

INTEGRAL COACH FACTORY, CHENNAI-38

No.PB/S1A/5/Jr.Steno/General Selection

Office of the
Principal Chief Personnel Officer,
Dt. 20/08/2018.

PCME, PCMM, PCEE, PCE,

Sub: Deputation of staff to undergo fulltime intensive training in Shorthand/English for a period of 2 months at Speedstar Technical Institute, Villivakkam, Chennai-49.

Ref: 1. This office Circular No.PB/S1A/5/Jr.Steno/General Selection dt.15/12/2017 and 01/02/2018.

2. This office letter No.PB/S1A/5/Jr.Steno/General Selection dt.07/03/2018, 14/03/2018 and 07/04/2018.

A special intensive training programme was initiated with the approval of GM to impart adequate training in Shorthand/English to make the employees become eligible to volunteer for the post of Junior Stenographer in Level-4 due to short of eligible volunteers from among SC/ST.

2. Hence, the undermentioned employees who have cleared in the written examination conducted to test their English knowledge are deputed for 2 months fulltime intensive training at "Speedstar Technical Institute No.5,Baliamman Koil Street, Villivakkam, Chennai-600049. On completion of the intensive training, they will be imparted on the job training for a period of 4 months as per the requirement based on marks secured in the respective category among volunteers

| Sl.No | Name/E.No | Com | Designation/Unit | Controlling officer |
|-------|------------------------------|-----|---------------------------------|---------------------|
| 1 | V.Santhosh Kumar 870701 | SC | Tech.3/MSM 19/1141 | AWM/LHB/Shell |
| 2 | Pappu Kumar Sharma 875165 | ST | Vendor-III 90/H | SME/MRVC/Fur |
| 3 | R.Rajesh 877030 | SC | TM Gr.IV 77/2 | AEN/Fur |
| 4 | N.Sujatha 861708 | SC | Helper/JPM(Ex-cadre) 56/0313 | APE/PR/Fur |
| 5 | Gopal Munda 855308 | ST | Tech.3/Elec 74/1102 | AEE/M |
| 6 | Purooshottam Meena 878403 | ST | Vendor.III 90/G | WM/Bogie |
| 7 | Amar Singh Meena 855316 | ST | Tech.2/Elec 74/7085 | AEE/M |
| 8 | Sunita Tirkey 854268 | ST | Tech.2/FGL 20/7007 | AWM/M/A-I/Shell |
| 9 | P.Tirupathi 855391 | ST | Helper 66/2 | AMM/LHB/Shell |
| 10 | Banwarilal Meena 869451 | ST | Vendor-III 90/G | WM/Bogie |

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3. **Training schedule:** The training schedule consists of 2 stages and the details are furnished below.

- i. **Stage-1:** 2 months fulltime intensive training in the following fields and deputed employees should attend the training without taking any kind of leave. Timings of the following schedule will be fixed by the Principal of the above said institute.

| Sl.No | Subject | Timinig |
|-------|---|----------------------------------|
| 1 | Stenography | 2 sessions of about 2 hours each |
| 2 | Typewriting | One session of two hours |
| 3 | Computer (Ms Word, Ms Excel, MsPower Point and Internet). | One session of two hours |

- ii. **Stage-2:** On successful completion of 2 months training, employees will be deputed for 4 months on the job training in different department of this administration duly attaching to the officers.

4. **Commencement of training:** Employees referred to at Para-1 should report to the Speedstar Techical Institute, No.5, Balamman Koil Street, Villivakkam, Chennai-600049 on 28/08/2018 without fail. All the Controlling officers/Supervisors are requested to relieve the employee on the date proscribed for training. If any of them is on leave, sick or absent they may be advised to their leave address and advise this office that they have been notified of the same in time. Acknowledgement should be obtained from them and sent to Personnel Branch. If no intimation is received, it will be presumed that the above employees have been informed. Responsibility will be fixed on the supervisory staff concerned for not intimating the staff about the above selection.

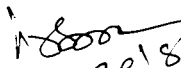
5. **Holidays:** All working days/holidays applicable to the employees are applicable for training period also. However, the institute will not function from 11/09/2018 to 21/09/2018 and during these days employees should attend their official duty and training period will be extended accordingly.

6. **Evaluation:** Trainees will be given a test at the end of the course to ascertain their performance. Modalities of test will be informed by the Principal of the institute.

7. **General Instruction:**

- i. Papers and Books for typing will be supplied by the institute. The trainees should bring their own ruled note book, pencil and note book for the class.
- ii. Employees should attend all classes without fail. Leave may be allowed only due to unavoidable circumstances and such leave should be permitted by the competent authority of this administration.
- iii. Employees should pass the Stenography skill test at 80 words per minute within 6 months after completion of the course and such test which will be conducted by this administration separately.
- iv. Employees should adhere to the conduct rules of the institute as well as this administration to maintain decorum of the training institute. If there is any violation, it will attract Railway Services (Conduct) Rules, 1966.

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8. It is requested to give suitable directions to the Controlling Officers mentioned against each in relieving them to attend fulltime Shorthand/English training for a period of 2 months at Speedstar Technical Institute, Villivakkam, Chennai-49.

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Senior Personnel Officer/G
for Principal Chief Personnel Officer

Copy forwarded for information and necessary action to:

SME/MRVC/Fur, WM/Bogie, AWM/LHB/Shell, AEN/Fur, APE/PR/Fur, AEE/M,
AWM/M/A-I/Shell, AMM/LHB/Shell, SSE/Ch.OS/CDMS/Unit.19, 20, 56, 66/2, 77/2, 74,
90/G, 90/H.