

**Indian Railways**  
**Diesel Loco Modernisation Works (DMW) Patiala**

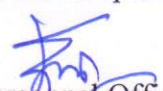
Application are invited against 16 vacant posts of Stenographers (SC-2, ST-1, OBC-4, EWS-1, Unreserved-8, Total= 16) for engagement of candidates as Data Entry Operators/ Executive Assistants/ Digital Office Assistants on Contract basis. The engagement shall be on the following terms and conditions :-

- 1 This engagement shall be done to work in Diesel Loco Modernization Works (DMW), Patiala. The Station of working shall be at Patiala. Detailed duty list shall be drawn by Diesel Loco Modernization Works (DMW), Patiala.  
The contract shall be on full time basis. The monthly remuneration shall be Rs. 25,000/- (Twenty Five Thousand only )  
Applicants working in Govt./PSU will have to provide NOC at the time of application and resign from their present organisation on their engagement on contract basis.
- 2 The selection and speed test shall be conducted by screening committee.
- 3 The applicant candidate shall be in possession of educational qualification prescribed for direct recruitment to the post of Stenographers in Level-4 (7<sup>th</sup> CPC) in Indian Railways. At present, it is 12<sup>th</sup> (+ 2 stage) or equivalent examination from a recognized Board /University.  
The candidates shall be in possession of the above qualification on the date of notification.  
In addition to this, the candidate shall possess the following qualification:  
Shorthand speed of 80 words per minute for a duration of 10 minutes with transcription time of 50 minutes in English.  
or  
Shorthand speed of 80 words per minute for a duration of 10 minutes with transcription time of 65 minutes in Hindi.
- 4 The applicant candidate shall be within the age-limits of 18-30 years for General Candidates. There shall be relaxation in upper age limits as under:-  
SC/ST – 5 years for posts reserved for them.  
OBC – 3 years for posts reserved for them.  
The age-limit for EWS candidates shall be the same as for the General candidates.  
Age-limit shall be reckoned on the date of notification.
- 5 The scheme of Contract Basis is launched on experimental basis and at present, the scheme is valid upto 15.03.2020.  
The maximum tenure of one contract shall be one year or availability of regularly selected candidates, whichever is earlier.
- 6 Candidates will have to undergo prescribed medical examination of CEY-ONE classification of Indian Railway Medical Manual.
- 7 The contract may be terminated by either side by giving one month's notice. The performance monitoring of contractual appointees shall be done on regular basis and those who are unable to discharge the duties or who fail to perform as per expectations of the administration, may be given 30 days notice and their contract terminated. However, in case of gross negligence/misconduct/irregularities, the engagement may be terminated with immediate effect.
- 8 The engagement on contract basis will not confer any right to claim for regular absorption/extension in the Railway.



- 9 After engagement, Duty pass shall be provided for stretch of the journey involved on duty. They shall be entitled to IInd Class 'A' duty pass.
- 10 After engagement, They will be paid Daily Allowance, when on tour, as admissible, at the rate of Rs. 500/- (Five Hundred only).
- 11 The contractual staff will be permitted off on Sunday and National Holidays. However, they can be called for duty on any day including Sundays & National Holidays for which Compensatory Rest will be given later. Contractual staff may be granted two days leave for each completed month of engagement. The accumulated leave will lapse as soon as the contractual period is over.

Interested and eligible candidates may submit their applications in the office of Dy.Chief Personnel Officer (Administrative Building), DMW/Patiala on..8.1.2020... at 09.30 A.M. Self attested copies and original copies of documents alongwith the completely filled form given as under may also be brought for submission.

  
Dy. Chief Personnel Officer  
FAX – 0175-2397251  
Tel. 0175-2396702  
2396706  
2396716

### Application Form

1	Name of the applicant (in Capital Letters)		Affix latest Photograph here with signature of the applicant thereon
2	Father's Name		
3	Date of Birth		
4	Category (SC, ST, OBC, EWS,UR)		
5	Permanent Address (with Pin code)		
6	Correspondence Address (with Pin code)		
7	Telephone Number/ Mobile No if available with STD Code.		
8	Educational Qualification		
9	Extra Qualification if any		
10	Experience if any.		
11	Identity Marks	1.	
		2.	

#### **Declaration:-**

I the undersigned hereby declare that all the information given is correct and true. In the event of any information being found false/incorrect at any stage, my contract is liable to be terminated.

Date.....

Place .....

Signature of the candidate