

**MAHARASHTRA LEGISLATURE
SECRETARIAT**

**(RECRUITMENT AND CONDITIONS OF SERVICE)
RULES, 1973**

MAHARASHTRA LEGISLATURE SECRETARIAT

VIDHAN BHAVAN, MUMBAI

PREFACE

Maharashtra Legislature Secretariat (Recruitment and Conditions of Service) Rules, 1973 are made under clause (3) of Article 187 of the Constitution of India. These rules came into force on the 22nd October, 1973 and they have been amended once in 1891 vide Notification No.39908/C, dated 28th October, 1991. Schedule of posts has been updated.

Recruitment rules for the post of Committee Officer and Section Officer have been incorporated. (Notification No.1199/C & 1200/C, dated 21st January, 1998.) Now in this edition amendments made by Notification No.20315/C, dated 6th July, 2004 have also been incorporated.

It is hoped that all concerned will find this publication useful. Suggestions for improvements are welcome and will be carefully considered.

Mumbai,
Dated : 10th March, 2010.

ANANT KALSE
Principal Secretary,
Maharashtra Legislature Secretariat

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MAHARASHTRA LEGISLATURE SECRETARIAT

Bombay, the 22nd October, 1973

NOTIFICATION

Constitution of India.

No. 52525/C.-- In exercise of the powers conferred by clause (3) of Article 187 of the Constitution of India, the Governor of Maharashtra after consultation with the Speaker of the Maharashtra Legislative Assembly and the Chairman of the Maharashtra Legislative Council is hereby pleased to make the following rules, namely :--

1. Short title and commencement. -- (1) These rules may be called the Maharashtra Legislatures Secretariat (Recruitment and Conditions of Service) Rules, 1973.

(2) These rules except sub-rule (2) of rule 10 shall come into force on the 22nd October, 1973.

(3) Sub-rule (2) of rule 10 shall be deemed to have come into force on the 31st day of March, 1972.

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

(a) "Assembly" means the Maharashtra Legislative Assembly ;

(b) "Backward Class" in relation to the expression 'a person belonging to a backward class' means a person belonging to a class which is declared by the State Government to be a backward class for the purpose of these rules ;

(c) "Board" means the Board consisting of the Chairman and the Speaker;

(d) "Chairman" means the Chairman of the Council ;

- (e) "Chief Minister" means a Chief Minister of the State of Maharashtra;
- (f) "Council" means the Maharashtra Legislative Council;
- (g) "General Administration Department" means the General Administration Department of Maharashtra;
- (h) "Governor" means the Governor of the State of Maharashtra;
- (i) "Legislature" means the Legislature of the State of Maharashtra;
- (j) "Legislature Secretariat" means the Maharashtra Legislature Secretariat;
- (k) "Minister" means a member of the Council of Ministers of the State of Maharashtra but does not include a Minister of State or a Deputy Minister;
- (l) "Officer" means a person appointed to, or borne on the cadre of the Secretariat staff (not being staff holding any ¹[Group C or Group D] post of the Legislature Secretariat;
- (m) "post" means a ²[Group A, Group B, Group C or Group D] post specified in the Schedule to these rules ;
- (n) "Recognized University" means a University which the State of Government may duly recognize for the purposes of these rules ;
- (o) "Speaker" means the Speaker of the Assembly ;
- (p) "Special Board" means the Board consisting of the Chief Minister, the Chairman and the Speaker and shall include a Minister nominated by the Chief Minister under sub-rule (3) of Rule 16 ;
- (q) "State Secretariat" means the Secretariat of the State of Maharashtra.

¹Substituted by Notification No.20315/C, dated 6th July 2004 for "Class III or IV Post."

² Substituted by Notification No.20315/C, dated 6th July 2004 for "Class I, Class II, Class III, or Class IV."

