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NOTIFICATION

General Administration Department
Mumbai, Bombay-400 032.
Dated : 19th May 1930.

CONSTITUTION OF INDIA.

No. SRV-1077/90-XIV-(A) : In exercise of the powers conferred by the provision of the article 309 of the Constitution of India read with order N. CSR. 47(F), dated the 17th February 1930 of the President of India and in supersession of all previous rules, orders or any instruments made in this behalf, the Governor of Maharashtra is hereby pleased to make the following rules regulating recruitment to the posts of English and Marathi Steno typists, Lower Grade Stenographers and Higher Grade Stenographers in the various Govt. offices in Greater Bombay namely :-

1. These rules may be called the Steno-typists, Lower Grade Stenographers and Higher Grade Stenographers in the Government Offices in Greater Bombay (Recruitment) Rules, 1930.
2. In these rules, unless the context otherwise requires,,
 - (a) "Board" means the Maharashtra Public Service (Subordinate) Selection Board;
 - (b) "Commission" means the Maharashtra Public Service Commission.
 - (c) "Government" means the Government of Maharashtra.
 - (d) "Government Commercial Certificate" means a certificate issued by the Bureau of Govt. Examinations, Department of Education, Govt. of Maharashtra or any other institutions as may be approved by Govt. for that purpose.
3. (1) Appointment to the post of Steno-typist shall be made either -
 - (a) by promotion of Clerks, Clerk-typists and Typists who possess the speed in shorthand and typewriting prescribed for appointment by nomination in clause (b) of this sub rule and have completed continuous service of not less than three years in their respective posts; or
 - (b) by nomination on the results of a competitive examination held by the Commission or by the Board as the case may be, for admission to which a candidate must,
 - i) have passed the Secondary School Certificate Examination or an examination recognised by Govt. as equivalent to that examination.
 - ii) possess a speed of not less than 30 words per minute in shorthand and not less than 40 words per minute in English typewriting or 30 words per minute in Marathi typewriting and
 - iii) have completed 13 years of age and, unless, already in the service of Govt., must not have completed age of 30 years on the first day of the month immediately following the month in which the posts are advertised by the Commission or by the Board.

Provided that the upper age limit shall be relaxed upto 35 years in the case of candidates belonging to backward classes

2. the post to be filled in by nomination shall not exceed 50 percent of the posts of stenotypists.

4. (1) Appointment to the post of Lower Grade Stenographer shall be made either :-

(a) by promotion of Clerks, Clerk-typist, Typists and stenotypists who possess the speed in shorthand and typewriting prescribed for appointment by nomination in clause (b) of this sub-rule and have completed continuous service of not less than three years in their respective posts; or

(b) by nomination on the results of a competitive examination held by the Commission or by the Board, as the case may be, for admission to which a candidate must,

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

ii) possess a speed of not less than 100 words per minute in shorthand and not less than 40 words per minute in English typewriting or 30 words per minute in Marathi typewriting and

iii) have completed 13 years of age and unless already in service of Govt. must not have completed 30 years of age, on the first day of the month immediately following the month in which the posts are advertised by the Commissioner or by the Board;

Provided that the upper age limit shall be relaxed upto 35 years in the case of candidates belonging to backward classes.

2. The posts to be filled by nomination shall not exceed 50 per cent of the posts of Lower Grade Stenographers.

5. (1) Appointment to the post of Higher Grade Stenographer shall be made either -

(a) by promotion of Lower Grade stenographers who possess the speed in shorthand and typewriting prescribed for appointment by nomination in clause (b) of this sub-rule and have completed continuous service of not less than three years in the post of Lower grade stenographer; or

(b) by nomination on the results of competitive examination held by the Commission or by the Board, as the case may be for admission to which a candidate must,

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

ii) possess a speed of not less than 120 words per minute in shorthand and not less than 40 words per minute in English typewriting or 30 words per minute in Marathi typewriting.

iii) have completed 13 years of age and unless already in service of Govt. must not have completed 30 years of age, on

the first day of the month immediately following the month in which the posts are advertised by the commission or by the Board;

Provided that the upper age limit shall be relaxed upto 35 years in the case of candidates belonging to backward classes.

