

CLASSIFICATION AND RECRUITMENT REGULATIONS, 2005

In exercise of the powers conferred by Govt. of Maharashtra vide Notification No. Reform 1005/CR/9061(2) Energy-5 dt. 04-06-05 Rule No. 6(9), (10) & Reform-1005/CR-9061(4)/ Energy-5 dated 28-06-05 Rule 1(3) under Section 131, 133 and 134 of the Electricity Act, 2003 (36 of 2003), Maharashtra State Electricity Distribution Company Ltd. adopts the erstwhile MSEB Classification & Recruitment Regulation 1961, to regulate classification and recruitment to posts in various categories in its service, mutatis mutandis as follows.

SHORT TITLE AND EXTENT

1. (i) These Regulations shall be called "The Maharashtra State Electricity Distribution Company Ltd. Classification and Recruitment Regulations, 2005".

(ii) These Regulations shall come into force from 06/06/2005.

(iii) If any of these Regulations come into conflict with the provisions of Law for the time being in force, the latter shall be deemed to be operative.
2. Except where it is otherwise expressed or implied and save may otherwise be provided or authorised by the Company generally or in individual cases, these regulations with such amendments as may be effected from time to time by the Maharashtra State Electricity Distribution Company Ltd. shall apply to all employees under the administrative control of the Maharashtra State Electricity Distribution Company Ltd.

INTERPRETATION

3. In these Regulations unless there is anything repugnant in the subject or context:-
 - (i) "Appointing Authority" means the authority to whom powers are delegated by the Company to make appointments on the recommendation of the appropriate Selection Committee and in case, where such powers are not delegated, includes the Company itself.
 - (ii) The "Company" means the Maharashtra State Electricity Distribution Company Ltd., constituted by the Government of Maharashtra vide Notification No. Reform 1005/CR/9061(2)/Energy -5 dt. 04-06-05 Rule No.6(9), (10) and Reform-1005/CR-9061(4) Energy - 5 dt. 28-06-05 Rule - 1 (3) under Section 131, 133 and 134 of The Electricity Act. 2003 (36 of 2003).

- (iii) "Cadre" means the strength of a service or a part of a service sanctioned as a separate unit consisting of posts or category of the posts the incumbents of which are eligible to be considered for transfer or for promotion by seniority and merit when vacancies of higher posts occur in the same service or part of the service.
- (iv) "Category of posts" means a class of posts in a particular scale / grade of pay within a cadre separately designated in relation to the nature of functions assigned.
- (v) "Competent Authority" means the Company or any other authority to which authority is delegated by the Company for the purposes of any of these Regulations.
- (vi) "Ex Cadre Post" means a post outside the cadre.
- (vii) "Prescribed" means prescribed by Regulation, General Standing Orders or Specific Orders or Administrative Circulars issued by the Competent Authority.
- (viii) "Selection Committee" means a committee constituted by the Company to recommend candidates for appointment to the posts in the service of the Company on the basis of the Recruitment Regulations in force from time to time.

GENERAL

- 4 A. Subject to any modifications that the Company may decide from time to time, the following shall be the broad classification of services under its administrative control.
 - I. Technical (Distribution).
 - II. Accounts.
 - III. Non-Technical (Non- Accounts).
- B. The posts in each of the service mentioned in 'A' above are divided into four different pay Groups namely, Pay Group I, Pay Group II, Pay Group III and Pay Group IV as defined and as indicated in Regulation No.27 of the M.S.E.D.C.L. Employee's Service Regulations.
- 5. All appointments to posts in the service of the Company shall normally be made in accordance with provisions of these Regulations. Appointments may be made either by promotion of persons holding lower posts in the respective cadre or by direct recruitment, as the case may be, in the manner specified in Schedule 'A' provided that a

minimum of 15% of the vacancies occupying in all the categories of non-entry posts in Pay Gr.I & II shall be filled in by direct recruitment.

Note 1: Nothing in this Regulations shall be deemed to restrict the authority of the Company to adopt other methods or standards of recruitment in such cases as it considers necessary.

Note 2: Direct Recruitment to all posts in Pay Group-III and IV shall be made from amongst the candidate sponsored by the Local Employment Exchange. In addition to, the Appointing Authority shall call for the names from publishing in the News Paper having wider circulation and also displayed their office Notice Board or announcement on Radio / Television/ Employment News Bulletin and then consider the cases of all the candidates who have applied (Govt. Of Maharashtra's Circular .No. संकीर्ण-१००३/प्र.क्र. ९६/२००३/१३-अ, दिनांक १९ नोव्हेंबर २००३.).

6. Save as otherwise provided in these Regulations, lower and upper age limits, unless modified or relaxed generally or in individual cases, shall be as under :

(a) Lower Age Limits:-

The lower age limit for direct recruitment in respect of different categories of posts shall, unless relaxed in any particular case, be as mentioned below:

Categories	Lower age Limit
Pay Group I	20 years
Pay Group II	20 years
Pay Group III	18 years
Pay Group IV	18 years

Upper Age Limits:-

The upper age limit for direct recruitment, in respect of persons who are not already in the regular service of the Company, for different categories of posts, unless relaxed by the Competent Authority and unless otherwise specified by special or general orders by the Company shall be as under:

Categories	Upper age Limit
Pay Group I	40 years
Pay Group II	35 years
Pay Group III	30 years
Pay Group IV	30 years

Note 1: The upper age limits prescribed may be relaxed upto 5 years by the Selecting Authorities where the minimum experience prescribed is 10 years or more without the necessary approval by higher authority and upto 3 years where the minimum experience prescribed is 5 to 9 years.

Note 2: The upper age limit prescribed for all the categories of posts for direct recruitment should be further relaxed by 5 years in favour of candidates belonging to all sections of the Backward Classes.

7(a) The lower age limit prescribed in Regulation 6(a) in the case of employees in Pay Groups I, II, III and IV may be relaxed by the following authorities:-

For Pay Group I	Managing Director
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For Pay Group II	Director (Operations)/ Director (Projects)/ Director (Finance)/ Executive Director(HR)/ Concerned Executive Directors for the post in their respective wings.
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For Pay Gr. III & IV	Heads of Departments.
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(b) The upper age limits prescribed in Regulation 6(b) read with the Notes thereto in the case of employees in Pay Groups I, II, III & IV may be relaxed by the following authorities:

For Pay Group I	Managing Director
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For Pay Group II	Director (Operations)/Director(Projects)/ Director (Finance)/Executive Director(HR)/ Concerned Executive Directors for the post in their respective wings. For Pay Gr. III & IV Heads of Departments.
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In the case of the employees of a licensee appointed in the service of the Company as a result of the Company's taking over the assets of the licensee, the Managing Director shall be the Competent Authority to relax the age limit upto 55 years in respect of all categories.

In the cases of candidates who are below or within the prescribed age limit at the time they enter service in a temporary or Work Charged/N.M.R. capacity but are over that age limit at the time of confirmation, the question of relaxation of the age limit under the Regulation shall not arise provided there is no break in service.

7 A Deleted vide C. S. No. 212, dt. 23/04/1992.

8. Subject to such modifications as the Company may decide, the minimum qualifications and/or experience required for the various categories of posts shall be as shown in Schedule 'A' (A - 1 to A - 6)
9. Where no special qualifications in respect of education are prescribed, it is left to the discretion of the Selection Committee concerned to select such persons as appears to it to be suitable for the duties that are assigned to the posts or that the candidates, if appointed, are required to perform.
10. A candidate, in order to become eligible for appointment in the service of the Company, must be an Indian Citizen.
11. No person shall be eligible for appointment in the services of the Company if he/she is declared insolvent by the Competent Court or convicted in a Criminal Court for any offences which in the opinion of the Competent Authority is considered unsuitable for employment in view of the surrounding circumstances and gravity of the offence. The services of an employee so convicted shall be liable for termination without the necessity of enquiry or any disciplinary proceedings.
- 11 (a) (i) No person who has more than one wife living shall be eligible for appointment in the Company, provided that subject to the provision of any law in force. Competent Authority may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this Regulation.
- (ii) No employee who has a wife/husband living shall contract another marriage without obtaining prior permission of the Competent Authority, notwithstanding that such subsequent marriage is permissible under the Personal Law for the time being applicable to him/her.

Note for (i) & (ii) The Competent Authority for the above purpose shall be as follows:

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| (a) For Pay Gr. III & IV | Heads of Departments. |
| (b) For Pay Gr I & II | Director (Operations)/ Director (Projects)/Director (Finance) / Executive Director (HR) for the posts in their respective wings. |

12. Posts intended to be filled in by direct recruitment shall be advertised and filled in according to the prescribed procedure.

- 12-A The existing orders prescribing percentages of vacancies reserved for members of each of the different sections of the Backward Classes in the various categories of posts in Company's services which are filled in by direct recruitment, should be scrupulously followed and the prescribed percentage of posts reserved for them should be indicated in every advertisement inviting applications for posts under the Company.
- 12-B Posts intended to be filled in by Departmental promotion from the members of each different sections of Backward Classes in various categories of posts shall be filled in by way of direct recruitment exclusively whenever the required number of persons are not available even after going to the last person in the category from which employee is to be promoted to higher post.
13. Appointment, otherwise than by transfer or promotion shall be subject to the production of such evidence of a good character from at least two respectable persons as the Selection Committees concerned or the Appointing Authorities as prescribed by the Company may require.
14. Applications from employees of Government, local authority or public undertakings for appointment in the service of the Company shall not be considered unless they have applied through proper channel.
15. Any endeavour on the part of a candidate or his relations or friends to enlist support by direct or indirect methods for his application for an appointment in the Company's service or for promotion to a higher appointment shall disqualify him for appointment or promotion.
16. Any candidate who is found to have knowingly furnished any particulars which are false or to have suppressed material information of a character which, if known, would ordinarily have debarred him from getting appointment in the service of the Company, is liable to be disqualified and if appointed, to be dismissed from service.
17. The Company may appoint any person or persons on a part time basis on such terms as may be prescribed by the Company from time to time.
18. The Company may obtain on deputation services of employees of any State or Central Government or other body on such terms and conditions as may be mutually agreed to between the Company and the lending organisation.

19. All appointments or promotions to posts in the respective Pay Group shall be made by the Competent Appointing Authorities concerned on the recommendations of the Competent Selection Committee concerned subject to such conditions as may be laid down by the Company.

Provided that, in the case of vacancies of purely temporary nature and of leave vacancies where no person recommended by the Selection Committee concerned for inclusion in the waiting list is available, the Competent Appointing Authority may appoint suitable persons with the approval of the Head of Department for a period not exceeding 6 months subject to the following conditions :

- (i) that no candidate who has completed a total service of 6 months shall be reappointed or continued unless he is selected by the Competent Selection Committee ;
- (ii) that the services of such a person appointed on purely temporary basis are discontinued no sooner a selected candidate is available.

Provided further that, in the case of an immediate necessity when no person from the waiting list is available, a purely temporary appointment may be made by the Competent Appointing Authority, with the approval of Head of the Department, pending selection by the appropriate Selection Committee.

20. For the purposes of the above Regulations the Company may from time to time constitute different Selection Committees to select and recommend candidates for appointments to posts in respective Pay Groups under the Company.
21. The Selection Committee may, besides selecting and recommending candidates, also recommend in deserving cases grant of higher starting pay, condonation of physical defect and/or relaxation of age limit and educational or other qualifications.
22. In the case of departmental promotions to posts other than key posts such as Heads of Department and those declared as "Selection Posts", persons who are senior most in the seniority list will ordinarily be considered for selection. The following principles shall normally be followed in making departmental promotions.
- A. (a) No employee shall be promoted to a higher post unless he possesses the prerequisites prescribed in the Schedules appended to MSEDCL Classification & Recruitment Regulations and unless he has completed minimum two years in the post held by him and his record shows that he

possesses the necessary positive qualifications for the higher posts such as personality, professional qualifications, initiative, strength of character and readiness to assume individual responsibility.

- (b) No employee who possesses the positive qualifications referred to in (a) above shall be passed over by a person junior to him unless the latter has, in addition, exceptional ability or qualifications.
 - (c) In assessing the merits of employees on comparative basis for the purpose of principles (a) and (b) above, the ability, energy, initiative, integrity, sense of responsibility etc. of the employees concerned should be taken into consideration over a series of years wherever possible and judgement should be formed after carefully considering reports of at least three different superior officers wherever possible.
 - B. In the case of promotion to key post as Head of Departments and selection posts where relative merits of eligible officers as assessed in accordance with Regulation 22 (A) (a) and (c) above shall have preference over seniority. The Company's discretion in the matter of filling vacancies of key posts and selection posts by promotion, if necessary by relaxing the criterion mentioned in regulation 22-A(a) shall be absolute.
 - C. Before making the overall grading and deciding for fitness for promotion on the basis of the Annual Confidential Reports (ACR's) in accordance with principles laid down under Regulations 22A and B above, the Committee shall also take into account whether the employee has been awarded any major or minor penalty or whether any displeasure of any higher authority has been conveyed to him during the period under consideration. Similarly, the Committee would also take a note of commendations received by the employee during his service career during the period under consideration. The Committee would also give due regard to the remarks indicated against the column of integrity.
23. When the posts required to be filled in by direct recruitment are advertised, departmental candidates may apply for the same, provided they possess the prescribed qualifications and experience.
24. It shall be the responsibility of the below mentioned officers in the field and Corporate Office to ensure that the members of the Selection Committee are furnished with all relevant information about the candidates and about the matters of procedure.

In Field :

Post in Pay Gr.IV	Officer incharge of the Divn./Major Stores/ Manager (HR) in the Circle Office.
Post in PayGr.III	Officer incharge of the Circle.

In Corporate Office :

Posts in Pay Group IV	¹ Manager (HR) concerned
Post in Pay Gr. II/III	Asst. General Manager (HR)/ Sr. Manager (HR)
Posts in Pay Group I	Chief General Manager (T/E)/General Manager (HR) as the case may be.

25. If a member of the Selection Committee is related to or is otherwise interested in a person offering himself as a candidate for selection for any post, the member shall invariably disclose his interest or relationship, as the case may be, in advance, in writing to the Chairman of the Selection Committee and such member shall abstain from the Committee's proceedings relating to selection or otherwise of such candidate.
26. The Appointing Authority shall invariably conduct Trade Test/Written Test of candidates to be recruited to any post in pay group III & IV and also decide name of the officer who shall hold the same and the manner in which it shall be held and other details thereof. Based on the performance of the candidates in Trade test/Written Test, a relative merit list of the candidates should be prepared for short listing the candidates to be called for interview.

Similarly, a Written Test /Aptitude Test for the candidates to be recruited to any Pay Group I & II posts shall invariably be held. Expertise of the professionals may be availed for setting & evaluating the papers with the approval of the concerned Functional Member. Based on the performance of the candidates in Written Test / Aptitude Test, a relative merit list of the candidates should be prepared for short listing the candidates to be called for interview.

²# a) Provided that the number of candidates to be shortlisted for the Personal Interview after Written Test/Trade Test/Aptitude Test for posts in all Pay Groups shall be thrice the number of vacancies advertised/notified for each category. While shortlisting the candidates, the categorywise posts advertised plus 50% wait list thereon is to be taken into consideration.

¹ # Modified Nomenclature vide CS 43 dated 08/09/2011

² # Edited vide Adm Circular No.202 dt 13/01/2009

b) In addition to select list for the posts advertised, wait list shall be prepared for eventualities to the extent of 50% or minimum one, whichever is higher”.

27. Seniority of persons selected for appointments shall be fixed in accordance with the Maharashtra State Electricity Distribution Company Ltd. Employee's Seniority Regulations, 2005 as amended from time to time.

Provided that the names of candidates found suitable for appointment against posts reserved for direct recruitment shall be arranged in such order of preference as may be decided by the Selection Committee concerned.

28. If a person selected for a post reserved for direct recruitment fails to join within the date stated in the order of appointment and where no such date is stated, within 60 days from the date of appointment order or within such extended periods as the Appointing Authority may decide, the appointment order shall be deemed as cancelled and in case he is permitted by the Appointing Authority concerned the date of joining service shall be taken as the basis for counting length of service and seniority irrespective of the order of merit.

- 29.(a) The Selection Committee concerned may recommend names of suitable candidates selected after due advertisement, to be kept on the waiting list for consideration against posts reserved for direct recruitment and such list may be deemed to be valid for 12 months. Director (Operations), Director (Projects), Director (Finance), Executive Director (HR) and concerned Executive Directors are authorized to extend the validity of the waiting lists of the candidates selected by the various Selection Committees for the posts in their respective wings, even if they are partly operated, for a further period of one year, whenever considered necessary. Such persons who are likely to be absorbed in appropriate vacancies within a reasonable period may be informed of their names having been kept on the waiting list for being absorbed in future vacancies. The Competent Authority on the recommendation of the Selection Committee concerned shall however not be precluded from appointing a person other than any one of the waiting lists.

- 29.(b) (i) The select list of Departmental promotees shall remain valid for a maximum period of one year or upto 30th September of each year, whichever is earlier.
- (ii) Competent Selection Committee shall review the cases only of such of the candidates on waiting list, who are not promoted either on regular or officiating or temporary basis. The cases of the employees promoted on officiating or on temporary basis in turn but

not out of turn shall not be reviewed. However, the cases of the candidates promoted on officiating basis out of a turn as a stop gap arrangement or on ad-hoc basis should be subject to selection alongwith other eligible candidates.

- (iii) The number of candidates to be selected for the post shall not exceed the number of actual and anticipated vacancies on the date of selection plus 25% of such vacancies to provide for eventualities like refusal of promotion, dismissal, resignation etc. The number of candidate proposed to be considered for promotion to selection posts should be only twice the number of actual and anticipated vacancies plus 25% on waiting list for the selection of officers upto the level of Superintending Engineers and equivalent grades and five times for the selection of officers of the rank of G.M.(P) equivalent and above grades. However, if sufficient number of suitable candidates are not available, further screening should be done on the same basis.

Procedure to be followed in respect of the employees against whom disciplinary action / Vigilance Report / Criminal proceedings are pending or whose conduct is under investigation.

(iv) Sealed cover procedure

At the time of consideration of the cases of employees for promotion, details of such employees in the consideration of zone for promotion falling under the following categories should invariably be brought to the notice of the Departmental Promotion Committee (Competent Selection Committee).

- (a) Employees under suspension.
- (b) Employees in respect of whom charge-sheet has been issued and disc. proceedings are pending.
- (c) Employees in respect of whom vigilance investigation is pending.
- (d) Employees in respect of whom prosecution for criminal charges is pending.

The Competent Selection Committee shall assess the suitability of the employees coming within the purview of the circumstances mentioned above along with other eligible candidates without taking into consideration, the disciplinary action case/vigilance investigation/ criminal prosecution pending against employee. The assessment of the C.S.C. including “unfit for promotion” and the grading awarded will be kept in a sealed cover. The cover will be superscribed “Finding regarding suitability for promotion to the grade/post of ___ in respect of Shri. _____ (name of the Company’s employee). Not to be opened till the termination of the disc. action case/vigilance investigation /criminal prosecution against Shri _____”. The proceedings of the C.S.C. need only contain the note “The findings are contained in the attached sealed cover”.

Procedure by subsequent Departmental Promotion Committees:- The same procedure outlined above shall be followed by the subsequent Departmental Promotion Committee (CSC) convened till the disciplinary case/vigilance investigation/ criminal prosecution against the Company's employee concerned is concluded.

- ³(A) To form a Review Committee comprising as under for reviewing and deciding sealed cover cases of the employees who have been selected for promotion / under direct recruitment irrespective of exoneration/punishment imposed on the employees whose disciplinary action cases have been finalized :-
 - a) **Statewise seniority posts :**
 - 1) Chairman of C.S.C. - Chairman of Review Committee
 - 2) E.D.(HR)/C.G.M.(HR)/G.M.(HR) - Member
 - 3) One Functional Member of the CSC - Member
 - b) **Circlewise posts :**
 - 1) Chairman of C.S.C. - Chairman of Review Committee
 - 2) Asstt.General Manager (HR) - Member
 - 3) One Functional Member of the CSC - Member
 - c) **Divisionwise posts :**
 - 1) Chairman of C.S.C. - Chairman of Review Committee
 - 2) Deputy Manager (HR) - Member
 - 3) One Functional Member of the CSC - Member
- (B) The Committee, while reviewing the cases shall take into consideration, the gravity of charges leveled, outcome of enquiry and punishment imposed etc.
- (C) Whenever the work of recruitment process is outsourced to outside professional agency, in case of sealed cover cases of the employees selected under direct recruitment process, the relevant Review Committee for departmental promotion, shall review the sealed cover cases under direct recruitment. The Chairman of the Review Committee shall nominate the Functional Member on the Committee shall nominate the Functional Member on the Committee.
- (v) Sealed cover procedure applicable to the employees coming under cloud after the meeting of C.S.C.

An employee who is recommended for promotion by the C.S.C. but in whose case disciplinary action /criminal prosecution proceedings commences after the recommendations of the C.S.C. but before he is actually promoted, will be considered as if his case had been placed in

³ # Added with CS No. 41 dated 15.02.2011 & Nomenclature Admn Circular dated CS 43 dated 08/09/2011

a sealed cover by the C.S.C. He shall not be promoted and sealed cover procedure as enumerated above shall be followed.

(vi) **Action after completion of the Disciplinary Action / Vigilance Investigation / Criminal prosecution in respect of sealed cover cases.**

If the proceedings of the committee for promotion contain findings in sealed cover, on conclusion of the disciplinary case / vigilance investigation/ criminal prosecution, the sealed cover or covers shall be opened. In case the employee is completely exonerated, the due date of his promotion will be determined with reference to the findings of the CSC kept in sealed cover/ covers and with reference to the date of promotion of his next junior on the basis of such findings. The employee shall be promoted even if it requires to revert the junior - most officiating person. Such promotion would be with reference to the date of promotion of his junior and his pay shall also be fixed at a stage which he would have reached had he been actually promoted according to his rank in the select list but no arrears of salary and allowances shall be paid on this account.

If a penalty is imposed on the employee as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover / covers shall not be acted upon. His case for promotion may be considered by the next CSC in the normal course, having regard to the penalty imposed on him.

(vii) Three – monthly review of “sealed cover” cases.

It is necessary to ensure that the disciplinary action case / vigilance investigation/ criminal prosecution instituted against any Company's employee is not unduly prolonged and all efforts to finalise expeditiously the proceedings should be taken so that the need for keeping the case of a Company's employee in sealed cover is limited to the barest minimum. It has, therefore, been decided that the appointing authorities/ disciplinary authorities concerned should review comprehensively the cases of employees, whose suitability for promotion to a higher post has been kept in sealed cover on the expiry of three months from the date of convening the first departmental promotion committee (C.S.C.) which had adjudged his suitability and kept it's findings in sealed cover. Such a review should be done subsequently also every three months. The review should, *inter alias*, cover the progress made in the disciplinary action proceedings / vigilance investigations / criminal prosecution and the further measures to be taken to expedite their completion.

(viii) Promotion in respect of the employees under going punishment.

⁴# An employee whose increments have been withheld or who has been reduced to lower stage in the time scale (reverted to lower post for specified period), cannot be considered on the account to be ineligible for promotion as the specific penalty of withholding of promotion has not been imposed on him. The suitability of an employee for promotion should be assessed by the Committee as and when occasion arise. The Committee will take into account the circumstances leading to the imposition of penalty and decide whether in the light of overall service record of the employee and the fact of the imposition of penalty, he should be considered for promotion or not. Employee who is found fit for promotion by the Committee held after the imposition of penalty, will be promoted to next higher post as per his seniority and penalty will be continued in the promoted post.

The Managing Director in consultation with E.D.(HR), Director (Operations), Director (Projects) and Director (Finance) is the Competent Authority to interpret the above provisions and issue clarification whenever required.

- 30.(a) The Competent Authority may, subject to such provisions as may be prescribed by the Company and on the recommendation of the appropriate Selection Committee, appoint any person in consideration of his special knowledge, training or experience on a initial pay higher than the minimum of the prescribed scale of pay.

Provided that the higher initial pay shall in no case, exceed four increments above the minimum of the post without specific sanction of the Company.

- (b) Pending acceptance by the Competent Authority of the recommendation of selection Committee for higher starting pay and/or for condonation of overage, the appointing authority may take up a candidate for appointment provisionally for a period of not exceeding six months on the minimum of the pay scale of the post for which he is selected if such appointment is urgently required.

31. If a candidate selected for appointment fails the test of the prescribed physical standard, he shall not be appointed to or continued in the post unless he is specifically exempted by the Company from the requirement or deficiency if any, is condoned by the "Company" provided that :

- (1) when appointment is made by promotion of a person already in service, such test shall not ordinarily be required.

⁴ # Amended vide CS 21 dated 26.02.2010

- (2) if a candidate is required to be appointed immediately in the interest of administration before complying with the above requirement, he may be appointed provided that he shall invariably be sent for medical examination as required as soon as possible but in any case within a period of 3 months from the date of his appointment.
 - (3) in the case of licensee's staff appointed by the Company consequent on the Company taking over the licensee's undertaking; a medical certificate may not be insisted on from such employees.
 - (4) in the case of temporary appointments the duration of which is not likely to extend beyond 3 months provided further that if the person is to be retained in service beyond 3 months, he will be required to submit to the prescribed medical examination.
 - (5) The M.D. shall be the Competent Authority to provide alternate employment in the services of the Company to such of the employees who are declared medically unfit for the post held by them but found suitable for alternate employment in the Company.
32. In the case of recruitment to the posts open for direct recruits, all journeys which the candidates (including departmental candidates) may have to perform for the purpose of test or interview shall be at their own cost. In the case of departmental candidates, the period of absence from duty on this account shall be treated as leave. M.D. may grant single to and fro, 2nd class Railway fare to outside candidates appearing for interview/test if warranted by extraordinary circumstances.
33. The ratio of posts to be filled-in by direct recruitment and by departmental promotion shall be such as may be prescribed by the Company from time to time.
34. When a vacancy is to be filled in by direct recruitment, it will be advertised in the approved newspaper in accordance with procedure prescribed for the Company's advertisements giving at least two weeks time for candidates to submit their applications and a copy of the advertisement shall invariably be forwarded to the Local Employment Exchange and the appropriate Backward Class Officer.
35. (i) All appointments and promotions shall in the first instance be on probation for one year or for such longer period as may be prescribed by the Competent Authority even if the appointment is made in a clear vacancy. The period of probation may be extended by the Competent Authority. Continuance in the post or in the service as the case may be shall be subject to the candidate having Satisfactorily completed the probation period.

(ii) A person appointed or promoted to a post shall pass the qualifying departmental examination, Regional Language Examination and/or Hindi Examination as have been prescribed or may be prescribed from time to time, within the prescribed period failing which, his annual increments shall be withheld till the date of passing such examination. Where the passing of an examination has been prescribed as a condition for promotion to a higher post, no person shall be considered for such a post unless he first passes the prescribed examination (For Technical Employee Refer G.S.O. No.4 Dt 14/05/1995 and in case of Non Technical Employees Refer C.S. No. 9 Dt. 03/12/1981 to G.S.O. No.110 Dt. 25.01.1962 and G.S.O. No. 7 Dt. 03/08/1962).

The Company in the case of employees in Pay Group I, II and III may relax only the conditions relating to examinations for special reasons in any individual case.

36. When a post is being filled up by departmental promotion, the Competent Authority may relax the academic qualifications if the departmental candidate to be appointed is otherwise suitable and qualified by reason of adequate experience and/or by having passed the prescribed departmental examination provided that the academic qualification shall not be relaxed in case of departmental promotion to the selection posts.

