

GENERAL ADMINISTRATION DEPARTMENT
Mantralaya, Bombay 400 032, Dated the 3rd September, 1993.
CONSTITUTION OF INDIA.

No. SRV-1093/C.R.10/93/XII, In exercise of the powers conferred by the proviso to article 309 of Constitution of India and in supersession of the Government Notification, General Administration Department, No. RTR-1082/1/cr-7/85/XII, dated the 18th December, 1986, the Governor of Maharashtra is hereby pleased to make the following rules regulation recruitment to the posts of Clerk-typist in Government offices, outside Greater Bombay, namely:-

1. These rules may be called the Clerk-typist in Government offices, outside Greater Bombay (Recruitment) Rules, 1993.

2. In these rules unless the context requires otherwise,-

(a) "Class IV Service" means Class IV service as defined under the Maharashtra Civil Services (General Conditions of Service) Rules, 1981;

(b) "Government" means the Government of Maharashtra;

(c) "Government Commercial Certificate" means a certificate in typewriting awarded by the Bureau of Government Examination, Directorate of Education, Government of Maharashtra and include a certificate issued by any other institution as may be specifically declared by Government to be equivalent thereto.

(d) "Secondary School Certificate Examination" means the Secondary School Certificate Examination conducted by a divisional Board under the Maharashtra Secondary Education Boards Act, 1965 (Mah.XLI of 1965) and includes any other examination declared by Government to be equivalent thereto.

3. Appointment to the post of Clerk-typist shall be made either,-

(a) By promotion, on the basis of seniority subject to fitness amongst the person holding the post of class IV service, having not less than three years, regular service and possess the educational qualifications prescribed for appointment by nomination in sub. clauses (ii) (iii) of clause (b), or

(b) By nomination from amongst candidates, who -

(i) are not less than eighteen years and not more than thirty years of age;

(ii) have passes the Secondary School Certificate Examination; and

(iii) possess the Government Commercial Certificate for speed of not less than 30 words per minute in Marathi Typewriting or 40 words per minute in English typewriting as the case may be; or

(c) By a appointment of a person possessing qualifications mentioned in sub-clauses (ii) and (iii) of clauses (b) on compassionate ground, in accordance with the orders issues in this behalf by Government from time to time :

Provided that, the number of vacancies for the cadre to be filled by promotion of member of class IV service shall not exceed 25 percent of the total vacancies occurring in a particular year :

Provided further that, if a person to be appointed on compassionate ground and also from the category of ex-servicemen does not possess the certificate refereed to in sub-clause (iii) of clause (b), than such person may be appointed, but he shall obtain such certificate within eleven months from the date of joining the post :

Provided also that, the upper age limit prescribed under sub-clause (i) or clause (b) shall not apply to a person appointed on compassionate ground and ex-servicemen.

4. a person appointed as Clerk-typist under these rules or to any of the posts of Clerk, Clerk-typist in any office where the combined cadre of these posts exist, whether before or after the date of commencement of these rules, shall be required to pass the following examination, namely :-

(a) departmental examination, wherever prescribed, or required under any rules for the time being in force, in accordance with the rules made in that behalf; and

(b) examination in Hindi and Marathi, in accordance with the rules made in that behalf, unless he has already passed, or has been exempted from passing those examinations.

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

SHANTA SHASTRY
Secretary to Government