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भाग चार-अ | महाराष्ट्र शासन राजवट, दि. १९८१/वीव १०, शके १९०३ १९२६
72 GENERAL ADMINISTRATION DEPARTMENT
Mantralaya, Bombay 400 032, dated the 10th December 1981.
551. *Bolmir*

CONSTITUTION OF INDIA.

No. RTR-1079-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 and orders issued in this behalf and in force in the State or any part thereof, 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 offices of Government outside Greater Bombay, namely:—

1. *Short title.*—These rules may be called the Steno-typists, Lower Grade Stenographers and Higher Grade Stenographers in the offices of Government outside Greater Bombay (Recruitment), Rules, 1981.

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

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

(b) "Government Commercial Certificate" means a certificate in shorthand and typewriting awarded by the Bureau of Government Examinations, Directorate of Education, Government of Maharashtra; and includes a certificate issued by any other Institution as may be specifically approved by Government for the purposes of these rules.

3. *Recruitment to the post of Steno-typist.*—Appointment to the post of Steno-typist shall be made either,—

(a) by promotion of a suitable person holding the post of Clerk, Clerk-typist or Typist who possesses a Government Commercial Certificate for a speed in shorthand and typewriting prescribed for appointment by nomination in sub-clause (iii) of clause (b); or

(b) by nomination from amongst candidates who,—

(i) unless already in the service of Government are not more than thirty years of age;

(ii) have passed the Secondary School Certificate Examination or an examination recognised as equivalent thereto by Government; and

(iii) possess a Government Commercial Certificate for a speed of not less than 80 words per minute in shorthand and a speed of not less than 40 words per minute in English typewriting or 30 words per minute in Marathi typewriting.

4. Recruitment to the post of Lower Grade Stenographer.—Appointment to the post of Lower Grade Stenographer shall be made either,—

(a) by promotion of a suitable person holding the post of Clerk, Clerk-typist, Typist and Steno-typist who possesses a Government Commercial Certificate for a speed in shorthand and typewriting prescribed for appointment by nomination in sub-clause (iii) of clause (b); or

(b) by nomination from amongst candidates who,—

(i) unless already in the service of Government are not more than thirty years of age;

(ii) have passed the Secondary School Certificate Examination or any other examination recognised as equivalent thereto by Government; and

(iii) possess a Government Commercial Certificate for a speed of not less than 100 words per minute in shorthand and a speed of not less than 40 words per minute in English typewriting or 30 words per minute in Marathi typewriting.

5. Recruitment to the post of Higher Grade Stenographer.—Appointment to the post of Higher Grade Stenographer shall be made either,—

(a) by promotion of a suitable Lower Grade Stenographer who possesses a Government Commercial Certificate for a speed in Shorthand and typewriting prescribed for appointment by nomination in sub-clause (iii) of clause (b); or

(b) by nomination from amongst candidates who,—

(i) unless already in the service of Government are not more than thirty years of age;

(ii) have passed the Secondary School Certificate Examination or any other examination recognised as equivalent thereto by Government; and

(iii) possess a Government Commercial Certificate for a speed of not less than 120 words per minute in shorthand and a speed of not less than 40 words per minute in English typewriting or 30 words per minute in Marathi typewriting.

6. Ratio of appointment by promotion and nomination.—Appointment by promotion and by nomination to the posts mentioned in rule 3, 4 or 5 shall be made in the ratio of 50:50 unless any deviation from such ratio is found necessary by the appointing authority due to exigency of service and prior approval of Government to such deviation is obtained.

पग ३०५
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भाग चार-अ] महाराष्ट्र शासन राजपत्र, डिसेंबर ३१, १९८१/पौष १०, शके १९०३ - १९९८

7. *Passing of examinations in Hindi and Marathi.*—Any person appointed to the post mentioned in rule 3, 4 or 5 whether by promotion or by nomination, shall 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,

S. H. THACKER,
Secretary (Personnel) to Government.

No. RTR-1079/XII,
GENERAL ADMINISTRATION DEPARTMENT,
Mantralaya, Bombay 400 032,
Dated the 10th December 1981.

Copy forwarded with compliments to:—

- The Secretary to the Governor,
- The Secretary to the Chief Minister,
- The Secretary, Maharashtra Legislature Secretariat, Bombay,
- *The Secretary, Maharashtra Public Service Commission, Bombay,
- The Secretary, Regional Selection Boards, Aurangabad/Nagpur/Amravati/Nashik/Pune/Thane.
- *The Prothonotary and Senior Master, High Court, Bombay,
- *The Registrar, High Court, Appellate Side, Bombay,
- *The Registrar, Office of the Lokayukta and Upa-Lokayukta, Bombay,
- All Divisional Commissioners,
- All Collectors,
- All Chief Executive Officers of Zilla Parishads,
- All other Heads of Departments and Heads of Offices under the several Departments of the Mantralaya,
- All Departments of the Mantralaya,
- *By letter.

V. A. KOTESHWAR,
Deputy Secretary to Government.