37. In the matter of selection of candidates for vacancies, other things being equal preference shall be given to :

- a) Candidates belonging to Scheduled Castes, Scheduled Tribes, VJ 'A', N.T (B), N.T.(C), N.T.(D), S.B.C. & other Backward class;
- b) Candidates having "Prescribed Standard of Marathi"; and
- c) Candidates with recognised merit in any of the outdoor and indoor games.

Note : Managing Director shall be Competent Authority to define the "Prescribed Standard of Marathi" for various categories of posts depending upon the functions thereof.

38. Any person being a degree holder in Engineering (Civil / Electrical) appointed to any post under the Company on or after 26/10/1964 shall, if so required, be liable to serve in any Defence Services or post connected with the Defence of India, for a period of not less than four years including the period spent on training, if any :

Provided that such person -

- (a) Shall not be required to serve as aforesaid after the expiry of ten years from the date of appointment.

- (b) Shall not ordinarily be required to serve as aforesaid after attaining the age of forty years.

GENERAL NOTES

Note 1: i) (a) In the matter of reservation of posts to Backward Classes, viz. Scheduled Castes, Scheduled Tribes, VJ 'A', N.T (B), N.T.(C), N.T.(D), SBC and O.B.C., a reference is invited to (i) Circular No. Estt/V/Recruitment/Misc/38040 dated 19-6-1965 read with Cir No. साप्रवि/मावक/फानं.५७/2040 xäü. 22.7.94, Admn. Circular No. 149 dt. 12.9.1995, Admn. Circular No. 246 dt. 21.11.1997 of earstwhile M.S.E.B. and further Circulars issued from time to time. (Appendix 'A').

- (b) District wise percentage of reservation for scheduled Tribes while filling in vacancies of pay groups III & IV posts (excluding posts borne on Statewise Seniority) which are to be filled in by direct recruitment. (Annexure-III)

- (c) Enhancement of percentage in reservation of the posts of VJ 'A', N.T (B), N.T.(C), N.T.(D) communities from 6% to 11%, a reference is invited to circular No. GAD/ BCR/14/2911 dt. 21-10-92 read with Cir. No. साप्रवि/मावक/फानं.५७/२०४० दि. २२.७.९४ - Annexure IV (परिशिष्ट च४छ)

Further to above (a) to (c) there shall be Horizontal Reservation for Ex.serviceman, Project affected / Earthquake, Handicapped and Female. This reservation is compartmentalized reservation. (Reference is invited to Admn. Cir. No. 333 dt. 19.11.1999).

- ii) For recruitment of personnel through Employment Exchange, a reference is invited to Circular No. Gen./28/13980 dt. 11.3.1966 (Appendix B) and Departmental Circular (B) No. 15630, dated 1.4.1966 (Appendix B-I) and by way of Advertisement etc. in News Papers etc. as per Govt. Of Maharashtra's Circular No. संकीर्ण-१००३/प्र.क्र. ९६/२००३/१३-अ, दिनांक १९ नोव्हेंबर २००३. (Appendix B-II)
- iii) For employment of Freedom Fighters, a reference is invited to Departmental Circular (B) No. 23324 dated 18.5.1966 (Appendix C).
- iv) For concessions to new migrants from East Pakistan, a reference is invited to Departmental Circular (B) No.23325 dated 18/05/1966 (Appendix 'D'). Deleted
- v) For absorption of retrenches from Government posts, a reference is invited to Departmental Circular No. (B) 23109 dt. 31-5-1966 (Appendix E).

- vi) For employment of Project affected persons ⁵and Earthquake Affected Persons, a reference is invited to Administrative Circular No. 333 dated 19.11.1999, Administrative Circular No. 361 dated 14.6.2001 (Govt. Of Maharashtra G.R. No. SRV/1097/F.No.31/98/16-A dated 16.3.1999 & G.R.No. Project-1000/F.No. 27/2000/16-A dated 13.9.2000) and Administrative Circular No.264 dated 04.12.2009 (Appendix F).
- vii) For employment of sons and daughters of deceased employees of the Company, a reference is invited to Correction Slip No.28, dated 16/04/1975(Appendix G).
- viii) In the matter of reservation of posts for certain Sections of Backward Classes at the stage of promotion a reference is invited to Correction Slip No. 52 dt. 15/12/1976, C. S. No. 67 dt. 14/2/1978, Admn. Circular No.246 dt. 21/11/1997 and Admn. Circular No. 443 dt. 3/1/2005 (Appendix H).
- ix) In the matter of 15% reservation of vacancies for Ex-serviceman etc. in Pay Group III & IV, a reference is invited to Correction Slip No. 54, dated 16/02/1977 (Appendix I).
- x) In the matter of reservation of vacancies for physically handicapped persons, a reference is invited to Correction Slip No. 79, dated 08/01/1979 & Admn. Circular No. 166 dt. 12.08.08 (Appendix J).
- xi) Deleted vide C.S. No. 194 dt. 25.9.1989. (Appendix 'K')
- xii) Employment of Sportsmen/Sportswomen to pay group III & IV posts in relaxation of the employment exchange procedure (Appendix 'L').
- xiii) Preference in recruitment in Class III & IV Cadres in the Company to the persons in the families of Scheduled Castes/Scheduled Tribes who have become victim of social atrocities (Appendix M).
- xiv) "For recruitment of Sub-Engineer and Junior Engineer the procedure prescribed under Correction Slip No. 211, dated 27/06/1991 read with C.S.No. 217 dt. 07/09/1992 to G.S.O. 112, dated 12/02/1962 should be followed." (Appendix 'N').
- xv) Fixation of percentage for filling in the posts in M.S.E.D.C.L. from amongst Apprentices(Appendix 'O').
- xvi) Procedure for allocation of marks in Written Examination / Trade Test and Personal Interview is prescribed under Correction Slip No.271 dt. 1.4.2000 should be followed. (Appendix (P)).

⁵ # Added with Administrative Circular No. 264 dated 04.12.2009

Note 2: Director (Operations), Director(Projects),Director (Finance), Executive Director(HR) and concerned Executive Directors for posts in their respective wings, shall be the Competent Authority to relax, on the recommendations of the Competent Selection Committee, the condition as prescribed under R.R.21 viz. condonation of physical defect and/or relaxation of age limit and educational or other qualifications.

Note 3 : Power to prescribe/revise the pre-requisites, covering qualifications, experience and method of filling in the posts, etc. and to make necessary changes in the Schedule appended to the Maharashtra State Electricity Distribution Co. Ltd. Classification and Recruitment Regulations, 2005.

Category/Post	Competent Authority
1. Superintending Engineer and equivalent and above (All cadres)	M.D. in consultation with Director (Operations), Director(Projects), Director (Finance), Executive Director(HR) and concerned Executive Directors.
2. All posts below the rank of Superintending Engineer and equivalent grades of General Administration Dept./Cadre.	M.D. in consultation with Executive Director (HR).
3. All posts below the rank of Superintending Engineer and equivalent grades of all cadres (except General Administration Department cadre).	M.D. in Consultation with functional Director as the case may be.

Note 4 : Deleted vide C.S.No.212 dt. 23/04/1992

Note 5 :Director(Operations), Director (Projects) are delegated with powers to relax the condition of upper age limit and qualification in respect of N.M.R. workers to be absorbed on regular/temporary basis in the Company's Service.

Note 6 : Wherever Degree qualification is prescribed as pre-requisite in the schedules Appended to these Regulations, it should be from a University or Institute in India established or incorporated under Central Act or a State Act any other qualification recognised as equivalent thereto.

*⁶Note 7: Where ever method of filling the post is 2/3rd by way of departmental promotion and 1/3rd by way of direct recruitment and where sanctioned strength is less than 03 (three), the posts are to be filled in by way of departmental promotion by following reservation rules.

⁶ # Added with CS No. 52 dated 20/02/2013

⁷Note 8: (i) Certificate of Secondary School Certificate Examination Board or recognized University showing passing of Secondary / School Certificate Examination or Matric or Higher Examination of University with Marathi Language OR Certificate stating the candidate can read, write and speak Marathi Language fluently issued by Professor of Marathi Language of College / Institute affiliated to recognized University and countersigned by Principal of the said College/ Institute.

(ii) For Pay Group III and IV category, candidate should be domicile of Maharashtra State.

General: 1. The old Index of Schedules No. A-6 and A-7 pertaining to Generation Cadre have been deleted and revised nos. of Schedules A-1 to A-7 have now been incorporated.

2. The old Serial numbers of General Notes have been re-numbered and suitably incorporated as above.

3. The revised Pay Scales as per Administrative Circular Nos. 486 and 488 dated 30/06/2014 which have come in to force wef 1/4/2013 are shown against each Category of Posts in Schedule A- 1 to A - 6 in bold Type and for reference old Pay Scales are shown in bracket and in small Type.

4. The existing provisions of erstwhile M.S.E.B. Classification and Recruitment Regulations and adopted by M.S.E.D.C.L. and provisions later on made by M.S.E.D.C.L. along with provisions related to reservation policy of Govt. of Maharashtra adopted by MSEDCL till 31.03.2014, have been suitably updated in this Regulation. The Correction Slips, Administrative Circulars issued from time to time if not covered and are in existence, shall be valid and prevail over.

⁷ # Added with CS No. 54 dated 19.09.2013

SCHEDULE -A - 1
(Regulations 5 & 8 of the Recruitment Regulations)

- Note 1 : Posts to be filled only by direct recruitment and those to be filled by direct recruitment on percentage basis shall invariably be advertised when departmental candidates also may apply through proper channel.
- Note 2 : Posts not covered by (1) above shall be advertised if suitable departmental candidates are not available.
- Note 3 : When advertising a post to be filled by direct recruitment, the condition of passing the prescribed departmental Examination within prescribed period on pain of stoppage of increment till passing of examination should be invariably notified.
- Note 4 : Where a post is to be filled by departmental promotion such promotion shall be from the lower category in the cadre.
- Note 5 : All posts in Pay Group I (as indicated in Schedule A-7(1)) shall be treated as "Selection Posts". A selection Post should be filled in by selection of the most suitable person on assessment of comparative merits of those in the lower Cadre, possessing the requisite qualifications and experience.
- Note 6 : When any Company employee and/or candidate holding Diploma in Engineering acquires A.M.I.E. qualifications and acquires recognised degree in engineering, after undergoing Part-time degree course he should be treated on par with a Degree holder in

Engineering for the purpose of promotion and/ or direct recruitment to any post under the Company requiring that qualification provided further that any departmental candidate possessing A.M.I.E. or recognised degree in Engineering should be called for interview when the vacancies of ⁸Assistant Engineer (Distribution)/(Civil) are notified/advertised, irrespective of the class/grade or percentage of marks secured in these examinations.

⁸ Amended vide Adm Circular No. 490 dated 01.07.2014 and Adm Circular No. 486 and 488 dated 30.06.2014

- Note 7 : Direct recruitment to all technical posts in pay groups III & IV shall be made from amongst the candidates sponsored by the Local Employment Exchange in addition to this the Appointing Authority shall call for the names for publication in the News Papers having wider circulation and also display on their office notice board or announcement on Radio / Television / Employment News Bulletins and then consider the cases of all the candidates who have applied (महाराष्ट्र शासन परिपत्रक क्र. संकीर्ण -१००३/प्र.क्र.९६/२००३/१३-अ, दिनांक १९ नोव्हेंबर २००३)
- Note 8 : When any Company employee acquires recognised diploma in engineering after undergoing Part-time or Correspondence course, he should be treated on par with a recognised diploma in engineering for the purpose of direct recruitment to any post requiring that qualification such as Junior Engineer (Dist.) /(Civil) etc., provided further that any departmental candidates possessing diploma in engineering should be called for interview when the posts are notified/advertised irrespective of the class/grade or percentage or marks secured in the examination for the Diploma Engineering.
- Note 9: The Post of Executive Engineer and equivalent appearing in Schedule A-7 (1) are to be considered as “Selection Posts”
- Note 10: The departmental candidates possessing degree in Engineering / Technology in any other discipline and who fulfilled the condition of required experience on Distribution side shall be considered under direct recruitment provided that they will have to appear for the written test consisting of syllabus of Electrical Engineering & to compete along with other candidates.
- Note 11: The Upper age limit for departmental candidate will be 57 years

TECHNICAL POSTS

Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP – I					
1. Executive Director (Distribution / Commercial) (Rs. 39110-1720-75230) Rs.48890-2150-94040	Direct Recruitment for Executive Director (Distribution): Bachelors Degree in Electrical Engineering / Technology. Direct recruitment for Executive Director (Commercial) Essential: Bachelor's Degree or Master's Degree in Engineering/Technology or its equivalent. Preferable: Two years Full Time or three years Part Time Post Graduate Degree or Post Graduate Diploma in Management / Administration with specialization in Marketing /Finance OR Degree in Law.	15 years experience in Power Sector. At least 5 years should have been in a high responsibility in Power Distribution in a position of Supdtg.Engineer & above out of which one year as Chief Engineer (Dist.)	100% by way of Direct Recruitment	One post out of 5 sanctioned posts of Executive Director is re-designated as Executive Director (Commercial) and should be filled in by way of direct recruitment.	
		<u>For direct recruitment</u> Must possess 15 years post qualification experience in power Sector, out of which 5 years in a senior Managerial position like Chief Engineer and Superintending Engineer or its equivalent in Power Utilities.		The tenure of appointment shall be on contract basis for a period of 3 years or upto the age of 58 years whichever is earlier. Upper age limit: 52 years Upper age limit is not applicable for the employees of MSEDCL.	

2. Chief Engineer (Distribution) (Rs. 36720-1560-71040) Rs.45900-1950-88800	Degree in any one of the following branches of engineering viz. Electrical/ Mechanical/ Telecommunication/ Electronics from a recognised Indian University/ Institution of Technology, M.I.E.of Institution of Engineers India / equivalent Degree from a recognised foreign institute.	Must possess administrative and considerable experience in planning/ designing/ construction/operation & maintenance/ testing & commissioning of EHV transmission lines/ sub-stations/ HT< distribution systems/protection schemes power lines carrier & telecommunication systems load dispatching. Total experience shall not be less than 20 years out of which 10 years should have been in a position of responsibility of E.E. & above.	2/3 rd by way of departmental Promotion & 1/3 rd by way of Direct Recruitment	Available vacancies in the near future shall be allotted for direct recruitment and departmental promotion in the ratio of 2:1 i.e.2 by departmental promotion and 1 by direct recruitment, till such time the ratio prescribed gets fulfilled and thereafter the ratio for departmental promotion and direct recruitment as prescribed should be strictly followed. Upper age limit 45 years for Direct recruitment.
	Direct recruitment Bachelors Degree in Electrical Engineering / Technology	15 years experience in Power Sector. Out of which at least 5 years in the area of Power Distribution in Selection Posts like Executive Engineer & above out of which 1 year in the position of Supdtg. Engineer or 3 years in the position of Superintending Engineer.		
3. Chief Engineer (Civil) (Rs. 36720-1560-71040) Rs.45900-1950-88800	Bachelors Degree in Civil Engineering / Technology and its equivalent.	15 years experience in the field of Civil works related to Power Sector. Out of which at least 5 years in Selection Posts like Executive Engineer & above out of which one year in the position of Supdtg.Engineer.	By way of Departmental Promotion.	

4. Superintending Engineer (Distribution) (Rs. 28700-1235-34875-1365- 63540) Rs.35875-1545-43600-1710-79510	Degree in any one of the following branches of Engineering viz. Electrical/ Mechanical/ Telecommunication/ Electronics from a recognised Indian University/ Institution of Technology, M.I.E.of Institution of Engineers India / equivalent Degree from a recognised foreign institute.	Must possess suitable experience in the planning & Design and /or execution & /or operation & maintenance of hydro or Thermal Generating system or long distance Transmission systems & Distribution systems & allied work the total experience shall not be less then 12 years out of which at least 6 years should have been in a position of responsibility. Administrative experience essential. <u>Additional experience preferred:</u> i) Sound knowledge & experience of formulation of Tariff. Condition of supply for bulk as well as for retail supply of power, negotiation & execution of agreements. ii) Preparation specification, issue & scrutiny of tenders & purchase & distribution of engineering, Stores & heavy equipments and machinery in a large engineering or electric supply undertaking.	2/3 rd by way of departmental Promotion & 1/3 rd by way of Direct Recruitment	<p>Provided that as result of this provision a diploma holder Ex.Engr. becomes due to be considered for promotion to the exclusion of a graduate Ex.Engr. who is senior to him in the seniority list of E.E. then the graduate senior E.E. shall be considered for promotion instead of that diploma holder E.E. but the reservation for diploma holders shall be carried forward for period of three years.</p> <p>Available vacancies in the near future shall be allotted for direct recruitment and departmental promotion in the ratio of 1:1, till such time the ratio prescribed gets fulfilled and thereafter the ratio for departmental promotion and direct recruitment as prescribed should be strictly followed.</p> <p>Upper age limit 45 years for Direct recruitment.</p>
	For Direct Recruitment Bachelors Degree in Electrical Engineering / Technology	12 years experience in Power Sector. Out of which at least 5 years in the area of Power Distribution as Executive Engineer & Addl. Executive Engineer OR 2 years as Executive Engineer.		

5.Superintending Engineer (Civil) (Rs.34875-1365-63540) Rs.35875-1545-43600-1710-79510	Degree in Civil Engineering of an Indian or Foreign University or its equivalent. Preference to those who are member or associate members of institution of engineers (India) or institution of Civil Engineers (India) or institute of Civil Engineers U.K. or Institute of Structural Engineers.	12 years experience out of which at least 6 years should have been in a position of responsibility in the planning investigation, design & construction of large civil engineering works & preferably those of the thermal or hydro power Stations, cooling towers, transmission lines, sub stations, roads or works on Steel structure, water supply, drainage etc. previous administrative experience is essential.	2/3 rd by way of departmental Promotion & 1/3 rd by way of Direct Recruitment.	<p>Provided that as result of this provision a diploma holder Ex.Engr. becomes due to be considered for promotion to the exclusion of a graduate Ex.Engr. who is senior to him in the seniority list of E.E. then the graduate senior E.E. shall be considered for promotion instead of that diploma holder E.E. but the reservation for diploma holders shall be carried forward for period of three years.</p> <p>Available vacancies in the near future shall be allotted for direct recruitment and departmental promotion in the ratio of 1:1, till such time the ratio prescribed gets fulfilled and thereafter the ratio for departmental promotion and direct recruitment as prescribed should be strictly followed.</p> <p>Upper age limit 45 years for direct recruitment.</p>
	For Direct Recruitment Bachelors Degree in Civil Engineering / Technology and its equivalent.	12 years experience in the filed of Civil works related to Power Sector. Out of which at least 5 years as Executive Engineer & Addl. Executive Engineer OR 2 years as Executive Engineer.		

<p>6. Executive Engineer (Distribution) (Rs. 25380-975-30255-1105-54565) Rs. 31725-1220-37825-1385-68295</p>	<p>For Promotion Degree in Electrical/ Electronics / Instrumentation/ Computer / Mechanical Engineering/ Technology of a University or Institute in India established or incorporated by or under a central Act or a State Act or any other qualification recognised as equivalent thereto.</p> <p>Direct Recruitment Essential - Bachelors Degree in Electrical Engineering / Technology Note : The departmental candidates possessing Degree in Engineering/ Technology in any other discipline and who fulfill the condition of required experience on Distribution side shall be considered under direct recruitment provided that they will have to appear for the Written Test consisting of syllabus of Electrical Engineering and to compete alongwith other candidates.</p>	<p>Must possess administrative & considerable relevant experience in the line not less then 7 years out of which 3 years should have been spent in the capacity of Additional Executive Engineer (Dist.) or its equivalent & above & 15 years in case of diploma holder or its equivalent of which 5 years should have been a position of Additional Executive Engineer (Dist.) & above.</p> <p>Direct Recruitment</p> <p>9 years experience in Power Sector. Out of which at least 5 years in the area of Power Distribution as Addl. Executive Engineer & Dy. Executive Engineer OR 2 years as Addl. Executive Engineer.</p>	<p>75% by way of departmental Promotion & 25% by way of Direct Recruitment.</p>	<p>Upper age limit 40 yrs for direct recruitment.</p>
<p>7. Executive Engineer (Civil) (Rs.25380- 975-30255-1105-54565) Rs. 31725-1220-37825-1385-68295</p>	<p>For Promotion Degree in Civil Engineering / Technology of a University / or Institute in India established or incorporated by or under a Central Act or State Act or any other qualification recognised as equivalent thereto.</p>	<p>Must possess administrative & considerable relevant experience in the line not less then 7 years out of which 3 years should have been spent the capacity of Additional Executive Engineer (Civil) or its equivalent & above and 15 years in case of diploma holder or its equivalent of which 5 years should have been in position of Additional Executive Engineer (Civil) & above.</p>	<p>75% by way of departmental Promotion & 25% by way of Direct Recruitment.</p>	<p>Upper age limit 40 yrs for direct recruitment.</p>

	For Direct Recruitment : Bachelors Degree in Civil Engineering / Technology and its equivalent.	For Direct Recruitment : 9 years experience in the field of Civil works related to Power Sector. Out of which at least 5 years as Addl. Executive Engineer and Dy. Executive Engineer OR 2 years as Addl. Executive Engineer.		
8. Additional Executive Engineer (Distribution) (Rs. 21365-845-25590- 900-48090) Rs. 26710-1060-32010-1125-60135	Degree in Electrical/ Electronics/ Instrumentation/ Computer/ Mechanical Engineering/Technology of University of Institute in India established or incorporated by or under a Central Act or a State Act or any other qualification recognised as equivalent thereto.	Must possess administrative and considerable relevant experience in the line not less than 5 years out of which 2 years should have been spent in a position of Deputy Executive Engineer (Distribution) or its equivalent & above and 10 years in case of Diploma holder or its equivalent of which 5 years should have been in a position of Deputy Executive Engineer (Distribution) and above. In case of candidates holding PHD in any of the subjects, mentioned in column 3 & 6 the condition of experience may be relaxed.	75% by way of departmental Promotion & 25% by way of Direct Recruitment.	Upper age limit 40 yrs.for direct recruitment
	For Direct Recruitment: Bachelors Degree in Electrical Engineering / Technology	For Direct Recruitment: 7 years experience in Power Distribution.		
8. Additional Executive Engineer (Civil) (Rs.21365-845-25590-900-48090) Rs. 26710-1060-32010-1125-60135	Degree in Civil Engineering/ Technology of a University or Institute of India established or incorporated by or under a Central Act or a State Act or any other qualification recognized as equivalent thereto.	Must possess administrative and considerable relevant experience in the line not less than 5 years out of which 2 years should have been spent in a position of Dy. Executive Engineer (Civil) or its equivalent & above, and 10 years in case of Diploma holder or its equivalent of which 5 years should have been in a position of Dy. Executive Engineer (Civil) and above.	75% by way of departmental Promotion & 25% by way of Direct Recruitment.	Upper age limit 40 yrs. for direct recruitment
	Direct Recruitment: Bachelors Degree in Civil Engineering / Technology and its equivalent.	7 years experience in the field of Civil works related to Power Sector.		

Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP – II-A					
1. Deputy Executive Engineer (Distribution) (Rs. 19205-780-23105-845-43385) Rs.24010-975-28885-1060-54325		Degree in Electrical/ Electronics / Instrumentation/Computer/ Mechanical Engineering/Technology of University or Institute in India established or incorporated by or under a Central Act or a State Act or any other qualification recognized as equivalent thereto.	3 years relevant experience in position of A.E. (Dist.) in case of Degree holder or equivalent and 6 years in case of Diploma holder or its equivalent out of which 3 years should have been in a position of A.E. (Dist.) or equivalent in the line.	75% by way of departmental Promotion & 25% by way of Direct Recruitment.	
		For Direct Recruitment : Degree in Electrical Engineering/ Technology of a recognised University / Institute.	For direct Recruitment : 3 years experience in Power Distribution.		
2. Deputy Executive Engineer (Civil) (19205-780-23105-845-43385) Rs. 24010-975-28885-1060-54325		Degree in Civil Engineering / Technology of a University or Institute in India established or incorporated by or under a Central Act or a State Act or any other qualification recognized as equivalent thereto.	3 years relevant experience in a position of A.E.(Civil) in case of Degree holder or equivalent and 6 years in case of Diploma holder or its equivalent out of which 3 years should have been in a position of A.E. (Civil) or equivalent in the line.	75% by way of departmental Promotion & 25% by way of Direct Recruitment.	
		For Direct Recruitment: Bachelors Degree in Civil Engineering / Technology	For Direct Recruitment: 3 years experience in the field of Civil works related to Power Sector.		

3. Assistant Engineer (Distribution) (Rs.15285-670-18635-705-36965) Rs. 19110-840-23310-885-46320	Degree in Electrical/ Electronics / Instrumentation/Computer/ Mechanical Engineering/Technology of a University or Institute in India established or incorporated by or under a Central Act or a State Act or any other qualification recognised as equivalent thereto.	No previous experience is necessary in the case of Graduate/AMIE Engineer in case of recognized Diploma holder or its equivalent, minimum 3 years relevant experience in the line is essential.	25% by departmental promotion of Diploma Holders and 75% by direct recruitment of Graduate in Engineering (Electrical).	<p>Note 1: Out of 75% vacancies to be filled in by direct recruitment of Graduates in Engineering, up-to 5% of the vacancies shall be filled in by appointment of departmental employees who possess AMIE or recognized Degree in Engineering qualification on the last date of receipt of application under direct recruitment.</p> <p>Note 2: The departmental employees shall compete amongst themselves in a recruitment process comprising of written test and personal interview.</p> <p>Note 3: The employee shall have 5 years of service experience in technical cadre in the company.</p> <p>N.B. : For direct recruitment procedure as prescribed in Annexure 'N' of the MSEDCL Classification & Recruitment Regulations shall be followed.</p>
	For Direct Recruitment : Bachelors Degree in Electrical Engineering / Technology	No experience.		
4. Assistant Engineer (Civil) (Rs.15285-670-18635-705-36965) Rs. 19110-840-23310-885-46320	Degree in Civil Engineering/ Technology of University or Institute in India established or incorporated by or under a Central Act or a State Act or any other qualification recognized as equivalent thereto.	No previous experience is necessary in the case of Graduate/ A.M.I.E. Engineer. In the case of recognized Diploma holder or its equivalent, minimum 3 years relevant experience in the line is essential.	25% by departmental promotion of Diploma Holders and 75% by direct recruitment of Graduate in Engineering (Civil).	<p>Note 1: Out of 75% vacancies to be filled in by direct recruitment of Graduates in Engineering, up-to 5% of the vacancies shall be filled in by appointment of departmental employees who possess AMIE or recognized Degree in Engineering qualification on the last date of receipt of application under direct recruitment.</p> <p>Note 2: The departmental employees shall compete amongst themselves in a recruitment process comprising of written test and personal interview.</p> <p>Note 3: The employee shall have 5 years of service experience in technical cadre in the company.</p>

⁹ # Added vide CS No. 58 dated 18.12.2014

	<u>For Direct Recruitment:</u> Bachelors Degree in Civil Engineering / Technology	No experience.		N.B. : For direct recruitment follow procedure as prescribed in Annexure 'N' as per C.S.No.211, dt. 27/06/1991.
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Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP – II-B					
1. Chief Foreman (19205-780-23105-845-43385) Rs. 24010-975-28885-1060-54325	National Apprenticeship Certificate in respective trade awarded by the NCTVT, New Delhi on completion of National Apprenticeship under Apprenticeship Act 1961 or National Trade Certificate in respective trade awarded by the NCTVT, New Delhi on completion of ITI trade course.	Not less than 12 years experience in the construction and / or maintenance of transmission tower lines of 66KV & above and distribution lines transformers, structures & outdoor H.T. switchgears of which not less than 5 years should have been spent in a position of responsibility. Must be familiar with various operation methods, operation and line clear procedure and instructions. Should be able to take complete charge of erection work of lines etc.	By departmental promotion or by direct recruitment.		
2. Chief Draughtsman (Rs. 13145-540-15845-565-21495-640-33655) Rs16435-675-19810-710-26910-800-42110.	National Apprenticeship Certificate in Draughtsmanship (Civil / Mechanical / Electrical) awarded by the National Council for Training in vocation Trades, New Delhi, under the Apprenticeship Act 1961 or National Trade Certificate in Draughtsmanship (Civil/Mechanical/Electrical) awarded by the National Council for Training in Vocational Trade (NCTVT) New Delhi.	Experience of not less than 10 years in drafting & estimating connected with layouts for Distribution System or building structures etc. and capable of checking design, calculations and preparing drawings from data furnished, should also be capable of preparing working drawings , estimating quantities and preparing tender documents.	85% of vacancies by departmental promotion and 15% by direct recruitment.		

