

GENERAL ADMINISTRATION DEPARTMENT
Mantralaya, Mumbai 400 032, dated the 24th June, 1997.

No.RTR-094/CR.No.8/94/12 :--- In exercise of the powers conferred by the proviso to article 309 of 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 posts of **Personal Assistant- Group 'B', Higher Grade Stenographer- Group 'B', Lower Grade Stenographer- Group 'B' and Steno-Typist Group 'C'** in the various offices of the Government outside Greater Mumbai, namely :---

1. These rules may be called the **Personal Assistant Group 'B', Higher Grade Stenographer Group 'B', Lower Grade Stenographer Group 'B' and Steno-Typist Group 'C'** in the various offices of Government outside Greater Mumbai (Recruitment) Rules, 1997.
2. In these rules, unless the context requires otherwise, ---
 - a) "Government" means the Government of Maharashtra;
 - b) "Government Commercial Certificate" means a certificate issued by the Bureau of Government Examinations, Directorate of Technical Education, Government of Maharashtra and includes a certificate issued by any other institution as may be specifically declared by Government to be equivalent thereto;
 - c) "Secondary School Certificate Examination" means the Secondary School Certificate Examination conducted by a Divisional Board under the Maharashtra Secondary and Higher 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 Personal Assistant** shall be made by promotion of a suitable person on the basis of seniority subject to fitness from amongst persons holding the post of Higher Grade Stenographer having not less than three years regular service in the post.
4. **Appointment to the post of Higher Grade Stenographer** shall be made either, --
 - a) by promotion of a suitable person on the basis of seniority subject to fitness from amongst persons holding the post of Lower Grade Stenographer having not less than three years regular Service in that post and possessing Government Commercial Certificate with the speed in Shorthand and type-writing prescribed for appointment by nomination in sub-clause (iii) of clause (b) of this rule;
 - b) by nomination from amongst persons who, ---
 - i) are not less than 18 years and not more than thirty years of age;
 - ii) have passed the Secondary School Certificate Examination; and
 - iii) possess Government Commercial Certificate with the 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.
5. **Appointment to the post of Lower Grade Stenographer** shall be made either :--
 - a) by promotion of a suitable person on the basis of seniority subject to fitness from amongst persons holding the post of Steno-typist, having not less than three years regular service in that post, and possessing Government Commercial Certificate with the speed in shorthand and typewriting prescribed for appointment by nomination in sub-clause (iii) of clause (b) of this rule; or

- b) by nomination from amongst persons who, ---
i) are not less than 18 years and not more than thirty years of age;
ii) have passed Secondary School Certificate Examination; and
iii) possess Government Commercial Certificate with the 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,
6. **Appointment to the post of Steno-typist** shall be made either, ---
- a) by promotion of a suitable person on the basis of seniority subject to fitness from amongst persons holding the post of Clerk-typist having not less than three years regular service in that post and possess Government Commercial Certificate with the speed in shorthand and typewriting prescribed for appointment by nomination in sub-clause (iii) of clause (b) of this rule;
- Provided that the typists who opt to forgo the promotion in the channel of Clerk-typist, shall also be considered for promotion according to their inter-se seniority; or
- b) by nomination from amongst persons who, ---
i) are not less than 18 years and not more than thirty years of age;
ii) have passed Secondary School Certificate Examination; and
iii) possess Government Commercial Certificate with the 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.
7. Appointment to the posts mentioned in rule 4, 5 and 6 by promotion and by nomination shall be made in the ratio of 50: 50.
8. A person appointed to any of the posts shall be required to pass the examination in Hindi and Marathi according to the rules made in that behalf, unless he had already passed or has been exempted from passing these examinations.
9. Notwithstanding anything contained in these rules, if in the opinion of Government the exigencies of service so require, Government may, make appointments under rules 4, 5 and 6 above, in relaxation of the ratio prescribed for appointment by nomination under rule 7.

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

Y.M.Joshi,
Joint Secretary to Government.