



रेलवे भर्ती बोर्ड, बिलासपुर
RAILWAY RECRUITMENT BOARD, BILASPUR
भारत सरकार : रेल मंत्रालय
Govt. of India (Ministry of Railways)
Phone:07752-417742, Fax: 07752-417742



No.RRB/BSP/03-2014/Steno(H)/Skil Test/568

Date: 09.03.2018

**NOTICE TO THE CANDIDATES REGARDING DATE,
TEST CENTER, REPORTING TIME, GATE CLOSING TIME &
INSTRUCTIONS ETC. FOR SKILL TEST FOR THE POST OF
STENOGRAPHER/JR.STENOGRAPHER (HINDI),
CAT. No. 01 OF CEN No.03/2014
SCHEDULED ON 25.03.2018 AT RAIPUR**

- 1.0 Please refer result notice No. RRB/BSP/Result/03-2014/Stenographer(H)/441 dated 16.12.2015 and corrigendum against this result notice issued vide Notice No.RRB/BSP/Corrigendum/03-2014/Stenographer(H)/563 dated 25.01.2018 for the provisionally shortlisted candidates for Stenography Skill Test in Hindi for the post of Stenographer/Jr.Stenographer (Hindi) Cat. No. 01 of CEN No.03/2014 and published on the website of RRB Bilaspur.
- 2.0 Options were called from the shortlisted candidates on 28.08.2017, 04.10.2017, 18.01.2018 and another opportunity was given on 16.02.2018 to revise/modify their options on or before 05.03.2018 duly indicating that they would be allowed to transcribe the dictated passage either on Manual Typewriter (key punching type) or Desktop Computer as per their choice and for the candidates who do not exercise their option or no option is received from them they will be earmarked for skill test on Desktop Computers only. The candidates have already been informed that those opting for Manual Typewriter (key punching type) will have to bring/arrange their own Manual Typewriter machine at the test center and RRB will not be responsible for any technical snag or fault in the Manual Typewriter during the skill test.
- 3.0 Considering the options/revised options received from the shortlisted candidates upto 05.03.2018, the exam date, test center, reporting time, gate closing time and shifts are given in **ANNEXURE-I**.
- 4.0 Candidates are advised to read the detailed instructions carefully given in **ANNEXURE-II** and also the special instructions given in **ANNEXURE-III** before proceeding to the Test Center for the Stenography skill test.

Sd/-
Chairman/RRB/Bilaspur

ANNEXURE-I

Date :- 25.03.2018, **SHIFT-I**
Test Center :- **Shri Shankaracharya Institute of Professional Management & Technology, Sejabahar, Mujgahan Near Planet city, Raipur, Chhattisgarh, 492015**
Reporting Time :- **07:30 AM** **Gate Closing Time** :- **08:30 AM**

List of the candidates earmarked for Skill Test on Desktop Computer

30314010000024	30314010000208	30314010000330	30314010000549	30314010000721
30314010000039	30314010000211	30314010000349	30314010000575	30314010000727
30314010000043	30314010000214	30314010000360	30314010000596	30314010000729
30314010000057	30314010000220	30314010000361	30314010000598	30314010000733
30314010000059	30314010000231	30314010000378	30314010000603	30314010000734
30314010000060	30314010000232	30314010000390	30314010000604	30314010000744
30314010000067	30314010000235	30314010000405	30314010000616	30314010000747
30314010000074	30314010000244	30314010000432	30314010000617	30314010000753
30314010000075	30314010000262	30314010000488	30314010000633	30314010000757
30314010000078	30314010000263	30314010000495	30314010000643	30314010000764
30314010000098	30314010000269	30314010000497	30314010000645	30314010000774
30314010000154	30314010000277	30314010000512	30314010000682	30314010000783
30314010000172	30314010000295	30314010000529	30314010000695	30314010000794
30314010000187	30314010000300	30314010000542	30314010000703	xxx
30314010000204	30314010000318	30314010000543	30314010000711	xxx

(73 Only)**List of the candidates earmarked for Skill Test on Manual Typewriter**

30314010000050	30314010000071	30314010000226	30314010000388
30314010000061	30314010000203	30314010000236	30314010000555
30314010000065	30314010000218	30314010000313	30314010000584

