ABSTRACT OF MINUTES OF THE SEVENTY FIFTH MEETING OF THE
BOARD OF DIRECTORS OF MAHARASHTRA STATE ROAD
DEVELOPMENT CORPORATION LIMITED HELD ON TUESDAY, 14th
FEBRUARY, 2006 AT P.W.D COMPOUND, NEPEAN SEA ROAD,
PRIYADARSHINI PARK, MUMBAI 400 036.

ITEM NO: 08

RECRUITMENT RULES FOR MSRDC CORE STAFF

Board noted the contents of agenda note. It was explained that MSRDC does not have codified recruitment rules for directly recruited staff at present. Direct recruitment has been effected as and when needed under the general powers delegated by General Meeting to VC&MD and Chairman for recruitment subject to monetary ceiling of 6% of total expenditure on staff and establishment.

Mr Borge drew attention to qualification prescribed for post of Assistant Manager (Commercial). He desired that proposed qualification of MBA (Finance) be changed to MBA (Finance/Marketing).

VC&MD also informed about prepaid structuring of designation prevalent in Corporation on line with commonly prevalent designation in corporate world. Mr Borge also desired that provision be made for selection grade after employees achieve prescribed threshold. Joint MD (I) pointed to the urgent need for staff in accounts/finance and other departments and requested approval to release of advertisement.

Board noted the present enabling power vested by General Meeting in VC&MD and Chairman to make recruitment subject to overall monetary ceiling of 6% of total expenditure and further approved proposal in agenda note. Board passed the following resolutions:

RESOLVED THAT recruitment rules for MSRDC core posts be and are hereby approved.

RESOLVED FURTHER THAT initial recruitment rules be and are hereby approved.

RESOLVED FURTHER THAT VC&MD be and is hereby authorize to fill-up the vacant approved core posts as per the requirement.
RESOLVED FURTHER THAT VC&MD and Chairman be and are hereby authorized to make amends and administer the above referred rules from time to time subject to resolution of General Meeting empowering them to make recruitment subject to monetary ceiling of 6% of annual expenditure of the Corporation on staff and establishment.
Agenda Note:

Sub - Recruitment Rules for MSRDC Core Staff

Board had approved in its meeting dt. 24-1-2006, various categories of ‘Core posts’ for MSRDC. The employees manning the core posts will be the regular MSRDC officers and staff. Over and above this, there will be officers on deputation from PWD etc.

2. Board had also noted the developments relating to the framing of recruitment Rules in the previous Board Meeting held on 24-1-2006 (earlier Board Note enclosed)

3. Now the draft Recruitment Rules for the ‘Core Posts’ approved by the Board are prepared and placed for consideration and approval.

4. The existing officers and staff of MSRDC have come from different channels needs to be regularized as a one-time effort under the Initial Recruitment Rules. The draft of the Initial Recruitment Rules is also placed for approval.

5. The draft rules regarding preparation of select list for promotion is being prepared separately and will be placed before Board in near future.

6. Board may kindly approve the draft Recruitment Rules for MSRDC “Core Posts” and the Initial Recruitment Rules.

Resolution to be passed

Resolved that

i) Board approves the Recruitment Rules for MSRDC Core posts
ii) Board approves the Initial Recruitment Rules.
iii) Board authorizes VC&MD to fill up the approved core posts as per requirements.

2006
Sub - Recruitment Rules - Fulfillment of Assembly Assurance

In reply to an Assembly Unstarred Question No. 63113 a reply was given in the 3rd session of 2002 that the approval of the Board will be taken for draft Recruitment Rules (R.R.s) and recruitment will be made accordingly.

The developments in this matter, chronologically, are as follows:

1) MSRDC appointed two retired Joint Secretaries of Mantralaya (Shri U.V. Manjrekar and Shri Y.M. Joshi) as consultants in November 2001 to frame Recruitment Rules (RR) for the Organization. They prepared the first draft of RR.

2) These draft R.R.s were scanned by a committee consisting of then Adviser (MT), VP (DevL) CE (Shri J.T. Nashikkar) and then Administrative Officer (Shri Kazi) and they submitted an amended draft (Jan 2002). They were subsequently circulated to senior officers for their remarks (Feb. 2002).

3) Various suggestions were received from senior officers of MSRDC. Those were also circulated back to members of Committee (June 2003)

4) The committee met again on 30-6-2003 to consider the suggestions from JMD, S&FA, SE etc

5) Subsequently during oral discussions with then VC&MD who had some ideas of restructuring the organization on modern corporate lines, M/s Ernst and Young was engaged for the purpose. The consultants could not give RR draft rules.

6) In the meanwhile the general conditions of Service Rules, Conduct Rules, Discipline Rules and Leave Rules of MSRDC were finalized and approved by Board in May 2004.

7) As regards RR it became clear that the ‘Core post’ of MSRDC had to be identified first.

