



No. 2023/ERB-6/2/4

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



New Delhi, dated 19.03.2024

To

The Successful candidates of
Stenographer Grade 'C' & 'D' Examination, 2023
nominated to the grade of Stenographer Grade 'D'
of Railway Board Secretariat Stenographers' Service (RBSSS),
Ministry of Railways (Railway Board).
(As per the list attached)

Subject: Stenographer Grade 'C' & 'D' Examination, 2023 – Intimation regarding pre-appointment formalities for the post of Stenographer Grade 'D' in Ministry of Railways (Railway Board).

Dear Candidates,

Congratulations on your success in the Stenographer Grade 'C' & 'D' Examination, 2023!

I am directed to say that you have been allocated Ministry of Railways (Railway Board) by Staff Selection Commission (SSC) on the basis of Stenographer Grade 'C' & 'D' Examination, 2023. The allocation has been made on the basis of your rank in the merit list, eligibility, preference for services expressed by you and availability of vacancy.

2. SSC has nominated you for the appointment to Stenographer Grade 'D' of RBSSS on the basis of Stenographer Grade 'C' & 'D' Examination 2023 against the 06 reported vacancies. Dossiers of all the nominated candidates have been received in this Department as per the list attached. Though utmost care has been taken while preparing the list annexed, yet you are advised to cross check the particulars pertaining to you with the result declared by SSC and report discrepancies, if any.

3. **Your Document Verification (DV)** will be conducted on provisional basis in Ministry of Railways (Railway Board), Room No.564/R, 5th Floor, Rail Bhawan, Raisina Road, New Delhi- 110001. The date and time of appearing for DV may be seen at **Annexure-I**. Candidates are advised to go through notice dated 02.08.2023 of Stenographer Grade 'C' & 'D' Examination, 2023 (issued by SSC) before appearing in DV.

4. All the successful candidates nominated for the post of Stenographer Grade 'D' are required to submit the following documents at the time of their DV:

- (i) Willingness to join the post as per the given format (**Annexure-II**).
- (ii) Four sets of Attestation Form (**Annexure-III**), all sets duly filled in ink. [The candidates may take print out (back to back) of the Attestation Form attached (**Annexure-III**) and should carefully fill in the forms. **No column in the Form should be left blank**. The photograph pasted on all four sets should be self attested by the candidate. Specific answers to each of the questions in point 15 of the form should be given by striking out 'Yes' or 'No', as the case may be and **not by tick mark (✓)**. **The candidates should fill in the details at point 10 even if it is same as in the points 2 or 3 of the form**].

4.1 The candidate, who in the point number 10 of the attestation form indicates him/her having resided in Delhi should send soft copies of the following documents by email at erb6564mor@gmail.com indicating the subject as 'Stenographer Grade 'C' & 'D' Exam 2023 Name _____; Rank _____; **prior to reporting for DV.**

- (a) One passport size photograph in JPEG format (less than 20kb)
- (b) One copy of photo identity proof in JPEG format (less than 200 kb) (any one of the following)

(i)	PAN card	(ii)	Driving License	(iii)	Voter ID
(iv)	Aadhar Card	(v)	Passport		

- (c) One copy of residential proof in JPEG format (less than 200 kb) (any one of the following)

(i)	Passport	(ii)	Telephone/Electricity/PNG Bill	(iii)	Bank Passbook
(iv)	Voter ID				

4.2 The candidate must also bring the following documents (**in original**) for verification (**alongwith self attested photocopies**) for submission to this office on the day of DV in the following order –

- (a) **Matriculation certificate and mark sheet** as proof of Date of Birth (**DoB will be reckoned only with this certificate**).
- (b) **Senior Secondary Diploma/Certificate and mark sheet.**
- (c) **12th standard or equivalent examination Certificate & mark sheet.**
(Date of declaration of result of the qualifying examination should be before the cut-off date of submission of application of Stenographer Grade 'C' & 'D' Examination 2023 failing which the certificates will not be accepted as valid proof of possessing the requisite educational qualification).
- (d) **Community Certificate (OBC/SC/ST/EWS) should be in the format prescribed in the Examination Notice, issued by the competent authority. SC/ST**

Certificate should be in conformity with Annexure VIII of the Notice of Examination. EWS Certificate should be based on the income of Financial Year 2022-23 (01.04.2022 - 31.03.2023) and valid for the year for 2023-2024. It should be in conformity with Annexure X of the Notice.

