



**RAILWAY RECRUITMENT CELL – WESTERN
RAILWAYWESTERNRAILWAY PARCELDEPOT,**

ALIBHAIPREMJIMARG,GRANTROAD(EAST),MUMBAI–400007.

WEBSITE:www.rrc-wr.com

GDCE NOTIFICATION NO.02/2021 – POST – Junior Stenographer(English / Hindi).

**NOTICE REGARDING CALL LETTER & OTHER INSTRUCTIONS FOR STENOGRAPHY
TEST**

Ref: 1. Notification no.02/2021
2. Notice dated 14-02-2024, 29-02-2024.

1. In continuation of Notice dated 29-02-2024, it is advised that Stenography skill test for the above Notification will be held on 09-03-2024 in Mumbai.

Venue : iON Digital Zone, IDZ Powai
Aurum IT park, Moraraji Nagar ,Near Hotel Ramada, Powai, Mumbai- 400 087

Post	Reporting Time	Gate Closure Time	Exam Time
Junior Stenographer(English/ Hindi)	2.30 PM	3.30 PM	4.00 PM

2. No employee will be allowed to enter Exam Center after Gate Closure Time.
3. A link to download Call Letter will be made available shortly on the website.

PASSWORD to download Call Letter – Date of Birth in DDMMYYYY format or MMDDYYYY format (for those whose date of Birth is between 01 to 12)

4. Specimen letter for relieving employees for Stenography skill test is enclosed herewith. Employees are advised to take PRINT OUT of Call Letter and Format of Relieving Letter. Employees will fill up necessary details in Relieving Letter and approach their Unit In-charge. Concerned Supervisor/In-charge after verifying the employee details will duly sign and return it to the employee. Employee has to produce Call Letter and Relieving Letter duly stamped & signed by Unit In-charge at the venue of Stenography skill test.
5. Employees are advised to read all instructions carefully and report at Examination Centre as per the Reporting Time indicated in the Call Letter. No request for change of venue, Centre will be considered.

6. Special Instructions regarding Stenography Test .

- i. Two (2) Trial Dictation of 1 minute each
- ii. Actual Dictation (English / Hindi): 800 words (80 words per minute) , Duration : 10 minutes followed by time for revision of shorthand notes
- iii. Transcription on Computer : Duration – English – 50 minutes, Hindi- 65 minutes
- iv. Editing tools and spell check facility will not be available.
- v. For Stenography Test in Hindi, Keyboards layouts containing Krutidev and Mangal (Inscript/Remington Gail/ Remington CBI) fonts will be made available on computers.
- vi. Shorthand Book will be provided by RRC. Employees have to carry their own pencils, sharpener and erasers to be used for taking dictation.

7. Helpline numbers of RRC office: 022-67643649

Encl: Format of Relieving Letter

DATE: 06-03-2024

Digitally Signed by Manisha
Walavalkar **APO(RRC)**
Date: 06-03-2024 18:03:38
Reason: Approved



पश्चिम रेलवे
Western Railway

No. _____

To,

Centre Incharge

(Name of Centre)

Office of the _____

Date : ____/03/2024

Affix latest
passport size color
photo duly
attested by Unit
Incharge

Sub : GDCE Notification no. 02/2021 for the post of Jr. Stenographer(English/ Hindi).-
Stenographer Skill Test on 09-03-24

Ref : Notice dated _____

Reference above, the bearer of this letter Shri/Ms. _____, Designation
_____ working in this unit is directed to report for Stenographer Skill Test to be held on 09-03-24 at

His/her particulars are given as under :

1	Application No.	
2	Roll No.	
3	Name of employee	
4	Father's name	
5	Designation	
6	Station	
7	Unit / Division /Wshop/ HQ	

Specimen signature of Shri/ Ms. _____ is appended below.

Stamp

(Signature of Unit Supervisor /Incharge)

Railway Auto no. _____