

PRT

# महाराष्ट्र शासन राजपत्र

असाधारण  
प्राधिकृत प्रकाशन

गुरुवार, ऑक्टोबर २५, १९७३/कार्तिक ३, शके १८९५

स्वतंत्र संकलन म्हणून काढित करण्यासाठी या भागाला वेगळे पृष्ठ क्रमांक दिले आहेत

## भाग चार-अ

महाराष्ट्र शासनाने केंद्रीय अधिनियमांमध्ये तयार केलेले (भाग एक, एक-अ आणि एक-ब) यांमध्ये प्रसिद्ध केलेले नियम व आदेश यांचे प्रतिरूप

## EDUCATION DEPARTMENT

Sachivalaya, Bombay-32-BR, 10th September 1973

### CONSTITUTION OF INDIA

No. TED. 1270 2839-K — In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and with the previous approval of the Central Government, the Governor of Maharashtra is pleased to make the following Post-Recruitment Examination Rules for Ministerial Staff in the Department of Technical Education, in the State of Maharashtra, namely :—

1. These rules may be called the Post-Recruitment Examination Rules, 1973.
2. These rules shall come into force on the date of their publication in the *Official Gazette*. The previous rules in this respect, if any, shall cease to be operative on the date these rules come into force.
3. Save as provided for in rule 5, these rules shall be applicable to persons holding posts of Junior Clerks, Clerks, Lower Division Clerks, Junior Clerks Typists, Clerk-typist, typists and other equivalent categories of posts in the office of the Director of Technical Education and in offices and institutions under his control including those officiating in higher clerical posts (other than supervisory posts). These rules shall be applicable to those who are recruited to these posts hereafter.

चार-अ—१५२

(५४४)



१०१. २. ३. ४. ५. ६. ७. ८. ९. १०. ११. १२. १३. १४. १५. १६. १७. १८. १९. २०. २१. २२. २३. २४. २५. २६. २७. २८. २९. ३०. ३१. ३२. ३३. ३४. ३५. ३६. ३७. ३८. ३९. ४०. ४१. ४२. ४३. ४४. ४५. ४६. ४७. ४८. ४९. ५०. ५१. ५२. ५३. ५४. ५५. ५६. ५७. ५८. ५९. ६०. ६१. ६२. ६३. ६४. ६५. ६६. ६७. ६८. ६९. ७०. ७१. ७२. ७३. ७४. ७५. ७६. ७७. ७८. ७९. ८०. ८१. ८२. ८३. ८४. ८५. ८६. ८७. ८८. ८९. ९०. ९१. ९२. ९३. ९४. ९५. ९६. ९७. ९८. ९९. १००.

4. Every person holding the post of clerk, typist or any post thereof shall be required to pass the examination within 4 years joining the service and within 3 chances. If the candidate's name in the Post-Recruitment Training Class, he is expected to appear at Recruitment Training Examination and pass it as early as possible. If he passes the examination within three chances (to be taken at any of four successive examinations held immediately after the completion of the training course to which he was admitted) he would retain his seniority. In case he does not pass the examination within the chances mentioned above, he will lose seniority to all those who have passed the Post-Recruitment Training Examination before he passes it.

Candidates, who are not admitted to the examination on account of attendance in the training class being below the prescribed minimum, are deemed to have failed in that Post-Recruitment Training Examination and have lost one chance.

A candidate will not be confined till he passes the examina-

5. The persons recruited to these posts before the date on which the rules come into force, are exempted from the requirement of passing the examination—

(i) if they have completed 3<sup>rd</sup> years' service in the above or e category of post on the day on which these Rules come into force.

OR

(ii) if they are confirmed as clerks, etc.

OR

(iii) if they have already passed a departmental examination in force or exempted from passing it,

OR

(iv) if they have passed an objective test or have been exempt passing it.

CR

(v) if they have attained the age of 48 years on the date the Bill comes into force :

Provided that the clerks, etc., with less than three years' service on the day on which these Rules come into force and who are not exempted under clauses (iv) to (v) shall be required to pass Recruitment Examination before they complete 5 years' service.

6. If for any reason, the examination is not held in a particular year shall be excluded in computing the years of service, under the rules.