(12 Only)**(Total 85)**

ANNEXURE-I

Date :- 25.03.2018, **SHIFT-II**
Test Center :- **Shri Shankaracharya Institute of Professional Management & Technology, Sejabahar, Mujgahan Near Planet city, Raipur, Chhattisgarh, 492015**
Reporting Time :- 10:30 AM **Gate Closing Time:- 11:30 AM**

List of the candidates earmarked for Skill Test on Desktop Computer

30314010000434	30314010000906	30314010001137	30314010001265	30314010001492
30314010000444	30314010000935	30314010001141	30314010001283	30314010001507
30314010000451	30314010000942	30314010001167	30314010001286	30314010001526
30314010000459	30314010000961	30314010001179	30314010001289	30314010001529
30314010000460	30314010000976	30314010001180	30314010001302	30314010001531
30314010000829	30314010001014	30314010001186	30314010001306	30314010001537
30314010000841	30314010001018	30314010001187	30314010001315	30314010001543
30314010000844	30314010001021	30314010001189	30314010001327	30314010001549
30314010000851	30314010001031	30314010001190	30314010001350	30314010001551
30314010000864	30314010001034	30314010001194	30314010001361	30314010001567
30314010000872	30314010001066	30314010001216	30314010001368	30314010001576
30314010000874	30314010001071	30314010001217	30314010001372	30314010001582
30314010000876	30314010001088	30314010001234	30314010001403	30314010001595
30314010000882	30314010001094	30314010001238	30314010001471	xxx
30314010000903	30314010001126	30314010001254	30314010001485	xxx

(73 Only)**List of the candidates earmarked for Skill Test on Manual Typewriter**

30314010000760	30314010001102	30314010001291	30314010001442
30314010000779	30314010001124	30314010001297	30314010001446
30314010001054	30314010001151	30314010001411	30314010001475

(12 Only)**(Total 85)**

ANNEXURE-I

Date :- 25.03.2018, **SHIFT-III,**
Test Center :- **Shri Shankaracharya Institute of Professional
Management & Technology, Sejabahar, Mujgahan
Near Planet city, Raipur, Chhattisgarh, 492015**
Reporting Time :- 01:30 PM **Gate Closing Time:- 02:30 PM**

List of the candidates earmarked for Skill Test on Desktop Computer

30314010001600	30314010001752	30314010001869	30314010001977	30314010002114
30314010001602	30314010001759	30314010001874	30314010001986	30314010002131
30314010001607	30314010001766	30314010001876	30314010001996	30314010002135
30314010001614	30314010001777	30314010001882	30314010002001	30314010002142
30314010001623	30314010001778	30314010001894	30314010002003	30314010002145
30314010001643	30314010001781	30314010001897	30314010002020	30314010002147
30314010001670	30314010001792	30314010001905	30314010002022	30314010002153
30314010001672	30314010001799	30314010001918	30314010002030	30314010002178
30314010001678	30314010001800	30314010001919	30314010002066	30314010002182
30314010001705	30314010001802	30314010001921	30314010002086	30314010002197
30314010001725	30314010001807	30314010001924	30314010002096	30314010002209
30314010001726	30314010001826	30314010001934	30314010002097	30314010002252
30314010001732	30314010001841	30314010001947	30314010002099	30314010002253
30314010001741	30314010001850	30314010001958	30314010002108	30314010002254
30314010001743	30314010001854	30314010001975	30314010002109	xxx

(74 only)

List of the candidates earmarked for Skill Test on Manual Typewriter

30314010001524	30314010001760	30314010001960	30314010002213
30314010001598	30314010001794	30314010002060	xxx
30314010001754	30314010001815	30314010002118	xxx

(10 Only)

(Total 84)

(Grand Total 254)

