GOVERNMENT OF MAHARASHTRA

General Administration Department,
Resolution No. RTR - 1064-J
Sachivalaya, Bombay, 16th September, 1964
24 Bhadra, 1886.

RESOLUTION: - Government is pleased to sanction the accompanying revised recruitment rules for the posts of the-

1) Superintendents
2) Assistants
3) Clerks, Clerk Typists, Typists.
4) Stenographers (Higher Grade)
5) Stenographers (Lower Grade)
6) Steno - typists
7) Reporters
8) Peons and other Class IV servants in the Department and Office of Government.

2. They will be included in the Manual of Civil Services Classification and Recruitment Rules which is under revision.

By order and in the name of the Governor of Maharashtra.

Sd/-
(D. S. KASBEKAR)
Under Secretary to Government of Maharashtra,
General Administration Department.

To,
All Departments of the Secretariat,
The General Administration Department (D Branch)

The Secretary, Maharashtra Public Service Commission,
Bombay with reference to his letter No.73(a) (vii) II/416 D,
dated the 28th April, 1964.
(RECRUITMENT RULES)

A. The Ministerial Staff in the Secretariat and attached Offices is divided into two Divisions.

(A) Upper and (B) Lower

(A) (1) Upper Division:

(i) **Superintendent:** Appointments shall be made by promotion from among Assistants who have passed the departmental examination prescribed for promotion to the posts of Superintendent in the Subordinate Secretariat Service.

(ii) **Assistant:** Appointments shall be made either:

(a) by nomination of the results of a competitive examination held by the Commission, or

(b) by promotion from among members of the Lower Division; provided that not more than on out of every four vacancies in the posts of Assistants shall ordinarily be filled by promotion; and

(c) by promotion from among Stenographers (Higher Grade) according to the scheme adopted for the purpose by Government Resolution, General Administration Department, No.SRV-1060-J, dated 14th September, 1960.

(2) To be eligible for appointment by nomination, a candidate must hold a degree in Arts, Law, Science, Agriculture or Commerce of recognised University or possess an equivalent qualification;

(ii) have attained the age of 18 years and not have attend the age of 24 years on the first day of the month immediately following the month in which the posts are advertised by the Commission.

Provided that the Upper age limit will be relaxed upto 30 years in the case of members of Lower Division appointed on the recommendation of the Commission who have graduated subsequently while in service.

(B) **Lower Division**

(a) (1) **Clerks, Clerk - typists, Typists.**

Appointments shall be made by nomination on the results of a competitive examination held by the Commission:

Provided that suitable members of Class IV service who are substantive members of that service and who while in that service have passed the Secondary School Certificate Examination or an examination recognised by Government as equivalent to that examination, shall be eligible for appointment to the posts of Clerks by promotion.
(2) To be eligible for appointment by nomination, a candidate must:

(i) have passed the Secondary School Certificate Examination or an examination recognised by Government as equivalent to that examination:

(ii) have attained the age of 18 years and not have attained the age of 23 years on the first day of the month immediately following the month in which the post are advertised by the Commission:

Provided that upper age limit will be released up to 26 years in the case of Class IV servants who have passed the S.S.C. or an equivalent examination while in service and have put in not less than two years continuous service in an office of the Government of Maharashtra.

A candidate for the post of Clerk-typists or typists must also be able to type neatly and accurately at a minimum speed of 40 words per minute.

(b) (1) Stenographers (Higher Scale of Pay) - Appointments shall be made either:

(i) by nomination on the results of a competitive examination held by the Commission, or

(ii) by promotion of Stenographers (Lower Grade) in any of the Secretariat Departments who possess speed in Shorthand and typewriting prescribed for appointment by nomination.

(2) To be eligible for appointment by nomination, a candidate must:

(i) have passed the Secondary School Certificate Examination of an examination recognised by Government as equivalent to that examination:

(ii) possess a speed of not less than 120 words per minute in shorthand and a speed of not less than 40 words per minute in typewriting and

(iii) have attained the age of 18 years and, unless already in the service of the Government of Maharashtra, must not have attained the age of 24 years on the first day of the month immediately following the month in which the posts are advertised by the Commission.

(c) (1) Stenographers (Lower Grade)

Appointments shall be made either:

(i) by nomination on the result of a competitive examination held by the Commission, or
(ii) by promotion of Clerks, Typists and Steno-typists in the Department concerned who possess speed in shorthand and typewriting prescribed for appointment by nomination.

(2) To be eligible for appointment by nomination a candidate must:

(i) have passed the Secondary School Certificate Examination or an examination recognised by Government equivalent to the examination;

(ii) possess a speed of not less that 100 words per minute in shorthand and a speed of not less that 40 words per minute in typewriting and

(iii) have attained the age of 18 years and, unless already in the service of the Government of Maharashtra, must not have attained the age of 23 years on the first day of the month immediately following the month in which the post are advertised by the Commission.

(d)(1) Steno-typists

Appointment shall be made either:

(i) by nomination on the results of a competitive examination held by he Commission or

(ii) by promotion of Clerks and Typists in the Department concerned who possess speed in Shorthand and Typewriting prescribed for appointment by nomination.