3. Line Construction Foreman / Head Foreman <i>(Rs.13145-540-15845-565-21495-640-33655)</i> Rs.16435-675-19810-710-26910-800-42110	<i>National Apprenticeship Certificate in respective trade awarded by NCTVT, New Delhi on completion of National Apprenticeship under Apprenticeship Act, 1961 or National Trade Certificate in respective trade awarded by the NCTVT New Delhi on completion of ITI trade course.</i>	<i>8 years experience in the Construction and / or maintenance of transmission tower lines of 66KV & above and distribution lines, transformers structures & outdoor H.T. switchgear. Must be familiar with various operation methods, operation and line clear procedures and instructions. Should be able to take complete charge of erection work of lines etc.</i>	<i>85% of vacancies by departmental promotion and 15% by direct recruitment.</i>	
PS: Pre-requisites printed in Italics are abolished and not to be filled in by way of Direct Recruitment. This is for reference purpose only.				
1. Senior Draughtsman <i>(Rs.10555-390-12505-510-17605-540-31105)</i> Rs.13195-490-15645-640-22045-675-38920	<i>National Apprenticeship Certificate in Draughtsmanship (Civil / Mechanical/ Electrical) awarded by the National Council for Training in Vocational Trades, New Delhi, under the Apprenticeship Act, 1961 or National Trade Certificate in Draughtsmanship (Civil/Mechanical)/ (Electrical) awarded by the National Council for Training in Vocational Trades, (NCTVT) New Delhi.</i>	PAY GROUP –III. <i>3 years experience for qualified candidates holding the prescribed trade certificate and minimum of 7 years experience for non-qualified candidates in drafting and estimating connected with layouts for TD Systems or building structures etc. and capable of checking design, calculations and preparing drawings from data furnished. Should also be capable of preparing working drawings estimating quantities and preparing tender documents.</i>	<i>By Departmental promotion or by direct recruitment.</i>	

2. Junior Engineer (Distribution) (Rs. 11600-520-14200-540-19600-565-32030) Rs. 14500-650-17750-675-24500-710-40120	Diploma in Electrical Engineering	No previous experience is necessary.	i) By direct recruitment. ii) Up-to 5% of the vacancies to be filled in by direct recruitment by appointment of departmental employees who possess/ would possess Diploma in Engineering in respective discipline.	Note 1: The departmental employees shall compete amongst themselves in a recruitment process comprising of written test and personal interview. Note 2: The employee shall have 5 years of service experience in technical cadre in the company. N.B.:- For direct recruitment follow procedure as prescribed in Annexure 'N' vide in C.S.No.211 dt.27.6.91.
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3. ¹⁰Junior Engineer (Civil) (Rs. 11600-520-14200-540-19600-565-32030) Rs. 14500-650-17750-675-24500-710-40120	Diploma in Civil Engineering	No previous experience is necessary.	By direct recruitment. ii)Upto 5% of the vacancies to be filled in by direct recruitment by appointment of departmental employees and who possess Diploma in Engineering in the respective disciplines.	Note 1: The departmental employees shall compete amongst themselves in a recruitment process comprising of written test and personal interview. Note 2: The employee shall have 5 years of service experience in technical cadre in the company. N.B.:- For direct recruitment follow procedure as prescribed in Annexure 'N' vide in C.S.No.211 dt.27.6.91.
4. Sub Engineer (Automobile) (Rs. 11600-520-14200-540-19600-565-32030) Rs. 14500-650-17750-675-24500-710-40120	Diploma in Automobile Engineering or Mechanical Engineering.	No experience is necessary.	100% by direct recruitment.	

¹⁰# Added vide CS No. 58 dated 18.12.2014

5. Junior Draftsman / Head Tracer (Rs.9570-325- 11195-360-14795- 390-27275) Rs.11965-410-14015-450-18515-490-34195	National Apprenticeship Certificate in draughtsman-ship (Civil/ Mechanical/ Electrical) awarded by the National Council for training in Vocational Trades, New Delhi, under the Apprenticeship Act, 1961 or National Trade certificate in Draughtsmanship (Civil / Mechanical/Electrical) awarded by the National Council for Training in Vocational Trades (NCTVT) New Delhi.	No experience is necessary for qualified candidates holding the prescribed Trade Certificate. Minimum 5 years experience essential for non-qualified candidates in drafting and estimating connected with layouts for Distribution T.D. Systems or building structures etc. and capable of checking design, calculations and preparing drawings from data furnished. Should also be capable of preparing working drawings, estimating quantities and preparing tender documents.	By departmental promotion or by direct recruitment.	Entrance test will be taken for direct recruitment.
6. Cable Jointer (Rs.9570-325- 11195-360-14795- 390-27275) Rs.11965-410-14015-450-18515-490-34195	Certificate in Mechanical/Electrical Engineering. of the State Council of Technical Education of the Maharashtra State or its equivalent.	3 years experience in the laying of underground cables upto 11 KV and making straight through and other types of joints. Note : Experience in case of non-qualified candidates would be 5 years.	By departmental promotion or by direct recruitment.	
7. Vehicle Foreman (Vehicle Maintenance) (Rs.9570-325-11195-360-14795- 390-27275) Rs.11965-410-14015-450-18515-490-34195	The candidate should have successfully completed 3 years Apprenticeship Course in Motor Mechanic from I.T.I. approved/ conducted by the Board of Technical Education, Govt. of Maharashtra or any other State.	Minimum 5 years experience in the repairs of high speed diesel and petrol vehicles.	By departmental promotion or by direct recruitment.	

8. Line Foreman (Rs.9570-325- 11195-360-14795- 390-27275) Rs.11965-410-14015-450-18515-490-34195	National Apprenticeship Certificate in respective Trade awarded by the NCTVT, New Delhi on completion of National Apprenticeship under Apprenticeship Act. 1961 or National Trade Certificate in respective trade awarded by the NCTVT New Delhi on completion of I.T.I. Trade course.	Not less than 3 years in the profession concerned in case of qualified candidates and 7 years for others.	By departmental promotion or by direct recruitment.	
9. Technician.'A' (Workshop / Elect. / Mech. Instrument / Operator / Meter Inspector Gr. I/ Dy. Operator / Meter Tester Gr.I/ Vehicle Maintenance). (Rs.9570-325- 11195-360-14795- 390-27275) Rs.11965-410-14015-450-18515-490-34195	National Apprenticeship Certificate in respective Trade awarded by the National Council for Training in Vocational Trade (NCTVT), New Delhi, on completion of National Apprenticeship under the Apprenticeship Act. 1961 or National Trade Certificate in respective trade awarded by the NCTVT New Delhi on completion of I.T.I. Trade course.	Not less than 3 years in the profession concerned in case of qualified candidates and 7 years for others.	By departmental promotion or by direct recruitment.	
10. Technician. 'A' (Civil Sub-Overseer Grade I. (Rs.9570-325- 11195-360-14795- 390-27275) Rs.11965-410-14015-450-18515-490-34195	National Apprenticeship Certificate in respective Trade awarded by the National Council for Training in Vocational Trade (NCTVT), New Delhi on completion of National Apprenticeship under the Apprenticeship Act, 1961 or National Trade Certificate in respective trade awarded by the NCTVT New Delhi on completion of I.T.I. Trade course.	Not less than 3 years in the profession concerned in case of qualified candidates and 7 years for others.	By departmental promotion or by direct recruitment.	

<p>11. Technician 'B' (Mason/Workshop/ Electric Gas/ Electric Welder/ Fitter/ Driller/ Turner/ Instrument/Blacksmith/ Mechanic/ Asstt. Operator /Meter Inspector Gr. II /Meter Tester Gr.II/ Carpenter/ Painter / Vehicle Maintenance). (Rs.9300-295- 10775-325- 14025- 360-25545) Rs. 11625-370-13475-410- 17575-450-31975</p>	<p>National Apprenticeship Certificate in respective Trade awarded by the National Council for Training in Vocational Trade(NCTVT), New Delhi on completion of National Apprenticeship under the Apprenticeship Act. 1961 or National Trade Certificate in respective trade awarded by the NCTVT New Delhi on completion of I.T.I. Trade course.</p>	<p>2 years experience in the trade concerned in case of qualified candidates and 5 years for non-qualified candidates.</p>	<p>By departmental promotion or by direct recruitment.</p>	
<p>12. Technician 'B' (Civil) Sub Overseer Grade-II. (Rs.9300-295- 10775-325- 14025- 360-25545) Rs. 11625-370-13475-410- 17575-450-31975</p>	<p>National Apprenticeship Certificate in respective Trade awarded by the National Council for Training in Vocational Trade (NCTVT), New Delhi on completion of National Apprenticeship under Apprenticeship Act. 1961 or National Trade Certificate in respective trade awarded by the NCTVT New Delhi on completion of I.T.I. Trade course.</p>	<p>Not less than 2 years experience in the profession concerned in case of qualified candidates and 5 years for others.</p>	<p>By departmental promotion or by direct recruitment.</p>	

13. Line Inspector/ Chief Technician. (Rs.9300-295- 10775-325- 14025- 360-25545) Rs. 11625-370-13475-410- 17575-450-31975	National Apprenticeship Certificate in respective Trade awarded by the National Council for Training in Vocational Trade(NCTVT), New Delhi on completion of National Apprenticeship under the Apprenticeship Act. 1961 or National Trade Certificate in respective trade awarded by the NCTVT, New Delhi on completion of I.T.I. Trade course.	2 years experience in the trade concerned in case of qualified candidates and 5 years for non-qualified candidates.	By departmental promotion or by direct recruitment.	
14. Assistant Cable Jointer. (Rs.9300-295- 10775-325- 14025- 360-25545) Rs. 11625-370-13475-410- 17575-450-31975	National Apprenticeship Certificate in respective Trade awarded by the National Council for Training in Vocational Trade(NCTVT), New Delhi on completion of National Apprenticeship under the Apprenticeship Act. 1961 or National Trade Certificate in respective trade awarded by the NCTVT, New Delhi on completion of I.T.I. Trade course.	2 years experience in the trade concerned in case of qualified candidates and 5 years for non-qualified candidates.	By departmental promotion or by direct recruitment.	
15. Tracer. (Rs.9300-295- 10775-325- 14025- 360-25545) Rs. 11625-370-13475-410- 17575-450-31975	Tracer's Certificate awarded by the Board of Tech. Examination, Maharashtra State or equivalent OR S.S.C. plus Intermediate Grade Drawing Exam. of State Govt. or qualification declared equivalent thereto by State Government.	Nil	By direct recruitment.	Entrance test will be taken for direct recruitment.

16. Technician 'C' Fuseman-Cum- Meter Reader/ Sr. Technician / Sr. Technician – Cum- Meter Reader/Wireman- Cum-Meter Reader/ Sub Station Attendant/Carpenter/ Turner / Moulder / Plumber / Civil Mistry/ Pipe Fitter/ Electrical/ Jr. Operator/ Meter Tester Gr.III. <i>(Rs. 9020-220-</i> <i>10120-295-13070-</i> <i>325-22495)</i> Rs. 11275-275-12650- 370-16350-410-28240	National Apprenticeship Certificate in respective Trade awarded by the National Council for Training in Vocational Trade (NCTVT), New Delhi on completion of National Apprenticeship under the Apprenticeship Act. 1961 or National Trade Certificate in the respective Trade awarded by the NCTVT New Delhi, on completion of I.T.I. Trade Course.	1 year experience in the trade concerned in the case of qualified candidates and 3 years in case of non-qualified candidates.	By departmental promotion or by direct recruitment.	For promotion of Technician to the post of Sr. Technican by selection, he should have 1½ years service in the post of Technician and 2 nd Class Wireman's Certificate or 5 years total experience in the Company as regular Jr. Technician & Technician
Junior Operator <i>(Rs. 9020-220-</i> <i>10120-295-13070-</i> <i>325-22495)</i> Rs. 11275-275-12650- 370-16350-410-28240	i)Secondary School Certificate (SSC) examination ducted by Maharashtra State Board of Secondary & Higher Secondary Education (MSBSHSE) under 10+2 pattern or its equivalent. (ii)National Trade Certificate in Electrical / Wireman trade on completion of the ITI Trade Course OR Centre of Excellence (Electrical Sector) awarded by the NCTVT, New Delhi.	For post of Junior Operator: One year experience after successful completion of National Apprenticeship in Electrical/ Wireman / CoE (Electrical Sector) Trade under the Apprenticeship Act, 1961.	By Direct Recruitment Upper Age Limit: 27 years	Initially post will be filled in by engaging as a Upkendra Sahayyak on fixed remuneration on contractual basis for a period of 3 years on comparative merit of the Secondary School Certificate (SSC) Examination conducted by Maharashtra State Board of Secondary & Higher Secondary Education (MSBSHCE) under 10 + 2 pattern or its equivalent, on satisfactory completion of contractual period to be absorbed in the post of Junior Operator on regular basis at the minimum of the pay-scale. Marathi Language shall be one of the subject at Secondary School Certificate (SSC) Examination.

17. Blue Printer (Rs. 9020-220-10120-295-13070-325-22495) Rs. 11275-275-12650-370-16350-410-28240	<i>Studied upto and appeared for SSC Exam or its equivalent.</i>	<i>Should have knowledge of operating the Ferro Printing Machine and should have minimum 3 years experience in the Blue Printing.</i>	<i>By departmental promotion (by considering employees in Pay Gr.IV) or by direct recruitment.</i>	
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Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP – IV					
1. Technician 'D' i) Technician 'D' (Electrical) (Rs. 8425-185-9350-220-11550-295-18925) Rs. 10535-235-11710-275-14460-370-23710	National Apprenticeship Certificate in the Trade of Electrical/ Wireman awarded by the National Council for Training in Vocational Trade (NCTVT), New Delhi on completion of National Apprenticeship under the Apprenticeship Act. 1961 or National Trade Certificate in respective trade awarded by the NCTVT New Delhi on completion of I.T.I. Trade course.	No experience for NCTVT qualified candidates. Minimum 3 years experience in the respective working field in case of non-qualified departmental employees for promotion.	By departmental promotion or by direct recruitment.		

<p>ii) Technician Assistant Wireman/ Fuseman (Rs. 8425-185-9350-220-11550-295-18925) Rs. 10535-235-11710-275-14460-370-23710</p>	<p>National Apprenticeship Certificate in the Trade of Electrical/ Wireman awarded by the National Council for Training in Vocational Trade (NCTVT), New Delhi, on completion of National Apprenticeship under the Apprenticeship Act. 1961 or National Trade Certificate in respective trade awarded by the NCTVT New Delhi on completion of I.T.I. Trade course.</p>	<p>No experience for NCTVT qualified candidates.</p> <p>Minimum 3 years experience in the respective working field in case of non-qualified departmental employees for promotion.</p>	<p>By departmental promotion or by direct recruitment.</p>	
<p>iii) Workshop/ Mechanic/ Filter Attendant/ Jr.Technician-Cum-Fuseman. (Rs. 8425-185-9350-220-11550-295-18925) Rs. 10535-235-11710-275-14460-370-23710</p>	<p>National Apprenticeship Certificate in respective Trade awarded by the National Council for Training in Vocational Trade (NCTVT), New Delhi on completion of National Apprenticeship under the Apprenticeship Act. 1961 or National Trade Certificate in Electrical / Wireman Trade awarded by the NCTVT New Delhi on completion of I.T.I. Trade course.</p>	<p>No experience for NCTVT qualified candidates.</p> <p>Minimum 3 years experience in the respective working field in case of non-qualified departmental employees for promotion.</p>	<p>By departmental promotion or by direct recruitment.</p>	
<p>iv) Technician - D (Sub Station) (Rs. 8425-185-9350-220-11550-295-18925) Rs. 10535-235-11710-275-14460-370-23710</p>	<p>National Apprenticeship Certificate in the Trade of Electrical/ Wireman awarded by the National Council for Training in Vocational Trade (NCTVT), New Delhi on completion of National Apprenticeship under the Apprenticeship Act. 1961 or National Trade Certificate in Electrical/ Wireman trade awarded by the NCTVT New Delhi on completion of I.T.I. Trade course.</p>	<p>No experience for NCTVT qualified candidates.</p> <p>Minimum 3 years experience in the respective working field in case of non-qualified departmental employees for promotion.</p>	<p>By departmental promotion or by direct recruitment.</p>	
<p>v) Technician 'D' (Vehicle Maintenance) (Rs. 8425-185-9350-220-11550-295-18925) Rs. 10535-235-11710-275-14460-370-23710</p>	<p>National Apprenticeship Certificate in respective Trade awarded by the National Council for Training in Vocational Trade (NCTVT), New Delhi on completion of National Apprenticeship under Apprenticeship Act. 1961 or National Trade Certificate in the respective trade awarded by the NCTVT New Delhi on completion of I.T.I.</p>	<p>One year experience in the Trade concerned in the case of qualified candidates and 3 years experience in</p>	<p>By departmental promotion or by direct recruitment.</p>	

vi) Junior Technician (Vehicle Maintenance) (Rs.8040-155-8815-185-10665-220- 15725) Rs. 10050-195-11025-235-13375-275-19700	<i>National Apprenticeship Certificate in respective Trade awarded by the National Council for Training in Vocational Trade (NCTVT), New Delhi on completion of National Apprenticeship under Apprenticeship Act. 1961 or National Trade Certificate in the respective trade awarded by the NCTVT New Delhi on completion of I.T.I. Trade course.</i>	<i>Nil</i>	<i>By direct recruitment.</i>	
2. Junior Technician (Rs.8040-155-8815-185-10665-220- 15725) Rs. 10050-195-11025-235-13375-275-19700	(i)Secondary School Certificate (SSC) Examination ducted by Maharashtra State Board of Secondary & Higher Secondary Education (MSBSHSE) under 10+2 pattern or its equivalent. (ii)National Trade Certificate in Electrical / Wireman trade on completion of the ITI Trade Course OR Centre of Excellence (Electrical Sector) awarded by the NCTVT, New Delhi.		By direct recruitment. Upper Age Limit: 27 years	Initially post will be filled in by engaging as a Vidyut Sahayyak on fixed remuneration basis for a period of 3 years on comparative merit of the Secondary School Certificate (SSC) Examination conducted by Maharashtra State Board of Secondary & Higher Secondary Education (MSBSHCE) under 10 + 2 pattern or its equivalent, on satisfactory completion of contractual period to be absorbed in the post of Junior Technician on regular basis at the minimum of the pay-scale Note: Marathi Language shall be one of the subject at Secondary School Certificate (SSC) Examination

SCHEDULE -A -2

(Regulations 5 and 8 of the recruitment regulations)

- Note 1 :** Posts to be filled in only by direct recruitment and those to be filled in by direct recruitment on percentage basis, shall invariably be advertised when departmental candidates also may apply through proper channel.
- Note 2 :** Posts not covered by (1) above shall be advertised if suitable departmental candidates are not available.
- Note 3 :** When advertising a post to be filled in by direct recruitment, the condition of passing the prescribed Departmental Examination within prescribed period on pain of stoppage of increment till passing of examination should be invariably notified.
- Note 4 :** Where a post is to be filled in by departmental promotion, such promotion shall be from the lower category in the cadre.
- Note 5 :** All posts in Pay Group I (as indicated in Schedule A-7(1)) shall be treated as "Selection Posts". A selection post should be filled in by selection of the most suitable person on assessment of comparative merits of those in the lower cadre, possessing the requisite qualifications and experience.
- Note 6 :** Direct recruitment to all non-technical posts in Pay Group III and IV shall be made from amongst the candidates sponsored by the local Employment Exchange in addition to this the Appointing Authority shall call for the names for publication in the News Papers having wider circulation and also display on their office notice board or announcement on Radio / Television / Employment News Bulletin and then consider the cases of all the candidates who have applied (महाराष्ट्र शासन परिपत्रक क्र.संकीर्ण -१००३/प्र.क्र.९६/२००३/१३-अ, दिनांक १९ नोव्हेंबर २००३)
- Note 7: Note 11: The Upper age limit for departmental candidate will be 57 years

NON-TECHNICAL POSTS

Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP – I					
1.	Executive Director (Human Resource) (Rs. 39110-1720-75230) Rs. 48890-2150-94040	For direct recruitment:- Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA)/Management Studies (MMS)/Personnel Management (MPM) with Specialization in Human Resources Management / Development / Personnel Management or Master of Social Work (MSW)/Master in Labour Studies (MLS).equivalent Management qualification in H.R./Personnel Management from a University recognized by UGC or Institute approved by AICTE.	For direct recruitment:- Should have minimum 15 years experience in Human Resources Development / Personnel Management out of which 5 years should be at the senior management level i.e. Dy.General Manager (HR), equivalent and above level, out of which 1 year in the post of General Manager(H.R.) and above. In case of deputationist, he/she shall be member of Class I service of the Govt. of India/Govt. of Maharashtra with 15 years experience in H.R./Admn. In case of army personnel, he should be serving or retired Colonel equivalent and above.	By Direct Recruitment on Contract basis for a period of three years or by obtaining deputationist.	Upper age limit – 55 years.

2. Chief General Manager (Human Resource) (Rs.36720-1560-71040) Rs. 45900-1950-88800	<p><u>For department promotion:- Degree</u> in Arts, Science, Commerce, Engineering or Management from a University recognized by the UGC or Institute approved by AICTE.</p> <p><u>For direct recruitment / deputation:-</u> Degree of a recognized University with Two years full time or three years part time Post Graduate Degree in Business Administration (MBA) / Management Studies (MMS)/Personnel Management (MPM) with Specialization in Human Resources Management/Development/Personnel Management or Master of Social Work (MSW)/Master in Labour Studies (MLS)/equivalent Management qualification in H.R./Personnel Management from a University recognized by UGC or Institute approved by AICTE.</p>	<p>For departmental promotion:- Two years experience in the feeder category.</p> <p>For direct recruitment / deputation:- At least 15 years experience in Human Resources Development / Personnel Management out of which 5 years should be in a position of responsibility i.e. Dy.GM(HR) equivalent and above.</p>	<p>By Department Promotion or by Direct Recruitment or by obtaining deputationist.</p>	<p>Upper age limit – 45 years</p> <p>Note:- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.</p>
3. Chief General Manager (Finance/ Accounts) (Rs.36720-1560-71040) Rs.45900-1950-88800	<p><u>Essential</u> :- Degree of a recognized University preferably in Commerce, Economics or Mathematics.</p> <p><u>Desirable</u> :- Membership of the Institute of Chartered Accountants or Associate Membership of Institute of Costs and Works Accountants of India would be preferred.</p> <p><u>For direct recruitment:</u> CA / ICWA Final passed.</p>	<p><u>For departmental promotion:-</u> Total 15 years of experience in Finance / Accounts / Audit OR 2 years experience in feeder category.</p> <p><u>For direct recruitment:-</u> 12 years relevant experience in Finance / Accounts / Audit out of which 5 years should be in a post of responsibility i.e. Asst. General Manager (F&A) equivalent and above.</p>	<p>2/3rd by way of departmental promotion and 1/3rd by way of direct recruitment.</p>	<p><u>For Direct Recruitment :</u> Upper age limit 45 years.</p> <p>Note:- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.</p>

5. Company Secretary (Rs.36720-1560-71040) Rs.45900-1950-88800	Essential :- The Candidate should have Graduate Degree with Associate Membership of Institute of Company Secretaries of India (ACS) with Computer Literacy. Preferrable : Degree in Law.	Minimum 5 years experience as Company Secretary in a listed Company having minimum turnover of Rs. 100 Crore per annum and above.	By direct recruitment or on contract basis.	
6. General Manager (Finance & Accounts) (Rs. 32630-1430-66950) Rs. 40790-1790-83750	Essential :- Degree of a recognised University preferably in Commerce, Economics or Mathematics. Desirable :- Membership of the Institute of Chartered Accountants or Associate Membership of Institute of Costs & Works Accountants of India would be preferred. For Direct Recruitment : CA / ICWA Final passed	For departmental promotion:- Total 13 years of experience in Finance/Accounts/Audit OR 2 years experience in feeder category. For direct recruitment:- 10 years relevant experience in Finance / Accounts / Audit out of which 3 years should be in a post of responsibility i.e. Senior Manager (F&A) equivalent and above.	2/3 rd by way of departmental promotion and 1/3 rd by way of direct recruitment.	For Direct Recruitment : Upper age limit 45 years. Note:- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.

<p>7. General Manager (Human Resource) (Rs. 32630-1430-66950) Rs.40790-1790-83750</p>	<p>Degree in Arts, Science, Law, Commerce, Engineering or Management from a University recognized by the UGC or Institute approved by AICTE.</p> <p>For Direct Recruitment: For direct recruitment:- 1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA)/ Management Studies (MMS)/Personnel Management (MPM) with Specialization in Human Resources Management / Development / Personnel Management or Master of Social Work (MSW)/Master in Labour Studies (MLS)/ equivalent Management qualification in H.R./Personnel Management from a University recognized by UGC or Institute approved by AICTE. 2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p>For department promotion:- Two years experience in the feeder category.</p> <p>For direct recruitment:- At least 12 years experience in Human Resources Development / Personnel Management out of which 5 years should be in a position of responsibility i.e. Assistant General Manager (HR) equivalent and above.</p>	<p>2/3rd by way of departmental promotion & 1/3rd by way of direct recruitment.</p>	<p>For Direct Recruitment : Upper age limit 45 years. Note:- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities</p>
<p>8. Chief Industrial Relations Officer. (Rs.32630-1430-66950) Rs. 40790-1790-83750</p>	<p>1) A Degree or Diploma recognized by the Government of Maharashtra with Industrial Relations as one of the subjects.</p> <p>2) A person having Degree in Law would be preferred.</p> <p>3) Should have adequate knowledge of Marathi & Hindi.</p>	<p>Should have not less than 15 years experience of investigation of labour problems and settlement of labour disputes, including knowledge of labour laws & industrial conditions of which 10 years should be in a responsible position.</p>	<p>By departmental promotion or by direct recruitment or by obtaining on deputation.</p>	

<p>9. Dy. General Manager (Human Resource) (Rs. 28700-1235-34875-1365-63540) Rs. 35875-1545-43600-1710-79510</p>	<p>For departmental promotion:- Degree in Arts, Science, Commerce, Engg. or Management from a University recognized by the UGC or Institute approved by AICTE. For direct recruitment:- 1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA)/ Management Studies (MMS)/Personnel Management (MPM) with Specialization in Human Resources Management / Development / Personnel Management or Master of Social Work (MSW)/Master in Labour Studies (MLS)/ equivalent Management qualification in H.R./Personnel Management from a University recognized by UGC or Institute approved by AICTE. 2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p>For departmental promotion:-Two years experience in the feeder category. For direct recruitment:- At least 10 years experience in Human Resources Development / Personnel Management out of which 5 years should be in a position of responsibility i.e. Senior Manager (HR) equivalent and above.</p>	<p>2/3rd by way of Departmental Promotion and 1/3rd by way of Direct Recruitment.</p>	<p>Upper age limit – 45 years. Note:- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.</p>
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10. Joint Chief Industrial Relations Officer. (Rs. 28700-1235-34875-1365-63540) Rs. 35875-1545-43600-1710-79510	1) Should have a Degree or Diploma with Industrial Relation as one of the subjects, recognized by the Govt. of Maharashtra under Rule 3 of the Maharashtra Welfare Officers (duties, qualifications & conditions of service) Rules, 1966 vide Govt. Notification No.WOR/1567/111449, Lab.III, dt. 14.4.74. 2) Holder of Law Degree will be preferred. 3) Must have adequate knowledge of Marathi & Hindi.	12 years experience of Industrial Relations in a large Industrial Undertaking, out of which, at least 6 years should be of work in a responsible position.	85% of vacancies by departmental promotion and 15% by direct recruitment.	
11. Chief Legal Adviser (Rs.36720-1560-71040) Rs.45900-1950-88800	Degree in Law of recognized University.	Minimum 7 years experience in a position of District Judge	By direct recruitment on contract basis.	Till age of attaining 68 years

12. Law Officer / Legal Adviser (Rs. 28700-1235-34875-1365-63540) Rs.35875-1545-43600-1710-79510	Degree in Law of recognized University.	Minimum 3 years experience in a position of District Judge	By Direct Recruitment / Departmental promotion (amongst Dy. Law Officer) in the ratio of 75:25 respectively OR on contract basis from the cadre of District Judge OR Retired District Judge	Till age of attaining 68 years
13. Asst. General Manager (Finance & Accounts) (Rs. 26860-1105-32385-1235-59555) Rs. 33575-1385-40500-1545-74490	Essential :- Degree of a recognised University preferably in Commerce, Economics or Mathematics Desirable :- Membership of the Institute of Chartered Accountants OR Associate Membership of Institute of Costs & Works Accountants of India would be preferred. For direct recruitment:- CA / ICWA Final passed.	For departmental promotion:- Total 10 years of experience in Finance/Accounts/Audit OR 2 years experience in feeder category. For direct recruitment:- 8 years relevant experience in Finance / Accounts / Audit out of which 2 years should be in a post of responsibility i.e. Manager (F&A) equivalent and above.	2/3 rd by way of Departmental Promotion and 1/3 rd by way of Direct Recruitment.	Upper age limit – 45 years. Note:- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.