8) This exercise of ‘Core posts’ was finalized after elaborate discussion in September 2005 and various efforts were made to place them in Board. Now it is being placed as a separate item in Board meeting of 24-1-2006.

Now we have received a reminder by way of D.O. letter dt. 2-1-2006 (copy enclosed)

Even though the earlier draft RR is ready, substantial time has passed since June 2003. Further it is linked to ‘Core posts’ being placed for approval separately in this Board Meeting.

Efforts are being made to place draft RR before Board as early as possible.

We may inform the Public Works Department that MSRDC will finalise its R.R.s as soon as possible.

**Resolution of Board**

Board takes cognizance of the status of the matter and directs that R.R.s be put up in board at the earliest.
Maharashtra State Road Development Corporation
Initial Recruitment (Absorption, Fixation of seniority and Fixation of Pay)
Rules

In exercise of the powers conferred on him by the Board of Directors, the Vice
Chairman and Managing Director of the Maharashtra State Road Development
Corporation is hereby pleased to make the following rules regulating recruitment to
various core posts in the Corporation.

1. **Short title and commencement -**

   1) These rules may be called the Maharashtra State Road Development
      Corporation Limited Initial Recruitment (Absorption, Fixation of seniority
      and Fixation of Pay) Rules- 2006

   2) They shall come into force from the date of issue.

2. **Extent of application**

   These rules shall apply to all the employees of the Corporation on the appointed
date except those working on (a) deputation (b) re-employment basis (c) special
contractual arrangement (d) daily wages and those appointed on purely temporary basis

3. **Definitions -**

   In these Rules unless the context otherwise requires -

   i) "Appointed date" means the date on which the Recruitment Rules of various
      posts in the Corporation have been given effect
   ii) "Corporation" means the Maharashtra State Road Development Corporation Ltd
   iii) "Initial Recruitment" means recruitment made between the period from creation
        of the Corporation and the enforcement of Recruitment Rules.

4. The cases of all the persons working on the establishment of the Corporation on
   the appointed date, except those working on (a) deputation (b) re-employment basis (c)
special contractual arrangement (d) daily wages shall be reviewed in the context of the
respective Recruitment Rules which have come into force from that date the persons
who confirm to the conditions of the Recruitment Rules shall be deemed to have been
absorbed in the respective posts under the Corporation. In other cases, the VC&MD will
have the discretion either to regularize their appointment or terminate them by giving
them one month’s notice or one month’s salary in lieu thereof.

5. Notwithstanding anything contained in these Rules the seniority of the absorbed
   person shall be fixed with reference to his date of joining the Corporation with regard to
the Recruitment Rules of the posts and conditions of their appointment. Where the date
of joining is same for a number of employees in same cadre, seniority will be fixed on
basis of merit, qualification and such other additional criteria to be fixed by VC&MD.

6. The absorbed personnel shall continue to draw pay as before, in the service under
   the Corporation prior to their absorption.
Maharashtra State Road Development Corporation Ltd

Administrative, Technical, Non-Technical Core Posts Recruitment Rules

In exercise of the powers conferred on him by the Board of Directors, the Vice Chairman and Managing Director of the Maharashtra State Road Development Corporation is hereby pleased to make the following rules regulating recruitment to various core posts in the Corporation.

1. These rules may be called the Maharashtra State Road Development Corporation Ltd, Administrative, Technical, Non-Technical Core Posts Recruitment Rules. They shall come into force from the date of issue. They shall be applicable for filling up Core posts in the Corporation.

Definitions:

2. In these rules unless the context otherwise requires -

   a) "Corporation" means the Maharashtra State Road Development Corporation Limited

   b) 'Core Posts' means posts which have been sanctioned by MSRDC Board in the meeting dt. 24-1-2006 and as modified from time to time.

   c) "Government" means the State Government of Maharashtra

   d) "Government Commercial Certificate" means a certificate issued by the Bureau of Government Examination, Directorate of Technical Education, Maharashtra and includes a certificate issued by any other institution as may be specifically declared by the Government to be equivalent thereto.

   e) "Secondary School Certificate Examination" means the Secondary School Certificate Examination conducted by a Divisional Board under the Maharashtra Secondary and Higher Secondary Education Board Act 1965 and includes any other examination declared by the Government as equivalent thereto.

   f) Vice Chairman and Managing Director means the Vice Chairman and Managing Director of the Maharashtra State Road Development Corporation Limited.

   g) Recognized Institution

   h) Reputed firm / organization

   i) Degree means a degree from an approved University

   j) Diploma means a course recognized by the State Board of Technical Education of Government.
A) **Finance and Accounts Division**

1) **Secretary & Financial Advisor**

Appointment to the post of Secretary and Financial Advisor shall be made by direct recruitment from amongst the candidates who:

   i) are not more than 50 years of age
   ii) have passed the examination of Chartered Accountant, conducted by the Institute of Chartered Accountants of India.
   iii) have post qualification experience of not less than 20 years in reputed companies registered under the Indian Companies Act, 1956 of which minimum five years experience should be of having worked as Financial Advisor and / or head of Finance and Accounts Department.