7. In the exceptional circumstances, the Director of Technical 1 may, at his discretion, allow one extra chance to a candidate to a the examination and, if necessary, correspondingly extend the 4 years to 5 years. If a candidate fails even in this-extra chance, will be dealt with in accordance with provisions of rule.4 :



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Provided that on passing the examination in the fourth attempt or on being exempted, he will draw the increments withheld and all subsequent increments will accrue to him as increments were withheld. He will not however be entitled to <sup>part</sup> on this account.

### SCHEDULE A

#### Syllabus for Post-Recruitment Examination for the Ministerial Staff of Department of Technical Education

Subjects

Training Manager

Part I—General Subjects

PAPER I—OFFICE ORGANISATION, CONTROL AND DISCIPLINE (WITH BOOKS)

1. Organisation of the Department. To be compiled by the Department. The book Organisation of Government in Maharashtra, Indian Institute of Administration, Maharashtra Regional Branch, may be used.
2. Important Organisational Concepts—
  - (i) Level of authority ;
  - (ii) Delegation of powers ;
  - (iii) Channels of communications and why they are necessary ;
  - (iv) Control mechanism ; Muster Roll ; Work-sheet ; Various Registers ; Returns ;
  - (v) Inspections ;
  - (vi) Office discipline i.e. attendance, punctuality, discipline, promptness, casual, earned and other types of leave, holidays.
3. Application of concepts in "2" To be worked out by the Department above to the working of the Department.
4. Bombay Civil Services Conduct, Discipline and Appeal Rules. The Rules in original (with Books)



1. Provided further, except

that Government may, in exceptional circumstances, either grant extension of time to a candidate on merit or condone his failure.

examination shall be in two parts, viz. (I) General subjects and mental subjects based on syllabus as detailed in Schedule A and of four papers as under :—

### PART I—GENERAL SUBJECTS

Paper No. I Office organisation, control and discipline. (with books).

Paper No. II (a) Office procedure,  
(b) Noting, drafting and related matters.

Paper No. III Rules and Manuals for general application. (with books).

### PART II—DEPARTMENTAL SUBJECTS

Paper No. IV Rules and Regulations of the Education Department and statutory provisions (with books).

9. Normally the examination shall be held once a year in the month of October every year. If the Director of Technical Education considers it so necessary for some special reasons, two examinations may be held in the same year or no examination at all may be held.

10. Each paper shall be of 100 marks and of 3 hours duration.

11. Papers Nos. I, III and IV shall be with books and Paper No. II shall be without books.

The standard of passing the examination shall be 35 per cent marks in paper and 40 per cent in the aggregate.

In case of a marginal failure, grace marks up to one per cent of total marks to be distributed, as may be most beneficial to a candidate, be given if he is thereby able to pass the examination.

14. A candidate who fails in the examination but secures 50% marks in any paper, shall be exempted from appearing for that paper in his subsequent attempts. If a candidate secures 50% marks in the aggregate but fails in any paper, he will not be required to appear for the entire examination again. He should however appear again only for that paper in which he has failed. For the purpose of rule 4, he shall be treated to have passed the examination, but he shall not be confirmed or promoted unless he passes in the paper in which he had failed.

15. Failure in the first and second attempts shall not result in stoppage of increment or loss of seniority; but a person who has not passed the examination shall not be promoted to any higher post till he passes the examination. If a person fails in all the three chances and is allowed a fourth or subsequent chance, then he shall not be allowed to draw the increments after his failure in the third attempt until he passes the examination or is exempted from passing it by Government by condoning his failure.



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- (iii) Papers for meeting
- (iv) Special instructions regarding applications to Government
- (v) How to call for information
- (vi) Handling of periodical returns.

PAPER III. IV—NOTING CAPS RULES AND MANUALS OF GENERAL APPLICATION (WITH BOOKS).

Part-IV of the Hand Book training of Ministerial S (Clerical) (with Books)

- (i) General Provident Fund
- (ii) Manual of contingent Expenditure
- (iii) Bombay Budget Manual
- (iv) Departmental and Language Examination Rules
- (v) Bombay Civil Services Classification and Recruitment Rules.
- (vi) Bombay Civil Services Rules, Volume I and II
- (vii) Manual of Financial Rules.
- (viii) Printing and Stationery Manuals.