(2) To be eligible for appointment by nomination a candidate must:

(i) have passed the Secondary School Certificate Examination or an examination recognised by Government as equivalent to that Examination.

(ii) possess a speed of not less that 80 words per minute in shorthand and a speed of not less that 40 words per minute in typewriting; and

(iii) have attained the age of 18 years and, unless already in the service of the Government of Maharashtra, must not have attained the age of 23 years on the first day of the month immediately following the month in which the posts are advertised by the Commission.

B. Recruitment to the posts of Clerks, Typists, Clerk-typists, Stenographers and Steno-typists in offices of the State Government in Greater Bombay shall be made in accordance with the provision of rule A applicable to the Lower Division of the Maharashtra Subordinate Secretariat Service.

Provided that substantive members of constabulary staff of the prohibition and Excise Department who while in that service have passed the Secondary School Certificate Examination or an examination, recognised
by Government as equivalent to that examination, shall be eligible for appointment to the posts of Clerks by promotion in that Department. Similarly, Manual Assistants in the Directorate of Industries who are substantive holder of posts in the cadre of Manual Assistantes and who pass while in service the S.S.C. Examination or an Examination to the clerical posts in the Directorate of Industries for which the passing of S.S.C. Examination or an equivalent examination is the minimum qualification, provided they are otherwise suitable for such promotion, Deserving Village Officers, irrespective of their age or educational qualifications may also be appointed to clerical posts in the Revenue Department including such posts in the Bombay Suburban District.

B. (1) Notwithstanding the provisions of rules A & B recruitment to the posts to which the rules relate may in special circumstances, be made in such manners Government may, in consultation with the Commission, direct.

C. Reports for the Maharashtra Legislative Assembly and Maharashtra Legislative Council:-(1) Appointment shall be made by nomination from among candidates who

(i) if not already in the service of the Government of Maharashtra are not more than 40 years of age;

(ii) have passed the secondary School Certificate Examination or an equivalent examination; and

(iii) are able to report verbatim speeches delivered in English, or in the case of the posts of Reporters in regional languages, in the regional language concerned. The Reporter in English should possess a speed of about 160 words per minute in shorthand in English and a speed in typewriting of about 50 words per minute. The Reporters in regional languages should possess a speed about 120 words per minute in shorthand in the regional language concerned and a speed of 100 words per minute in shorthand in English. They would also be able to type in English at the rate of 30 words per minute and in regional language concerned at a satisfactory speed.

(2) Appointment by nomination will be made in consultation with the Commission who will held a qualify in test in shorthand and typewriting.

(3) The selectors candidates will be on probation for a period of one year and will be required to pass an examination in Hindi according to the prescribed rules.

D. Recruitment to clerical posts, other than:

(1) Clerical posts covered by rule A or rule B and

(2) Clerical posts in Judicial Courts & in the State of Maharashtra, shall be made either
by nomination from among candidates who

(a) are not less than 18 year not more than 25 years of age; and

(b) have passed the Secondary School Certificate Examination or an examination recognised by Government as equivalent to that examination.

(ii) by promotion of substantive members of Class IV service:

Provided that in the case of Prohibition and Excise Department, substantive members of the Constabulary Staff in the Department who have while in service passed the Secondary School Certificate Examination or an examination recognised by Government as equivalent to that examination, and in the case of the Directorate of Industries, Manual Assistants who are substantive holders of posts in the cadre of Manual Assistants and have while in service passed the S.S.C. Examination or an examination recognised as equivalent thereto, should be held eligible for promotion to clerical posts in the Department and the Directorate respectively for which the passing of S.S.C. Examination or an equivalent examination is the minimum qualification, is they are otherwise suitable for such promotion:

Provided further that deservation Village Officers, irrespective of their age of educational qualification, or may be appointed to clerical posts in the Revenue Department including such posts in the Bombay Suburban District.

A candidate for the posts of Typist must also be able to type neatly and accurately at a minimum speed of 30 words per minute.

E. (1) Candidates for appointment to posts of peons and other Class IV servants must be not less than 18 years and not more than 25 years of age at the date of selection and must satisfy the authority making the appointment that they possess sufficient intelligence and physique to enable them to carry out their duties satisfactorily:

Provided that in the case of appointments to the posts of Boy Peons, the lower age limit, and in the cases of appointment of military pensioners, the upper age limit prescribed above may be relaxed.

In making appointments preference shall, however, be given to persons who are literate.

(2) In areas where facilitated for adult education exist, in making promotions, preference shall bruinarily be given to persons who are able to read and write in their mother tongue:

Provided that nothing in this provision shall apply so as to prejudice the claims to promotion of any person who has completed 40 years of age:

Provided further that this provision may be relaxed in any particular case if the authority sanctioning the promotion is satisfied for
reasons to be recorded in writing that its strict enforcement would cause hardship.

Explanations: In this rule 'literate' means one who is able to read and write in some language or dialect selected by him being a language or dialect in common use in some part of the State of Maharashtra.

F. Appointments to posts of Clerks, Peons, and other servants in Class IV service may be made by Heads of officer to him powers in this respect have been delegated by Heads of Department.