2) **Deputy General Manager**

Appointment to the post of Deputy General Manager shall be made either by direct recruitment from amongst the candidates who –

   i) are not more than 45 years of age,
   ii) are qualified as and have passed the examination of Chartered Accountant conducted by the Institute of Chartered Accountants of India.
   iii) have post qualification experience of not less than 15 years in reputed company registered under the Indian Companies Act 1956 of which minimum 5 years experience should be of having worked as Deputy General Manager (Finance) / Accounts or equivalent post.

   OR

   by promotion from Manager (Accounts) who have put in minimum of five years regular services in this post in the Corporation.

3) **Manager (Accounts)**

Appointment to the post of Manager (Accounts) shall be made either by direct recruitment from amongst the candidates who –

   i) are not more than 40 years of age.
   ii) are qualified as or have passed the examination of Chartered Accountant conducted by the Institute of Chartered Accountants of India.
   iii) Possess a post-qualification experience of ten years in reputed companies registered under the Indian Companies Act 1956, of which minimum 5 years experience should be of having worked as Manager (Accounts).

   OR

   by promotion from the Deputy Managers who have put in minimum of five years regular service in the Corporation.
4) **Deputy Manager (Accounts)**

Appointment to the post of Dy. Manager (Accounts) shall be made either by direct recruitment from amongst the candidates who –

i) are not more than 35 years of age

ii) are qualified as and have passed the examination of Chartered Accountant, conducted by the Institute of Chartered Accountants of India.

iii) Possess a post qualification experience of five years in reputed organizations.

OR

by promotion from the Accounts Officer who have put in a minimum of eight years regular service in this post in the Corporation.

5) **Assistant Manager (Finance)**

Appointment to the post of Assistant Manager (Finance) shall be made by direct recruitment from amongst the candidates who –

i) are not more than 30 years of age

ii) possess atleast bachelor's degree in Commerce of a recognized university with 55% marks.

iii) in addition possess any of the following qualification:

   a. passed the examination of Chartered Accountants conducted by the Institute of Chartered Accountant or Cost Accountants or Chartered Financial Analysts conducted by appropriate institution.

   OR

   b. possess a MBA (Finance) or equivalent as post-graduate qualification from a good management institution.

iv) possess a post qualification experience of three years in reputed organization.

OR

by promotion from Accounts Officer who have put in minimum of five years regular service in this post in the Corporation.

6) **Accounts Officer**

Appointment to the post of Accounts Officer shall be made either by direct recruitment from amongst the candidates who –

i) are not more than 35 years of age (relaxable by five years in the case of candidates belonging to backward class).

ii) possess degree in Commerce with atleast 55% marks (second class for other than general candidate) and have ten years experience of handling accounts.

OR

have passed the Intermediate Exam of Institute of Chartered Accountants or Cost Accountants and have five years experience of handling accounts.

OR
have completed the final exam of the Institute of Chartered Accountant or Cost Accountants.

OR

by promotion of Accounts Assistants who have put in a minimum of seven years regular service in this post in the Corporation.

7) **Assistant Company Secretary**

Appointment to the post of Assistant Company Secretary shall be made by direct recruitment from amongst the candidates who -

i) are not more than 30 years of age

ii) are qualified as and have passed the examination of Chartered Secretary conducted by the Institute of Chartered Secretaries and Administrators and are members of the said institution.

iii) have post qualification experience of not less than three years as Assistant Company Secretary in reputed companies registered under the Indian Companies Act, 1956.

8) **Accounts Assistant**

Appointment to the post of Accounts Assistant shall be made either by direct recruitment from amongst the candidates who -

i) are not more than 30 years of age

ii) possess a degree of a recognized university in Commerce in first class (second class for other than general candidates).

OR

possess a post graduate degree in Commerce.

OR

have passed Intermediate level of examination conducted by the Institute of Chartered Accountants /Cost Accountants / Company Secretary / Chartered Financial Analysts.

iii) possess atleast 2 years experience in handling Accounts/ Finance in a reputed organization.

OR

by promotion of Accounts Clerks from within Corporation who have put in a minimum of 5 years regular service in the post and who also possess a degree in commerce.

9) **Accounts Clerk cum Computer Operator**

Appointment to the post of Accounts Clerk cum Computer Operator shall be made either:

i) by direct recruitment from amongst candidates who -

a. are not less than eighteen years and not more than thirty years of age

a. have passed the B.com examination from any recognized university.

