

**RAILWAY CLAIMS TRIBUNAL
MUMBAI BENCH**

19/T Wigwam,
180, P D' Mello Road,
Mumbai 400 001
Ph: 22623932, 54977
Dated : 11-07- 2017

NO. RCT/Mumbai/4/8

MEMORANDUM

Subject : Engagement of Stenographers purely on contractual assignment in the Railway Claims Tribunal - Mumbai Bench (RCT).

Applications are invited from eligible candidates fulfilling the qualifications mentioned below for engagement as Stenographers in Railway Claims Tribunal - Mumbai Bench (RCT) purely on contractual assignment for a period of one year for two vacancies.

- i) Graduate in any discipline from a recognized University, and
- ii) Having speed in English Shorthand @100 wpm (7 minutes dictation to be transcribed in 50 minutes on computer).

2. Preference will be given to the retired government employees. The terms and conditions of the contractual assignment shall be as under :-

- (i) The period of contract initially will be for one year, further extendable by one year or more depending upon the requirement. Engagement on contractual basis will be subject to satisfactory performance and it can be terminated by the Tribunal without assigning any reason whatsoever at any time. However, the candidate engaged on contractual assignment will have the option to give up their assignment by giving one month's written notice.
- (ii) The contractual assignment shall not confer any right or claim to any regularization or continuance in service in RCT.
- (iii) The remuneration for the Stenographers will be Rs. 15000/- per month.
- (iv) The candidates engaged on contractual assignment shall not be entitled for HRA, DA, Residential Accommodation or any other allowance.
- (v) The candidates engaged on contractual assignment will not be entitled to any kind of leave. If absent from duties proportionate payment will be deducted.

- (vi) Their working days and working hours shall be same as are applicable to other serving officers and employees of the Tribunal. However, depending upon the need and requirement of the Hon Vice Chairman / Member / Officers to whom they are attached with, they will be liable to work beyond office hours and even on Saturdays, Sundays and other holidays without payment of any extra remuneration.
3. The interested eligible candidates who are willing to serve in the RCT may submit their applications in the attached prescribed format within 15 days from the date of publication of this notice in the Newspaper, at the following address :-
The Additional Registrar,
Railway Claims Tribunal,
19/ T, “ WIGWAM”,
180, P.D’Mello Road,
Nr 18th Platform CSTM,
Mumbai – 400 001.
4. Applications received after the due date will not be considered and would be summarily rejected.
5. The candidates who are declared qualified in the skill test in English Shorthand will be called for interview. No TA/DA will be admissible for appearing in the skill test or interview.
6. Date of stenography test and interview will be intimated to candidates on their Mobile phone or email.
7. No supporting documents need to be attached with the application at this stage.
8. Other terms and conditions would remain the same as approved by the Railway Board (Annexure-A)
9. If the information in the application found false, his services will be terminated immediately and without arranging any reason.

Sd-
(Rewat Singh)
Additional Registrar
RCT/Mumbai

FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER IN RAILWAY CLAIMS TRIBUNAL - MUMBAI PURELY ON CONTRACTUAL BASIS

		Paste here self attested recent coloured passport size photograph				
1	Name in Full (IN BLOCK LETTERS)					
2	Date of Birth					
3	Father'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/ Specialisation.

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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	

It is certified that the information furnished above is correct and true to the best of my knowledge.

Place :

Date :

(Signature)

Name : _____