- (e) Similarly, a person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses a certificate, in conformity with Annexure IX of the Notice of Examination, confirming his/her status as OBC and also produce Non-creamy layer status by an authority mentioned in DoP&T's O.M. No. 36012/22/93-Estt(SCT) dated 15.11.1993. Further, as per DoP&T's O.M No. 36036/2/2013-Estt.(Res-I) dated 31.03.2016, the Non-creamy Layer Certificate would be applicable to OBC candidates who are covered under income/Wealth Test criterion. Since the crucial date as per SSC's notice of examination is 23.08.2023, the validity of non-creamy layer certificate issued during any month of the financial year 2023-24 covering 3 preceding financial years viz., 2020-21, 2021-2022 & 2022-23 will be accepted at the time of DV.
- (f) Certificate in the format prescribed in the Notice (**Annexure XI, XII and XIII of the Examination Notice**) regarding category of Person with Benchmark Disability (PwBD).
- (g) Certificates in the format prescribed in the Notice viz., Discharge Certificate, Service Certificate, etc. in support of claim as Ex-Serviceman.
- (h) Certificate in the format prescribed in the Notice for seeking age relaxation as a Central Govt. Civilian employee.

4.3 Use of black ball point pen/gel pen is strictly prohibited during DV.

4.4 The candidates should also possess at least two latest photo-bearing identification proofs and address proofs such as Driving license, Voter card, Aadhar Card, Income Tax Pan Card and any other identity card issued by Government Depts/Organization/University/College in original alongwith its self attested copy. The identity card issued by college/university should be current. Two recent color passport – size photographs are to be brought for use at the time of DV.

5. All the candidates residing outside Delhi are required to appear before the Civil Surgeon/Principal Medical Officer/Chief Medical Officer of the District where the candidates are presently residing, for medical examination, to determine their fitness for Government service. The candidates are required to give a statement and declaration regarding his/her health in the attached form in the presence of Medical Officer. The medical certificate of fitness should be in the prescribed format, a specimen of which is attached (**Annexure-IV**). **The Authorities concerned are also requested to take up the Medical Examination of the candidates concerned on the strength of this letter. In case any other authority letter is required by the Office of Medical Authority concerned, the undersigned may be contacted through mail at erb6564mor@gmail.com latest by 10.04.2024.**

5.1 Further, candidates residing outside Delhi who wish to get their medical examination conducted in Delhi, may opt for the same in the willingness form. However, it may be noted that no TA/DA will be provided by the Department in such cases.

5.2 Candidates residing in Delhi and also candidates who opt to get their medical examination conducted in Delhi will be informed about their medical examination in due course through official communication (speed post/email).

5.3 For the candidate already in Government service, their Medical Examination Report must have been obtained at the time of their appointment. Therefore, their controlling authority may forward the attested copies of his/her Medical Examination Report on the strength of this letter to the undersigned. The candidates must ensure that the said medical examination report furnished to the previous employer should have been issued by Civil Surgeon/Chief Medical Officer or equivalent. Further, **No Objection Certificate** from current office must be produced at the time of document verification by the candidates who are presently working.

5.4 In addition, character & antecedent verification must have been completed in respect of the candidates who are already in Government service. Thus, their controlling authority may also forward the attested copies of his/her Police Verification Report (along with Attestation Form) on the strength of this letter to the undersigned to enable this office to process his/her case of appointment.

6. The eligibility of candidates shall be determined for consideration for appointment based on the documents produced during DV and information furnished in the attestation form. If found eligible, candidates will be offered appointment to the post of Stenographer Grade 'D' in Ministry of Railways (Railway Board) subject to the verification of their character and antecedents/claim for OBC (Non-creamy layer)/SC/ST/PwBD/EWS status/Other documents.

7. It may be noted that mere submission of willingness and other documents will not entitle any candidate to claim appointment to the post which will be subject to fulfillment of stipulated terms and conditions.

8. The candidates must note that in case, at any stage, it is found that the candidate's certificates are fake/false or candidate has furnished false information, he/she shall be liable to be proceeded against, under the relevant rules, leading to such penalty as may be decided, which extends to the termination of his/her appointment. Such action shall also be without prejudice to any punitive action as may be attracted in such cases.

9. Attention is also invited to Department of Personnel and Training's (DoP&T) OM No. 11012/7/91-Estt.(A) dated 19.05.1993, as amended from time to time, which clearly stipulates that a Government servant, who was not qualified or eligible in terms of the recruitment rules, etc., for initial recruitment in service or had furnished false information or

produced a fake/false certificate in order to secure appointment, he/she should not be retained in service.

10. The offer of appointment when made, will be provisional for the candidates who have claimed/availed the benefits of any type of reservation for posts and service in terms of the following instructions as may be relevant to them:-

- (i) SC/ST Candidates: - The appointment will be provisional and is subject to due verification of SC/ST certificate by this office.
- (ii) OBC Candidates: - DoP&T has issued OMs No. 36012/22/93-Estt.(SCT), dated 8th September, 1993, No. 36033/5/2004-Estt.(Res) dated 14th October, 2008 and other extant instructions in this regard from time to time. In accordance with these instructions, only Non-Creamy Layer OBC candidates are entitled to get the benefits of reservations earmarked for Other Backward Classes (OBC). The allocation is, therefore, provisional to this extent and is subject to further verification of OBC certificate by this office.
- (iii) PwBD Candidates: - The appointment will be provisional and subject to due verification of concerned certificate by this office.
- (iv) EWS Certificate:-The appointment will be provisional and subject to the due verification of income and asset certificate by this office.