AND
c. possess a certificate of having passed any of the following examination viz CCC or Level O or Level A or Level B or Level C or a certificate regarding passing of the MS-CIT examination conducted by the Maharashtra State Higher and Technical Education Board

OR

ii) by promotion on the basis of seniority-cum-suitability amongst the persons holding group ‘D’ post (peon, chowkidar etc.), having not less than five years regular service in the Corporation and possess the educational qualifications prescribed for appointment by nomination in sub rule (i) (b) & (c) of this rule.

TECHNICAL DIVISION:

10) Additional Chief Engineer / Superintending Engineer (selection grade)

Appointment to the post of Additional Chief Engineer / Superintending Engineers (selection grade) shall be made either by direct recruitment from amongst the candidates who -

i) are not more than 45 years of age.
ii) possess a degree of a recognized University in Civil Engineering in first class.
iii) and possess a post graduate specialization degree in Transportation / Structural / Bridges / Highways or in a subject relevant to the Corporation.
   and
iv) have a post-qualification experience of 15 years in a reputed organization.

OR

by promotion from amongst the officers in the cadre of Superintending Engineer having not less than seven years regular service in that post in the Corporation.

11) Superintending Engineer

Appointment to the post of Superintending Engineer shall be made either by direct recruitment from amongst the candidates who -

i) are not more than forty years of age
ii) possess a degree of a recognized University in Civil Engineering;
iii) and possess a post graduate specialization degree in Transportation / Structural / Bridges / Highways or in a subject relevant to the Corporation
iv) and have a post-qualification experience of 12 years in a reputed organization.

OR

by promotion on the basis of selection from amongst the persons who -

a. possess a degree of a recognized university in Civil Engineering or a qualification which is recognized as equivalent thereto by the Government and
b. have been holding the post of Executive Engineer for not less than eight years in the Corporation on a regular basis.
12) **Executive Engineer**

Appointment to the post of Executive Engineer shall be made either by direct recruitment from amongst the candidates who -

i) are not more than thirty five years of age.

ii) possess a degree of a recognized University in Civil Engineering in first class.

iii) and possess a post graduate specialization degree in Transportation / Structural / Bridges / Highways or in a subject relevant to the Corporation from a recognized university.

iv) and have a post-qualification experience of 7 years in a reputed organization.

OR

by promotion on the basis of selection from amongst the Dy. Engineers (Transportation) / Dy. Engineers working in the Corporation who have put in minimum eight yearscontinuous service.

13) **Dy. Engineer**

Appointment to the post of Dy. Engineer shall be made by direct recruitment from amongst the candidates who -

i) are not more than thirty years of age and

ii) possess a graduate degree of a recognized University in Civil Engineering with atleast 55% marks (50% for other than general candidate).

iii) and have a post-qualification experience of atleast five years in a reputed organization.

14) **Dy. Engineer (Transportation)**

Appointment to the post of Dy. Engineer (Transportation) shall be made by direct recruitment from amongst the candidates who -

i) are not more than thirty years of age

ii) possess degree of recognized university in Civil Engineering with atleast 55% marks (50% for other than general candidates) and have additional qualification of a Master’s degree in Transportation Planning and System or Transportation Engineering

iii) possess atleast three years (post-qualification) relevant experience from a reputed organization

15) **Senior Town Planner**

Appointment to the post of Senior Town Planner shall be made either by direct recruitment from amongst the candidates who -

i) are not more than 40 years of age

ii) possess a degree of a recognized university in Civil Engineering

iii) possess additional qualification of a Master’s degree in Town Planning from a recognized university or institute.
iv) have post-graduate experience of not less than ten years and adequate knowledge of Municipal laws, relevant rules and land matters

OR

by promotion from the persons holding the post of Town Planner with minimum seven years regular service as Town Planner in the Corporation.

16) **Town Planner**

Appointment to the post of Town Planner shall be made either by direct recruitment from amongst the candidates who -

i) are not more than 35 years of age (relaxable by five years in the case of candidates belonging to the backward class)

ii) possess a degree of a recognized University in Civil Engineering

iii) possess additional qualification of a Master’s degree in Town Planning

iv) have a minimum experience of five years and adequate knowledge of Municipal Laws, relevant rules and land matters.

**ADMINISTRATION**

17) **Assistant Manager (HRD)**

Appointment to the post of Assistant Manager (HRD) shall be made either by direct recruitment from amongst the candidates who -

i) are not more than 35 years of age (relaxable by five years in the case of candidates belonging to the backward classes)

ii) possess at least a second class bachelor’s degree of a recognized university and have completed a two year post-graduate course in HRD from a reputed Business Management institution.

iii) has minimum five years experience of working in HRD as a head of unit or section in a Government or semi Government organization or reputed company registered under Companies Act.

OR

by promotion from amongst the Junior Managers (HRD) or Junior Managers (Administration) who have put in minimum 5 years continuous regular service in that post in the Corporation.

