (d) below para (ii) of Annexure-I may be replaced as follows:

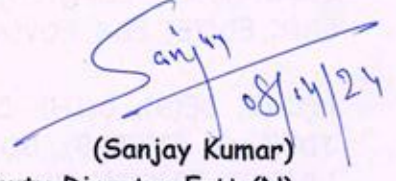
*"Spell Check facility will not be available to the incumbents but 'back space' key to correct any incorrect word and arrow key to reach out to any word within the typed text in the stenography test on personal computer will be made available to the candidates."*

The Hindi version will follow.

Please acknowledge receipt.

This disposes of MCF's letter No.E/NG-III/MCF.RBL/Prom./STENO-III/25% GS(Conf.)/2023 dated 13.09.2023.

Encl: Nil.

  
(Sanjay Kumar)  
Deputy Director Estt.(N)  
Railway Board  
Tele No. 23303658

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