PART II : DEPARTMENT SUBJECTS

PAPER IV.—RULES AND REGULATIONS OF EDUCATION DEPARTMENT AND STATUTORY PROVISIONS: (WITH BOOKS)

Part-I

1. Functions of the various offices under the Department.
2. Duties of the various offices under this Department.
3. Aims and objects of the various types of Institutions and schemes under the control of this Department.

Part-II

1. Recognition and Inspection of different types of Institutes.
2. All matters pertaining to admissions transfers promotions withdrawal attendance, academic terms punishment time table in so far as they pertain to the Institutes upto secondary stages and other Institutions catering certificate courses.

Part-III

1. Grant-in Code general Principals.
2. Assessment of grant (recurring) for non-Government Institutes Secondary level and other special schools.

Part-IV

1. Statutory provisions pertaining to the Department (General Study By order and in the name of the Governor of Maharashtra)

A. U. SHAIKH,  
Secretary to Government



संस्कृत शासन न्यायपालिका, अक्टो. २५, १९७३ का. ३, अ. १८९५

## II. OFFICE PROCEDURE, (b) NOTING, DRAFTING AND RELATED MATTERS.

1. The procedure of the Department. The manual of office procedure of the concerned Department. In its absence, Part-II of the Handbook for Training of Ministerial Staff (Clerical).

- (i) Receipt, registration and distribution of tapal
- (ii) Receipt in Branch and Registration in work-sheet
- (iii) Action to be taken by noting hands; and manner of putting up a case
- (iv) Forms of communications
- (v) Despatch of communications
- (vi) Collection of tabulates
- (vii) Await cases
- (viii) Classification, weeding and destruction of records
- (ix) Functions of Record Section
- (x) Typing and comparing
- (xi) Functions and powers of Superintendents or Heads of Branches.

2. Other matters relating to office— Part-II-A of the Handbook for Training of Ministerial Staff (Clerical).

- (i) Hand files ... ..
- (ii) Library ... ..
- (iii) Economy ... ..
- (iv) Filing system.

### NOTING AND DRAFTING :

1. How to draft official communications. Part III-A of the Handbook for Training of Ministerial Staff (Clerical).
2. Noting, Drafting and related matters. Part III-A of the Handbook for Training of Ministerial Staff (Clerical).

- (i) Notes on different types of communication;
- (ii) Different forms of communications and how to use them



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## EDUCATION DEPARTMENT

Secretary, Bombay-32 (BR.), 10th September 1973

(2)

CONSTITUTION OF INDIA.

No. TED. 1270/2839. K.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and with the previous approval of the Central Government, the Governor of Maharashtra is hereby pleased to make the following Qualifying Examination Rules for promotion to Supervisory Ministerial Posts in the Department of Technical Education in the State of Maharashtra, namely :—

1. These rules may be called the qualifying Examination for promotion Ministerial staff to the Supervisory (Ministerial) posts in the Department of Technical Education Rules, 1973.

2. These rules shall come into force on the date of their publication in the Official Gazette. The previous rules in this respect in force, if any, shall cease to be operative from the date these rules come into force.

3. Save as provided for in Rule 5 below, these rules shall be applicable to all those persons holding the posts of Head Clerks, Auditors, Accountants in the scale of Rs. (260—430) and Jr. Surveyor-cum-Jr. Appr. Adviser Superintendents, in the scale of Rs. 260—430 and Rs. 300—500 in the office of the Director of Technical Education and to the offices and Institutions under his control and also those who are recruited to these posts hereafter whether by promotion or by nomination as the case may be. The persons who have passed the post Recruitment Examination for clerks etc. and have completed five years continuous service in the Department shall also be eligible to appear for the Examination.