<p>14. Asst. General Manager (Human Resource) (Rs. 26860-1105-32385-1235-59555) Rs.33575-1385-40500-1545-74490</p>	<p>Degree in Arts, Science, Commerce or Engineering or Management.</p> <p>For Direct Recruitment: 1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA)/Management Studies (MMS)/Personnel Management (MPM) with Specialization in Human Resources Management / Development / Personnel Management or Master of Social Work (MSW)/Master in Labour Studies (MLS)/ equivalent Management qualification from a University recognized by UGC or Institute approved by AICTE. 2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p>For departmental promotion:-Two years experience in the feeder category. For direct recruitment:- At least 9 years experience in Human Resources Development / Personnel Management out of which 2 years should be in a position of responsibility i.e. Manager (HR) equivalent and above.</p>	<p>2/3rd by way of Departmental Promotion and 1/3rd by way of Direct Recruitment.</p>	<p>Upper age limit – 45 years.</p> <p>Note:- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.</p>
<p>15. Senior Manager (Finance & Accounts) (Rs. 25380-975-30255-1105-54565) Rs. 31725-1220-37825-1385-68295</p>	<p>For Departmental Promotion : Degree of a recognized University preferably in Commerce, Economics or Mathematics. Should have passed Higher Accounts Examination OR Exempted from passing Higher Accounts Examination.</p> <p>For direct recruitment:- CA / ICWA Final passed.</p>	<p>For departmental promotion:- Total 7 years of experience in Finance/Accounts/Audit OR 2 years experience in feeder category. For direct recruitment:- 5 years relevant experience in Finance / Accounts / Audit out of which 2 years should be in a post of responsibility i.e. Deputy Manager (F&A) equivalent and above.</p>	<p>2/3rd by way of Departmental Promotion and 1/3rd by way of Direct Recruitment.</p>	<p>Upper age limit – 40 years.</p> <p>Note:- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.</p>

16. Deputy Chief Industrial Relations Officer. (Rs. 25380-975-30255-1105-54565) Rs. 31725-1220-37825-1385-68295	i) Should have a Degree or Diploma with Industrial Relations as one of the subjects recognized by the Govt. of Maharashtra under rule 3 of the Maharashtra Welfare Officers (duties, qualifications & conditions of service) Rule, 1966 vide Govt. notification No.WOR/1567/111449 Lab-III dtd. 14.4.1974. ii) Holder of Law Degree will be preferred. iii) Must have adequate knowledge of Marathi and Hindi.	Not less than 9 years of Industrial Relations in a large Industrial Undertaking, out of which at least 5 years must be in a responsible post. Must be fully conversant with various labour laws in the State of Maharashtra. Must be able to handle industrial disputes & cases before Labour Court & other authorities if & when required.	75% by direct recruitment and 25% by departmental promotion	
17. Deputy Law Officer. (Rs. 25380-975-30255-1105-54565) Rs. 31725-1220-37825-1385-68295	Degree in Law of a recognized University.	Minimum 2 years experience as Assistant Law Officer	By departmental promotion.	

<p>18. Senior Manager (Human Resource)</p> <p>(Rs. 21170-845- 25395-900-47895) Rs.26465-1060-31765- 1125-59890</p>	<p>For departmental promotion:- Degree in Arts, Science, Commerce, Engg. or Management from a University recognized by the UGC or Institute approved by AICTE. And Should have passed Higher GAD Examination or Exempted from passing of Higher GAD Exam.</p> <p>For direct recruitment:- 1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA) /Management Studies (MMS)/Personnel Management (MPM) with Specialization in Human Resources Management / Development / Personnel Management or Master of Social Work (MSW)/Master in Labour Studies (MLS)/ equivalent Management qualification in HR/Personnel Management from a University recognized by UGC or Institute approved by AICTE.</p> <p>2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p>For departmental promotion:-Two years experience in the feeder category.</p> <p>For direct recruitment:- At least 5 years experience in Human Resources Development / Personnel Management out of which 2 years should be in a position of responsibility i.e. Deputy Manager (HR) equivalent and above.</p>	<p>2/3rd by way of Departmental Promotion and 1/3rd by way of Direct Recruitment.</p>	<p>Upper age limit – 40 years.</p> <p>Note:- Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn (other than perks) and job responsibilities.</p>
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20. Manager (Finance & Accounts) (Rs. 19810-780-23710-845-43990) Rs. 24765-975-29640-1060-55080	For Departmental Promotion : Degree of a recognized University preferably in Commerce, Economics or Mathematics. Should have passed Higher Accounts Examination OR Exempted from passing Higher Accounts Examination. For direct recruitment:- CA / ICWA Final passed.	For departmental promotion:- Total 7 years of experience in Finance/Accounts/Audit OR 2 years experience in feeder category. For direct recruitment:- 1year relevant experience in Finance / Accounts / Audit. Note:- Candidates possessing CA/ICWA qualification shall be recruited as Trainee Officers on consolidate salary equivalent to the post of Deputy Manager (F&A) for a period of one year and after completion of one year, they may be absorbed as Asstt. Manager (F&A).	75% by direct recruitment and 25% by departmental promotion	
21. Sports Officer (Rs. 19810-780-23710-845-43990) Rs. 24765-975-29640-1060-55080	<i>Master Degree in Physical Education of the recognized University.</i>	<i>5 years experience as Asstt. Sports Officer, Sports Officer.</i>	<i>By departmental promotion or by direct recruitment of not less than 15%.</i>	<i>Experience & qualification to be relaxed in case of deserving candidates.</i>

<p>22. Manager (Human Resource) (Rs.19810-780- 23710-845-43990) Rs. 24765-975-29640- 1060-55080</p>	<p>For departmental promotion:- Degree in Arts, Science, Commerce, Engg. or Management from a University recognized by the UGC or Institute approved by AICTE. And Should have passed Higher GAD Examination or Exempted from passing of Higher GAD Exam.</p> <p>For direct recruitment:- 1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA) /Management Studies (MMS)/Personnel Management (MPM) with Specialization in Human Resources Management / Development / Personnel Management or Master of Social Work (MSW)/Master in Labour Studies (MLS)/ equivalent Management qualification in HR/Personnel Management from a University recognized by UGC or Institute approved by AICTE.</p> <p>2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p>For departmental promotion:- Two years experience in the feeder category.</p> <p>For direct recruitment:- At least 3 years experience in Human Resources Development / Personnel Management.</p>	<p>75% by way of Departmental Promotion and 25% by way of Direct Recruitment</p>	<p>Age not more than 40 years.</p>
<p>23. Stenographer Special Grade (Rs.19810-780- 23710-845-43990) Rs. 24765-975-29640- 1060-55080</p>	<p><i>S.S.C. or its equivalent . Graduate preferred. Speed – 120 w.p.m. in Shorthand 40 w.p.m. in Typing.</i></p>	<p><i>(1)Atleast 5 years experience in Govt. / Semi Govt. Business Organisation as a Stenographer / Steno Typist. (2) Should have knowledge & experience of 1 year of Telex Machine Operator.</i></p>	<p><i>By direct recruitment / Ex-cadre transfer of departmental employee.</i></p>	

NON-TECHNICAL POSTS

Sr. Designation & No. Pay Scale		Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
		PAY GROUP - II			
1. Labour Officer. (Rs.17090-670-20440-705-37360) Rs. 21365-840-25565-885-46805		i) A Degree or Diploma in Social Science recognized by Govt. of Maharashtra under Rule 3 of the Maharashtra Welfare Officer (duties, qualification & conditions of Service) Rules, 1966 Vide Govt. Notification No.WOR/1567/111449/Lab-III Dtd. 14.4.1974. Degree holders of recognized University will be preferred. ii) Adequate knowledge of Marathi & Hindi. iii) Law graduates Preferred.	Not less than 3 years of Industrial Relations work in a large Industrial Undertaking. Must be fully conversant with various Labour Laws in the State of Maharashtra. Experience of handling Industrial Disputes and cases before Labour Tribunals, Courts, Conciliations etc.	By direct recruitment.	
2. Deputy Manager (Finance & Accounts) (Rs. 14225-670-17575-705-35905) Rs.17785-840-21985-885-44995		<u>For departmental promotion:-</u> Degree of Recognized University preferably in Commerce, Economics or Mathematics. Should have passed Higher Accounts Examination OR Exempted from passing Higher Accounts Examination. <u>For direct recruitment:-</u> Inter CA / ICWA OR MBA (Finance)/M.Com..	<u>For departmental promotion:-</u> Total 7 years of experience in Finance/Accounts/Audit OR 2 years experience in feeder category. <u>For direct recruitment:-</u> For Inter CA / ICWA - 1year relevant experience in Finance / Accounts / Audit. For MBA (Finance) / M.Com. – 3 years relevant experience in Finance / Accounts / Audit.	75% by way of Departmental Promotion and 25% by way of Direct Recruitment.	

Sr. Designation & No. Pay Scale		Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
3.	Deputy Manager (Human Resource) (Rs. 14225-670-17575-705-35905) Rs.17785-840-21985-885-44995	<p><u>For departmental promotion:-</u> Degree in Arts, Science, Commerce, Engg. or Management from a University recognized by the UGC or Institute approved by AICTE. And Should have passed Higher GAD Examination or Exempted from passing of Higher GAD Exam.</p> <p><u>Note:-</u> Academic qualification shall be relaxed only in the case of candidates who have passed Higher GAD Exam and not in the case of exemptee.</p> <p><u>For direct recruitment:-</u> 1) Degree of a recognized University with Two years full time or three years part time Post Graduate degree in Business Administration (MBA) /Management Studies (MMS)/Personnel Management (MPM) with Specialization in Human Resources Management / Development / Personnel Management or equivalent Management qualification from a University recognized by UGC or Institute approved by AICTE. 2) Minimum Computer Literacy: Must be proficient in M.S. Office.</p>	<p><u>For departmental promotion:-</u> Two years experience in the feeder category.</p> <p><u>For direct recruitment:-</u> No experience is necessary.</p> <p style="text-align: center;">-</p>	75% by way of Departmental Promotion and 25% by way of Direct Recruitment.	
4.	Steno Grapher			85% of vacancies by departmental	

(Selection Grade) (Rs.14225-670-17575-705-35905) Rs.17785-840-21985-885-44995	-		promotion and 15% by direct recruitment.	
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Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
5.	Telephone Superintendent (Rs. 14225-670-17575-705-35905) Rs.17785-840-21985-885-44995	S.S.C. or its equivalent.	10 years experience as "Telephone Operator," out of which 3 years experience of handling 6 outside lines with minimum 40 extensions or more.	By departmental promotion.	
6.	Dy. Labour Officer (Sports) (Rs. 14225-670-17575-705-35905) Rs.17785-840-21985-885-44995	Bachelor of Physical Education. Master's Degree preferred from recognized University.	2 years in the equivalent capacity.	By direct recruitment.	Experience & qualification to be relaxed in deserving cases.

7. Translator-cum-Proof Reader (Rs. 14225-670-17575-705-35905) Rs.17785-840-21985-885-44995	i) Degree in II Class from recognized University with Marathi as principal subject. ii) Adequate knowledge of English & Marathi.	i) 5 years experience in translation work from English into Marathi and vice-versa. ii) 3 years experience for Post graduates.	By direct recruitment.	
8. Jr. Law Officer (Rs. 14225-670-17575-705-35905) Rs.17785-840-21985-885-44995	Degree in Law.	Minimum 2 years experience as Practicing Advocate in Court of Law.	By direct recruitment.	

NON-TECHNICAL POSTS

Sr. Designation & No. Pay Scale		Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
1. Assistant Accountant (Rs.10555-390-12505-510-17605-540-31105) Rs.13195-490-15645-640-22045-675-38920		<u>For departmental promotion:-</u> Passed 12 th standard (10+2+3 pattern) Examination of Maharashtra State Board of Secondary and Higher Secondary Education or equivalent Degree of recognized University in Commerce preferred and Should have passed Lower Accounts Examination OR Exempted from passing Lower Accounts Examination.	<u>For departmental promotion:-</u> Total 5 years of experience OR 2 years experience in feeder category.	100% y by departmental promotion.	
2. Estt. Assistant/ Head Clerk/ Sr. Clerk. (Rs.10555-390-12505-510-17605-540-31105) Rs.13195-490-15645-640-22045-675-38920		<u>For departmental promotion:-</u> Degree in Arts, Science, Commerce or Management / Administration from a University recognized by the UGC or equivalent qualification. And Should have passed Lower GAD Examination or Exempted from passing of Lower GAD Exam. <u>Note:-</u> Academic qualification shall be relaxed only in the case of candidates who have passed Lower GAD Exam and not in the case of exemptee. <u>For direct recruitment:-</u> Degree in Arts, Science, Commerce or Management / Administration from a University	<u>For departmental promotion:-</u> Two years experience in the feeder category. <u>For direct recruitment:-</u> 3 years experience in HR/Personnel Area.	Departmental Promotion – 100% failing which by Direct Recruitment (only in case of non-availability of employees in feeder category)	

	recognized by the UGC or equivalent qualification. And Should have passed MSCIT Exam			
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Sr. Designation & No. Pay Scale		Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
	3. Head Typist <i>(Rs.10555-390-12505-510-17605-540-31105)</i> Rs.13195-490-15645-640-22045-675-38920	<i>S.S.C. or its equivalent with a minimum speed of 50 words per minute in typing.</i>	<i>5 years experience in typing with ability to exercise control over the staff.</i>	<i>By departmental promotion.</i>	
	4. Librarian. <i>(Rs.10555-390-12505-510-17605-540-31105)</i> Rs.13195-490-15645-640-22045-675-38920	A Graduate of a recognized University (preferably an Hons. Graduate) Plus a diploma in Librarianship of a recognized University.	Two years experience as a Librarian.	By direct recruitment.	
	5. Stenographer (English) <i>(Rs.10555-390-12505-510-17605-540-31105)</i> Rs.13195-490-15645-640-22045-675-38920	<i>S.S.C. or its equivalent, Graduate preferred. A minimum speed of 100 w.p.m. in shorthand and 50 w.p.m. in Typing.</i>	<i>Minimum 5 years experience.</i>	<i>By departmental promotion or by direct recruitment.</i>	
	6. Stenographer (Marathi). <i>(Rs. 10555-390-12505-510-17605-</i>	<i>S.S.C. or its equivalent, (Graduate preferred.) with speed of 100 w.p.m. in Marathi shorthand and 30 w.p.m. in Marathi Typing either on Remington or Halda Machine.</i>	<i>Minimum 5 years experience</i>	<i>By departmental promotion or by direct recruitment.</i>	

540-31105) Rs.13195-490-15645- 640-22045-675-38920 7. Steno-Typist (English) (Rs. 9570-325- 11195-360-14795- 390-27275) Rs.11965-410-14015- 450-18515-490-34195	<i>S.S.C. or its equivalent, Graduate preferred. A minimum speed of 80 w.p.m. in Shorthand and 40 w.p.m. in Typing.</i>	<i>No experience is necessary for those possessing Govt. Commercial Certificates. Minimum 2 years experience for other possessing certificates from other recognized Institutions.</i>	<i>By direct recruitment.</i>	
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Sr. Designation & No. Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1. 2.	3.	4.	5.	6.
8. Steno-Typist (Marathi) (Rs. 9570-325-11195-360-14795-390-27275) Rs.11965-410-14015-450-18515-490-34195	i) XIIth Standard or equivalent (Graduate preferred). ii) With a minimum of 60 w.p.m. in Marathi Shorthand and 30 w.p.m. in Marathi Typing. iii) He should be P.C. friendly & able to handle the Marathi Software on P.C.	i) No experience is necessary for possessing Govt. Commercial Certificates. ii) Minimum 2 years experience for other possessing certificates from other recognized Institutions.	By direct recruitment.	
9. Upper Division Clerk (Accounts) (Rs. 9570-325-11195-360-14795-390-27275) Rs.11965-410-14015-450-18515-490-34195	For departmental promotion:- Passed 12 th standard (10+2+3 pattern) Examination of Maharashtra State Board of Secondary and Higher Secondary Education or equivalent Degree of recognized University in Commerce preferred and Should have passed Lower Accounts Examination OR Exempted from passing Lower Accounts Examination. For Internal Notification:- 1) B.Com. 2) Should have passed Lower Accounts Examination and MS-CIT Exam.	For departmental promotion:- Total 3 years of experience OR 2 years experience in feeder category. For Internal Notification:- One year experience in the Company.	85% by promotion. 15% by direct recruitment from amongst candidates possessing educational qualification of Degree in Commerce.	If however, sufficient number of departmental employees are not available for promotion, the posts should be filled in by direct recruitment from the candidates possessing Degree in Commerce of recognized University only.
10. Upper Division Clerk (HR) (Rs. 9570-325-11195-360-14795-390-27275) Rs.11965-410-14015-450-18515-490-34195	For departmental promotion:- Degree in Arts, Science, Commerce or Management / Administration from a University recognized by the UGC or equivalent qualification. And Should have passed Lower GAD Examination or Exempted from passing of Lower GAD Exam. Note:- Academic qualification shall be	For departmental promotion:- Two years experience in the feeder category. For Internal Notification:- Two years experience in Establishment and HR matters. Note:- 1) The employees possessing requisite qualifications and	85% by promotion & 15% by direct recruitment, from amongst the candidates possessing educational qualification of Degree.	

	<p>relaxed only in the case of candidates who have passed Lower GAD Exam and not in the case of exemptee.</p> <p><u>For Internal Notification:-</u> Degree in Arts, Science, Commerce or Management / Administration from a University recognized by the UGC or equivalent qualification. And Should have passed Lower GAD Examination and MSCIT Exam.</p>	<p>experience working anywhere in the Company shall be eligible to apply under Internal Notification.</p> <p>2) The selection against Internal Notification shall be on the basis of Written Test and/or Personal Interview.</p>		
Sr. Designation & No. Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1. 2.	3.	4.	5.	6.

11. Telephone Operator. (Rs.9570-325-11195-360-14795-390-27275) Rs.11965-410-14015-450-18515-490-34195	S.S.C. or its equivalent.	Minimum 2 years experience as Telephone Operator on a Switch-Board having at least 4 outside lines and/ or 30 extensions or more.	By departmental promotion or by direct recruitment.	--
12. Senior Typist (Rs.9570-325-11195-360-14795-390-27275) Rs.11965-410-14015-450-18515-490-34195	S.S.C. or its equivalent with a minimum speed of 50 w.p.m. in Typing.	5 years experience in Typing.	By departmental promotion.	
13. Vehicle Driver (Rs.9300-295-10775-325-14025-360-25545) Rs. 11625-370-13475-410-17575-450-31975	a) Should have passed IVth Standard. Should possess light and heavy duty vehicle driving licence without any adverse remarks of serious nature. Should be conversant with elementary principles of vehicle maintenance. b) Age limits :- i) Lower :- 18 years ii) Upper :- 40 years Height:- Not less than 158 Cms. & more than 175 Cms.	Minimum 4 years of heavy duty, relaxable upto 3 years in deserving cases.	i) By departmental promotion from amongst the existing qualified Cleaners possessing light & heavy duty driving license and completed total 5 years or more service as Vehicle Cleaner provided they pass departmental Driving Test. By direct recruitment.	The Trade Test /Driving Test should be taken before placing the cases before the Competent Selection Committee as stipulated in Clause 'e' of the Administrative Circular No.437 dated 14.10.2004.
14. Typist (English) (Rs. 9020-220-10120-295-13070-325-22495) Rs. 11275-275-12650-370-16350-410-28240	S.S.C. or its equivalent with a minimum speed of 40 w.p.m. in Typing.			

15. Typist (Marathi) (Rs. 9020-220- 10120-295-13070- 325-22495) Rs. 11275-275-12650- 370-16350-410-28240	<i>Should have passed S.S.C. Examination or its equivalent recognized by the Govt. of Maharashtra. Ability to type Marathi neatly and accurately and at the speed of 30 w.p.m.</i>		<i>By direct recruitment.</i>	
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Sr. Designation & No. Pay Scale		Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.

16. Teleprinter Operator / Telex Operator. (Rs. 9020-220-10120-295-13070-325-22495) Rs. 11275-275-12650-370-16350-410-28240	1) S.S.C. Exam. Passed 2) Passed the English Typing Exam. with 40 w.p.m. 3) Knowledge of good English essential.		By direct recruitment.	
17. Lower Division Clerk (HR) (Rs. 9020-220-10120-295-13070-325-22495) Rs. 11275-275-12650-370-16350-410-28240	<u>For departmental promotion:-</u> Degree in Arts, Science, Commerce or Management / Administration from a University recognized by the UGC or equivalent qualification. <u>For direct recruitment & Internal Notification:-</u> Degree in Arts, Science, Commerce or Management / Administration from a University recognized by the UGC or equivalent qualification. And Should have passed MSCIT Exam or equivalent or higher qualification in Computer Proficiency recognized by AICTE.	Nil. - - -	<u>For departmental promotion:-</u> Two years experience in the feeder category. <u>For direct recruitment & Internal Notification:-</u> No experience is necessary. <u>Note:-</u> (1) The employee possessing requisite qualifications working anywhere in the Company shall be eligible for making application under Internal Notification. (2) The selection against Internal Notification and direct recruitment shall be on the basis of Entrance / Written Test comprising of quantitative, aptitude, reasoning and general knowledge test/company profile etc. and/or Personal Interview (3) In case departmental employees are not available for Internal Notification and/or departmental promotion during the recruitment year, the posts shall be filled in by way of direct recruitment.	i) 75% by way of Direct Recruitment: 15% by way of Internal Notification from amongst Pay Group IV Technical and Non-Technical employees having minimum 1 year regular service & 10% by way of Departmental Promotion from amongst Pay Group IV Non-Technical categories i.e. Peon /Daftary/ Record Sorter/ Jr.Office Assistant.

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Sr. Designation & No. Pay Scale		Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
18. Lower Division Clerk (Accounts) (Rs. 9020-220-10120-295-13070-325-22495) Rs. 11275-275-12650-370-16350-410-28240		For Direct Recruitment 1. B.Com 2. MSCIT		No Experience Necessary	100% by way of Direct Recruitment
18. Record Sorter (Higher Grade) (Rs. 9020-220-10120-295-13070-325-22495) Rs. 11275-275-12650-370-16350-410-28240		<i>Studied upto and appeared for S.S.C. examination.</i>	<i>Experience of having handled records & files.</i>	<i>By departmental promotion or by direct recruitment.</i>	-
19. Chief Watchman (Rs. 9020-220-10120-295-13070-325-22495) Rs. 11275-275-12650-370-16350-410-28240		<i>Must have passed IV th Standard examination . Must be proficient in speaking, writing & reading Marathi/Deonagari and also preferrably working knowledge of English. Should be active, intelligent and of good physique. Height not less than 5'-5", chest not less than 31" with minimum expansion of 2" & weight not below 110 Lbs. In case of Tribal & Gurkha candidates, height may be 5'-4"</i>	<i>With 5 years experience of Watchman in Industrial Establishment, Factory employing more than 300 persons.</i>	<i>By departmental promotion or by direct recruitment.</i>	

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NON-TECHNICAL POSTS

Sr. Designation & No. Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1. 2.	3.	4.	5.	6.
<p>1. Record Sorter (Lower grade) / Daftary. (Rs. 8425-185-9350- 220- 11550-295-18925) Rs. 10535-235-11710- 275-14460-370-23710</p> <p>2. Senior Khansama. (Rs. 8425-185-9350- 220- 11550-295-18925) Rs. 10535-235-11710- 275-14460-370-23710</p> <p>3. Head Watchman (Rs. 8425-185-9350- 220- 11550-295-18925) Rs. 10535-235-11710- 275-14460-370-23710</p>	<p>Studied upto and appeared for SSC Examination.</p> <p align="center">-</p> <p>Must have passed IV th Standard examination . Must be proficient in speaking, writing & reading Marathi/Deonagari and also preferrably working knowledge of English. Should be active, intelligent and of good physique. Height not les than 5'-5", chest not less than 31" with minimum expansion of 2" & weight not below 110 Lbs. In case of Tribal & Gurkha candidates, height may be 5'-4"</p>	<p align="center">PAY GROUP - IV</p> <p>Experience of having handled records & files.</p> <p>Persons having experience in large Catering establishment. Western /Indian style will be given preference.</p> <p>With 5 years experience of Watchman in Industrial Establishment, Factory employing more than 300 persons.</p> <p align="center">-</p>	<p>By departmental promotion of qualified Peon.</p> <p>By departmental promotion or by direct recruitment.</p> <p>By departmental promotion or by direct recruitment.</p>	

Sr. Designation & No. Pay Scale	Qualification	Experience	Method of Filling the vacancy	
1. 2.	3.	4.	5.	
4. Naik. (Rs. 8425-185-9350- 220-11550-295-18925) Rs. 10535-235-11710-275-14460-370-23710	Must have passed IVth Standard Examination.	-	By promotion.	
5. Peon. (Rs.8040-155- 8815-185-10665-220-1572) Rs. 10050-195-11025-235-13375-275-19700	Must have passed IVth Standard Examination.	-	By direct recruitment.	
6. Watchman Choukidar (Rs.8040-155- 8815-185-10665-220-15725) Rs. 10050-195-11025-235-13375-275-19700	Must have passed IVth Standard examination. Must be proficient in speaking, writing & reading Marathi/ Deonagari and also preferably working knowledge of English. Should be active, intelligent and of good physique. Height not less than 5'5" chest not less than 31" with minimum expansion of 2" & weight not below 110 Lbs. In case of Tribal & Gurkha candidates, height may be 5'4".	-	By direct recruitment.	