Encl. as above.

Yours faithfully,


(Sushil Kumar Singh)
Deputy Secretary (Admin.)
Railway Board

Phone No. 011-47845573; 47845644
Email_ID:erb6564mer@gmail.com
1st Floor Room No. 110-C

- NOTE:
- 1. Candidates may please note that further updates/information with regard to appointment to the post of Stenographer 'D' will be placed on the website of www.indianrailways.gov.in/railwayboard (About Indian Railways > Railway Board Directorates > Secretary Branches > ERB-VI > Stenographer 'D' (Group 'C')). They are, therefore, advised to regularly visit the website for updates.
 - 2. Candidates should indicate their All India Rank of Stenographer Grade 'C' & 'D' Examination 2023 in all their correspondence with this Department, including in the subject of email.

List of 06 candidates selected through Stenographer Grade 'C' & 'D' Examination, 2023					
S.No	Roll No.	Rank	Name	Category Belongs	Category Selected
1	2201021901	SL/00021	Pankaj Arora	EWS	UR
2	2201026823	SL/00040	Namrata	EWS	UR
3	6005001024	SL/00055	Shivangi Tomar	EWS	EWS
4	6005004981	SL/00114	Naman Soni	OBC	OBC
5	2201013450	SL/00127	Atul Kumar Rajori	OBC	OBC
6	2201009439	SL/00249	Yashita	SC	SC

Annexure-I

S.No	Roll No.	Rank	Name	Region	DV Date	Reporting time
1	2201021901	SL/00021	Pankaj Arora	NR	01.04.2024	9:00 AM
2	2201026823	SL/00040	Namrata	NR	01.04.2024	9:00 AM
3	6005001024	SL/00055	Shivangi Tomar	MPR	01.04.2024	9:00 AM
4	6005004981	SL/00114	Naman Soni	MPR	02.04.2024	9:00 AM
5	2201013450	SL/00127	Atul Kumar Rajori	NR	02.04.2024	9:00 AM
6	2201009439	SL/00249	Yashita	NR	02.04.2024	9:00 AM

To,

**The Joint Secretary,
Railway Board,
Rail Bhavan,
New Delhi.**

Subject: Appointment to the post of Stenographer Grade 'D' in the Ministry of Railways (Railway Board) through Stenographer Grade 'C' & 'D' Examination, 2023 - reg.

Sir,

I am to refer to letter No. 2023/ERB-6/2/4 dated _____ of the Ministry of Railways (Railway Board) on the subject mentioned above and hereby convey my willingness/unwillingness* to join the post of Stenographer Grade 'D' in the Ministry of Railways (Railway Board).

2. Four sets of Attestation Form duly filled in my own handwriting, are also attached.*

3. My details (in brief) are as under:

I. Roll No.	:	_____
II. Rank	:	_____
III. Date of Birth	:	_____
IV. Email	:	_____
V. Mobile No.	:	_____
VI. Aadhar No.	:	_____

4. Whether residing in Delhi : _____(Yes/No)

(only for candidates residing outside Delhi)

I _____(opt/do not opt) Delhi as the centre for my medical examination.

Note:- No TA/DA will be provided.

Yours faithfully,

Date: _____

Signature: _____

Name: _____

Stenographer Grade 'C' & 'D'

Examination, 2023 Rank: _____

*Strike off if not applicable.

ATTESTATION FORM

<p>Affix signed Passport size (5 cms. X 7 cms.) Approx. copy of recent photograph</p>	<p align="center">"WARNING"</p> <p>1. The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government.</p> <p>2. If detained, arrested prosecuted, bound down, fines convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be a suppression of factual information.</p> <p>3. If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his services would be liable to be terminated".</p>			
	1.(a)	Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname):	Surname	Name
		नाम (हिन्दी में):		
	1.(b)	Mobile No.		
2.	Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town, pin code):			
3.(a)	Home Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road and Town and name of District Headquarters, pin code)			
(b)	If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.			
4.	Adhar Card No. (if available)			
5.	Permanent Account Number (PAN) (if available)			