18) **Junior Manager (HRD)**

Appointment to the post of Junior Manager (HRD) shall be made either by direct recruitment from amongst the candidates who -

i) are not more than 30 years of age

ii) possess at least a second class bachelor's degree of a recognized university and have completed a two years post-graduate course in HRD from a good institution.
iii) has minimum three years experience of working in a supervisory capacity in a Government or semi Government organization or reputed company registered under Companies Act.

OR

by promotion from amongst the Assistants who have put in minimum 7 years continuous regular service in that post in the Corporation and possess a diploma or equivalent in HRD.

19) **Junior Manager (Administration)**

Appointment to the post of Junior Manager (Administration) shall be made by promotion from amongst the Assistants who have put in minimum 7 years continuous regular service in that post in the Corporation.

20) **Documentation Officer**

Appointment to the post of Documentation Officer shall be made by direct recruitment from amongst the candidate who:

i) unless already in the service of Government is not more than 30 years of age.

ii) possess a bachelor's degree in Library Science with atleast 55% marks. (50% for BC candidates)

iii) Master's degree in Library and Information science.

iv) possess two years post qualification experience in Record Management in Company / Organization of repute and / or experience in managing a Corporate Technical Library.

21) **Librarian**

Appointment to the post of Librarian shall be made by direct recruitment from amongst the candidate who:

i) unless already in the service of Government of Maharashtra is not more than 30 years of age

ii) Possess a Bachelor's degree in Arts, Science, Commerce or Law of a recognized University

iii) possess, in addition, a post graduate degree or diploma in Library Science of recognized University.

iv) Conversant with modern library practices including use of computer aided library management systems.

v) Possess, practical experience of working in library for not less than 2 years after acquiring the required qualifications.

22) **Assistant Systems Administrator**

Appointment to the post of Assistant Systems Administrator shall be made either by direct recruitment from amongst candidates who

i) are not more than 30 years of age

ii) are a graduate from a recognized University
iii) have completed a Degree / Diploma in Computer Applications with a minimum of eighteen months duration course of a recognized institution.
iv) have a minimum work experience of five years in the relevant field managing the Computer System, LAN, basic IT support, etc

OR

by promotion of employees who fulfill the conditions at (ii), (iii) & (iv) above.

23) **Public Relations Assistant**

Appointment to the post of Public Relations Assistant shall be made by direct recruitment from amongst candidates who -

i) are not more than 30 years of age (relaxable by 5 years in the case of candidates belonging to the backward class)
ii) possess a degree form a recognized university.
iii) Possess at least two years experience in public relations / liaison work in Government / reputed organization
iv) has strong communication skills and aptitude in liaison work

OR

by promotion from cadre of Junior Assistants with three years experience and on basis of suitability.

24) **Assistant Law Officer**

Appointment to the post of Assistant Law Officer shall be made by direct recruitment from amongst candidates who –

i) are not more than 35 years of age
ii) possess a degree in Commerce from a recognized university with at least 55% marks (50% in case of other than general candidates)
iii) possess a post-graduation in Law from a recognized university.
iv) possess a post-qualification experience of at least five years in the field of commercial law matters in an organization of repute.

25) **Legal Assistant**

Appointment to the post of Legal Assistant shall be made by nomination from amongst the candidates who –

i) are not more than 30 years of age
ii) possess a degree in Law of a recognised University or any other qualification declared by Government to be equivalent thereto
iii) shall have at least three years practical experience of legal procedures and court matters.
by promotion from amongst Junior Assistants on basis of suitability and required qualification.

26) **Manager (Commercial)**

Appointment to the post of Manager (Commercial) shall be made by direct recruitment from amongst candidates who

i) are not more than 35 years of age
ii) possess a degree from a recognized university with at least 55% marks (50% in case of backward class candidates)
iii) possess, in addition, any of the following:

   a degree in Law from a Statutory University
   OR
   A post graduate management degree in Finance / Marketing or have passed intermediate Exam of Institute of Chartered Accountants / Cost Accounts or equivalent like CAIIB, CFA.

iv) have at least five years relevant and good experience in management of contract administration in a financial or property management organization
v) have held position as head of unit / section for at least two years.

OR

by promotion from employees who have held the post of Assistant Manager (Commercial) / Assistant Manager (Law) for at least five years.

27) **Assistant Manager (Commercial)**

Appointment to the post of Assistant Manager (Commercial) shall be made either by direct recruitment from amongst candidates who -

i) are not more than 30 years of age
ii) possess a degree from a recognized university with at least 55 marks (50% in the case of backward class candidates)
iii) possess, in addition to (ii) above, any of the following:

   A degree in Law from a Statutory University
   OR
   Completed the intermediate Exam conducted by the Institute of Chartered Accountants/Cost and Works Accountants/ Institute of Company Secretaryship / Institute of Chartered Financial Analysts
   OR
   MBA (Finance) - a two years course from a reputed management institution.
iv) have at least two years experience in handling commercial law matters in a Law/Financial Institution/organization of repute.
v) should possess good drafting skills.