3. Strength and composition of the Legislature Secretariat. -

There shall be in Legislature Secretariat --

(a) such number of permanent posts as are specified in Part I of the Schedule hereto; and

(b) Such number of temporary posts as are specified in Part II of the Schedule and such number of additional temporary posts as the Board may by order from time to time sanction;

Provided that, no additional temporary post or posts of or below the rank of an Under Secretary shall be sanctioned during any financial year, if the duration of such post or posts exceeds a period of six months and the actual extra cost involved for such post or posts exceeds ¹[Rs.28,00,000/- (Rs.Twenty-eight Lakhs)] which cannot be accommodated within the sanctioned grants for that year ;

Provided further that, no order sanctioning the creation of any additional temporary post of Joint Secretary or Deputy Secretary shall be made by the Board.

4. Method of Recruitment -- Recruitment to a post or class of posts may be made by any one the following methods, that is to say :-

(a) by promotion of a person employed in the Legislature Secretariat ²[Who have completed not less than 3 years of continuous service in the lower post in the cadre in the Legislature Secretariat ;]

(b) by permanent transfer or deputation of a person serving outside the Legislature Secretariat in connection with the affairs of the Union of a State ;

(c) by direct recruitment.

5. Appointing authorities -- (1) Appointment to the post of the ³[Principal Secretary and Secretary] shall be made by the Governor after consultation with the Special Board.

¹Substituted vide Notification No.9028/c dated 18th March, 2002.

²These words are added vide Notification No.20315/c, dated 6th July, 2004."

³Substituted vide Notification No.20315/c, dated 6th July, 2004 for "Secretary".

(2) Appointment to any other ¹[Group A post or Group B] post shall be made by the Governor after consultation with the Board.

(3) Appointment to Non-Gazetted Ministerial ²[Group C] posts (including the post of stenographer to the Secretary) shall be made by the Board ;

Provided that, the Chairman or the Speaker may appoint any person he chooses as his personal assistant ; and such person may be continued as personal assistant during the pleasure and the term of office of the Chairman, or as the case may be, the Speaker, who appointed him.

(4) Appointment to ³[Group D] posts shall be made by the ⁴[Principal Secretary.]

6. Qualifications for recruitment.-- (1) Subject to the provisions of sub-rule (2), the qualifications for recruitment to any post or class of posts shall be those prescribed for the corresponding posts in the State Secretariat, subject to such adaptations and modifications as the Special Board may, from time to time by order specify. Where there is no corresponding post in the State Secretariat, the qualifications for recruitment shall be such as the Special Board may by order specify.

(2) For appointment to the post of the Secretary, a Joint Secretary, Deputy Secretary or Under Secretary, a candidate, --

(a) where the appointment is by direct recruitment, must be a Bachelor of Laws of a recognized University, or a practicing Advocate -

⁵[***]

¹Substitute vide Notification No.20315/c, dated 6th July, 2004 for "class I posts or class II"

²Substitute vide Notification No.20315/c, dated 6th July, 2004 for "class III"

³Substitute vide Notification No.20315/c, dated 6th July, 2004 for "class IV posts"

⁴Substitute vide Notification No.20315/c, dated 6th July, 2004 for "Secretary"

⁵Sub rule (2)(a)(i) is omitted by Notification No.20315/C, dated 6th July, 2004.

(ii) in the case of Joint Secretary, of at least ¹[ten] years' standing at the bar and not more than forty-two years of age if a candidate belongs to backward class, and thirty-seven years of age in any other case on the date of appointment ;

(iii) in the case of a Deputy Secretary, of at least ²[eight] years' standing at the bar and not more than forty years of age if a candidate belongs to backward class, and thirty-five years of age in any other case, on the date of appointment ;

(iv) in the case of an Under Secretary, of at least ³[six] years' standing at the bar and not more than thirty-eight years of age if a candidate belongs to backward class, and thirty-three years of age in any other case, on the date of appointment ;

⁴[Provided that where the appointment is by direct recruitment, the candidate shall be on probation for 2 years.]