6.	Nationality					
7.(a)	Date of Birth (in Christian era)					
(b)	Present age					
(c)	Age at Matriculation					
8.(a)	Place of birth, district and State in which situated					
(b)	District and State to which you belong					
(c)	District and State to which your father originally belongs					
9.(a)	Your Religion					
(b)	Are you a member of a Scheduled Caste/Scheduled Tribe/Other Backward Classes? (Answer Yes/No)					
10.	Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.					
From DD/MM/YYYY	To DD/MM/YYYY	Residential Address in full (i.e. Village, Thana & District or House No., Lane/Street/Road & Town	Name of the District Head Quarter of the place mentioned in preceding column.			
11.	Name (in full & aliases if any)	Nationality (by birth & or by domicile)	Place of birth	Occupation if employed give designation & official address	Present postal address (if dead give last address)	Permanent Home address
a) Father						
b) Mother						
c) Spouse						

12.	Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country:			
Name	Nationality by birth & or by domicile	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in the previous column

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13.	Educational Qualification showing places of education with years in Schools and Colleges since 15 th year of age:
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Name of School/College (with full address)	Date of Entering	Date of Leaving	Examination Passed

14.(a)	Are you holding or have any time held any appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a Public Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to-date
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Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service
From	To			

14.(b)	<p>If the previous employment was under the Government of India/a State Government/undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/University/Local Body.</p> <p>If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date(s), before your service actually terminated?</p>		
15. (i)	(a)	Have you ever been kept under detention?	Yes/No
	(b)	Have you ever been arrested?	Yes/No
	(c)	Have you ever been prosecuted? (i.e. has a charge sheet in a criminal case been filed against you in any court of law)	Yes/No
	(d)	Is any criminal case pending against you in any Court of Law at the time or filling up this Attestation Form?	Yes/No
	(e)	Have you ever been convicted by a Court of Law for any offence?	Yes/No
	(f)	Whether discharged/expelled/withdrawn from any training institute under the Government or otherwise?	Yes/No
	(g)	Have you ever been rusticated by any University or any other educational authority/institution?	Yes/No
	(h)	Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?	Yes/No
15. (ii)		If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc and/or the nature of the case pending in the Court/University/Educational Authority etc at the time of filling up this attestation form:	
Note:	(i)	Please also see the 'WARNING' at the top of this Attestation Form	
	(ii)	Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be	
16.	Names of two responsible person of your locality or two references to whom you are known (with their full address):		
1.		2.	

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.

I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate:

Date:

Place:

TO BE FILLED BY THE OFFICE

- i) Name, Designation and full address of the appointing authority.

Joint Secretary / Railway Board,

M/o Railways, Rail Bhawan, Raisina Road, New Delhi – 110001.

- ii) Post for which the candidate is being considered. .

Stenographer Grade 'D'.

MEDICAL CERTIFICATE

I hereby certify that I have examined **Shri/Smt./Ms.** _____, a candidate for employment in the Ministry of Railways (Railway Board) and cannot discover that he/she has any disease, communicable or otherwise, constitutional weakness or bodily infirmity except _____. I do not consider this a disqualification for employment in the office of the Railway Board.

The age of Shri/Smt./Ms. _____ is according to his/her own statement _____ years and by appearance about _____ years.

Attested
photograph to be
pasted.

Left hand thumb and finger impressions:

Thumb	Forefinger	Middle-finger	Ring-finger	Little-finger

Place:
Date:

Signature of Civil Surgeon
Name: _____
Address _____

Official Seal

Signature of the candidate: _____

CANDIDATE'S STATEMENT AND DECLARATION

(The candidate must make the following statement and must sign the declaration below it before the medical officer. Attention is specially invited to the WARNING in the "Note" at the bottom of page 2.)

1. Name in full
(in BLOCK letters) _____

2. Age and place of birth _____

3. Have you ever had
(a) small-pox, intermittent fever and
other fever, enlargement suppuration
of glands, spitting of blood, fainting
attacks, rheumatism or appendicitis? _____
OR _____

(b) any other disease or accident
requiring confinement to bed and
medical or surgical treatment? _____

4. When were you last vaccinated? _____

5. Have you or any of your relatives been
afflicted by consumption, scrofula, gout,
asthma, fits, epilepsy or insanity? _____

6. Have you suffered from any form of
nervousness due to overwork or any
other cause? _____

7. Have you been examined and declared fit
for Govt. Service by a medical officer/
Medical Board within the last three
years? _____

8. Furnish the following particulars:

Father's age, if living, & state of health	Father's age at the time of death and cause of death	No. of brothers living, their ages and state of health	No. of brothers who have died, their ages at death and cause of death

Contd...../-

Father's age, if living, & state of health	Mother's age at the time of death and cause of death	No. of sisters living, their ages and state of health	No. of sisters who have died, their ages at death and cause of death

DECLARATION

I declare that all the above answers are true and correct to the best of my knowledge and belief. I also solemnly affirm that I have not received any disability certificate/ pension on account of any disease or other condition.

Date: _____

Candidate's signature

Signed in my presence.

Signature of Medical Officer

Name: _____
& Designation: _____

Note: The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity.

(Please take back to back print)