4. A candidate should pass the examination within three chances and within seven years of his promotion as Noting Assistant Senior Clerk, Auditor-cum-Accountant, Accountant, U.D.C. or other equivalent posts. No person shall be promoted to the post of Head Clerk, Auditor, Accountant, Jr. Surveyor-cum-Jr. Apprenticeship Adviser in the scale of Rs. 260—430 and Superintendent in the scale of Rs. 260—430 and Rs. 300—500 unless he has passed the qualifying examination. Provided that this rule shall not apply to short term local vacancies not exceeding three months. A person who does not pass within three chances and within a period of seven years as mentioned above shall lose his seniority to all those qualified candidates who are promoted or appointed to the posts mentioned in rule 3 in regular vacancies (i.e. vacancies of more than three months duration) before he qualifies subsequently. In case of candidates who are appointed by direct recruitment to the post mentioned in rule 2 and who failed to pass the examination within three chances mentioned above, they will lose seniority to all those who have already passed the above examination. Such candidates shall not be confirmed in the posts mentioned in rule 3 till they pass the examination. A person who has completed four years service or more in the post of Noting Assistant Senior Clerk; Auditor-cum-Accountant, Accountant, U. D. C. or any other equivalent posts etc. on the date these rules come into force should pass the examination within three years from the said date.

as per corrigendum E.D. No. TED 127



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5. Persons appointed to these posts whether by promotion or by nomination before the date on which these rules come into force shall be exempted from the requirement of passing the examination to be conducted in the course of training course—

- (i) if they have been officiating in such posts continuously for not less than two years on the date these rules come into force; or
- (ii) if they have been confirmed in these posts; or
- (iii) if they have already passed a Departmental Examination previously in force or exempted from passing it; or
- (iv) if they have passed an objective test previously in force or exempted from passing it; or
- (v) if they have attained the age of 48 years on the date these rules come into force.

Provided that the persons who are officiating in the post mentioned in rule 3 for a period of less than 2 years the date, these rules come into force shall not be entitled to exemption from passing the examination; but they shall be required to pass it within 3 years of the said date. If they fail to do so they will be reverted. They will then take their place with other unqualified persons.

6. In the interim period i.e. the period from the date on which these rules come into force to the date on which the first examination will be held under these rules, promotions or appointments to the posts mentioned in rule 3 shall be made according to the rules hitherto in force. However persons so promoted or appointed shall pass the qualifying examination within three years of the date on which these rules come into force. If they fail to do so they will be reverted and they will then take their place with other unqualified persons.

7. If, for any reason, the examination is not held in a particular year that year shall be excluded in completing seven years of service under rule 4.

8. Subject to the condition of loss of seniority laid down in rule 4, a candidate will be allowed to take the examination in any number of chances.

9. The examination shall be in two parts, namely (i) General subjects and (ii) Departmental subjects based on the syllabus as detailed in Schedule A and shall consist of four papers as under:—

#### Part I—General Subjects

Paper I—Organisation, Control and Discipline (with books).

Paper II—Rules and Manuals on Discipline (with books).

Paper III—Accounts and Financial Procedure (with books).

#### Part II—Departmental Subjects

Paper IV—Rules and Regulations of the Technical Education Department and Statutory Provisions.



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10. Normally the examination shall be held once a year in the 1st October (every year). If the Director of Technical Education considers it necessary for some special reasons, two examinations may be held in a year or no examination at all may be held.

11. Each paper shall be of 100 marks and of three hours duration.

12. The use of books shall be allowed in all papers except paper I.

13. The standard of passing the examination shall be 40 per cent in each subject and 50 per cent in the aggregate.

14. In case of marginal failure, grace marks upto 1 per cent of the marks, to be distributed as may be beneficial to a candidate will be given if he is thereby able to pass the examination.

15. A candidate who fails in the examination but secures 60 per cent marks in any paper shall be exempted from appearing for that paper in subsequent attempts. If a candidate secures 60 per cent marks in aggregate but fails in any one paper, he will not be required to appear for the examination again. He should however appear again only for that paper in which he has failed. For the purpose of rule 4, he shall be treated as if he has passed the examination and may be promoted to a supervisory post but he shall not be continued in the supervisory post unless he passes the paper in which he had failed within one year of his promotion to a supervisory post.

#### SCHEDULE 'A'

SYLLABUS FOR QUALIFYING EXAMINATION OF MINISTERIAL STAFF (SUPERVISORY), DEPARTMENT OF TECHNICAL EDUCATION.

