

NOTIFICATION

General Administration Department,  
Mantralaya, Bombay : 400 032,  
Dated the 19th May 1980.

CONSTITUTION  
OF INDIA

No. SRV.1077/90-IV-(A) .- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India read with Order No. G.S.R.47(E), dated the 17th February 1980 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 Government 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, 1980.

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 Government Examinations, Department of Education, Government of Maharashtra, or any other institution as may be approved by government 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

*deleted*



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nomination in clause (b) of this sub-rule and have completed continuous service of not less than three years in their respective posts; or

*del*  
*del*

(b) by nomination on the result 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 Government as equivalent to that examination;

(ii) possess a speed of not less than 80 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 18 years of age and, unless already in the services of Government, 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; *del*

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 per cent of the posts of Steno-typists.

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

(a) by promotion of Clerks, Clerk-typists, Typists and Steno-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

*del*

(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,

*del*

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



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(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 18 years of age and unless already in services of Government, 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;

delet

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.

5.20 (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 a post 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

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(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 Government 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 18 years of age and, unless already in services of Government, 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;

delet

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 Government 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 Marathwada shall be liable for transfer from one department to another.

8. A person appointed as Steno-typist, Lower Grade Stenographer 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 post of Steno-typist (Marathi), Lower Grade Stenographer (Marathi) and Higher Grade Stenographer (Marathi) immediately 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 in the opinion of Government the exigencies of service so required Government may after consultation with the Commission or the Board, as the case may be, make appointment to the posts of Steno-typists,

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⊙ provided that in such cases the prescribed speed in Typewriting shall be required to be produced by the persons appointed by the Service Commission or the Commission or the Board, as the case may be, for the post to which they were selected.



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.

K. B. SRINIVASAN,  
Secretary (Personnel) 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 &  
XXVIII)

*V. A. Koteshwar*

( V. A. Koteshwar )

Deputy Secretary to the Govt. of Maharashtra.

9.5.

Commission & the language of the post  
which he was selected by the Commission  
& the language of the post for which he  
proposed to be promoted is the same