NOTE:-

- 1.0 The e-Call Letters/Admit Cards will be made available to the shortlisted candidates for downloading from 10.03.2018 to 25.03.2018. **RRB will not send the Admit Cards/e-Call Letters to the candidates through post.** E-Call Letters/Admit Cards downloaded from RRB Bilaspur's website alongwith any of the original ID proof given in the instruction will have to be produced by the candidates at the Test Center. Candidates are also directed to bring four passport size colour photographs identical with the one pasted on the application form.
- 2.0 The request for change in shift & time of stenography test and mode of transcription will not be entertained under any circumstances. In case candidates fail to attend the stenography test on scheduled shift & time, candidature of such candidates will be rejected without any correspondence.
- 3.0 The candidates who have opted for Manual Typewriter for transcription of passage shall bring their own Hindi typewriter (key punching type) alongwith them for the Stenography Test. Arranging of Hindi typewriter in time for the test will be the sole responsibility of the candidates. If typewriter brought by the candidate develops any snag or fails during the test, then no extra time or alternate arrangement whatsoever shall be made by RRB. The typewriter will not be provided by RRB under any circumstances.
- 4.0 Desktop computer will be provided to the candidates at the test venue by RRB who opted for transcription on desktop computer and to those who did not submitted their option thereby earmarked for skill test on Desktop Computer. Shorthand note book for taking dictation will be provided to the candidates by RRB.
- 5.0 The dictation of Passage in Hindi will be of 10 minutes duration @ 80 w.p.m & time allowed for transcription of passage will be 75 minutes.
- 6.0 Don't bring any banned items / electronic gadgets such as Laptop, Mobile phones, Pager, Watch, Bluetooth enabled devices, Calculators, Camera etc. since these are not allowed (banned) inside the premises of Test Center.

- 7.0 The candidature of the above candidates who do not fulfill the eligibility conditions prescribed in the notification and conditions stipulated for written examination & Stenography test including any deficiency in applications are liable to be rejected at any stage of recruitment process. Further, if the name of any candidate finds a place in the live debar list, his/her candidature will be rejected at any stage.
- 8.0 Merely calling a candidate for “Stenography Test” does not in any way; entitle him/her for an empanelment/ appointment in the Railway. The candidature of the above candidates are purely provisional.
- 9.0 **Please keep on visiting official website of RRB Bilaspur for latest updates on Stenography Test.**

**Sd/-
Chairman/RRB/Bilaspur**

INSTRUCTIONS TO THE CANDIDATES

1. Candidates should report at the center of the examination well in advance of the reporting time as indicated in the Admit Cards/e-Call Letters to complete activities such as verification of the candidate, capture of biometric (LTI and photo), collection of documents, announcement of instructions and logging in etc.
2. No candidate will be allowed inside the test center after gate closing time i.e. 08:30 AM for Shift-I, 11:30 AM for Shift-II & 02:30 PM for Shift-III.
3. Candidates are advised to reach the city of their examination atleast One (1) day in advance of examination date and must visit their test center to familiarize with expected time of travel to the test center and any unusual traffic conditions to avoid inconvenience.
4. E-Call Letters for Stenography Skill Test have to be submitted at the test center for verification. Candidates must bring atleast one original and valid photo identification card (i.e. not photocopied or scanned or expired) such as College ID, Employee ID, Driving License, Passport, PAN Card, Voter ID, Aadhaar, e-Aadhaar failing which he/she will not be permitted to appear in the skill test.
5. Candidates will bring Four (4) passport size colour photographs, same as that was pasted on the application form. Out of these Four (4) photographs, the candidates are required to paste one photograph each on the space provided at RRB foil and Candidate foil on the e-Call Letters at the test center. Out of the balance Two (2) photographs, One photograph will be pasted on the Attendance Sheet and One photograph will be pasted on sample handwriting passage to be taken from the candidates at the test center.
6. Electronic gadgets such as laptops, mobile phones, pager, electronic watches, bluetooth enabled devices, calculators etc. are **NOT ALLOWED** inside the premises of test center. There is no facility for safe-keeping of your personal belongings outside the examination hall and RRBs is not responsible for its loss. Candidates are advised to not bring any such items in the test center. Only Skill Test e-Call Letters, Photo ID cards in original, Pen & Pencils and Four (4) passport size colour photographs will be allowed inside the hall.
7. Indulging in any malpractice/using unfair means in the examination/arranging impersonator will disqualify the candidate and he/she will be debarred from all future RRB Examinations & appointment in Railways.