(b) Where the appointment is by promotion, transfer or deputation must be a Bachelor of Laws of a recognised University or an Advocate, and

⁵(b-1) in the case of appointment of a ⁶[Secretary, Joint Secretary, Deputy Secretary, or Under Secretary] by promotion, the selection shall be strictly on the basis of merit-cum-seniority.

(c) in all cases falling under clause (a), (b) or (b-1), must be conversant with the practice and procedure of the Legislatures and have knowledge of constitutional law.

7. ⁷[Principal Secretary] to be Council Secretary also.--

⁷[Principal Secretary] shall be the Secretary to the Assembly and also the Secretary to the Council.

¹Substituted vide Notification No.20315/C, dated 6th July, 2004 for "Six".

²Substituted vide Notification No.20315/C, dated 6th July, 2004 for "Five"

³Substituted vide Notification No.20315/C, dated 6th July, 2004 for "Four"

⁴Inserted vide Notification No.20315/C, dated 6th July, 2004.

⁵Inserted vide Notification No.39908/C, dated 28th October, 1991.

⁶Substituted vide Notification No.20315/C, dated 6th July, 2004 for "Secretary or Joint Secretary".

⁶Substituted vide Notification No.20315/C, dated 6th July, 2004 for "Assembly Secretary" and "The Secretary" respectively.

8. Control over administration of Secretariat. - Subject to the authority of the Board, the ¹[Principal Secretary] shall exercise superintendence and control over the staff and administration of the Legislature Secretariat; and shall be responsible for the working of the Legislature Secretariat.

9. Delegation of powers. - (1) The Board may delegate to the ¹[Principal Secretary] such of its powers as it may specify in this behalf.

(2) The ¹[Principal Secretary] may delegate to the ²[Secretary, Additional Secretary, Joint Secretary], Deputy Secretary or an Under Secretary of the Legislature Secretariat such of his powers, or of the Board's powers delegated to him under sub-rule (1) as he may specify in this behalf.

10. Condition of Service. - (1) The scales of pay, allowances and other emoluments and other conditions of service of persons appointed to any posts under the Legislature Secretariat shall be the same as the scales of pay, allowances and other emoluments and conditions of service applicable to members of corresponding posts in the State Secretariat. Where there is no corresponding post in the State Secretariat, the scales of pay, allowances and other emoluments and other conditions of Service shall be such as may be determined by the Special Board.

(2) Notwithstanding anything contained in sub-rule (1), all officers in ³[Group A] (not being officers whose service in the non-gazetted post counts for pension if their qualifying service counting for superannuation pension is not less than ten years) shall, for the purpose of pension, be allowed to add to their service, the number of years by which their age on the date of appointment exceeded twenty-five, so however that such number of years do ⁴[not exceed five years].

¹Substituted vide Notification No.20315/C, dated 6th July 2004 for "Secretary".

²Substituted vide Notification No.20315/C, dated 6th July 2004 for "Joint Secretary".

³Substituted vide Notification No.20315/C, dated 6th July 2004 for "Class I".

⁴Substituted vide Notification No.20315/C, dated 6th July 2004 for "Not exceed 4 years".

11. Disciplinary authorities for certain categories of gazetted and non-gazetted personnel.- (1) Subject to the provisions of Article 311 of the Constitution of India -

(a) no order involving any of the penalties prescribed in rule 49 of the Civil Services (Classification Control and Appeal) Rules, 1930 shall be passed against any ¹[Group A or Group B] Officer except by the Governor, but in the case of the ²[Principal Secretary and Secretary] after consulting the Special Board, and in any other case after consulting the Board;

(b) no order involving any of the penalties prescribed in rule 33 of the Bombay Civil Services (Conduct, Discipline and Appeal) Rules shall be passed against,-

(i) ³[Group C) Servants except by the Board,

(ii) ⁴[Group D] servants except by the ²[Principal Secretary].

