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GENERAL ADMINISTRATION DEPARTMENT

Kantralaya, Bombay 400 032, dated the 18th December 1986.

CONSTITUTION OF INDIA,

No. HR 1082/1/GR-7/85/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 instructions made in this behalf, the Governor of Maharashtra is hereby pleased to make the following rules regulating recruitment to the posts of Clerk, Clerk-typist and English and Marathi Typist (Class III) in the various offices of Government of Maharashtra outside Greater Bombay, namely:-

1. Short title - These rules may be called the Clerk, Clerk-typist and Typist in the offices of the Government of Maharashtra, outside Greater Bombay (Recruitment) Rules, 1986.

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

(a) "Class IV service" means ~~the service of Class IV~~ Class IV services 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 includes 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 (No. XII of 1965) and includes any other examination declared by Government to be equivalent thereto.

3. Recruitment to the post of Clerk-Appointment to the post of Clerk shall be made either:-

(a) by promotion of a suitable member of Class IV service who has put in not less than three year continuous service and possesses the educational qualifications prescribed for appointment by nomination in clause (b) of this rule; or

(b) by selection from amongst candidates who,-

(i) are not less than 18 years and not more than 28 years of age, and

(ii) have passed the Secondary School Certificate Examination;

Provided that the number of vacancies in the cadre to be filled by promotion of class IV persons shall not exceed 25 per cent, of the total vacancies occurring in a particular year.

Appointment to the post of Clerk-Typist, Typist (Marathi or English) shall be made by nomination from amongst candidates, who

(i) are not less than 18 years and not more than 28 years of age,

(ii) have passed the Secondary School Certificate Examination and

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

5. A person appointed to the post of Clerk or Clerk-Typist under rules 3 and 4 whether by promotion or by nomination, shall be required to pass the Departmental Examination wherever prescribed; and in the case of typist appointed under rule 4, shall also be required to pass that examination where the combined cadre of Clerk, Clerk-Typist and Typist exists. Every person appointed to a post under rules 3 and 4 shall also be required to pass the examinations in Hindi and Marathi according to 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,

U.V. MANJREKAR
Under Secretary to Government.

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