8. Candidates will make their own travel and stay arrangements for attending the test (Free travelling authority is given to SC/ST candidates only).
9. The e-Call Letters/Admit Cards are provisional and subject to the condition that the candidate fulfills all the eligibility conditions like academic qualification, community, PWD status etc. as mentioned in his/her applications which are subject to verification in the consecutive stages of the selection process.
10. The candidates will follow the instructions printed on the e-Call Letters/Admit Cards, Special Instructions annexed with e-Call Letters/Admit Cards and instructions given by the Invigilators/Dictators/Exam conducting officials in the test center.
11. The candidates are not permitted to change their shift of the skill test and any such request received from them will not be considered under any circumstances.
12. The candidates are not permitted to revise their options of manual typewriters and computers for conduct of skill test at the test center.
13. Mere issue of e-Call Letters/Admit Cards does not confer any right upon the candidates to be eligible for the post. The candidature is purely provisional and is liable to be cancelled at any stage of recruitment or thereafter, in case any inconsistency is noticed.
14. RRB reserves the right to order re-examination of skill test for any or all the candidates.
15. Decision of the RRB in all the matters will be final and binding on the candidates.
16. The Stenography Skill Test is compulsory in nature and those qualifying in the skill test either on Manual Typewriter or on Computer without editing and spell check facility will be further considered as per the merit in the final list.
17. Transcription of the dictated passage will be conducted both on Computers as well as on Manual Typewriters. Candidates opted for Manual typewriter have to bring their own Manual Typewriter. RRB Bilaspur will not be responsible for any technical snag occurring in the Manual machine during the skill test. RRB Bilaspur will provide computers to the candidates who have opted for transcription of the passage on Computer and also to those candidates who had not exercised their option thereby earmarked for conducting skill test on computer. Candidates are not allowed to bring their own keyboards.

18. The candidates are not allowed to leave the test lab/test room until they are asked to do so by the exam conducting officials after completion of the test.
19. RRB Bilaspur will provide shorthand note books to the candidates in the test center.
20. The candidates will be provided a paragraph writing sheet before conduct of the skill test during registration process for filling their Roll Number, Name, Name of the Post, CEN No., Thumb Impressing and Paragraph etc. The candidates will paste one passport size colour photograph on the same at the specified place.
21. The candidates will be directed towards Dictation Room by the Invigilator after completion of the registration process.

SPECIAL INSTRUCTIONS TO THE CANDIDATES

1. The candidates will listen carefully and follow the instructions given by the Dictators in the Dictation Rooms.
2. The candidates will be provided shorthand dictation note books for taking dictations wherein they will write their Roll Number, Name, Date of Exam, CEN No. and sign on the specified place.
3. One Time Keeper and One Text Checker will be accompanied with the Dictator in the Dictation Room.
4. The Dictator will introduce himself with his team and thereafter dictate Two (2) trial passages before dictation of the final passage so as the candidates become familiar with him.
5. The duration of dictation will be 10 Minutes for 800 words at the speed of 80 Words Per Minute.
6. The transcription time of Seventy Five (75) Minutes will be given to the candidates both on Manual Typewriters and Computers for transcribing the dictated passage.
7. The candidates will be directed towards Computer Lab/Manual Typing Room by the Invigilator after completion of the Dictation.
8. It is the responsibility of the candidate to ensure that his/her thumb impressions on the attendance sheet (Left and Right) is clear and complete. Smudged / Unclear thumb impression may lead to disqualification of such candidate.
9. Candidates must check their e-Call Letters / Admit Cards thoroughly in regard to their Name, Community, Free Travel Authority (for SC/ST candidates only) etc. and any discrepancy should be got rectified from RRB at least 02 (Two) days prior to the date of skill test.

**A. Instructions to the candidates transcribing the passage on
Manual Typewriter**

1. It is the sole responsibility of the candidates to arrange Manual Hindi Typewriter at the test center for conduct of the skill test. Kindly note that RRB Bilaspur will not provide the Typewriter machine in the test center under any circumstances.
2. RRB Bilaspur will not be responsible for any technical snag or any failure occurring in the typewriter machine during the skill test. RRB Bilaspur will not provide alternative arrangement. Also no additional time will be provided for such failure or technical snag.