OR

by promotion of an employee who has worked as Legal Assistant for not less than five years and on the basis of seniority-cum-suitability

28) Personal Secretary

Appointment to the post of Personal Secretary shall be made either --

by direct recruitment from amongst persons who --

i) are not more than thirty five years of age

ii) possess a degree of a recognized University or any other qualification declared to be equivalent thereto by Government

iii) possess Government commercial certificate with the speed of not less than 120 words per minute in shorthand and not less than 50 words per minute in English typewriting or 40 words per minute in Marathi typewriting, and

iv) possess a certificate of having passed any of the following examination viz CCC or level O or level A or level B or level C or a certificate regarding passing of the MS-CIT examination conducted by the Maharashtra State Higher and Technical Education Board

OR

v) by promotion on the basis of seniority-cum-suitability from amongst persons holding the post of Personal Assistant (Higher Grade) and having not less than seven years regular service in that post in the Corporation.

29) Personal Assistant (Higher Grade)

Appointment to the post of Personal Assistant (higher grade) shall be made either --

a) by direct recruitment from amongst persons who --

i. are not less than eighteen years and not more than thirty years of age

ii. have a degree of a recognized University.

iii. possess Government Commercial Certificate with the speed of not less than 120 words per minute in shorthand and not less than 50 words per minute in English typewriting. For Personal Assistant (Higher Grade) Marathi, candidate should possess Government Commercial Certificate of not less than 120 words per minute in shorthand and not less than 40 words per minute in Marathi typewriting.

iv. possess a certificate of having passed any of the following examination, viz, CCC or level O or level A or level B or level C or a certificate regarding passing of the MS-CIT examination conducted by the Maharashtra State Higher and Technical Education Board.

OR
b) by promotion on the basis of seniority-cum-suitability from amongst persons holding the post of lower grade stenographer or Personal Assistant (Lower Grade) and having not less than five years regular service in that post and possessing government commercial certificate with the speed in shorthand and typewriting prescribed for appointment by nomination in (iii) under (a) of this rule.

30) **Personal Assistant (Lower Grade)**

Appointment to the posts of Personal Assistant (Lower Grade) shall be made either -

a) by direct recruitment from amongst persons who -

i. are not less than eighteen years and not more than thirty years of age

ii. a degree of a recognized university or any other qualification declared to be equivalent thereto by Government.

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. For Personal Assistant (Lower Grade) Marathi, candidate should possess Government Commercial Certificate of not less than 100 words per minute in shorthand and not less than 30 words per minute in Marathi typewriting.

iv. possess a certificate of having passed any of the following examination viz CCC or level O or level A or level B or level C or a certificate regarding passing of the MS-CIT examination conducted by the Maharashtra State Higher and Technical Education Board

31) **Assistant**

Appointment to the post of Assistant shall be made either by direct recruitment from amongst the candidates who -

i) are not more than 30 years of age

ii) possess a higher second class degree (55%) (for candidates other than general category 50%)

iii) possess a post graduate degree of a recognized University or any other qualification declared to be equivalent thereto by Government, and

iv) posses three years experience in a Commercial Organization of repute

v) possess a certificate of having passed any of the following examination CCC or level O or level A or level B or level C or a certificate regarding passing of the MS-CIT examination conducted by the Maharashtra State Higher and Technical Education Board

OR.

by promotion from amongst the Junior Assistants who have put in minimum five years service and who fulfill the condition of sub rule (ii) and (v) of this rule.

32) **Junior Assistant**

Appointment to the post of senior clerk shall be made either -

a) by direct recruitment from amongst the persons who -

i) are not less than eighteen years and not more than thirty years of age
ii) possess a degree of a recognized University with higher second class (second class for other than general candidates)

iii) possess a certificate of having passed any of the following examination viz CCC or Level O or Level A or Level B or Level C or a certificate regarding passing of the MS-CIT examination conducted by the Maharashtra State Higher and Technical Education Board

OR

b) by promotion of a suitable person on the basis of seniority-cum-suitability, from amongst persons holding the post of clerk, clerk cum computer operator having not less than five years regular service in that post.

33) Clerk cum Computer Operator / Clerk / Audio-Visual System Operator / Cashier/Computer-data Entry Operator (All these posts will be designated as Clerk cum Computer Operator)

Appointment to the post of Clerk cum Computer Operator shall be made either

a) by direct recruitment from amongst candidates who -
   i) are not less than eighteen years and not more than thirty years of age
   ii) possess a degree of a recognized university
   AND
   iii) possess a certificate of having passed any of the following examination viz CCC or Level O or Level A or Level B or Level C or a certificate regarding passing of the MS-CIT examination conducted by the Maharashtra State Higher and Technical Education Board

b) by promotion on the basis of seniority-cum-suitability amongst the persons holding the post of peon, having not less than five years regular service and has passed the Higher Secondary Examination and fulfill the condition at (iii) above.