<i>Sr. Designation & No. Pay Scale</i>		<i>Qualification</i>	<i>Experience</i>	<i>Method of Filling the vacancy</i>	<i>Remarks</i>
<i>1.</i>	<i>2.</i>	<i>3.</i>	<i>4.</i>	<i>5.</i>	<i>6.</i>

<p>7. Mazdoor / Gardener/ Khansama / Sweeper / Rest House Helper. (Rs.8040-155-8815-185-10665-220-15725) Rs. 10050-195-11025-235-13375-275-19700</p>	<p><i>Must have passed IVth Standard examination.</i></p>	-	<p><i>By direct recruitment.</i></p>	
<p>8. Watchman-Cum Khansama/ Watchman-Cum Peon/ Watchman Cum-Mazdoor. (Rs.8040-155-8815-185-10665-220-15725) Rs. 10050-195-11025-235-13375-275-19700</p>	<p><i>Must have passed IVth Standard Examination. Must be proficient in speaking, writing & reading Marathi/ Deonagari and also Preferably working knowledge of English. Should be active, intelligent and of good physique. Height not less than 5'5" chest not less than 31" with minimum expansion of 2" & weight not below 110 Lbs. In case of Tribal & Gurkha candidates, height may be 5'4".</i></p>	-	<p><i>By direct recruitment.</i></p>	

Sr. Designation & No. Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1. 2.	3.	4.	5.	6.
9. Vehicle Cleaner. (Rs.8040-155-8815- 185-10665-220- 15725) Rs. 10050-195-11025- 235-13375-275-19700		-		
10. Bill Distributor. (Rs.8040-155-8815- 185-10665-220- 15725) Rs. 10050-195-11025- 235-13375-275-19700	Xth Standard Passed.	-	By direct recruitment.	
11. Junior Office Assistant (Rs.8425-185-9350-220- 11550-295-18925) Rs. 10535-235-11710- 275-14460-370-23710	Should have passed HSC/ Diploma and MSCIT Exam	No previous experience is necessary	From amongst the dependants of the deceased employees only	Shall be eligible for promotion to the post of LDC on completion of 2 years service and acquiring Bachelors Degree in any discipline. The integrated seniority of the categories of Jr. Office Asst., Daftary and Peon shall be considered for promotion by the concerned Circle Office.

SCHEDULE -A - 3
(Regulations 5 and 8 of the recruitment regulations)

INFORMATION TECHNOLOGY POSTS

- Note 1 :** Posts to be filled in only by direct recruitment and those to be filled in by direct recruitment on percentage basis, shall invariably be advertised when departmental candidates also may apply through proper channel.
- Note 2 :** Posts not covered by (1) above shall be advertised if suitable departmental candidates are not available.
- Note 3 :** When advertising a post to be filled in by direct recruitment, the condition of passing the prescribed Departmental Examination within prescribed period on pain of stoppage of increment till passing of examination should be invariably notified.
- Note 4 :** Where a post is to be filled in by departmental promotion, such promotion shall be from the lower category in the cadre.
- Note 5 :** All posts in Pay Group I (as indicated in Schedule A-7(1)) shall be treated as "Selection Post". A selection post should be filled in by selection of the most suitable person on assessment of comparative merits of those in the lower cadre, possessing the requisite qualifications and experience.
- Note 6 :** Direct recruitment to all non-technical posts in Pay Group III and IV shall be made from amongst the candidates sponsored by the local Employment Exchange in addition to this the Appointing Authority shall call for the names for publication in the News Papers having wider circulation and also display on their office notice board or announcement on Radio / Television / Employment News Bulletins and then consider the cases of all the candidates who have applied (महाराष्ट्र शासन परिपत्रक क्र. संकीर्ण -१००३/प्र.क्र.९६/२००३/१३-अ, दिनांक १९ नोव्हेंबर २००३).
- Note 7 :** The departmental employees working in IT cadre possessing Graduate Degree (3 years full time) and Post Graduate Degree (2 years full time) in Computer Science/Systems or MBA in Computer Management/Systems and who fulfill the condition of required experience shall be considered under direct recruitment provided that they will have to appear for Written Test/Group Discussion etc. consisting of syllabus of Computer Engineering & Information Technology and compete along with other candidates.

INFORMATION TECHNOLOGY CADRE - I - [System Wing]

Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP – I					
1. Chief General Manager (IT) (Rs. 36720-1560-71040) Rs. 45900-1950-88800		A Degree or Post Graduate Degree in Computer Engineering Science or Electronics of a recognized University/ Institute or a Degree in Engineering/ Mathematics/ Science alongwith a Diploma in Computer Science or Computer Application awarded by a recognized University/ Institute.	Should be a dynamic Computer Professional with minimum 10 years experience in a large Industrial Organization/ Public Undertaking in Computer Programming, System Analysis, Design & Development & Users Co-ordination etc. of which 7 years should be in position of responsibility.	By departmental promotion or by direct recruitment or by obtaining deputationist.	Upper age limit 45 yrs. Upper age limit is not applicable to the employees of MSEDCL.
2. Deleted					

<p>3. General Manager (IT) (Rs.32630-1430-66950) Rs. 40790-1790-83750</p>	<p>a) A Degree in Computer Science of a recognized University. OR b) A degree in Engineering/ Mathematics/ Science/ Commerce alongwith a Diploma of not less than one year duration in Computer Science or Computer Application awarded by a recognized University or an Institute approved by the Company.</p>	<p>a) Candidates possessing qualification as at (a) should be a Computer Professional with minimum 10 years experience in a large Industrial Organization, Public Undertaking in Computer Programming, System Analysis, Design and Development and Users Co-ordination, etc. of which 5 years should be in a position of responsibility.</p> <p>b) Candidates having qualification as at (b), should be a Computer Professional with minimum 12 years experience in a large Industrial Organization/ Public Undertaking in Computer Programming, System Analysis Design & Development and Users Co-ordination etc. of which 5 years should be in a position of responsibility.</p>	<p>By direct recruitment or by Departmental promotion.</p>	
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<p>3. Dy. General Manager (IT) (Rs. 28700-1235-34875-1365-63540) Rs. 35875-1545-43600-1710-79510</p>	<p>a) A Degree in Computer Engineering/ Computer Science of a recognized University. OR b) A Degree in Engineering/ Mathematics/ Science/ Commerce alongwith a Diploma of not less than one year duration in Computer Science or Computer Application awarded by a recognized University or an Institute approved by the Company.</p> <p>For Direct Recruitment : Essential : Bachelor of Engineering Degree in Computer / Information Technology/ Computer Science and Engineering or 3 years Post Graduate Degree in Master of Computer Application (MCA). Preferable :- Two years full time or three years Part Time Post Graduate Degree in Management/ Administration with specialization in Finance or Operational Research or I.T. or Project Management Professional (PMP) Certification from Project Management Institute.</p>	<p>a) Candidates possessing Qualification as at (a) should have minimum 8 years experience in Computer Programming, System Analysis, Design in a large Organization/ Public Undertaking of which at least 4 years should be in a position of responsibility.</p> <p>b) Candidates having qualification as at (b) should have minimum 10 years experience in Computer Programming, System Analysis, Design in a large Organization/ Public Undertaking of which at least 4 years should be in a position of responsibility.</p> <p>N.B.:- In initial years experience relaxable in deserving cases by 2 years.</p> <p>For Direct Recruitment : Minimum 10 years post Qualification experience in Computer Programming/ System Analyst and Designing in a reputed Organization/ Industry.</p>	<p>50% by way of departmental promotion & 50% by way of direct recruitment.</p>	<p>For Direct Recruitment upper age limit will be 45 years</p>
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4. System Analyst (Rs.25380-975-30255-1105-54565) Rs. 31725-1220-37825-1385-68295	<u>For Promotion:</u> a) A Degree in Computer Engineering/ Computer Science of a recognized University. OR b) A Degree in Engineering/ Mathematics/Science/ Commerce along with a Diploma of not less than one year duration in Computer Science awarded by recognized University or an Institute approved by the Company. <u>For Direct Recruitment :-</u> Degree in Computer Engineering/ Computer Science and Engineering/ Technology or 3 years Post Graduate Degree in Master of Computer Application from a recognized University or an Institute.	<u>For Promotion:</u> a) Candidate possessing qualification as at (a) should have minimum 4 years experience in Computer Programming of which minimum 2 years experience in System Analysis and Design in a large Organization/ Public Undertaking. b) Candidates having qualifications as at (b) should have minimum 6 years experience in Computer Programming of which minimum 2 years in System Analysis and Design in large Organization / Public Undertaking. <u>For Direct Recruitment</u> Minimum 4 years experience in Computer Programming of which minimum 2 years experience in System Analysis and Design in a large organization / Public Undertaking.	25% by direct recruitment and 75% by Departmental promotion.	In departmental promotion, non-qualified Programmer is eligible for consideration provided he completed 6 years service as Programmer.
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<p>5. Programmer (Rs.19810-780-23710-845-43990) Rs. 24765-975-29640-1060-55080</p>	<p><u>For Promotion</u> a) A Degree in Computer Engineering / Computer Science of a recognized University. OR b) A Degree in Engineering/ Mathematics/ Science/ Commerce along with a Diploma of not less than one year duration in Computer Science awarded by recognized University or an Institute approved by the Company.</p> <p><u>For Internal Notification:</u> Degree in Computer Engineering/ Information Technology / Master of Computer Application/ MBA (IT or Systems) or Master of Computer Science.</p> <p><u>For Direct Recruitment :</u> Degree in Computer Engineering/ Computer Science and Engineering/ Technology or 3 years Post Graduate Degree in Master of Computer Application from a recognized University or an Institute.</p>	<p><u>Promotion</u> a) Candidate possessing qualification as at (a) should have minimum 2 years experience in Computer Programming./ Computer Operations. b) Candidates having qualifications as at (b) should have minimum 4 years experience in Computer Programming/ Computer Operations.</p> <p><u>Internal Notification:</u> Should have worked in IT cadre for 5 years out of which atleast 1 year in the post of Assistant Programmer.</p> <p><u>For Direct Recruitment :</u> Minimum 2 years experience in Computer Programming.</p>	<p>15% by direct recruitment, 75% by departmental promotion & 10% by internal notification.</p>	<p>In departmental promotion, non-qualified Assistant Programmer is eligible for consideration provided he completed 6 years service as Assistant Programmer.</p>
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INFORMATION TECHNOLOGY CADRE – [System Wing]

Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP – II					
1.	Assistant Programmer Rs.15285-670-18635-705-36965) Rs. 19110-840-23310-885-46320	<u>For Promotion :</u> a) A Degree in Computer Engineering/ Computer Science of a recognized University. OR b) A Degree in Engineering/ Mathematics/ Science/ Commerce along with a Diploma of not less than one year duration in Computer Science awarded by recognized University or an Institute approved by the Company. <u>For Direct Recruitment :-</u> Degree in Computer Engineering/ Computer Science and Engineering/ Technology or 3 years Post Graduate Degree in Master of Computer Application from a recognized University or an Institute.	<u>For Promotion:</u> a) Candidate possessing qualification as at (a) is not required to have any experience. b) Candidates having qualifications as at (b) should have minimum 2 years experience in Computer Programming/ Computer Operations. For direct recruitment : -Nil-	i) 75% by direct recruitment. ii) 25% by promotion from amongst Junior Programmers Note – The unutilized quota of promotion due to non-availability of qualified candidates will be filled in by direct recruitment.	

2 Junior Programmer (Rs.14225-670-17575-705-35905) Rs. 17785-840-21985-885-44995	A Degree in B.Sc. (IT) OR B.Sc. (Computer) / (Computer Science) of a recognised University or an Institute.	Should have minimum 1 year experience in Computer Operations on a large, mini/Main frame environment in a large Organization/ Public Undertaking.	By Internal Notification only	For Departmental Candidates working in IT cadre
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INFORMATION TECHNOLOGY CADRE – [DATA ENTRY WING]

Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP – II					
1.	Data Supervisor (Rs.14225-670-17575-705-35905) Rs. 17785-840-21985-885-44995	Essential :- Degree of recognized University. Desirable :- Course on PC Operation and Packages such as Wordstar, Dbase, Lotus.	Essential : Proficiency in Data Entry and minimum 3 years experience in supervision and control of Data Entry works.	By direct recruitment or by departmental promotion.	
PAY GROUP – III					
1.	Data Entry Operator (Rs.9570-325-11195-360-14795-390-27275) Rs. 11965-410-14015-450-18515-490-34195	Essential :- S.S.C. with English as a subject. Only those who have successfully completed the Punch Operators course shall be considered. Desirable: Degree of a recognised University. Knowledge of Typing.	Essential : Past Experience not essential but should be able to give an out turn of at least 8000 key depressions per hour.	By direct recruitment.	Selection will be based on speed Test and Aptitude Test.

Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP – II					
1.	Data Supervisor (Rs.14225-670-17575-705-35905) Rs. 17785-840-21985-885-44995	Essential :- Degree of recognized University. Desirable :- Course on PC Operation and Packages such as Wordstar, Dbase, Lotus.	Essential : Proficiency in Data Entry and minimum 3 years experience in supervision and control of Data Entry works.	By direct recruitment or by departmental promotion.	
PAY GROUP – III					
1.	Data Entry Operator (Rs.9570-325-11195-360-14795-390-27275) Rs. 11965-410-14015-450-18515-490-34195	Essential :- S.S.C. with English as a subject. Only those who have successfully completed the Punch Operators course shall be considered. Desirable: Degree of a recognised University. Knowledge of Typing.	Essential : Past Experience not essential but should be able to give an out turn of at least 8000 key depressions per hour.	By direct recruitment.	Selection will be based on speed Test and Aptitude Test.

SCHEDULE A-4.

(Regulation 5 & 8 of the Recruitment Regulations.)

STORES POSTS :

- Note 1 :** *Post to be filled only by direct recruitment and those to be filled by direct recruitment on percentage basis, shall invariably be advertised when departmental candidates also may apply through proper channel.*
- Note 2:** *Post not covered by (1) above shall be advertised only if suitable departmental candidates are not available.*
- Note 3:** *When advertising a post to be filled by direct recruitment, the condition of passing the prescribed Departmental Examination within prescribed period on pain of stoppage of increment till passing of examination should be invariably notified.*
- Note 4:** *Where a post is to be filled by departmental promotion, such promotion shall be from the lower category in the cadre.*
- Note 5:** *All posts in pay Group I (as indicated in Schedule A-7(1)) shall be treated as "Selection Post". A selection post should be filled in by selection of the most suitable person on assessment of comparative merits of those in the lower cadre, possessing the requisite qualifications and experience.*
- Note 6:** *Direct recruitment to all the posts in Pay Group III and IV shall be made from amongst the candidates sponsored by the local Employment Exchange in addition to this the Appointing Authority shall call for the names for publication in the News Papers having wider circulation and also display on their office notice board or announcement on Radio / Television / Employment News Bulletins and then consider the cases of all the candidates who have applied (महाराष्ट्र शासन परिपत्रक क्र. संकीर्ण -१००३/प्र.क्र.९६/२००३/१३-अ, दिनांक १९ नोव्हेंबर २००३).*
- Note 7 :** *The qualified Engineers working in Stores Cadre are merged for the purpose of Seniority and other service benefits in Distribution Cadre.*

STORES POSTS

Sr. Designation & No. Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1. 2.	3.	4.	5.	6.
1. Stores Officer. (Rs. 9890-390-11840-415-22215) Rs.21365-845-25590- 900-48090	Degree either in Arts, Science, Commerce or Law.	PAY GROUP – I 7 years experience in the Stores Purchase, Sales, Custody and/ or Management.	By departmental promotion only.	Non-tech officer posted against the post of Dy.Executive Engineer (Stores) shall be continued to be designated as Stores Officer.
1. Stores Superintendent (Rs. 6585-310-8135-325-16585) Rs.14225-670-17575-705-35905	Degree of any recognized University.	PAY GROUP - II 7 years experience out of which 6 years in Stores Purchase, Custody/ Management.	By departmental promotion only.	
1. Stores Assistant (Rs. 4885-180-5785-235- 8135-250-14385) Rs.10555-390-12505-510-17605-540-31105	Degree of any recognized University.	PAY GROUP - III 5 years experience out of which 4 years in Stores purchase, Custody/ Management.	By departmental promotion only.	
2. Junior Stores Assistant (Rs. 4430-150- 5180-165- 6830-180-12590)	S.S.C. or its equivalent. Graduates preferred.	At least 3 years experience in Stores Organization.	By departmental promotion or by direct recruitment.	

Rs.9570-325- 11195-360-14795- 390-27275				
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Note : The categories (Chief Engineer/Superintending Engineer/Executive Engineer/Dy.Executive Engineer/Assistant Engineer and Junior Engineers) of Stores Department have been merged into Distribution cadre.

Sr. Designation & No. Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1. 2.	3.	4.	5.	6.
3. Weigh Bridge Clerk (Rs.4175-100-4675-135-6025-150- 10375) Rs. 9020-220-10120-295-13070-325-22495	S.S.C. or its equivalent with English and Mathematics.	--	By direct recruitment.	1) Other pre-requisites such as age limit etc. should be as are prescribed for L.D.Cs. in the MSEDCL Classification & Recruitment Regulation 2005. 2) Prospect of promotion :- To the post of Jr.Stores Assistant as and when vacancies arise.
4. Store Laskar (Rs. 3720-70-4070-85-4920-100-7220) Rs. 8040-155-8815-185-10665-220-15725	Must have passed IVth Standard Examination.	PAY GROUP - IV		
5. Store Helper / Hamal (Rs. 3720-70-4070-85-4920-100-7220) Rs. 8040-155-8815-185-10665-220-15725	Must have passed IVth Standard Examination.			

SCHEDULE – A-5.

(Regulations 5 and 8 of the Recruitment Regulations)

(SECURITY & VIGILANCE POSTS).

- Note 1:** Post to be filled in only by direct recruitment and those to be filled in by direct recruitment on percentage basis, invariably be advertised, when departmental candidates may apply through proper channel.
- Note 2:** Posts not covered by (1) above shall be advertised only if suitable departmental candidates are not available.
- Note 3:** When advertising a post to be filled in by direct recruitment, the condition of passing the prescribed Departmental Examination within prescribed period on pain of stoppage of increment till passing of examination should be invariably notified.
- Note 4:** Where a post is to be filled in by departmental promotion such promotion shall be from the lower category in the cadre.
- Note 5:** All posts in Pay Group-I (as indicated in Schedule A-7(1)) shall be treated as “Selection Posts”. A Selection Post should be filled in by selection of the most suitable person on the assessment of comparative merits of those in the lower cadre, possessing the requisite qualification and experience.

- Note 6 :** Direct recruitment to all non-technical posts in Pay Group III and IV shall be made from amongst the candidates sponsored by the local Employment Exchange in addition to this the Appointing Authority shall call for the names for publication in the News Papers having wider circulation and also display on their office notice board or announcement on Radio / Television / Employment News Bulletins and then consider the cases of all the candidates who have applied (महाराष्ट्र शासन परिपत्रक क्र. संकीर्ण -१००३/प्र.क्र.९६/२००३/१३-अ, दिनांक १९ नोव्हेंबर २००३).
- Note 7:** The deputation of other cadre employees against the vacant posts in V&S cadre shall be for a minimum period of 02 years and limited to a maximum of 03 years.
- Note 8:** Whenever the post is filled in from amongst the employees of V&S cadre by way of promotion, the deputation of the employee deputed against that vacant post shall cease automatically.
- Note 9:** The employee who is on deputation in V&S cadre shall be eligible for deputation allowance @ 10% of the minimum of their pay scale and special allowance applicable to V&S cadre, if any.
- Note 10:** The deputationist shall use the designations of the post against which they are deputed during the deputation period.
- Note 11:** The employees to be deputed shall be decided after calling applications from the interested employees and finalized by the Director (V&S) in consultation with the Executive Director (HR). In the absence of any applications, the Executive Director (HR) shall depute eligible officers based on merit and other administrative contingencies.

SECURITY & VIGILANCE POSTS

Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP – I					
1. Director (V&S) (Rs.36720-1560-71040) Rs. 45900-1950-88800	1) Degree of recognized University or equivalent. 2) Degree in Law and/or Personnel Management will be considered as additional qualification.	Must be a serving police Officer of the minimum rank of Dy. Inspector General of police belonging to the IPS cadre. OR Must be serving Military Officer from Army/Navy or Air Force holding the rank of Brigadier or equivalent. OR A departmental candidate having positive qualifications for the higher post should possess a minimum experience at least 30 years (including Police/Military and Other Services) of which (a) at least 5 years service must be in the post of Sr. Dy. Director or (b) total service of 8 years in the capacity as Sr. Dy. Director and/or Dy. Director in the Company.	Normally this post shall be filled by obtaining services of an IPS Officer of the minimum rank of Dy. Inspector General of police on deputation from the Govt. Where this is not possible, the Managing Director of the Company may decide whether the vacancy should be filled in by departmental promotion if a suitable candidate is available or otherwise by direct recruitment.	1) Upper age limit for direct recruitment will be 55 years. 2) For departmental employee & deputationist, there is no upper age limit.	

2. Dy. Director (V&S) (Rs. 26860-1105-32385-1235-59555) Rs. 33575-1385-40500-1545-74490			100% by departmental promotion OR by deputation from amongst employees of MSEDCL from other cadre viz. Superintending Engineer and its equivalent and above.	
3. Assistant Director (V&S) (Rs. 25380-975-30255-1105-54565) Rs. 31725-1220-37825-1385-68295			100% by departmental promotion OR by deputation from amongst employees of MSEDCL from other cadre viz. Executive Engineer, Senior Manager (F&A), System Analyst..	
4. Vigilance Officer / Security Officer (Rs21170-845-25395-900-47895) Rs. 26465-1060-31765-1125-59890			100% by departmental promotion OR by deputation from amongst employees of MSEDCL from other cadre viz. Additional Executive Engineer, Manager (F&A), Senior Manager (HR)/Manager(HR).	

Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP – II					
1.	Dy. Vigilance Officer / Dy. Security Officer (Rs.17090-670-20440-705-37360) Rs.21365-840-25565-885-46805			100% by departmental promotion OR by deputation from amongst employees of MSEDCL from other cadre viz. Deputy Executive Engineer/ Assistant Programmer, Manager (HR), Junior Law Officer.	
PAY GROUP – III					
1.	Asstt. Vigilance Officer/ Asstt. Security Officer (Rs.11310-520-13910-540-19310-565-31740) Rs. 14140-650-17390-675-24140-710-39760			100% by departmental promotion OR by deputation from amongst employees of MSEDCL from other cadre viz. Junior Engineer, Assistant Accountant.	

SCHEDULE -A-6

(Regulations 5 and 8 of the Recruitment Regulations)

PUBLIC RELATIONS POSTS

- Note 1:** Post to be filled in by direct recruitment and those to be filled in by direct recruitment on percentage basis, shall invariably, be advertised when departmental candidates may apply through proper channel.
- Note 2:** Posts not covered by (1) above shall be advertised only if suitable departmental candidates are not available.
- Note 3:** When advertising a post to be filled in by direct recruitment the condition of passing the prescribed Departmental Examination within prescribed period on pain of stoppage of increment till passing of examination should be invariably notified.
- Note 4:** Where a post is to be filled in by departmental promotion such promotion shall be from the lower category in the cadre.
- Note 5:** All posts in Pay Group-I (as indicated in Schedule A-7(1)) shall be treated as "Selection Posts". A Selection Post should be filled in by selection of the most suitable person on the assessment of comparative merits of those in the lower cadre, possessing the requisite qualification and experience.
- Note 6 :** Direct recruitment to all non-technical posts in Pay Group III and IV shall be made from amongst the candidates sponsored by the local Employment Exchange in addition to this the Appointing Authority shall call for the names for publication in the News Papers having wider circulation and also display on their office notice board or announcement on Radio / Television / Employment News Bulletins and then consider the cases of all the candidates who have applied (महाराष्ट्र शासन परिपत्रक क्र. संकीर्ण -१००३/प्र.क्र.९६/२००३/१३-अ, दिनांक १९ नोव्हेंबर २००३).

PUBLIC RELATIONS POSTS

Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP -I					
1. Chief General Manager (Corporate Communication) (Rs.32630-1430-66950) Rs. 40790-1790-83750	1) A Degree in IInd Class of recognized University. 2) Sound knowledge of English, Marathi & Hindi essential. 3) Preference to be given to those holding a Diploma in Journalism, in addition.	1) Working knowledge of film, radio, posters and other field of publicity. 2) 7 years experience in public relations journalism, news papers, news agency or a publicity organization, preferably that of a Government. 3) Experience of editing a daily or weekly news paper and of producing materials, pamphlets, brochures etc. 4) 5 years administrative experience in a Government department or a Private organization.	By departmental promotion or by direct recruitment.		

2. Joint Chief Public Relation Officer (Rs. 28700-1235-34875-1365-63540) Rs. 35875-1545-43600-1710-79510	1) A Degree in IInd Class of recognized University. 2) Sound knowledge of English, Marathi & Hindi essential. 3) Preference to be given to those holding a Diploma in Journalism, in addition.	1) Working knowledge of film, radio, posters and other field of publicity. 2) 5 years experience in public relations journalism, news papers, news agency or a publicity organization, preferably that of a Government. 3) Experience of editing a daily or weekly news paper and of producing materials, pamphlets, brochures etc. 4) 3 years administrative experience in a Government department or a Private organization.	By departmental promotion.	
3. Protocol Officer (Rs. 26860-1105-32385-1235-59555) Rs. 33575-1385-40500-1545-74490	Degree of a recognized University. Fluency in English and Marathi language.	Shall have at-least one year experience as a Protocol Officer. Shall be working in the pay-Group I category Post.	By Internal Notification or by Deputation.	The tenure as a Protocol Officer will be treated as experience of the incumbent Employee in his present cadre in the post having equivalent status/ pay-scale for all the purposes.

4. Dy. Chief Public Relations Officer. (Rs. 19810-780-23710-845-43990) Rs.24765-975-29640-1060-55080	1) A Degree in II Class of a recognized University. 2) Sound knowledge of English, Marathi & Hindi essential. 3) Preference to be given to those holding a Diploma in Journalism, in addition.	1) Working knowledge of film, radio, posters and other field of publicity. 2) 3 years experience in public relations journalism, news papers, news agency or a publicity organization, preferably that of a Government. 3) Experience of editing a daily or weekly news paper and of producing materials, pamphlets, brochures etc. 4) 2 years administrative experience in a Government department or a Private organization. (Note: All the experience at (1) to (4) above is necessary.)	100% of vacancies by departmental promotion	
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Sr. No.	Designation & Pay Scale	Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.
PAY GROUP -II					
1. Public Relations Officer. (Rs. 14225-670-17575-705-35905) Rs. 17785-840-21985-885-44995	1) A Degree at least IInd Class of a recognized University. 2) A Degree at least in IInd Class in Journalism of a recognized University. 3) A six months certificate course in Computer Operations of a reputed Institute. 4) Sound knowledge of English, Marathi & Hindi	1) Working knowledge of film, radio, posters and other field publicity. 2) 3 years experience in public relations journalism, news papers, news agency or a publicity organization, preferably that of a Government.	100% of vacancies by departmental promotion		
2. Artists. (Rs.14225-670-17575-705-35905) Rs. 17785-840-21985-885-44995	1) S.S.C. or equivalent examination. 2) Govt. Diploma in Commercial Art or Painting from Sir. J.J.School of Arts or its equivalent.	1) 4 years experience of display and commercial work and organizing exhibitions in case of qualified candidates. 2) 10 years experience in above line in case of non-qualified candidates.	By direct recruitment.		
3. Translator-Cum-Proof Reader. (Rs. 14225-670-17575-705-35905) Rs. 17785-840-21985-885-44995	1) A Degree in IInd Class from recognized University with Marathi as a Principal subject. 2) Hindi Pandit of Maharashtra Rashtra Bhasha Sabha, Pune or its equivalent. 3) Sound knowledge of Marathi, Hindi and English essential.	5 years experience in translation work from English into Marathi and/or Hindi and vice versa, proof reading etc.	By departmental promotion or by direct recruitment.		