(2) An Appeal against any order passed under sub-rule (1) -

(a) by the Board shall lie to the Governor;

(b) by the ²[Principal Secretary] shall lie to the Board, and thereafter to the Governor.

12. Leave.- (1) Leave other than causal leave to any ¹[Group A or Group B] Officers may be granted with the sanction of the Board. Casual leave to the ²[Principal Secretary] may be granted by either member of the Board, and to other ¹[Group A or Group B] Officers by the ²[Principal Secretary].

(2) Leave including casual leave to any ³[Group C] or ⁴[Group D] servant may be granted by the ²[Principal Secretary].

¹Substituted vide Notification No.20315/C, dated 6th July 2004 for "Class I or Class II".

²Substituted vide Notification No.20315/C, dated 6th July 2004 for "Secretary".

³Substituted vide Notification No.20315/C, dated 6th July 2004 for "Class III".

⁴Substituted vide Notification No.20315/C, dated 6th July 2004 for " Class IV".

13. Authority for sanctioning advance or withdrawal from Provident Fund.- (1) In the case of any subscriber to the Maharashtra General Provident Fund from the Legislature Secretariat other than the ¹[Principal Secretary], an advance, for the grant of which special reasons are not required under rule 13 & 16 of the Maharashtra General Provident Fund Rules, may be sanctioned by the ¹[Principal Secretary] an advance for which special reasons are required under the said rule and withdrawal from the fund under rule 13 & 16 of the said rules may be sanctioned by the Board as per Govt. Circular, GAD, No. PLR-1074/27789/13-A, dated 1st March 1975 and rule 20(1) of said rule.

(2) The authority competent to sanction such advance to the ¹[Principal Secretary] for which special reasons are not required shall be the Board and the authority competent to sanction such advance for which special reasons are required and for withdrawal from the fund as aforesaid, shall be Special Board.

14. Other Conditions of service. - (1) The age of retirement of the ²[Principal Secretary or Secretary] shall be sixty years.

(2) In respect of all matters regulating the conditions of service of officers for which no provision or insufficient provision has been made in these rules, officers shall be governed by such rules as are applicable to the officers of the corresponding rank in the State Secretariat, subject to such modifications, variations, or exceptions, if any, in such rules, as the Board may, after consultation with the Chief Minister by order, from time to time, specify.

(3) Where there is no officer of the corresponding rank in the State Secretariat, such matters shall be determined by the Special Board.

15. Agenda of Special Board Meeting.- The ¹[Principal Secretary] shall arrange to send the agenda of every meeting of the Special Board to the General Administration Department at least 5 clear days before such meeting.

¹Substituted vide Notification No.20315/C, dated 6th July, 2004 for "Secretary".

²Substituted vide Notification No.20315/C, dated 6th July 2004 for "Secretary".

16. Vacancies on Board. - In the event of a vacancy in the office of the Chairman or the Speaker or in the event of either of them being prevented from performing his duties by any cause whatever, the Chairman or the Speaker, as the case may be, shall administer the Legislature Secretariat and the powers and duties of the Board shall be exercised by him.

(2) In the event of vacancies in the office of both the Chairman and the Speaker or if both are prevented from performing their duties by any cause whatever, the ¹[Principal Secretary] shall, subject to the directions, if any, of the Governor, administer the Legislature Secretariat:

Provided that any matter which requires the approval or sanction of, or consultation with, the Board or Special Board and which can without detriment to the public interest be deferred until a new Chairman or Speaker is chosen or until either of them is capable of performing his duties, shall be deferred by the ¹[Principal Secretary] :

Provided further that if any post has been created by the ¹[Principal Secretary] during the course of his administration under sub-clause (2), such post shall be purely temporary and shall be subject to ratification by the Board or the Special Board, as the case may be, when the Board or the Special Board starts functioning.