34) Driver

Appointment to the post of driver of motor cars / jeeps / bus in the Corporation shall be made either -

a) by direct recruitment from amongst candidates who -
   i. unless already in the service of the Corporation, are not more than thirty years of age
   ii. possess valid driving licence to drive a heavy and light vehicle under the Motor Vehicles Act 1939
   iii. have passed at least 9th standard examination of any government recognized school and can speak in Marathi and Hindi.
   iv. possess not less than three years experience of driving motor vehicles other than a two wheeler.
   v. have a clean driving record and working knowledge of repairs of a motor car / jeep / bus as the case may be
   vi. possess a good physiques and knowledge of topography of the concerned area

OR
b) by promotion from amongst the peons and watchmen in the service of the Corporation who possess qualification and experience mentioned in sub rule (ii), (iii), (iv), (v) and (vi) under (a) of this rule;

34.1) provided that if candidates with the prescribed period of experience are not available, the period of experience may be relaxed by one year by the Vice Chairman and Managing Director.

35) **Naik**
Appointment to the post of Naik cum Xerox Operator will be made by promotion from amongst the peon and chowkidar in the service of the Corporation who has put in atleast seven years as peon / chowkidar and on the basis of suitability for the post.

36) **Peon and Chowkidar**
Appointment to the post of peon and chowkidar shall be made either by direct recruitment from amongst candidates--

a) who have completed 18 years of age and are not more than thirty years of age, and

b) who have passed 9th standard examination of a Government recognized school.
1) Provisions for reservation in posts will be made as per prevailing policy of Government of Maharashtra.
2) Upper age limit for reserved category candidates is relaxable upto five years as prevailing policy of Government.
3) Appointment to Class III and IV posts (i.e., Group C & D) may also be made on compassionate ground by VC&MD in accordance with the policy of Government subject to the condition that person-seeking job on this account shall fulfill the criteria of educational qualification and other conditions prescribed for the respective post. The upper age limit prescribed for appointment to these posts shall not apply to widows appointed on compassionate ground.
4) The candidate shall have good knowledge of Marathi-Hindi-English.
5) The candidate shall possess required Computer Application Skills.
6) For direct recruitment, the post(s) will be advertised in leading newspapers of the area in English and Marathi. The applicants will be recruited on basis of written exam including trade tests and / or interview, as felt appropriate.
7) Vice Chairman and Managing Director may appoint a Selection Committee for selection/shortlisting and/or identifying suitable candidate for a post. The recommendations of the Selection Committee shall be submitted to Vice Chairman and Managing Director for consideration.
8) The candidate appointed to a post by direct recruitment shall be on probation for a period of at least one year.
9) In case of posts that are to be filled up by promotion, appropriate weightage will be given to those employees who acquire relevant higher qualification, skills and specialization while in the service of Corporation.
10) Suitable minor modifications in designation of posts and pay scale can be made by VC&MD, if required, on the basis of qualification and experience and merit of candidate.
11) Appropriate relaxations in experience or qualifications be given by VC&MD, in case of candidates from reserved categories only, if suitable candidates satisfying prescribed norms are not available.
लिपीक टंकलेखक या पदाची संचालक मंडळाच्या मान्यतेने तयार करण्यात आलेले संवादप्रवेश नियम

सेवा भरतीचे प्रमाण:
50:50 प्रमाणानुसार सरळसेवेने 50% व पदोन्नतीने 50%.

3) सरळसेवेवरीता श्रेणीकरण अहाता:
1. मान्यताप्राप्त विद्यापीठांच्या कोटवाढीत शाळेच्या पदवी परीक्षा उत्तीर्ण अथवा तत्सम परीक्षा उत्तीर्ण.

2. राज्य शाळेच्या मराठी टंकलेखकांची 30 श.प्र.म. किवा इंग्रजी टंकलेखकांची 40 श.प्र.म. वेगाची परीक्षा उत्तीर्ण. सेवा दाखल झाल्याने तरी टंकलेखकांमध्ये मराठी टंकलेखकांची परीक्षा उत्तीर्ण करणे सक्षम राहील.

3. MS-CIT परीक्षा उत्तीर्ण.

वय:
सरळसेवेने नियुक्ती करताना त्यांचे वय 38 वर्षपेक्षा अधिक नसेल.

ब) पदोन्नतीसाठी अहाता:
पदोन्नतीच्या कोटवाढी पदे भरताना उत्तीर्ण मान्यतीमध्ये परीक्षा उत्तीर्ण केलेल्या व गट-ड मराठी पदाची पाच व्यावसायिक शाळेच्या कर्मचारी-योजना व्यवस्था व वातावरण व निकायाच्या पदोन्नती देयल्या येईल. पदोन्नतीच्या कोटवाढी पदे भरण्यासाठी योजनाच्या उद्देशाने उल्लेख न झाल्यास असेल पदे अन्य मागणे तत्पुर्तीणे स्वरूपात भरण्यात येईल. तसेच यापुढे लिपिक व लेखा लिपिक असे दोन भाग / प्रवाह राहणार नाहीत. केवळ "लिपिक-टंकलेखक" हा एकाच संवार अर्थस्थापन राहील.