PUBLIC RELATIONS POSTS

Sr. Designation & No. Pay Scale		Qualification	Experience	Method of Filling the vacancy	Remarks
1.	2.	3.	4.	5.	6.

1. Asstt.Translator- Cum- Proof Reader. (Rs. .10555-390- 12505-510-17605- 540-31105) Rs. 13195-490-15645- 640-22045-675-38920	<p>1) A Degree in IInd Class from recognized University with Marathi as a Principal subject.</p> <p>2) Hindi Pandit of Maharashtra Rashtra Bhasha Sabha, Pune or its equivalent.</p> <p>3) Sound knowledge of English, Marathi and Hindi essential.</p>	<p>PAY GROUP -III</p> <p>3 years experience in translation work from English into Marathi and/or Hindi and vice versa, proof reading etc.</p>	<p>By departmental promotion or by direct recruitment.</p>	-
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SCHEDULE - A-7

(Regulation 22 of the Recruitment Regulations.)

(Selection Posts and Non-Selection Posts).

- 1)** The posts in Pay Group I as indicated below shall be "Selection Posts" and shall be filled by selection of the most suitable persons on assessment of comparative merits of those in the lower cadre, possessing the requisite qualification and experience and prescribed percentage of reservation shall be applicable to those post.

A-1 Technical (Distribution) Cadre

- i) Executive Director (Dist.)
- ii) Chief Engineer (Dist.)/(Civil).
- iii) Superintending Engineer (Dist.)/(Civil)
- iv) Executive Engineer.(Dist.)/(Civil)

A-2 Non Technical Posts

1. GAD Cadre:

- i) Executive Director(HR)
- ii) Chief General Manager(HR)
- iii) General Manager(HR)
- iv) Dy. General Manager(HR)
- v) Asst. General Manager (HR)

2. Accounts Cadre:

- i) Chief General Manager (Accounts) / Finance / Internal Audit.
- ii) General Manager(F&A)
- iii) Asst. General Manager (F&A)
- iv) Senior Manager .Manager (F&A)

3. Legal Cadre

- i) Chief Legal Adviser/
- ii) Legal Advisor
- iii) Deputy Law Officer

4. Industrial Relations Cadre:

- i) Chief Industrial Relation Officer
- ii) Jt.Chief Industrial Relation Officer
- iii) Dy.Chief Industrial Relation Officer

A-3 Information Technology Cadre

- i) Chief General Manager (I.T.)
- ii) General Manager (I.T.)
- iii) Dy.General Manager (I.T.)
- iv) System Analyst.

A-4 Stores Cadre

Deleted

A-5 Security &Vigilance Cadre:

- i) Director (V&S)
- ii) Deputy Director (V&S)
- iii) Assistant Director(V&S)

A-6 Public Relation Cadre:

- i) Chief General Manager(Corporate Communication)
- ii) Joint Chief Public Relation Officer

2) The following categories and its equivalent and below shall be **Non-Selection posts** and promotions to these posts shall be considered on the principal of "Seniority subject to fitness" and prescribed percentage of reservation shall be applicable to those posts at the stage of promotion as per rules.

Sr.No.	Cadre	Category
A-1	Technical (Distribution)	Additional Executive Engineer (Dist.)
A -2	Non -Technical Posts	
a)	Human Resource	Senior Manager(P).
b)	Finance & Accounts	Manager(F&A)
c)	Legal	Dy.Law Officer
d)	Industrial Relations	Labour Officer
A-3	Information Technology	Programmer
A-4	Stores	Stores Officer
A-5	Security & Vigilance	Vigilance Officer
A-6	Public Relations	Dy.Chief Public Relation Officer

APPENDIX "A"

(Circular No.GAD/V/Recruitment/Misc/38040, dt.19-6-1965.)

No.Estt/V/Recruitment/Misc/38040

Maharashtra State Electricity Board,

Mercantile Bank Building, Fort,

BOMBAY-400 023

19th June, 1965.

(See Note 1 (i) below Recruitment Regulation 38)

C I R C U L A R

**Subject : Members of Backward Classes -
Reservation in services of the Company.**

The Board under its Resolution No.3143, dated 27th April, 1965 read with Resolution No. 3157 (A) (2) dated 27-5-1965 has decided that State Government Rules on the above mentioned subject should be followed in reservation of vacancies of posts in all cadres for being filled in by candidates belonging to Backward Classes. A copy of Government Resolution G.A.D. No.B.C.C. 1064-III-J, dated 9th April 1965 on the subject is appended hereto for reference and guidance.

The Board has also directed that the above decision should be implemented with effect from 1-7-1965.

Sd/-

Establishment Officer.

Maharashtra State Electricity Board

Bombay.

(Note : The Provision related to Reservation to Backward Class Community circulated by Govt. of Maharashtra from time to time and adopted by erstwhile M.S.E.B. and M.S.E.D.C.L. have also been incorporated suitably.)

Government Service-

Reservation in - for members of the Backward Class.

GOVERNMENT OF MAHARASHTRA

General Administration Department

Resolution NO.BCC 1064-III-J, Sachivalaya, Bombay - 32 BR

9th April, 1965, Chaitra 19,1887

RESOLUTION :- The Government of Maharashtra has issued orders reserving vacancies in Government services for members of the Backward Classes and sanctioning certain concessions in their favour in the matter of their recruitment to Government services. These orders were reviewed by Government in the light of the recommendations made by the Committee appointed under the Chairmanship of Shri B.D.Deshmukh to go into the question of reservation of seats and allied matters relating to the recruitment of Backward Classes to Government service and Government is pleased to direct in modification of the existing orders as follow :-

I. Composition of Backward Classes

According to the existing orders Backward Class consists of the following Sections viz. (i) Scheduled Castes, (ii) Scheduled Tribes, (iii) VJ-A, (iv) NT-B, (v) NT-C, (vi) NT-D, (vii) Special Backward Class and (viii) Other Backward Communities. Government has decided that the grouping should be revised and the Backward Class should consist of the following sections viz. :

- i) Scheduled Castes and Scheduled Castes converts to Buddhism;
- ii) Scheduled Tribes including those living outside the specified areas;
- iii) Vimukta Jati - A.
- iv) Nomadic Tribe 'B'
- v) Nomadic Tribe 'C'
- vi) Nomadic Tribe 'D'
- vi) Special Backward Class and
- viii) Other Backward Communities.

II. Reservation of Vacancies

In modification of the existing orders making reservation in favour of members of the Backward Classes, Government is pleased to direct that the following percentage of vacancies occurring in each of the various services under it which are filled by direct recruitment should be reserved for members of each of the sections of the Backward Classes viz.

(1)	Scheduled Castes and Scheduled Castes converts to Buddhism	13%
(2)	Scheduled Tribes including those living outside the specified areas.	7%
(3)	VJ-A	3%
(4)	N T-B	2.5%
(5)	N T-C	3.5%
(6)	N T-D	2%
(7)	Special Backward Class	2%
(8)	Other Backward Communities	19%
Total		52%

These Percentages represent the minimum number of vacancies to be filled by the appointment of members of the Backward Class.

2. These orders take effect from the date of issue and are applicable throughout the State. Government is also pleased to direct that the various concessions which were available to the members of Backward Classes in the Western Maharashtra region regarding the reservation of vacancies, the relaxation of age limit etc. should also be extended throughout the State and should be admissible to members of Backward Classes throughout the State irrespective of the region of the State to which they belong. Pending unification of the list of other Backward Communities for the entire State the concession should be admissible at present in force in the respective regions, i.e. members of the communities included in those lists should be treated as belonging to the Backward Class for purpose of recruitment to vacancies reserved for them and also for other concessions admissible in the matter of recruitment to Government service throughout the State.

वर नमूद केलेल्या आरक्षणा व्यतिरिक्त सेवेतील नियुक्त्यांसाठी लागू असलेले विशेष आरक्षण (समांतर आरक्षण) पुढील प्रमाणे आहे.

१. माजी सैनिक	- १५% फक्त गट क आणि गट ड साठी	
२. प्रकल्प ग्रस्त / भुंकपग्रस्त	- ५% फक्त गट क आणि गट ड साठी	
३. अपंग	- ३% गट अ आणि ब मधील कांही पदांसाठी तसेच गट क आणि गट ड साठी	४.
महिला	- ३०%	

समांतर आरक्षण हे फक्त सरळ सेवा भरतीस लागू राहील. समांतर आरक्षण हे सामाजिक आरक्षणांतर्गत आरक्षण असल्याने त्यास सामाजिक आरक्षणावर वाढीव म्हणून गनण्यात येऊ नये. (अधिक तपशिलासाठी शासन परिपत्रक क्र.एसआरव्ही १०९७/प्र.क्र.३१/९८/१६-अ, दि. १६.३.१९९९ पहावे)

शासकीय, निमशासकीय व शासन अनुदानित संस्था यांच्या सेवेत नियुक्तीसाठी महिलांकरिता ३०% जागा राखीव ठेवण्याचा निर्णय दि. २२.६.९४ च्या शासन निर्णयान्वये घेण्यात आला आहे. खुल्या प्रवर्गातील महिलांसाठी असलेले ३०% आरक्षण उन्नत आणि प्रगत व्यक्ति / गटातील (क्रिमिलेयर) कुटुंबातील महिलांना अनुज्ञेय राहणार नाही. तसेच महिलांसाठी विहित करण्यात आलेले आरक्षण हे फक्त सरळ सेवा भरतीसाठीच अनुज्ञेय राहिल. महिलांसाठी असलेल्या ३०% आरक्षणाची अंमबजावणी करणेसाठी शासन निर्णय क्र. संकिर्ण १०९६/प्र. क्र.३०/का-२ दिनांक १ ऑगस्ट १९९७ पहावा.

महाराष्ट्र शासनाने समाज कल्याण, सांस्कृतिक कार्य व क्रिडा विभाग शासन परिपत्रक क्र. सीबीसी-१०९४/ प्र.क्र. -८६ मावक-५ दि. २२ नोव्हेंबर १९९५ अन्वये अनसूचित जाती, अनुसूचित जमाती व्यतिरिक्त मागासलेल्या जातीच्या उर्वरित प्रवर्गातील म्हणजेच विमुक्त जाती, भटक्या जमाती, इतर मागासप्रवर्ग तसेच विशेष मागासप्रवर्गाच्या व्यक्तींना जातीचे प्रमाणपत्र देताना अशा प्रमाणपत्रांमध्ये संबंधित सर्वसाधारण रहिवास आणि ती व्यक्ती उन्नत आणि प्रगत व्यक्ती / गट (क्रिमिलेयर) मध्ये मोडत नसल्याचे प्रमाणित करण्यात येते. अशा प्रकारचे प्रमाणपत्र शासन निर्णय, समाज कल्याण, सांस्कृतिक कार्य व क्रिडा विभाग क्र.सीबीसी-१०९४/ प्र.क्र. -८६/ मावक-५, दि. २२ जून १९९४च्या सहपत्र अनुसार निश्चित करण्यात आलेले आहे. असे प्रमाणपत्र मिळण्यासाठी ज्या व्यक्तने अर्ज केला असेल त्याच्याच नावे हे प्रमाणपत्र द्यावयाचे आहे. तथापि अशा प्रमाणपत्रांमध्ये विद्यार्थ्यांचे पालक क्रिमिलेयर मध्ये मोडत नसल्याचे प्रमाणित करण्याबाबत काही ठिकाणी आग्रह धरला जातो व त्यामुळे शासनाने विहित केलेल्या प्रपत्रातील प्रमाणपत्रे काही शैक्षणिक संस्था ग्राह्य धरत नसल्याचे शासनाच्या निदर्शनास आलेले आहे. या संदर्भात सर्वसाधारण अडीअडचणी लक्षात घेऊन वरील परिपत्रकाद्वारे असे स्पष्ट करण्यात येत आहे की, विमुक्त जाती, भटक्या जमाती व इतर मागासप्रवर्ग तसेच विशेष मागासप्रवर्ग यांना दिल्या जाणा-या जातीचे प्रमाणपत्र अशा व्यक्ति क्रिमिलेयर मध्ये मोडत नसल्याचे प्रमाणित करण्याबाबत शासनाने शासन निर्णय, समाजकल्याण, सांस्कृतिक कार्य व क्रिडा विभाग सीबीसी-१०९४/ सीआर८६/मावक-५ दिनांक २२जून १९९४ अन्वये प्रमाणपत्राचा विशेष नमुना प्रसूत केलेला आहे. सदरहू प्रमाणपत्र ज्या व्यक्तीच्या नावे देण्यात आलेले असेल ती व्यक्ती किंवा त्यांचे कुटुंब क्रिमिलेयर मध्ये मोडत नसल्याचे प्रमाणित करणे आवश्यक असून अशा प्रकारचे प्रमाणपत्र शासनाने विहित केलेले असल्यामुळे या विहित नमुन्यातील प्राप्त करून घेतलेले प्रमाणपत्र सर्व संबंधितांनी ग्राह्य धरणे आवश्यक आहे. (प्रशासकीय परिपत्रक क्र. १७९ दि. २.४.९६)

III. Non Computing of Sweepers

Persons working as sweepers should not be computed against vacancies reserved for Scheduled Castes in Pay Group IV service.

IV. Percentage applicable to total strength of Cadre.

१. आरक्षण हे संवर्गाच्या पद संख्येस (संवर्गातील एकूण पदांची संख्या विचारात घेऊन टक्केवारी नुसार) लावावे. रिक्त होणा-या जागांच्या संवर्गात लावू नये. बिंदू नामावली ही आरक्षणाची विहित टक्केवारी पूर्ण होईपर्यंत वापरात ठेवावी. विहित टक्केवारी पूर्ण होताच बिंदू नामावली वापरण्याची आवश्यकता नाही. त्या नंतर ज्या प्रवर्गाची जागा रिक्त होईल त्या प्रवर्गातील कर्मचा-याद्वारे ती जागा भरण्यात यावी व त्या बिंदू पुढे तो बिंदू त्या प्रवर्गासाठी उपयोगात आणला अशी नोंद घ्यावी.

२. गुणवत्तेवर नियुक्त झालेल्या मागावर्गीय कर्मचा-याची आरक्षण पदावर गणना करण्यात येऊ नये व त्याची नियुक्ती आरक्षण बिंदूवर दर्शवू नये. त्याची गणना खुल्या प्रवर्गात करावी.

३. वर (१) येथे नमूद केल्यानुसार बिंदू नामावली ही रिक्त होणा-या पदावर आधारीत नसावी. ती संवर्गाच्या संख्येवर आधारीत असावी.
४. बिंदू नामावली ही मागासवर्ग प्रवर्गाचे आरक्षण निश्चित करण्यासाठी आहे. ज्येष्ठता निश्चित करण्यासाठी नाही.
५. बिंदू नामावली वापरतांना खालील मुलभुत तत्वे विचारात घ्यावी
 - (१) मागास प्रवर्गांना विहित केलेले आरक्षण हे टक्केवारी नुसार असावे व एकुण आरक्षण हे प्रचलित आरक्षणानुसार संवर्गाच्या ५२ टक्के पेक्षा जास्त असता कामा नये.
 - (२) सरळ सेवा भरतीसाठी आणि पदोन्नतीसाठी वेगळी बिंदू नामावली ठेवावी. या व्यतिरिक्त अन्य भरती माध्यम असल्यास त्यासाठी देखील वेगळी बिंदू नामावली ठेवावी.
६. बदली, प्रतिनियुक्तीच्या पदांना बिंदू नामावली वापरू नये.
७. च्यागासवर्गांना सेवेत आरक्षण व इतर सवलती डड या पुस्तिकेतील प्रकरण १ (अ) २ पृ. १८/१९ यातील आदेश विचारात घेऊन छोट्या संवर्गाचे गट करण्यात यावे.
८. एकाकी पदास (Isolated) शासन निर्णय (शासन निर्णय क्र. बीसीसी-१०९७/प्र. क्र.२०/९७/१६-ब दि. २१/९/१९९८ (प्रशासकीय परिपत्रक क्र.३०६ दिनांक ५/१/१९९९)अन्वये आरक्षण लागू असणार नाही.
९. या पुढे पदोन्नती मध्ये भटक्या जमाती (क), धनगर व तत्सम यांना ३.५ टक्के व भटक्या जमाती (ड), वंजारी व तत्सम यांना २ टक्के आरक्षण विहित करण्यात येत आहे. नवीन १०० बिंदू नामावली सोबत जोडली आहे ती १९९६-९७ च्या निवड सूची पासून अमलात आणावी, आणि तसे करतांना बिंदू क्रमांक १ पासून ती वापरावी. हे आरक्षण त्या त्या निवड सूची वर्षापुरते राहिल. तसेच ते छअड, छबड, छकड व छड ड या प्रवर्गात अंतर्गत परिवर्तनीय (Internally Transferable) राहिल. सदरचे आदेश दिनांक २ जुलै १९९७ पासून अमलात येतील त्या पूर्वी तयार करण्यात आलेल्या निवड सूच्या अंतिम करण्यात आल्या असल्यास त्यात बदल करण्याची आवश्यकता नाही. या पुढे सरळ सेवा भरती किंवा पदोन्नतीचे प्रस्ताव विचारात घेतांना, त्या त्या संवर्गातील आरक्षित पद धारकांची संख्या विचारात घेऊन, कार्यवाही करावी (शासन निर्णय क्र. बीसीसी-१०९७/प्र. क्र.६३/९७/१६-ब दि. १८.१०.१९९७).

V. Nature of vacancies to be reserved for the Backward Classes :

Reservation should apply while filling in the following types of vacancies :

- i) Permanent, temporary and long term vacancies;
- ii) Purely temporary and leave vacancies;
- iii) Vacancies in work-charged establishment.

VI. Maintenance of Model Roster indicating posts reserved for Backward Classes

To give proper effect to the reservation prescribed for posts filled by direct recruitment every appointing authority should treat vacancies "reserved" or "open" according to a model roster of 100 points as indicated in the Annexure-I.

1. Each appointing authority should maintain a separate roster in the prescribed proforma for each cadre or service formed for the purpose of these orders.
2. Whether a particular vacancy is "reserved" or "open" should be decided with reference to the model roster.
3. Only such vacancies as are filled by direct recruitment to the cadre should be entered in the roster.
4. Immediately after an appointment has been made, the particulars should be entered in the roster, and it should be signed by the appointing authority or by an authorised officer.

5. The register should not be kept in the form of loose sheets, but it should be a bound register with 20, 30 etc. pages according to requirements.
6. सरळ सेवा भरती करिता शासन निर्णय क्र. बीसीसी-१०९७/प्र. क्र.२/१६-ब दि. २९.०३.१९९७) नुसार विहित केलेली १०० बिंदू नामावली वापरण्यात यावी.
७. सेवा प्रवेश नियमानुसार प्रत्येक भरती माध्यमाकरिता (सरळ सेवा व पदोन्नती इत्यादी) वेगवेगळी बिंदू नामावली दर्शविण्यात यावी. बिंदू नामावलीचा वापर करतांना सेवा भरती नियमातील तरतुदी विचारात घ्याव्या.
८. बिंदू नामावली ही मागास प्रवर्गाचे आरक्षण निश्चित करण्यासाठी आहे ज्येष्ठता निश्चित करण्यासाठी नाही.
९. सध्या असलेली संवर्गातील पद संख्या लक्षात घेऊन आरक्षण बिंदू निश्चित करण्यात यावेत. भविष्यात संवर्ग संख्येत वाढ झाल्यास अथवा घट झाल्यास आरक्षण बिंदूची संख्या त्या नुसार त्या प्रमाणात जास्त अथवा कमी करण्यात यावी.
१०. जेथे सध्या विहित आरक्षणा पेक्षा जास्त नियुक्त्या करण्यात आल्या आहेत त्यामुळे सध्याच्या तेथील नियुक्त्यांना बाधा येणार नाही.
११. सर्व विभाग प्रमुखांनी यानुसार तातडीने कार्यवाही करून प्रत्येक संवर्गाबाबत वरील मार्गदर्शक सूचनेनुसार आढावा घ्यावा व त्या नुसार कार्यवाही करावी.
१२. सध्या अस्तित्वात असलेले विविध शासन आदेश वरील प्रमाणे सुधारण्यात आले असल्याचे गृहित धरण्यात यावेत.
१३. पदोन्नतीच्या वाट्यातील पदे भरण्यासाठी निवड सूची बनवितांना आणि पदोन्नतीच्या वाट्या बाहेरील अन्य पदावर तात्पुरत्या पदोन्नत्या देण्यासाठी पदोन्नती सूची बनवितांना दोन वेग वेगळ्या बिंदू नामावल्या वापराव्यात.

VII. Minimum qualifications to be regarded as enough :

Minimum qualifications required for a post should be regarded as enough for Backward Class candidates and such candidates should be appointed in reserved vacancies even if non-Backward Class candidates with higher qualifications are available provided the Backward Class candidates satisfy the minimum requirement of suitability for appointment also.

VIII. Lowering or relaxing minimum qualifications :

If it is found that an adequate number of candidates belonging to the Backward Classes (S.C., S.T., VJ-A, NT-B, NT-C, NT-D, S.B.C) are not available and if the general standard of selection is strictly enforced, the standard of selection should be lowered where it will not be inconsistent with efficiency, in favour of members of that class and candidates who are generally considered suitable and conform to the minimum standard for appointment.

In order to maintain at least the minimum percentage of Backward Class candidates (S.C., S.T., VJ-A, NT-B, NT-C, NT-D, S.B.C) in service, there is no objection in considering the feasibility of lowering or relaxing the minimum qualifications/ Experience at the discretion of the Competent Authority. It should specifically be mentioned in advertisement/requisition to Employment Exchange when the vacancies reserved for S.C., S.T., VJ-A, NT-B, NT-C, NT-D and S.B.C are advertised or notified to Employment Exchange.

IX. Retrenchment :

When any retrenchment is to be effected, members of Backward Classes already in service should not be retrenched, though liable to retrenchment according to their seniority provided that their strength in the Pay Group III or Pay Group IV cadres of any particular office or Department does not exceed the prescribed percentage of reservation. In their place, an equal number of others (i.e. non Backward Class candidates) may be retrenched subject, however, to the proviso that, as between a permanent and a temporary employees, the temporary employee should be retrenched irrespective of the fact that he belongs to the Backward Classes.

At the time of retrenchment, the aggregate number of posts reserved for all the categories of Backward Classes should be taken into account and persons belonging to any of the Sections should be retrenched only to the extent of the total number of members of Backward Class exceeds the aggregate number of posts reserved for them.

X. Forwarding of applications :

The applications from employees belonging to the Backward Classes for posts under other Departments of the State Government or under another State Government or the Central Government or bodies like Municipalities should normally be forwarded unless, in very rare cases, there are compelling grounds of public interest for withholding them. In such cases before agreeing to forward the applications for appointments under the Government of India or under other State Governments or in any case before relieving the employees concerned to join their new appointments it should be made clear to them that these new appointments will not be in the nature of deputation or transfer and that they should resign their appointments.

XI. No Objection Certificate :

The employees belonging to Scheduled Castes or Schedule Tribes, who possess academic or technical qualifications for posts higher than those in which they are employed, should be permitted to register themselves at the Employment Exchanges irrespective of the fact whether they are in permanent or temporary service. "No Objection" Certificates should be issued in favour of such employees. It should, however, be made clear to such employees that in case of their appointment elsewhere through the Employment Exchanges their new appointments will not be in the nature of deputation or transfer and that they should resign their appointments before accepting new posts.

XII. Sources of obtaining Backward Class candidates :

1. The appointing Authorities concerned should obtain the names of suitable Backward Class candidates from the following sources whenever they have to fill vacancies for members of Backward Classes in Pay Group III and Pay Group IV services :

For Pay Group III services :-

- (a) The Director of Social Welfare, Maharashtra State, Pune,

For Pay Group III & IV services:-

- (b) Social Welfare Officers in the Districts.
- (c) Employment Exchanges.
- (d) Maharashtra State Tribal Development Corporation Ltd., Nashik.
- (e) Director, Tribal Welfare, Maharashtra State, Nashik.
- (f) All Project Officers (Integrated Tribal Development Projects)
- (g) All Tribal Welfare Officers.
- (h) Direct applicants if sources (a) to (g) are unable to furnish suitable candidates.

कंपनीमध्ये आदिवासी उमेदवाराची (अनुसूचित जमाती) नोकर भरती करतांना त्या संबंधीच्या जाहिराती / अधिसूचनेच्या प्रती समिती प्रमुख, अनुसूचित जमाती कल्याण समिती व आदिवासी भागातील आमदारांना पाठविण्याचे बाबतीतील आदेश सर्व नियुक्ती प्राधिका-याना मंडळाचे परिपत्रक क्र . साप्रवि/मावक/एसटी/ ३-ब/धारावी/ २५८४, दि. २८.७.१९८९ अन्वये देण्यात आले आहेत. तेव्हा कंपनीमध्ये आदिवासी उमेदवाराची भरती करतांना त्या संबंधीच्या जाहिरातीच्या / अधिसूचनेच्या प्रती समिती प्रमुख, अनुसूचित कल्याण समिती व आदिवासी भागातील २३ आमदारांना पुरविण्यात याव्यात. अधिक तपशीलासाठी प्रशासकीय परिपत्रक क्र. १९३ दि. १९.९.१९९६ पहावे.

2. (a) All vacancies in Pay Group III & IV should be notified to the Employment Exchange in the form of requisition appended. The vacancies reserved for Backward Classes should be notified also to the Social Welfare Officers in the Districts and the Director of Social Welfare (in the case of Pay Group III candidates only) in the prescribed requisition form. In addition to this the appointing authority shall call for the names for publication in the News Papers having wider circulation and also display on their office notice board or announcement on Radio / Television / Employment News Bulletins and then consider the cases of all the candidates who have applied (महाराष्ट्र शासन परिपत्रक क्र. संकीर्ण - १००३/प्र.क्र.९६/२००३/१३-अ, दिनांक १९ नोव्हेंबर २००३)
- (b) A notice of at least 15 days should be given to the Employment Exchanges/ Director of Social Welfare/Social Welfare Officers for sponsoring candidates.
- (c) The number of vacancies reserved for each category of Backward Classes, Ex-Servicemen and economically weaker sections out of the total vacancies notified should be clearly indicated in item 6(a) of the requisition and the Certificate in item 11 of the requisition should be invariably given as follows :-

"Certified that the number of vacancies reserved for Scheduled Caste, Scheduled Tribes, VJ-A, NT-B, NT-C, NT-D, S.B.C, other Backward Communities, ex-servicemen and economically weaker sections as mentioned in column 6(a) above is in accordance with the reservation quota fixed for these categories".
- (d) When a local Employment Exchange/District Social Welfare Officer is unable to nominate any suitable candidate or candidates, the vacancies should be referred to the Director of Employment, Maharashtra State, Mumbai/Director of Social Welfare, Maharashtra State, Pune who will submit a list of suitable candidates to the Appointing Authorities.
- (e) Appointing Authorities should also notify vacancies of technical nature in cadres to the Director of Employment/Director of Social Welfare who will circulate the notification to all Employment Exchanges/District Social Welfare Officers for submission of suitable candidates.
- (f) The Selection or otherwise of the candidates of the Backward Classes sponsored by the Employment Exchange, Director of Social Welfare/District Social Welfare Officers should be intimated to them within a period of one month. If any of the vacancies reserved for Backward Classes, is not filled by the candidates of the respective category sponsored by the Employment Exchange/Director of Social Welfare/Social Welfare Officers, specific reason therefore should be communicated to these authorities. In the case of vacancies reserved for ex-servicemen or economically weaker sections, the reasons for not filling the vacancies by such candidates should be communicated to the Employment Exchange.