(3) When the Chief Minister is unable to discharge his functions owing to absence, illness or for any other cause, the Chief Minister may nominate any other Minister to discharge his functions as the member of the Special Board during his absence.

¹ Substituted vide Notification No.20315/C, dated 6th July 2004 for "Secretary".

As On 1st August, 2010.

SCHEDULE A/A

[See rule 3(a) (b)]

Serial No.	Designation of Post	No. of Post	Pay scale of posts as per VI th Pay Commission	
			Pay Band	Grade Pay
(1)	(2)	(3)	(4)	(5)
GROUP "A"				
1.	Principal Secretary	.. 1	37400-67000	12000
2.	Secretary	.. 1	37400-67000	12000
3.	Joint Secretary	.. 2	37400-67000	8700
4.	Office on Special Duty	.. 1	37400-67000	8700
5.	Deputy Secretary	.. 5	15600-39100	7600
6.	Deputy Secretary cum Controlling Officer.	.. 1	15600-39100	7600
7.	Librarian, Research & Information Officer	.. 1	15600-39100	7600
8.	Editor of Debates	.. 1	15600-39100	7600
9.	Secretaries of Hon. Chairman, MLC and Hon. Speaker, MLA	.. 2	15600-39100	6600
10.	Chief Security Officer	.. 1	15600-39100	6600
11.	Under Secretary	.. 8	15600-39100	6600
12.	Under Secretary (Law)	.. 1	15600-39100	6600
13.	Committee Officer	.. 6	15600-39100	6600
14.	Chief Reporter and Additional Chief Reporter	.. 2	15600-39100	6900
15.	Reporters	.. 43	15600-39100	6600
16.	Senior Personal Assistant	.. 1	15600-39100	6600
17.	Private Secretaries to Deputy Chairman, MLC, Deputy Speaker MLA & Leader of Opposition (MLC/MLA)	.. 4	15600-39100	5400

18.	Deputy Editor of Debates	..	1	15600-39100	5400
19.	Public Relation Officer	..	1	15600-39100	5400
20.	Deputy Chief Security Officer.		1	15600-39100	5400
21.	Public Relation Officer to Hon. Chairman, MLC and Hon. Speaker, MLA		2	9300-34800	4600
22.	Officer Commanding Fire Fighting		1	15600-39100	5400

GROUP "B"

23.	Personal Assistant	..	2	9300-34800	4600
24.	Chief Translator-cum-Assistant Editor of Debates	..	2	9300-34800	4600
25.	Section Officer	..	28	9300-34800	4400 5400 (After 4 Year)
26.	Section Officer cum Drawing and Disbursing officer.	..	1	9300-34800	4400
27.	Section officer cum Property Manager.	..	1	9300-34800	4400
28.	Deputy Librarian	..	1	9300-34800	4600
29.	System Analyst	..	2	9300-34800	4600
30.	Stenographer (Higher Grade) (Establishment of Presiding Officer & Leaders of Opposition Council/ Assembly)	..	12	9300-34800	4400
31.	Stenographer (Higher Grade)	..	11	9300-34800	4400
32.	Senior Security Officer	..	5	9300-34800	4600
33.	Assistant Officer Commanding Fire Fighting	..	2	9300-34800	4400
34.	Assistant	..	70	9300-34800	4300
35.	Deputy Editor	..	1	9300-34800	4300
36.	Assistant Account Officer	..	1	9300-34800	4300

37.	Accountant	..	2	9300-34800	4300
38.	Assistant Property Manager	..	2	9300-34800	4300
39.	Junior Engineer (Civil / Mechanical)	..	1	9300-34800	4300
40.	Stenographer (Lower Grade)	..	7	9300-34800	4300
41.	Personal Assistant of Presiding Officers and Leader of Opposition (Council/Assembly)	..	18	9300-34800	4300
42.	Stenographer-cum-personal Assistant to Leader of Opposition	..	2	9300-34800	4300
43.	Personal Assistant to the Chairman of Committees	..	16	9300-34800	4300
44.	Programmer	..	3		
45.	Computer Engineer	..	2	9300-34800	4300
46.	Technical Assistant	..	4	9300-34800	4300
47.	Supervisor	..	1	9300-34800	4400