3. The candidates will be provided four sheets of two part stationary (with carbon sheet) by RRB Bilaspur. Candidates will write their Roll Number, Name etc. and sign at the top of the sheet in the specified place before proceeding to transcribe.
4. The candidates will type on only one side of the sheet in double space in specified place. The candidates will type the passage dictated by the Dictator only without any errors.
5. The candidates are required to write their roll number, name and sign at the end of each sheet of the transcript and also at the end of the shorthand note book. The Invigilator should also sign on the transcription sheets and shorthand note books.
6. The candidates will be provided the paragraph writing sheet, which was given to them during the registration process, after completion of the skill test. The candidates will write 50-60 words from the passage dictated to them and put their signature on the specified place.
7. The candidates will return all the four typing sheets in two parts (with carbon copy), paragraph writing sheets and shorthand note books to the Invigilator. The candidate should ensure that all the details are filled up on the relevant places on these documents and nothing has been left over before submitting the same to the Invigilator.

B. Instructions to the candidates transcribing the passage on Computer

1. The candidates should read the onscreen instructions carefully before proceeding for transcription of the dictated passage.
2. The candidates will not have the facility of “Editing Tools” for the purpose of correction as the “Editing Tools” will remain disabled.
3. The candidates will have to type the dictated passage on Computer on Remington Gail keyboard layout in Hindi. Candidate will not toggle the Language and Keyboard for any reason.
4. The candidates will have to type the dictated passage without errors. Please remember that you cannot go back on the typed words after pressing the Space Bar key.
5. Keep silence and have patience during the examination. The candidates may contact with Invigilators/Exam Conducting Officials during the examination for example:-
 - (i) Any fault/error in keyboard.
 - (ii) Switching off computers automatically.
 - (iii) Interruption of power supply.
 - (iv) Crashing of browser.
 - (v) Session timed out automatically.

6. The candidates will again be provided log-in opportunity in case any of the above technical problem arises during the examination. The candidates will be required to start typing of the passage from the point where the problem arose upto the passage untyped by them. The candidates will be provided the remaining time of their transcription.
7. Timer is set on the server and the countdown time of skill test will be displaying on your computer screen at the bottom right corner.
8. The submit button will be enable after completing the typing of dictated passage. Also your typed passage will automatically be submitted after completion of the 75 minutes even if you do not click the submit button.
9. The print out of your typed passage will not be taken immediately after completion of the examination for taking signatures. The same will be made available to the candidates for downloading and printing after 4-5 days of conduct of the skill test on RRB Bilaspur's website i.e www.rrbbilaspur.gov.in. The candidates can download and take print out by entering their Roll Number and Password which will be their date of birth.
10. The candidates will be provided the paragraph writing sheet, which was given to them during the registration process, after completion of the skill test. The candidates will write 50-60 words from the passage dictated to them and put their signature on the specified place.
11. The candidates will return the paragraph writing sheets and shorthand note books to the Invigilator. The candidate should ensure that all the details are filled up on the relevant places on these documents and nothing has been left over before submitting the same to the Invigilator.
12. The keyboard layout of the Remington Gail is provided as under:-



C. Evaluation of the transcribed scripts of the stenography skill test

1. The stenography skill test is of 300 marks. The candidates are required to type the whole dictated passage in the specified time.
2. Evaluation of the typed scripts will be done based on the errors committed by the candidates in their typed passage. The calculation of the mistake will be done as per the following formula:-

Total mistakes committed by a candidate = Full Mistake + $1/2$ Half Mistakes.

EXAMPLE

(i)	No. of Full Mistakes	:	21
(ii)	No. of Half Mistakes	:	17
(iii)	Total No. of Full Mistakes	:	$21+17/2$
		=	$21+8\frac{1}{2}$
		=	$29\frac{1}{2}$ Mistakes
		=	29 Mistakes (Half Mistake ignored).

3. Words not transcribed by the candidate shall be counted as full mistakes. However, where the candidate has re-typed the whole passage or a portion of the passage, the retyped portion, if any, shall not be evaluated.
4. Mistakes committed in the excess words beyond 800 words typed shall not be counted as mistake.
5. Handwritten additions/corrections/insertions in case of the Manual typewriting shall be treated as mistakes.
6. Number of mistakes committed more than 10% of the total words dictated i.e. more than 80 mistakes out of 800 words will render a candidate disqualified in the stenography skill test.