- (g) There should not be strict insistence on compliance with formalities particularly in the case of applicants from Backward Class and interior areas and applications from such candidates should not be rejected merely on technical ground that they are incomplete but wanting details should be obtained.

XIII. Vacancies to be announced over certain Radio Stations of All India Radio

The vacancies reserved for SC, ST, VJ-A, NT-B, NT-C, NT-D, S.B.C, in Pay Group III and IV service shall be also notified to the appropriate Station Directors for announcement over Radio Stations of the All India Radio so that SC and ST candidates

living in remote areas where newspapers may not be easily available become aware of such vacancies.

At the same time when the vacancies are notified to Employment Exchange to suggest the names for the reserved vacancies or when the vacancies are advertised in the newspapers, the Appointing Authorities should notify the vacancies to one or more of the Stations of the A.I.R. mentioned above, simultaneously while referring the vacancies to the Employment Exchange or with the advertisements in the newspapers, as the case may be.

The announcement of reserved vacancies on stations of the A.I.R. should contain an advice to prospective candidates to get their names registered with the Employment Exchanges of the area and to approach the Employment Exchanges for further assistance.

XIV. Reimbursement of expenditure to S.C., S.T., VJ-A, NT-B, NT-C, NT-D and S.B.C on travelling for interview :

When S.C., S.T., VJ-A, NT-B, NT-C, NT-D and S.B.C candidates are called for interview for recruitment in the company against sanctioned posts, the expenditure incurred by these candidates on travelling should be reimbursed as follows:

- i) The candidates should be given travelling expenses equal to the Second Class Rail fare from the place of their residence to the place of interview and back.
- ii) No extra charges, if any incurred for reserving seat/sleeping berth in the train should however, be reimbursed to them.
- iii) For road journey between stations not connected by Rail, they should be allowed ordinary bus fare.
- iv) The reimbursement is limited to the journey performed within the State of Maharashtra.
- v) The concession of the reimbursement of expenditure will not be admissible in the case of those candidates who are already in the service of the Company or Central / State Government or in the Public Sector Undertakings/Statutory bodies under the administrative control of the State/Central Government and those who are called for engaging them as apprentices, on N.M.R./W.C. establishment.

XV. Time bound programme for wiping out the backlog :

The existing backlog in the recruitment of backward classes should be wiped out within the next three years.

XVI. Application of 50 % limit to the carried forward reservation etc.

In future fresh reservation alongwith carried forward reservation should not exceed 50% of the total vacancies available on any one occasion of recruitment. The surplus above 50% should be carried forward to subsequent year of recruitment subject, however, to the conditions that they do not become "five recruitment years old" in respect of direct recruitment which is the maximum period of carry forward reservation from year to year and lapse. In order to save lapsing of reservation, the oldest carry forward should be accommodated first. In case where only one vacancy occurs in the initial recruitment year and the corresponding roster point happens to be reserved for any of the Backward Classes, it should be treated as unreserved and filled in accordingly and the reservation carried forward to subsequent recruitment years but in the subsequent recruitment(s) even if there be only one vacancy, it should be treated as reserved

against the carried forward reservation from the initial recruitment year and should be filled in by the candidate belonging to Backward Class for whom carried forward vacancy was reserved. Similar procedure should be followed in respect of subsequent vacancies and reservation for various sections of Backward Classes should be made strictly in accordance with the roster points by rotation. It is only when two or more vacancies occur at the time and where there are many carried forward vacancies, the principle of not more than 50% reservation shall apply.

XVII. Recruitment of Backward classes against unreserved posts :

Recruitment of Backward Class candidates belonging to the 8 categories mentioned below selected on merit should be counted against the general (unreserved) posts. In addition 52% as specified below should be reserved for them subject to the proviso that the number of candidates from these categories appointed on merit together with, those appointed against reserved quota of 52% should not exceed 52% of the total vacancies to be filled on any occasion of recruitment. The limit of 52% specified above also includes the elements of short fall of reservation, if any.

i) Scheduled Caste and Scheduled Caste converted to Buddhism	13%
ii) Scheduled Tribes including those living outside the specified areas	7%
iii) VJ-A	3%
iv) NT-B	2.5%
v) NT-C	3.5%
vi) NT-D	2%
vii) Special Backward Class	2%
viii) Other Backward Communities	19%
Total	52%

The limit of 52% applies when candidates are sought to be recruited by relaxed standard against reserved quota. It is open to the Appointing Authority to recruit members of Backward Classes in excess of the prescribed percentage if they are selected on merit.

XVIII. Readvertising of reserved vacancies :

Where the reserved vacancies are advertised/notified as a part of a general pool of vacancies and sufficient number of candidates of the appropriate section of the Backward Class is not available for filling them, reserved vacancies should be readvertised/renotified separately for members of that particular section on the next occasion of recruitment.

XIX. Grouping of isolated posts and small cadres :-

In the case of posts filled by direct recruitment, isolated posts and small cadres in the same class and carrying similar status, salary and qualification in the same department should be grouped together for the purpose of reservation of vacancies for the members of Backward Classes. A cadre or a grade of service consisting of less than 20 posts should be treated as a small cadre for this purpose. A group so formed should not ordinarily consist of less than 25 posts.

XX. Competent Authority for issuing caste certificate :

For the purpose of recruitment concessions, caste certificates issued by the following authorities only are treated as valid :

- i) In the Greater Bombay, The Chief Metropolitan Magistrate or the Metropolitan Magistrate authorised by him.
- ii) In the Districts, the District Magistrates or the Sub Divisional Officer (Revenue) authorised by them.

XX(A): Verification of caste Certificate

- i) In terms of Maharashtra Government Resolution No.CBC-1684/2818(291) XI. dt. 23-1-1985 and CBC-1684(392)/D-XI. dt. 8-3-1985, the cases of doubtful Caste Certificates in respect of Scheduled Tribes should be referred to the Director , Tribal Research & Training Institute, Pune for verification by a separate scrutiny Committee appointed by the Government for the purpose. The Government vide G.R.dated 8-3-1985 appointed the concerned Divisional Commissioner as Appellate Authorities in such cases.
- ii) In terms of Maharashtra Government Resolution No. CBC-1684-Con-592/(1999)/ BCW-5, dated 14-3-1985, all cases of doubtful Caste Certificates in respect of Scheduled Castes, VJ-A, NT-B, NT-C, NT-D, S.B.C and other Backward Classes should be referred to concerned Caste Certificate Verification Committee constituted by the Government for verification of Caste Certificates.
3. अनुसूचित जमातीच्या उमेदवारांना शासकीय / निमशासकीय, शासकीय अंगिकृत संस्थांच्या सेवेत नियुक्तीच्या वेळेस जाती वैधता प्रमाणपत्र सादर करणे बंधनकारक राहिल. जाती दाव्याबाबत वैधता प्रमाणपत्र सादर केल्या नंतरच नियुक्ती देण्यात यावी.
४. अनुसूचित जाती, विमुक्त जाती, भटक्या जमाती, इतर मागासवर्ग व विशेष मागास प्रवर्गाच्या उमेदवारांना नियुक्ती देण्यापूर्वी त्यांच्या जाती दाव्याची तपासणी करण्यात यावी. शासन निर्णय क्रमांक सीबीसी १०/२००३/ प्र. क्र. ११/मावक-५ दिनांक ८ डिसेंबर २००३ पहावा.
५. (१) खुल्या प्रवर्गातून शासकीय सेवेत नियुक्त झालेल्या मागासवर्गीय उमेदवाराने त्याच्या नियुक्तीनंतर कालांतराने मागासवर्गीय आरक्षणाचे फायदे मिळविण्यासाठी जर जाती प्रमाणपत्रासह अर्ज केला असेल तर त्या उमेदवाराने ज्या तारखेस जातीचे प्रमाणपत्र कार्यालयाकडे सादर केले आहे त्या तारखेपासून पुढे आरक्षणाचे फायदे जातीच्या दाव्याची वैधता तपासणी झाल्यानंतर देय ठरतील (भूतलक्षी प्रभावाने लाभ देय ठरणार नाही).
- (२) एखाद्या जातीचा प्रवर्ग शासनाच्या धोरणात्मक निर्णयानुसार बदलण्यात आला असेल व त्या जातीचे प्रमाणपत्र वैधता तपासणी त्या जातीच्या उमेदवाराकडे असेल तर सदर उमेदवारास पुन्हा सर्व कागदपत्रे देऊन नव्याने जातीचे प्रमाणपत्र काढण्याची आवश्यकता नसून जुन्या जातीचे प्रमाणपत्र, उप जिल्हाधिकारी कार्यालयात जमा करून शासनाच्या, शासन निर्णयानुसार त्यांना नवीन प्रवर्गाच्या जातीचे प्रमाणपत्र त्वरीत देण्यात यावे व जुन्या जातीच्या प्रमाणपत्राची वैधता तपासणी झाली असल्यास पुन्हा नवीन जातीच्या प्रमाणपत्राची वैधता तपासणी करणे आवश्यक नाही.
- (३) जर एखादा मागासवर्गीय उमेदवार खुल्या प्रवर्गातून सेवेत आला असेल व त्याने कधीही, कुठल्याही स्तरावर, कुठल्याही प्रकारचे मागासवर्गीय आरक्षणाचे फायदे घेतले नसतील, असा उमेदवार आरक्षणाच्या लाभाकरिता मागणी करत नसेल तर अशा उमेदवाराच्या जाती प्रमाणपत्राची वैधता तपासणी करण्याची आवश्यकता नाही. मात्र आरक्षणाच्या लाभाची मागणी करणा-या उमेदवाराचा जाती दावा तपासणे आवश्यक राहिल. (शासन निर्णय क्रमांक सीबीसी - १०/२००४/प्र.क्र. ५७०/मावक-५ दिनांक १६ मे २००७ पहावा.)
- (४) शासन निर्णय क्र. एसटीसी-१८९३/ प्र.क्र.१३/का-१०, दिनांक १७-१०-९३ नुसार असे आदेश दिले आहेत की, अनुसूचित जमातीच्या कर्मचा-यांना / उमेदवारांना त्यांच्या जातीच्या प्रमाणपत्राबाबत संबंधित अनुसूचित जमाती प्रमाणपत्र तपासणी समितीकडून प्राप्त होणा-या निर्णयाविरुद्ध अपील करण्याची तरतूद शासनाचा उपरोक्त निर्णय निर्गमित झालेल्या दिनांका पासून काढून टाकण्यात आली आहे. संबंधित तपासणी समितीने दिलेला निर्णय या पुढे अंतिम राहिल.
- अनुसूचित जमाती खेरीज अन्य मागासवर्गीय घटकांच्या प्रकरणी अपीलाची तरतूद पूर्वी प्रमाणेच आहे. (प्रशासकीय परिपत्रक क्र. १७० दि. ८.१.९६).

(अनुसूचित जमाती कर्मचा-यांच्या जाती प्रमाणपत्रांच्या वैधतेची तपासणी बाबतचे पुर्वीच्या म.रा.वि.मंडळाचे प्रशासकीय परिपत्रक क्र.२३९ दि. १४.१०.९७ कार्यालयाच्या मार्गदर्शनासाठी सोबत जोडले आहे.)

XXI Government is also pleased to direct that all Appointing Authorities should take particular care to see that these orders making reservation in favour of members of the Backward Class in the various services are followed scrupulously.

Sd/-

K.P.NADKARNI
Deputy Secretary to Government

**ANNEXURE - I [TO BE REVISED SUBJECT TO OUTCOME OF THE WRIT PETITION FILED AT BOMBAY
HIGH COURT BENCH AT MUMBAI]**

**Reference Administrative Circular No.219 dt. 29.5.1997 read with Circular No. 252 dt.2.1.1998 &
Administrative Circular No. 333 dt. 19.11.99.**

MODEL ROSTER FOR DIRECT RECRUITMENT

Sr.No.	Whether Reserved or Open	Sr.No.	Whether Reserved or Open
1.	Scheduled Castes	26.	Open
2.	Scheduled Tribes	27.	Scheduled Castes
3.	V.J.- A	28.	Open
4.	N.T.-B	29.	O.B.C.
5.	O.B.C.	30.	Open
6.	Open	31.	N.T.-C
7.	N.T.-C	32.	Open
8.	Open	33.	Scheduled Tribes
9.	O.B.C.	34.	Open
10.	Open	35.	O.B.C.
11.	N.T.-D	36.	Open
12.	Scheduled Castes	37.	Scheduled Castes
13.	Open	38.	Open
14.	Open	39.	O.B.C.
15.	Special B.C.	40.	Open
16.	Open	41.	V.J.- A
17.	O.B.C.	42.	Open
18.	Open	43.	Scheduled Castes
19.	O.B.C.	44.	Open
20.	Open	45.	O.B.C.
21.	Scheduled Castes	46.	Open
22.	Open	47.	N.T.-B
23.	Scheduled Tribes	48.	Open
24.	Open	49.	O.B.C.
25.	O.B.C.	50.	Open
Sr. No.	Whether reserved or open	Sr. No.	Whether reserved or open
51.	Scheduled Castes	76.	Open
52.	Open	77.	N.T.-D
53.	Scheduled Tribes	78.	Open
54.	Open	79.	O.B.C.
55.	O.B.C.	80.	Open

56.	Open	81.	Scheduled Castes
57.	N.T.-C	82.	Open
58.	Open	83.	V.J.- A
59.	O.B.C.	84.	Open
60.	Open	85.	O.B.C.
61.	Scheduled Castes	86.	Open
62.	Open	87.	Special B.C.
63.	Scheduled Tribes	88.	Open
64.	Open	89.	O.B.C.
65.	O.B.C.	90.	Open
66.	Open	91.	Scheduled Castes
67.	Scheduled Castes	92.	Open
68.	Open	93.	Scheduled Tribes
69.	O.B.C.	94.	Open
70.	Open	95.	O.B.C.
71.	Scheduled Tribes	96.	Open
72.	Open	97.	Scheduled Castes
73.	Scheduled Castes	98.	Open
74.	Open	99.	N.T.-B / C
75.	O.B.C.	100.	Open

Sr.No	Posts Reserved for	% age	Roster Points
1.	Scheduled Castes	13 %	5, 9, 17, 19, 25, 29, 35, 39, 45, 49, 55, 59, 65, 69, 75, 79, 85, 89, 95, 1, 12, 21, 27, 37, 43, 51, 61, 67, 73, 81, 91, 97.
9.	Open	48 %	6, 8, 10, 13, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 2, 23, 33, 53, 63, 71, 93
2.	Scheduled Tribes	7 %	40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100. 3, 41, 83.
3.	V.J.- A	3 %	
4.	N.T.- B	2.5 %	4, 47, } 99 (B-C)
5.	N.T. - C	3.5 %	7, 31, 57 }
6.	N.T.- D	2 %	11, 77.
7.	S.B.C.	2 %	15, 87.

चनुसूचित जमातीछकर्मचा-यांच्या जाती प्रमाणपत्रांच्या वैधतेची तपासणी.

१. उपर्युक्त प्रशासकीय परिपत्रकातील सूचनांप्रमाणे कार्यवाही करताना काही अडचणी व प्रश्न उद्भवले. त्यासाठी,

प्रधान सचिव, आदिवासी विकास विभाग, मंत्रालय यांच्या बरोबर झालेल्या बैठकीत सविस्तर चर्चा होऊन शासनाचे केलेल्या खुलाशाच्या आधारे खालील प्रमाणे सूचना निर्गमित करण्यात येत आहेत.

(क) अनुसूचित जमाती प्रवर्गातील कर्मचा-यांच्या जाती प्रमाणपत्रांच्या वैधते बद्दल काही शंका निर्माण झाल्यास किंवा तक्रार आल्यास त्या कर्मचा-याकडून जाती प्रमाणपत्र तपासणीसाठी लागणारे सर्व दस्तऐवज (एकुण १८) विशिष्ट मुदतीत मागवून घ्यावीत. दस्तऐवजांची यादी सोबत जोडली आहे. त्या कर्मचा-याने हे दस्तऐवज सादर करण्यास टाळाटाळ केली किंवा सर्व दस्तऐवज सादर केली नाहीत तर अधीक प्रतिक्षा न करता ती तक्रार, उपलब्ध दस्तऐवजांसह शासनाच्या संबंधित जाती प्रमाणपत्र तपासणी समितीकडे पुढील कार्यवाहीसाठी पाठवावीत. त्यानंतर, सदर समिती त्या कर्मचा-याशी थेट संपर्क साधून त्याच्याकडून आवश्यक ती सर्व दस्तऐवज मिळवील व पुढील रितसर कार्यवाही करून आपला निर्णय मंडळास कळवेल.

(ख) (i) जाती प्रमाणपत्रे शंकास्पद आहेत म्हणून निवड समितीने एखाद्या उमेदवाराची निवड न करणे योग्य नाही. श्रीमती. माधुरी पाटील यांच्या प्रकरणी सर्वोच्च न्यायालयाने दिलेल्या निर्णयातील परिच्छेद क्रमांक १० मध्ये दिलेल्या निर्देशानुसार चनुसूचित जमातीछ जाती प्रमाणपत्र धारण करणा-या उमेदवारास नियुक्ती द्यावयाची असेल किंवा तशा कर्मचा-यास पदोन्नती द्यावयाची असेल तर त्याची सक्षम निवड समितीने नियमानुसार निवड केल्यानंतर त्या उमेदवाराकडून / कर्मचा-याकडून जाती प्रमाणपत्रे पडताळणीसाठी लागणारे सर्व दस्तऐवज मागवून घेऊन ती संबंधित समितीकडे पाठवावीत. समिती त्यावर सहा महिन्यात निर्णय देईल असे शासनाचे आदेश आहेत. तथापि, प्रकरण पाठविल्यापासून तीन महिन्यांच्या आत समितीचा निर्णय प्राप्त झाला नाही तर त्या उमेदवारास / कर्मचा-यास तात्पुरती (Provisional) नियुक्ती / पदोन्नती दिली जावी. मात्र अशी नियुक्ती किंवा पदोन्नती ही सशर्त (conditional) स्वरूपाची असावी. तसेच ही नियुक्ती किंवा पदोन्नती संबंधित जाती प्रमाणपत्रे पडताळणी समिती जो निर्णय देईल त्याच्या अधिन असेल अशी अट त्या नियुक्ती / पदोन्नतीच्या आदेशात अंतर्भूत असावी. समितीने तपासणी अंती जाती प्रमाणपत्र चनुसूचित डड ठरविल्यास त्या कर्मचा-याची नियुक्ती / पदोन्नती ही रद्द ठरेल अशीही अट अंतर्भूत असावी.

(ii) वरील प्रमाणे जाती प्रमाणपत्र अवैध ठरल्यास, त्या कर्मचा-याची नियुक्ती मंडळातील प्रथम नियुक्ती असल्यास त्याला रीतसर नोटीस देऊन त्याची सेवा समाप्त करावी. मात्र, प्रथम नियुक्ती नसल्यास ती नियुक्ती रद्द करावी. त्याच बरोबर प्रशासकीय परिपत्रक क्रमांक २०२, दिनांक २९.११.१९९६ मधील सूचनांनुसार पुढील कार्यवाही देखील करावी. पदोन्नतीच्या बाबतीतदेखील अशीच कार्यवाही करावी.

(ग) (i) शासनाच्या धोरणप्रमाणे चनुसूचित जमातीच्या कर्मचा-यांची थेट सेवा प्रवेश नियुक्ती किंवा पदोन्नती देण्यापुर्वी, या सर्व कर्मचा-यांची जाती प्रमाणपत्रे, तपासणी समितीकडून वैध ठरविली जाणे आवश्यक आहे. याचाच अर्थ एखाद्या अशा प्रकरणी जाती प्रमाणपत्राबाबत शंका किंवा तक्रार आहे किंवा कसे हा प्रश्न आता गैरलागू ठरतो.

(ii) वरील (i) प्रमाणे कार्यवाही करणे सुकर व्हावे व विलंब टाळावा म्हणून मंडळात सध्या जे चनुसूचित जमातीचे कर्मचारी कार्यरत आहेत त्यापैकी प्रत्येक प्रवर्गातील ज्येष्ठता यादीनुसार प्रत्येक वर्षी असे जे कर्मचारी पदोन्नतीसाठी पात्र असतील त्या कर्मचा-यांकडून उपर्युक्तप्रमाणे दस्तऐवज मागवून घेऊन त्यांची प्रकरणे शासनाच्या जाती प्रमाणपत्र तपासणी समितीकडे निर्णयार्थ पाठवावीत.

(घ) एखाद्या प्रकरणी जाती प्रमाणपत्र तपासणी समितीने, कर्मचा-यांचे जातीप्रमाणपत्र चनुसूचित असल्याचा निर्णय दिल्यानंतर, तो कर्मचारी न्यायालयाकडून स्थगिती आदेश किंवा अंतरिम आदेश प्राप्त करून घेतो. न्यायालयाचा आदेश हा समितीच्या निर्णयाच्या विरुद्ध असल्याने त्यासंबंधात समिती तर्फे न्यायालयात बाजू मांडून हा अंतरिम आदेश / स्थगिती आदेश रद्द करून घ्यावा लागेल.

२. अनुसूचित जमाती मागासप्रवर्गांना दिलेल्या सवलतीचा गैरफायदा घेतला जावु नये म्हणून उपर्युक्त सूचनांची विशेष दखल घेऊन त्यांची काटेकोरपणे अंमलबजावणी करावी.

अनुसूचित जमाती जाती प्रमाणपत्रांची वैधता तपासण्यासाठी

आवश्यक असणा-या कागदपत्रांची यादी.

अ) उमेदवाराची प्रमाणपत्रे :

१. उमेदवाराच्या जन्माच्या नोंदीचा जन्म रजिस्टरचा उतारा (साक्षात्कृत प्रत)
२. उमेदवाराच्या प्राथमिक शाळेच्या प्रवेश रजिस्टरमधील नोंदीचा उतारा (साक्षात्कृत प्रत)
३. उमेदवाराच्या प्राथमिक शाळा सोडल्याचा मूळ दाखल्याची (साक्षात्कृत प्रत)(द्वितीय प्रतीची साक्षात्कृत प्रत नसावी).
द्वितीय प्रतीची साक्षात्कृत प्रत असल्यास संबंधित मुख्याध्यापकाचे प्रवेश रजिस्टर व शाळा सोडल्याचा मूळ दाखला यातील मूळ जातीच्या नोंदीत बदल नसल्याबाबतचे प्रमाणपत्र.
४. उमेदवाराच्या जमातीचे सक्षम अधिकारी यांनी दिलेले प्रमाणपत्र (मूळ प्रत) व एक साक्षात्कृत प्रत.

ब) उमेदवाराच्या वडीलांची प्रमाणपत्रे :-

५. उमेदवाराच्या वडीलांच्या जन्माच्या नोंदीचा जन्मरजिस्टरमधील उतारा (साक्षात्कृत प्रत)
६. उमेदवाराच्या वडीलांच्या प्राथमिक शाळेतील प्रवेश रजिस्टरमधील नोंदीचा उतारा (साक्षात्कृत प्रत)
७. उमेदवाराच्या वडीलांच्या शाळा सोडल्याचा दाखल्याची प्रत (साक्षात्कृत प्रत)
८. वडीलांनी शासकीय / निमशासकीय सेवा केली असल्यास, सेवेत असल्यास सेवापुस्तकाच्या पहिल्या पानावरील (जमातीची नोंद असणा-या) नोंदीची प्रत (साक्षात्कृत प्रत)
९. वडीलांचे सक्षम अधिकारी यांनी दिलेले जमातीचे प्रमाणपत्र (मूळ प्रत)

क) वडील अशिक्षित असल्यास जवळचे रक्तसंबंधातील (उदा.काका, मामा, इत्यादी) समवयस्क नातेवाईकांची प्रमाणपत्रे :-

१०. जन्माच्या नोंदीचे रजिस्टरमधील उतारे (साक्षात्कृत प्रत)
११. प्राथमिक शाळेच्या प्रवेश रजिस्टर मधील नोंदीचे उतारे (साक्षात्कृत प्रत)
१२. प्राथमिक शाळेच्या शाळा सोडल्याचा दाखल्याची प्रत (साक्षात्कृत प्रत)
१३. सेवा केलेली असल्यास / सेवेत असल्यास सेवापुस्तकीच्या पहिल्या पानावरील नोंदीची प्रत (साक्षात्कृत प्रत)

ड)

इतर कागदपत्रे -

१४. उमेदवार / त्याचे वडील / घरातील इतर व्यक्तींचे नावावर शेतजमीन असल्यास ७ X १२ चा उतारा.
१५. उमेदवार किंवा उमेदवाराचा जन्म १९५० नंतरचा असल्यास त्याचे वडील, आजोबा १९५० मध्ये ते ज्या ठिकाणचे रहिवासी होते. त्या बदलची माहिती व पुरावा उपलब्ध असल्यास त्या कागदपत्रांच्या प्रती (साक्षात्कृत प्रत)
१६. १९५० पुर्वीचे इतर कागदपत्रे पुरावे असल्यास ते, ज्याच्या आधारे उमेदवार जमाती विषयीचा दावा सिध्द करू इच्छितो.
१७. उमेदवाराच्या रक्तसंबंधातील कोणाचा दावा यापूर्वी वैध ठरविण्यात आला असेल तर त्याची माहिती (वैधता प्रमाणपत्राची साक्षात्कृत प्रत)
१८. वरील व्यतिरिक्त उमेदवारास काही कागदपत्रे त्याच्या दाव्याच्या पृष्ठयर्थ सादर करावयाची असल्यास ती कागदपत्रे.

(टीप या संबंदातील मंडळाचे प्रशासकीय परिपत्रक क्र. ३५७ दि. ७.३.२००१, प्रशासकीय परिपत्रक क्र. ३५८ परिपत्रक क्र. ३६४ दि. १२.११.२००१ व २३९ दिनांक १४/१०/१९९७ हे लो पहावे)

दि. ७.३.२००१ व प्रशासकीय

ANNEXURE – II

Form of Register to be maintained to give effect to the roster for reservations for various sections of Backward Classes.

Deleted

ANNEXURE – III

Added to Appendix 'A' vide Correction Slip No. 197 dated 30.12.1989 to G.S.O. 112 dated 12.2.1962 read with Adm.Cir.247 dt.1.12.97.

Sub: Districtwise Percentage of reservation for Schedule Tribe while filling in vacancies of Pay Gr.IV and III posts (excluding posts borne on Statewise Seniority) which are to be filled by Direct Recruitment.

According to the existing orders contained in Appendix-A of the M.S.E. Dist. Co. Ltd. Classification & Recruitment Regulations, 2005, 7% of vacancies occurring in each of the various posts which are filled by direct recruitment are reserved for the members belonging to the Scheduled Tribes including those living outside the specified areas. The question of raising this percentage of reservation districtwise in accordance with the order contained in Government Resolution, General Administration Department No. BCC-1072-J dated 6th June, 1972 read with G. R. No. BCC-1084 (CR No.204/83)/16B, dated 7th January, 1984 and G.R.GAD.No. BCC-1187-2776/ CR-296/87/16B, dated 15th October, 1987 was under consideration for some time.