GROUP "C"

48.	Translator-cum-Editing Assistant	..	3	9300-34800	4300
49.	Translator	..	9	9300-34800	4300
50.	Security Officer	..	10	9300-34800	4300
51.	Head Telephone Operator	..	1	5200-20200	2400
52.	Security Assistant	..	25	5200-20200	2400
53.	Tape Recordist	..	4	9300-34800	4300
54.	Leading Fireman	..	2	5200-20200	2400
55.	Telephone Operator	..	7	5200-20200	2400
56.	Cashier	..	2	5200-20200	1900
57.	Bill Clerk	..	18	5200-20200	1900
58.	Confidential Clerk	..	1	5200-20200	1900
59.	Head Typist	..	1	5200-20200	1900

60.	Clerk-Typist	..	105	5200-20200	1900
61.	Clerk-Typist (Presiding Officer's Establishment & Leader of Opposition (Council/Assembly))	..	8	5200-20200	1900
62.	Data Operator	..	2	5200-20200	1900
63.	Call-coordinator	..	2	5200-20200	1900
64.	Mike System Operator cum Mechanic	..	15	5200-20200	1900
65.	Driver	..	13	5200-20200	1900
66.	Pump Driver Operator	..	4	5200-20200	2000
67.	Chopdar	..	6	5200-20200	1900

GROUP "D"

68.	Fireman	..	10	5200-20200	1900
69.	Hawaladar	..	1	4440-7440	1600
70.	Naik	..	7	4440-7440	1600
71.	Roneo Operator	..	5	4440-7440	1600
72.	Xerox Operator	..	2	4440-7440	1600
73.	Daftary	..	2	4440-7440	1600
74.	Liftman	..	9	4440-7440	1600
75.	Mukadam	..	3	4440-7440	1600
76.	Head Hamal	..	3	4440-7440	1600
77.	Head Sweeper	..	1	4440-7440	1600
78.	Watchman	..	6	4440-7440	1300
79.	Peon	..	102	4440-7440	1300
80.	Hamal	..	93	4440-7440	1300
81.	Sweeper	..	20	4440-7440	1300

TOTAL POST :- 785

Temporary Post for Session

GROUP - C

1.	Security Officer	6
2.	Security Assistant	34
3.	Clert-Typist	10

GROUP - D

1.	Daftary	2
2.	Peon/Messenger/Telephone Attendant	26

Explanation. - Session includes such period not exceeding seven days before the commencement, and after the prorogation of the session as may be determined by the board.

MAHARASHTRA LEGISLATURE SECRETARIAT

Vidhan Bhavan

Mumbai, dated the 21st January, 1998.

Constitution of India.

No. 1200/C.- In exercise of the powers conferred by clause (3) of Article 187 of the Constitution of India, the Governor of Maharashtra, after consultation with the Speaker of the Maharashtra Legislative Assembly and the Chairman of the Maharashtra Legislative Council is hereby pleased to make the following rules to exercise control over the recruitment on the post of Committee Officers -¹ [Group A] in Legislature Secretariat namely :-

1. (I) These rules may be called Maharashtra Legislature Secretariat, Committee Officers Group "A" (Recruitment) Rules, 1997.

(II) It shall be deemed to have come into force from 1st October, 1997.

2. In these rules, unless the context otherwise requires,-

(a) "Legislature Secretariat" means Maharashtra Legislature Secretariat.

(b) "Government " means Maharashtra Government ;

(c) " Section Officer " means a Section officer in Maharashtra Legislature Secretariat.