#### PART I: GENERAL SUBJECTS

PAPER I.—ORGANIZATION CONTROL AND DISCIPLINE (WITH BOOKS)

1. Organisation of Government of Maharashtra. Part I of the Hand Book for Supervisory Staff (Ministerial).
2. Organisation of Government of India (a brief outline). Part II of the Hand Book Training of Supervisory (Ministerial).

PAPER II.—RULES AND MANUALS ON DISCIPLINE (WITH BOOKS)

1. The following important aspects of organisation, control and discipline. Part III of the Hand Book Training of Supervisory (Ministerial).
  - (i) Principles of organisation;
  - (ii) Delegation of powers;
  - (iii) Inspections;
  - (iv) Measures for avoidance of delays;
  - (v) Techniques of supervision;
  - (vi) Public relations;
  - (vii) Drafting of minutes;
  - (viii) Drafting of reports.



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2. Detailed study of the following The Rules and the Manual in rules and Manual on discipline. original (with books).

(i) Bombay Civil Services Conduct, Discipline and Appeal Rules;

(ii) Manual of Departmental Inquiries.

PAPER III.—ACCOUNTS AND FINANCIAL PROCEDURE (WITH BOOKS)  
SERVICE REGULATIONS.

Detailed study of the following :—

(i) Bombay Civil Services Rules; The Rules in original (with books).

(ii) Practical training in :

Maintenance of Cash Books;

preparation of pay-bills;

preparation of travelling allowance, daily allowance

bills, preparation of absentee statements; preparation of

average pay certificate memo; preparation of Fund

Schedules; preparation of

detailed Contingent Bills;

preparation of Income-tax returns.

FINANCIAL CONTROL

Detailed study of the following The Rules and Manuals in Rules and Manuals of financial original 1 (with books). control :

(i) Bombay Budget Manual;

(ii) Manual of Contingent Expenditure;

(iii) Financial Publication No. 1;

(iv) Printing and Stationery Manual.

PART II—DEPARTMENTAL SUBJECTS

PAPER IV.—RULES AND REGULATIONS OF THE TECHNICAL EDUCATION DEPARTMENT AND STATUTORY PROVISIONS.

Part I

Material to be compiled or indicated by the concerned Department.



(गुप्त) (सं. १०००)  
 महाराष्ट्र शासन शिक्षण विभाग  
 अधिकारी सचिवालय

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1. Duties of the various officers under this Department.

2. Functions and Objects of the various types of Institutions and schemes under the control of this Department.

### Part II

1. Recognition and Inspection of different types of Institutions.
2. All matters pertaining to admissions, transfers, promotions, withdrawals, attendance, academic terms, punishment, time-table in so far as they pertain to the Institutes beyond Secondary level.
3. Matters pertaining to prescribing curriculum, Text-Books reference Books, etc.
4. Educational Endowment Funds.
5. Other matters from the Educational Manual a general nature pertaining to Non-Governmental Institutions.

### Part III

1. Grant-in-aid Code general Principles.
2. Assessment of Grant (recurring) for non-Government Institutions catering for courses beyond secondary level.
3. Matters pertaining to non-recurring grant including building grant.

### Part IV

1. Statutory provision pertaining to the Department detailed study their application.

By order and in the name of the Governor of Maharashtra

A. U. SHAIKH,  
 Secretary to Government of Maharashtra.



To

- ✓ The Director of Education, Maharashtra State, Poona,
- The Director of Technical Education, Maharashtra State, Bombay,
- The Accountant General, Maharashtra, I, Bombay,
- The Accountant General, Maharashtra II, Nagpur,
- The Pay and Accounts Officer, Bombay,
- The Resident Audit Officer, Bombay,
- The Secretary, Maharashtra Public Service Commission, Bombay,
- The General Administration Department,
- The Law and Judiciary Department,
- All other Departments of the Sachivalaya,
- Principals, All Government Engineering Colleges/Polytechnics Industrial  
Training Institutions, Vocational/ Technical High Schools/Centres,  
Production Training Centres, etc., (through the D. T. E.)
- D, B, C, G, F, Q, T Branches of the Education Department,
- 'K' Branch, Education Department Select File.