(2) The posts to be filled by nomination shall not exceed 50 per cent of the posts of Higher Grade Stenographers.

6. The persons to be appointed by promotion shall be required to produce Govt. Commercial Certificate of the prescribed speed in shorthand and typewriting.

7. The persons appointed as Steno-typists, Lower Grade Stenographers and Higher Grade Stenographers in the Departments of Mantralaya, shall be liable for transfer from one department to another.

8. A person appointed as Steno-typist, Lower Grade Stenographers or Higher Grade Stenographer, whether by promotion or by nomination shall have to pass the examination in Hindi and Marathi according to the rules made in this behalf, unless he has already passed or is exempted from passing such examinations.

9. Nothing contained in clause (b) of sub rule (1) of each of rules 3, 4 and 5 shall apply to the persons holding the posts of Steno-typist (Marathi), Lower Grade Stenographer (Marathi) and Higher Grade Stenographer (Marathi), immediate before the commencement of these rules and their appointments, whether by nomination or promotion shall be deemed to have been validly made under the orders then in force.

10. Notwithstanding anything contained in these rules, if any, the opinion of Govt. the exigencies of service so required, Govt. may after consultation with the Commission or the Board, as the case may be, make appointment to the posts of Steno-typist, Lower Grade Stenographers, Higher Grade Stenographers, in relaxation of the ratio prescribed in these rules for recruitment, by promotion and nomination.

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

Sd/-K.B. SHRINIVASAN,
Secretary (Personal) to Government

No. SRV-1077/90-XIV-(A)
General Administration Department
Mantralaya, Bombay - 400 032.
Dated the 19th May 1980.

Copy forwarded with compliments to-

The Secretary to Governor,
The Secretary Maharashtra Public Service Commission Bombay.
All Heads of Departments and Heads of Offices in Greater Bombay.
All Departments of Mantralaya,
General Administration Department (Desks III, XII and XXVIII)

Sd/-V.A. Koteshwar,
Deputy Secretary to the Government
of Maharashtra.

GENERAL ADMINISTRATION DEPARTMENT.

Mantralaya, Bombay-400 032. dt. 14th Novr. 1930.

503.

CONSTITUTION OF INDIA.

No. R.R. 1076/3107-XII :- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of all existing rules, orders or instruments made in this behalf, the Governor of Maharashtra is hereby pleased to make the following rules regulating recruitment to the post of Drivers of motor cars and jeeps in Government offices, namely :-

1. These rules may be called the Drivers of Motor cars and Jeeps in Government offices (Recruitment) Rules, 1930.

2. Appointment to the post of drivers of motor cars and jeeps in Government offices shall be made either :-

(a) by promotion from amongst the members of staff in Class IV Government service, who possess qualifications and experience mentioned in sub clauses (ii), (iii), (iv) and (vi) of clause (c); or

(b) by transfer of a member of staff in Class III Govt. service who possess qualifications and experience mentioned in sub clauses (ii)(iii), (iv), (v) and (vi) of clause (c); or

(c) by nomination from amongst candidate who,

1) unless already in the service of the Government of Maharashtra, are not more than thirty five years of age;

ii) possess an effective driving licence to drive a heavy vehicle or a motor car or a jeep under the Motor Vehicles Act, 1930;

iii) have passed at least IV standard examination of any recognized school and can speak in Marathi and Hindi languages;

iv) possess not less than three years' experience of driving motor vehicles other than a motor cycle;

v) have clean record and working knowledge of repairs of motor car or, as the case may be, of a jeep; and

vi) possess a good physique and knowledge of topography of the concerned area.

Provided that, if candidates with the prescribed period of experience are not available, the period of experience may be relaxed by one year by Government on the recommendation of the selecting authority.

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

S. B. UNDE,

Under Secretary to Government.

No. R.R. 1076/3107/XIII.

General Administration Department,
Mantralaya, Bombay-400 032. Dt. 14-11-30

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All Collectors.