3. Appointment to the post of Committee Officer in Legislature Secretariat shall be made by any one of the following methods that is to say:-

(a) by promotion of a person considered eligible on the basis of seniority-*cum*-qualification from amongst the Section Officer who have completed not less than 3 years of continuous service in Legislature Secretariat.

(b) in order of merit, on the basis of results in the limits of Departmental Competitive Examination, conducted by Legislature Secretariat, for getting admission to this examination,

¹ substituted vide Notification No.20315/C dated 6th July 2004 for "Class I"

The following persons shall be eligible:-

(1) (A) Section Officer who has completed 2 years of service after his regular appointment on that post ;

(B) Other Officers who have completed more than two years of service on the post Group "B" (Gazetted) in the regular service in Legislature Secretariat and who are holding educational qualification prescribed in sub-clause (2) ; and

(2) a person holding degree of a statutory University or any other equivalent qualification recognized properly by Government by written orders in that respect.

4. A person appointed on the post of Committee Officer - whether such appointment is made by promotion or by limited Departmental Competitive Examination shall have to pass in the examination of Hindi and Marathi as per the rules made in that respect if he has not already passed that examination or he has not been exempted from passing the said examination.

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

**RAMESH KAMBLI,
Secretary (I),
Maharashtra Legislature Secretariat.**

MAHARASHTRA LEGISLATURE SECRETARIAT

Vidhan Bhavan

Mumbai, dated the 21st January, 1998.

Constitution of India.

No. 1199/C.- In exercise of the power conferred by clause (3) of Article 187 of the Constitution of India, the Governor of Maharashtra, after consultation with the Speaker of the Maharashtra Legislative Assembly and the Chairman of the Maharashtra Legislative Council is hereby pleased to make the following rules to exercise control over the recruitment on the post of Section Officers - ¹ (Group B) in Legislature Secretariat namely :-

1. (I) These rules may be called Maharashtra Legislature Secretariat, Section Officers Group "B" (Recruitment) Rules, 1997 ;

(II) These rules shall be deemed to have come into force from 1st October 1997.

2. In these rules, unless the context otherwise requires, -

(a) "Legislature Secretariat" means Maharashtra Legislature Secretariat;

(b) " Government" means Maharashtra Government ;

(c) " Qualified Assistant " means a assistant who has passed the departmental examination prescribed by Legislature Secretariat to qualify for promotion to a post of Section Officer or who has been exempted from such examination.

3. Recruitment to a post of Section Officer in Legislature Secretariat shall be made by any one of the following methods, that is to say:-

(a) by promotion of a person consider eligible on the basis of Seniority-cum-qualification from amongst the qualified assistants who have completed not less than minimum continuous service of 3 years in Legislature Secretariat.

(b) by nomination, on the basis of results of the competitive Examination conducted by the Legislature Secretariat.

¹ substituted vide Notification No.20315/C dated 6th July 2004 for "Class II"

For getting admission to this examination -

* (1) Those who are working as Assistant in Maharashtra Legislature Secretariat other than that; other candidates should not be less than 19 years and more than 30 years and it should not be more than 35 years in respect of candidates belongs to backward class.

(2) Candidate must hold a degree of statutory University or any other equivalent Qualification recognized properly by written orders by Government in that respect.

4. Proportion of appointment to be made by promotion and nomination shall be $66 \frac{2}{3} : 33 \frac{1}{3}$ which will be in proportion with the total number of permanent and temporary posts of the cadre.

5. A person appointed by nomination on the post of Section Officer shall be under probation for two years and it shall be necessary for him to pass in the departmental examinations prescribed during the said period.

6. A person appointed on the post of Section officer - whether such appointment is made by promotion or nomination shall have to pass in the examination of Hindi and Marathi as per the rules made in that respect if he has not already passed that examination or he has not been exempted from passing the said examination.

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

RAMESH KAMBLI
Secretary (I),
Maharashtra Legislature Secretariat.

* Substituted vide MLS Circular No.25532/C, dated 29th July, 1999.

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