तसेच पदोन्नतीच्या कोटवाढी या वाहनाच्या संवाराने जसे कर्मचारीला लिपिक-टंकलेखक पदाची आहेत ते वाहनाच्या विविधपणे लिपिक-टंकलेखक संवारात सामान्य केलेल्या येईल.

इतर अहाता
लिपीक टंकलेखक या पदाची नियुक्ती झालेल्या व्यक्तीच्या, याबाबतीत करण्यात आलेल्या नियमांमध्ये अनुसूचन होणारे यांच्या विविध किंवा या वर्गातील अन्य शाळा भागांनी परीक्षा उत्तीर्ण झाल्यास नसेल किंवा ती दोन वर्षांतून सुद्धा मिळालेली नसेल तर ही परीक्षा उत्तीर्ण होणे आवश्यक असेल.

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भृतमान

5/8/2022
सहायक व्यवस्थापक (वाणिज्य) गग-अ (बेतेनश्री                                                                   १३००-३५०० प्रेक्षण येत-५४००) या पदाचे
संचालक मंडळाच्या मान्यतेने तयार करण्यात आलेले सहायक व्यवस्थापक नियम

सेवा भरतीचे प्रमाण:

५०:५० प्रमाणानुसार सर्वसंपत्तीने ५०% व पदोन्नतीने ५०%.

अ) सर्वसंपत्तीचे वेणुवालीकरण अहंता:

1. मान्यताप्रमाणे विविधाधीनतीचे पदवी ५८% गुण आवश्यक (मागाससूची सारख्या वाचकत
      ५०% गुण आवश्यक).

आणि

विभिन्न शाखेचे पदवी धारक फिरका

इंस्ट्रक्टूअर ऑफ चॉर्टर्ड आकूंटज ऑफ इंडिया यांच्या सनदी लेखाची मान्यता परिक्षा वास्तव
उत्तीत किंवा अखिल भारतीय कायदे आयुक्तकरण परिषदेवरुना मान्यताप्रमाणे संस्थानमध्ये विह व्यवसाय या
विशेषतःबंद फर्ममुळे पदवी MBA (Finance), किंवा इंस्ट्रक्टूअर ऑफ कॉर्ट ऑंड वसंते
अंकांतरं यांचा परिवहन लेखासारख्या अंतरं परिक्षा उत्तीत.

अनुभव:

वाणिज्य व कायदेविवरण प्रकरण हालातांत्याचा दोन वर्षांत अनुभव व मसूदा लेखन (Drafting Skill)
मध्ये प्रविध असावे.

बयः

सर्वसंपत्तीने नियुक्ती करताना ज्यांचे वय १८ वर्षांपेक्षा अधिक नसेल.

ब) पदोन्नतीसाठी अहंता:

पदोन्नतीकरण कोटांच्या पदे भरताना ५ वर्ष नियमित सेवा जालेल्या विभिन्न सहायकमाध्यम जेप्टेनुसार
पदोन्नतीने तत्सम महामंडळाची योग्य ५ वर्ष गट-व किंवा गट-क करोल पदार्थ काम केलेल्या
कायमस्थती व सहायक व्यवस्थापक (वाणिज्य) या पदाचा सर्वसंपत्ती अहंकार धारण करताना असलेल्या
कर्मचाऱ्या-यांच्याचुन निवड खातांमध्ये (By Selection) वाणिज्य विवरण प्राप्त होण्यास प्राधान्य
देण्यासाठी यावे.

इतर अहंता:

सहायक व्यवस्थापक (वाणिज्य) या पदार्थ नियुक्ती जालेल्या व्यक्ती, याबाबूनी करण्यात
आलेल्या नियमानुसार अनुसूचन ती/ती यांच्यांची हिंदी व मराठी भाषा प्रविष्ट उत्तीत जाली नसेल किंवा त्याना/
तीला या परिक्षा उत्तीत होणारे सूट मिळाली नसेल तर ती परिक्षा उत्तीत होणे आवश्यक असेल.

सहायक व्यवस्थापक (वाणिज्य) या पदार्थ नियुक्ती जालेल्या व्यक्ती पदार्थ नियुक्त जालेल्या
व्यक्तीने, माहिती व तंद्रान संचालनात, महाराष्ट्र शासन थांबी चेकविचेक विहित केलेले संसाधन
परिचालन प्रमाणपत्र धारण केलेले पाहिजे.

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D' Bhushan Pratap Chavan (माहिती संचालक नियम)

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शंका २५/२००५/१३