2. Under the powers delegated vide Board Resolution No. 1886 dt. 18.6.85 & 160, dated 14th May, 1986. the Member (Admn.)/Secretary in consultation with Accounts Member and Technical Member has accorded approval to direct that G.R.No.BCC-1093/2167/ CR-141/93/16-B dated 01/09/1997 read with Administrative Circular No. 247 dt. 01/12/1997 be adopted mutatis and mutandis the reservation for Scheduled Tribes in the vacancies of posts in pay Group-IV and III (excluding posts borne on Statewise Seniority) which are filled by direct recruitment should be revised for the appointing authorities in the Districts mentioned in Column No.2 of the table set out below as shown against them in Column No.3 :-

Sr. No.	Name of District	Revised percentage of reservation for Scheduled Tribes for direct recruitment
1	2	3
1.	Thane	22%
2.	Nasik	22%
3.	Dhule	22%
4.	Raigad	9%
5.	Yavatmal	14%
6.	Chandrapur	15%



क्र.साप्रवि/रवका/न.क्र.३४८/

महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्या.

एस्ट्रेला बॅटरीज विस्तारित इमारत,

तळ मजला, धारावी रोड, माटुंगा,

मुंबई - ४०० ०१९.

प्रशासकीय परिपत्रक क्र. २७४ दिनांक ०४ / ०१ / २०१०

विषय : अनुसूचित जाती कल्याण समिती व विमुक्त जाती भटक्या जमाती कल्याण समितीने विंदूनामावली व आरक्षणाची पदे भरण्याबाबत केलेल्या सूचनांच्या अनुषंगाने करावयाच्या कार्यवाहीबाबत.

संदर्भ : कक्ष अधिकारी, उद्योग, ऊर्जा व कामगार विभाग, मंत्रालय, मुंबई यांचे पत्र क्र. संकीर्ण-२००९/सं.क्र.९१०/प्रशासन-२ दिनांक ०१/१२/२००९.

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आरक्षण कायदा २००४ नुसार मागासवर्गीयांच्या शासकीय सेवेतील आरक्षणांच्या आदेशांचे योग्य प्रकारे अंमलबजावणी करण्यासाठी मंत्रालयीन स्तरावर वेळोवेळी शासन परिपत्रकांन्वये सूचना/तरतुदी निर्गमित केल्या आहेत.

२. आता याच संदर्भात कक्ष अधिकारी, उद्योग, ऊर्जा व कामगार विभाग, मंत्रालय, मुंबई यांचे पत्र क्र. संकीर्ण-२००९/सं.क्र.९१०/प्रशासन-२ दि.०१.१२.२००९ सोबत श्री.एन.आरुमुगम, प्रधान सचिव, सा.वि.स., मंत्रालय, मुंबई यांच्या शासन परिपत्रक क्र.बीसीसी-२००९/प्र.क्र.२९१/०९/१६-ब दि.०५.११.२००९ च्या पत्राची प्रत माहितीस्तव जोडण्यात येत आहे.

३. सदर शासन परिपत्रकातील सूचना/तरतुदीची कोटेकोरपणे पालन होण्यासाठी सर्व संबंधीत अधिकाऱ्यांनी दि.०५.११.२००९ च्या शासन परिपत्रकाचे अवलोकन करावे व सदर परिपत्रकातील सूचनांचे काटेकोरपणे पालन करावे.

४. सदर प्रशासकीय परिपत्रक कंपनीच्या www.mahadiscom.in या संकेत स्थळावर उपलब्ध करण्यात आले आहे.


(सु. य. पाटील)

मुख्य महाव्यवस्थापक (क)

प्रत रवाना :

महावितरण कंपनीच्या प्रेषण यादीनुसार.

अनुसूचित जाती कल्याण समिती व
विमुक्त जाती भटक्या जमाती कल्याण
समितीने बिंदूनामावली व आरक्षणाची
पदे भरण्याबाबत केलेल्या सुचनांच्या
अनुषंगाने करावयाच्या कार्यवाहीबाबत.

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

शासन परिपत्रक क्रमांक:बीसीसी-२००९/प्र.क्र.२९१/०९/१६-ब

मंत्रालय, मुंबई ४०० ०३२

दिनांक : ५ नोव्हेंबर, २००९

- संदर्भ : १) शासन निर्णय, क्र. बीसीसी १०६४/१११/जे, दि. ९ एप्रिल, १९६५.
२) शासन निर्णय, क्र. बीसीसी १०७२/इसीआर-जे, दि. २७ जून, १९७४.
३) शासन निर्णय, क्र. बीसीसी १०८५/२९८८/१६-ब, दि. १३ ऑगस्ट, १९८६.
४) शासन निर्णय, क्र. बीसीसी १०९१/२५५१(क)/१६-ब, दि. २७ मार्च, १९९१.
५) शासन निर्णय, क्र. बीसीसी १०९४/सीआर ५७/९४/१६-ब, दि. ५ डिसेंबर, १९९४.
६) शासन निर्णय, क्र. बीसीसी १०९७/सीआर २/१६-ब, दि. २९ मार्च, १९९७.
७) शासन निर्णय, क्र. बीसीसी १०९७/प्र.क्र.६३/९७/१६-ब, दि. १८ ऑक्टोबर, १९९७.
८) महाराष्ट्र आरक्षण कायदा क्रमांक ८/२००४.
९) शासन निर्णय, क्रमांक: बीसीसी २००१/१८८७/प्र.क्र.६४/०१/१६-ब, दिनांक २५ मे, २००४.
१०) शासन निर्णय, क्रमांक: बीसीसी २००१/१८८७/प्र.क्र.६४/०१/१६-ब, दि. २६ ऑक्टोबर, २००४.
११) शासन निर्णय, क्रमांक: बीसीसी २००८/प्र.क्र.४०७/०८/१६-ब, दि. २७ ऑक्टोबर, २००८.
१२) शासनपत्र क्रमांक: बीसीसी २००९/प्र.क्र.३३५/०९/१६-ब, दि. ६ एप्रिल २००९.
१३) शासनपत्र क्रमांक: बीसीसी २००९/प्र.क्र.२९१/०९/१६-ब, दि. ११ मे २००९

प्रस्तावना :

मागासवर्गीयांच्या शासकीय सेवेतील आरक्षणांच्या आदेशांचे योग्य प्रकारे अंमलबजावणी करण्यासाठी मंत्रालयीन स्तरावर सामान्य प्रशासन विभागाच्या अंतर्गत मागासवर्ग कक्षाची स्थापना जून १९७४ मध्ये तर क्षेत्रीय स्तरावर विभागीय आयुक्तांच्या अधिपत्याखाली मागासवर्ग कक्षाची स्थापना दि. १३ ऑगस्ट, १९८६ च्या शासन निर्णयान्वये करण्यात आली आहे, व या दोन्ही कक्षांची कार्यकक्षा सुद्धा निश्चित करून देण्यात आली आहे. त्यानुसार क्षेत्रीय स्तरावर सहाय्यक आयुक्त (मावक) यांनी त्यांच्या अधिनस्त सर्व कार्यालयातील वर्ग ३ व ४ च्या कर्मचा-यांच्या बिंदूनामावल्या तपासून प्रमाणित करावयाच्या आहेत. राज्यातील सर्व वर्ग १ व वर्ग २ अधिकाऱ्यांच्या

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बिंदूनामावल्या मंत्रालयातील मागासवर्ग कक्षाने तपासून प्रमाणित करावयाच्या आहेत. शासनाचे याबाबत स्थायी शासकीय आदेश असतानाही बहुतांशी शाळा/महाविद्यालये, विद्यापीठे, शासकीय कार्यालये यांच्या बिंदू नामावल्या योग्य रित्या प्रमाणित केल्या जात नाहीत असे निदर्शनास आले आहे. शालेय शिक्षण विभागातील शिक्षक व शिक्षकेतर कर्मचा-यांच्या बिंदूनामावल्या सध्या शिक्षणाधिकारी / उपसंचालक (शिक्षण) यांचेकडून तपासून देण्यात येत आहेत. या बिंदूनामावल्या सहायक आयुक्त (मावक) यांनी प्रमाणित करावयाच्या आहेत. तथापि अशा प्रकारची कार्यवाही होताना दिसून येत नाही. यामुळे बिंदूनामावल्या प्रमाणित करावयाच्या कार्यवाहीत मोठ्या प्रमाणात त्रुटी आढळून आल्या आहेत. या अनुषंगाने शासनाने संदर्भाधीन क्र.१२ येथील पत्रान्वये, त्यांच्या अधिनस्त कार्यालयातील बिंदूनामावल्यांना सहायक आयुक्त (मावक)/ मंत्रालयीन मागासवर्ग कक्ष यांची अंतिम मान्यता असल्याखेरीज नियुक्ती/ पदोन्नतीची कार्यवाही करण्यात येऊ नये. जर काही अपवादात्मक परिस्थितीमध्ये अशी मान्यता घेणे शक्य झाले नसल्यास अशा बिंदूनामावल्यांना ६ महिन्यांच्या आत सहाय्यक आयुक्त (मावक)/ मंत्रालयीन मागासवर्ग कक्ष यांची अंतिम मान्यता आवश्यक राहिल अशा सूचना निर्गमित केल्या आहेत. अनुसूचित जाती, अनुसूचित जमाती, विजा/भज व इमाव कल्याण समितीने शासनाच्या बिंदूनामावल्या तपासण्याच्या सद्याच्या कार्यपद्धतीमध्ये असलेल्या त्रुटी निदर्शनास आणून दिल्या आहेत. या सर्व बाबी विचारात घेवून संदर्भाकीत क्र. १२ येथील पत्रान्वये दिलेल्या सूचना आता रद्द करून आता खालीलप्रमाणे सुधारित आदेश देण्यात येत आहेत :

परिपत्रक

१) सरळसेवा प्रवेशासाठी शासन निर्णय क्र.बीसीसी १०९७/प्र.क्र.२/१६-ब, दि.२९ मार्च १९९७ अन्वये तसेच पदोन्नतीसाठी शासन निर्णय क्र.बीसीसी १०९७/प्र.क्र.६३/९७/१६-ब, दि.१८ ऑक्टोबर १९९७ अन्वये स्वतंत्र १०० बिंदूनामावली निश्चित केली आहे. बिंदूनामावली नोंदवह्या अद्ययावत ठेवण्याची जबाबदारी नियुक्ती प्राधिका-यांची आहे व बिंदूनामावल्या कशा प्रकारे ठेवाव्यात याविषयी स्पष्ट सूचना शासनाच्या दि. २३.११.१९७० च्या शासन परिपत्रकान्वये दिल्या आहेत. असे असतानाही शासनाच्या असे निदर्शनास आले आहे की, अद्याप बऱ्याच कार्यालयांनी बिंदूनामावल्याच ठेवलेल्या नाहीत. बिंदूनामावल्या न ठेवता नियुक्त्या व पदोन्नत्या देण्याची कार्यवाही करणे हे शासनाच्या आरक्षण विषयक धोरणाशी विसंगत आहे. तरी सर्व प्रशासकीय विभागांनी, तसेच त्यांच्या

अधिनस्त ज्या कार्यालयांनी अद्याप बिंदूनामावल्या ठेवलेल्या नाहीत त्यांनी त्या त्वरीत तयार करून या परिपत्रकाच्या सोबतच्या प्रपत्र “अ” मध्ये नमूद केलेल्या प्राधिकाऱ्यांकडून त्या प्रमाणित करून घेणे आवश्यक आहे.

२. विद्यपिठांतर्गत कार्यरत असलेल्या मागासवर्ग कक्षास, त्याचबरोबर शालेय शिक्षण विभागाच्या नियंत्रणाखाली कार्यरत असलेल्या अधिकाऱ्यांनी त्यांच्या अधिनस्त असलेल्या महाविद्यालयाच्या/शिक्षकशिक्षकेतर कर्मचाऱ्यांच्या बिंदूनामावल्या प्रमाणित करण्याचे कोणतेही आदेश या विभागाने दिलेले नसतानाही या कार्यालयांकडून /अधिकाऱ्यांकडून परस्पर मागासवर्ग कक्षाची मान्यता न घेता बिंदू नामावल्या प्रमाणित केल्या जात आहे. बिंदू नामावल्या, या परिपत्रकाच्या प्रपत्र “अ” मध्ये नमूद केलेल्या प्राधिकाऱ्यांशिवाय इतर अधिकाऱ्यांनी प्रमाणित केल्या असल्यास व त्यानुसार नियुक्त्या/पदोन्नती देण्याची कार्यवाही केली असल्यास सदरहू कार्यवाही ही नियमबाह्य ठरते व अशा नियमबाह्य कार्यवाहीस संबंधित नियुक्ती प्राधिकारी व्यक्तिशः जबाबदार राहतील.

३. सरळसेवा व पदोन्नतीमध्ये छोट्या संवर्गाच्या बाबतीत मागास प्रवर्गाची आरक्षणाची पदे कशी भरावीत या विषयीच्या स्पष्ट सूचना ह्या विभागाने शासन निर्णय दि.५-१२-१९९४ व शासन परिपत्रक क्र. दि. २७.१०.२००८ अन्वये दिलेल्या आहेत. असे असतानाही मागासप्रवर्गाची पदे भरताना या सूचनांकडे दुर्लक्ष होत आहे असे शासनाच्या निदर्शनास आले आहे. यास्तव वर उल्लेखित शासन निर्णय आणि शासन परिपत्रकांतील सूचना नुसार आरक्षणाची पदे भरण्याची कार्यवाही काटेकोरपणे करण्याबाबत पुन्हा सूचना देण्यात येत आहेत.

४. सरळसेवेची पदे भरत असताना मागासप्रवर्गाची पदे उमेदवारांअभावी रिक्त रहात असल्यास अशी पदे अदलाबदलीने भरण्याची कार्यपद्धती शासन निर्णय दि. ५ डिसेंबर, १९९४ अन्वये निश्चित करण्यात आली आहे. असे असतानाही ब-याच विभागाकडून / कार्यालयाकडून मागासप्रवर्गाच्या बिंदूवर परस्पर खुल्या प्रवर्गाच्या उमेदवारांना शासनाची मान्यता न घेता नियुक्त्या दिल्या जात आहेत. विशेषकरून विना अनुदानित / अनुदानित संस्थांचे बाबत ही बाब प्रामुख्याने निदर्शनास आली आहे. यास्तव सर्व प्रशासकीय विभागांनी त्यांच्या अधिनस्त असलेल्या सर्व कार्यालय प्रमुख / नियुक्ती प्राधिकारी यांच्या निदर्शनास वर उल्लेखित दि.५ डिसेंबर, १९९४ च्या शासन निर्णयातील तरतुदी, तसेच आरक्षण कायद्यातील सर्व प्रमुख तरतुदी निदर्शनास आणाव्यात. मागासवर्गीयांच्या राखीव

बिंदूवर खुल्या प्रवर्गातून नियुक्त्या दिल्या असल्यास अशी सर्व प्रकरणे सामान्य प्रशासन विभागा (मागासवर्ग कक्ष) च्या निदर्शनास आणावीत आणि अशा सर्व नियुक्त्या रद्द करून, रिक्त होणा-या जागा मागासप्रवर्गातून भरण्याबाबत कार्यवाही करण्यात यावी.

५. आरक्षण कायदा २००४ नुसार आरक्षण कायद्यातील तरतुदींचा भंग करून केलेल्या नियुक्त्या अथवा पदोन्नत्या या नियमबाह्य ठरतात. यास्तव सर्व नियुक्ती प्राधिकारी यांनी याविषयी सर्वेक्ष आढावा घेऊन मागास प्रवर्गाच्या जागांवर बिगर मागासप्रवर्गाच्या कर्मचारी/अधिकारी यांची नियुक्ती करण्यात आलेली नाही याची खात्री करून घ्यावी. जर अशा प्रकारे गैरमार्गाने नियुक्त्या केलेल्या असल्यास त्वरीत अशा नियुक्त्या रद्द करून रिक्त होणारी पदे संबंधित मागास प्रवर्गातून त्वरीत भरावीत. अन्यथा अशा अनियमिततेस नियुक्ती प्राधिकारी हे व्यक्तिशः जबाबदार राहतील.

६. शासनाच्या असे निदर्शनास आले आहे की, काही शैक्षणिक संस्था मधील आदिवासी प्रवर्गाच्या जागा बऱ्याच वर्षांपासून रिक्त आहेत. मुलाखतीसाठी आदिवासी प्रवर्गातील उमेदवार उपस्थित राहतात. परंतु त्यांना नियुक्ती न देता जागा रिक्त ठेवण्यात येतात. ही बाब गंभीर असून जोपर्यंत अनुशेष आहे तोपर्यंत विशेष भरती मोहिम राबवून मागास प्रवर्गाच्या अनुशेषाची पदे भरण्याची कार्यवाही सुरु ठेवावी अशा स्पष्ट सूचना शासनाने वेळोवेळी दिलेल्या आहेत. मागास प्रवर्गाचे उमेदवार उपलब्ध असूनही त्यांना नियुक्त्या न देता अनुशेष पुढे ओढणे यासारख्या बाबी जर काही शासकीय विभागांनी / कार्यालयांनी केल्या असल्यास संबंधित नियुक्ती प्राधिकारी यांनी याविषयी संबंधित सहाय्यक आयुक्त (मागासवर्ग कक्ष) यांचेमार्फत याबाबतचा सविस्तर अहवाल संबंधित प्रशासकीय विभाग व सामान्य प्रशासन विभाग मागासवर्ग कक्षास सादर करणे आवश्यक आहे.

७. मागास प्रवर्गाच्या उमेदवारांना नियुक्ती अथवा पदोन्नती देत असताना जात वैधता प्रमाणपत्र असल्याखेरीज यापुढे नियुक्ती अथवा पदोन्नती देण्यात येऊ नये.

८. सरळसेवा / पदोन्नतीद्वारे पद भरती / पदोन्नती करीत असताना निवडसमिती / विभागीय पदोन्नती समितीमध्ये मागासप्रवर्गाच्या प्रतिनिधीचा समावेश करणे आवश्यक आहे.

९. विधान मंडळाच्या, अनुसूचित जाती कल्याण समिती/अनुसूचितजमाती कल्याण समिती/विमुक्त जाती भटक्या जमाती कल्याण समिती/इतर मागास वर्ग कल्याण समिती यांनी बिंदुनामावली तयार करण्याचे काम विहीत कालावधीत पूर्ण होणे अपेक्षित आहे अशी शिफारस शासनास केली आहे. या अनुषंगाने सर्व नियुक्ती प्राधिकारी यांनी त्यांच्या

अधिपत्याखालील सर्व कार्यालये शैक्षणिक संस्था यांची तपासणी करून ज्या कार्यालयांनी अद्याप बिंदूनामावली ठेवली नसेल किंवा बिंदूनामावली ठेवली आहे परंतु प्रमाणित केलेली नाही अशा सर्व कार्यालयांनी तीन महिन्यांच्या आत कार्यवाही पूर्ण करावी. जोपर्यंत बिंदूनामावली सहाय्यक आयुक्त (मावक) यांच्याकडून प्रमाणित करून घेतली जाणार नाही तोपर्यंत अशा संस्थांचे पुढील अनुदान रोखण्यात यावे. व अशा संस्थांच्या बाबतचा स्वयंस्पष्ट अहवाल अनुदान वितरित करण्यास सहमती देणाऱ्या अधिकाऱ्यांनी प्रत्येक वर्षी ३१ मे पर्यंत सहाय्यक आयुक्त (मावक) यांना सादर करणे बंधनकारक राहिल. सहाय्यक आयुक्त (मावक) यांनी त्यांच्या कार्यक्षेत्रातील प्राप्त होणारे सर्व अहवाल एकत्रित करून त्यांच्या स्वयंस्पष्ट अभिप्रायासह प्रधान सचिव (मावक) यांना ३१ जुलै पर्यंत सादर करणे आवश्यक राहिल.

१०. अ) प्रत्येक कार्यालयाने बिंदू नामावली बरोबर ठेवली आहे कि नाही तसेच बिंदूनामावलीच्या क्रमानुसार आरक्षणाची पदे भरली आहेत किंवा कसे याची पडताळणी करण्यासाठी प्रत्येक ३ महिन्यास प्रपत्र "ड" मध्ये दर्शविल्याप्रमाणे सर्व कार्यालयांनी २ प्रतीमध्ये सहाय्यक आयुक्त (मावक) यांचेकडे माहिती सादर करावी. सहाय्यक आयुक्त (मावक) यांनी १ प्रत आपलेकडे ठेवून दुसरी प्रत आपल्या अभिप्रायासह प्रधान सचिव (साविस) यांचेकडे सादर करावी.

ब) बिंदू नामावल्या प्रमाणित करणाऱ्या अधिकाऱ्यांना एखाद्या प्रकरणी मागास प्रवर्गाच्या उमेदवारांना डावलून अशी पदे खुल्या प्रवर्गातून भरली आहेत ही बाब निदर्शनास आल्यास याबाबतचा स्वयंस्पष्ट अहवाल संबंधित प्रशासकीय विभाग व मंत्रालय मागासवर्ग कक्षास सादर करणे आवश्यक आहे. संबंधित संस्थांना शासनाचे अनुदान वितरित करणाऱ्या अधिकाऱ्यांनी यापुढे स्वतः जातीने लक्ष घालून या संस्थांनी सहाय्यक आयुक्त, मागासवर्गीय कक्ष/मंत्रालयीन मागासवर्ग कक्ष यांनी प्रमाणित केलेल्या बिंदू नामावलीनुसार मागास प्रवर्गाची सर्व पदे भरली आहेत याची खात्री करून मगच अनुदान वितरित करणे आवश्यक आहे. अन्यथा बिंदू नामावली प्रमाणित करणारे अधिकारी त्याचबरोबर अनुदान वितरित करणारे अधिकारी व नियुक्ती प्राधिकारी हे या अनियमिततेस जबाबदार राहतील.

क) प्रधान सचिव (साविस) यांच्या अध्यक्षतेखाली प्रत्येक ३ महिन्यांनी म्हणजेच एप्रिल, जुलै, ऑक्टोबर व जानेवारी च्या तिसऱ्या सोमवारी मागास प्रवर्गाच्या सरळसेवा व

पदोन्नतीमधील अनुशेषाबाबत आढावा बैठक घेण्यात येईल. नियुक्ती प्राधिका-यांनी मागासप्रवर्गाच्या अनुशेषाबाबत दिलेली व शासनाकडे सामाजिक संघटना / लोकप्रतिनिधी यांनी दिलेली माहिती याची पडताळणी केली असता पडताळणीअंती नियुक्ती प्राधिकारी / सहाय्यक आयुक्त (मावक) यांनी दिलेली माहितीमध्ये विसंगती आढळून आल्यास अथवा चुकीची माहिती दिल्याचे निदर्शनास आल्यास अशा अधिका-यांवर कारवाई करण्यात येईल.

११. राज्यामध्ये आरक्षण कायदा २००४ लागू करण्यात आला आहे. ह्या कायद्यातील कलम ११ मधील तरतुदीनुसार या अधिनियमातील तरतुदीचे उल्लंघन करून केलेल्या कोणत्याही नियुक्त्या निरर्थक ठरतात. तसेच कलम ८ मधील तरतुदीनुसार आरक्षण कायद्यातील तरतुदींचा हेतूपुरस्सर रितीने भंग होईल अशी कृती करणा-या अधिका-याला ९० दिवसांच्या कारावसाची किंवा रु.५०००/- एवढ्या दंडाची अथवा दोन्ही, अशा शिक्षेची तरतूद करण्यात आली आहे. यास्तव सर्व प्रशासकीय विभागांना सूचना करण्यात येते की, त्यांनी त्यांच्या प्रशासकीय नियंत्रणाखालील सर्व कार्यालये, स्थानिक मंडळे, सांविधानिक मंडळे, महामंडळे इ. ना उपरोक्त नमूद केलेल्या शासन निर्णय व परिपत्रकातील सूचना त्याचबरोबर आरक्षण कायद्यातील महत्वाच्या तरतुदी निदर्शनास आणून घ्याव्यात. सर्व नियुक्ती प्राधिका-यांनी त्यांच्या नियंत्रणाखालील कार्यालयांच्या बिंदूनामावल्या अद्ययावत ठेवून त्यास सहाय्यक आयुक्त (मावक) / मंत्रालयीन मागासवर्ग कक्ष यांचेकडून प्रमाणित करून घ्यावे. सहाय्यक आयुक्त (मावक) व मंत्रालयीन मागासवर्ग कक्ष यांना कार्यालयीन भेटीच्या वेळी आवश्यक ती माहिती सत्वर उपलब्ध करून द्यावी. जाणीवपूर्वक मागासवर्गीयांबाबत उपस्थित झालेल्या मुद्द्यांना माहिती देण्यास विलंब लावणा-या अधिकारी / कर्मचा-यांवरती शिस्तभंगांची कार्यवाही करण्यात येईल.

सदरहू परिपत्रक शासनाच्या वेबसाईटवर उपलब्ध असून त्याचा संगणक सांकेतांक २००९११०५१७१२२४००१ आहे.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नांवाने,

सही/-

(एन.आरुमुगम)
प्रधान सचिव, साविस

प्रति,
राज्यपाल यांचे सचिव,

प्रपत्र अ

बिंदूनामावली तयार करणे प्राथमिक तपासणी / अंतिम तपासणी करणारे
प्राधिकारी

अ. क्र.	संबंधित कार्यालय	बिंदूनामावली कोणी ठेवावी	प्राथमिक तपासणी कोणी करावी	बिंदूनामावलीस मान्यता देणारे प्राधिकारी
१	विद्यापीठाच्या कार्यक्षेत्रातील महाविद्यालये (वर्ग ४ ते वर्ग १ संवर्ग)	संबंधित संस्था / नियुक्ती प्राधिकारी	विद्यापीठ मागासवर्ग कक्ष	सहाय्यक आयुक्त (मावक)
२	विद्यापीठ खुद्द वर्ग ३ व वर्ग ४	नियुक्ती प्राधिकारी	विद्यापीठ मागासवर्ग कक्ष	सहाय्यक आयुक्त (मावक)
३	विद्यापीठ खुद्द वर्ग २ व वर्ग १	नियुक्ती प्राधिकारी	सहाय्यक आयुक्त (मावक)	प्रधान सचिव, सामान्य प्रशासन विभाग (मावक)
४	प्राथमिक व माध्यमिक शाळा	नियुक्ती प्राधिकारी	शिक्षण अधिकारी	सहाय्यक आयुक्त (मावक)
५	माध्यमिक शाळांना संलग्न असलेली ज्युनिअर महाविद्यालये	नियुक्ती प्राधिकारी	उपसंचालक, उच्च शिक्षण	सहाय्यक आयुक्त (मावक)
६	शासकीय / निमशासकीय कार्यालये वर्ग २ व वर्ग १	नियुक्ती प्राधिकारी	संबंधित मंत्रालयीन विभाग	प्रधान सचिव, सामान्य प्रशासन विभाग (मावक)
७	मंत्रालय वर्ग १, २, ३ कर्मचा-यांची बिंदूनामावली ठेवणे मंत्रालय वर्ग ४	नियुक्ती प्राधिकारी	उप सचिव, (आस्थापना)/ साप्रवि-१४ उप सचिव, प्रशासन	प्रधान सचिव, सामान्य प्रशासन विभाग (मावक)
८	राज्यस्तरीय शैक्षणिक संस्था / राज्यस्तरीय कार्यालयातील आस्थापना	नियुक्ती प्राधिकारी	मुख्य कार्यालय ज्या महसूली विभागांमध्ये असेल त्यांचे सहाय्यक आयुक्त (मावक)	प्रधान सचिव, सामान्य प्रशासन विभाग (मावक)
९	इतर सर्व राज्यस्तरीय शैक्षणिक संस्था, सहकारी संस्था, सहकारी बँका / मुक्त विद्यापीठे	नियुक्ती प्राधिकारी	मुख्य कार्यालय ज्या महसूली विभागांमध्ये असेल त्यांचे सहाय्यक आयुक्त (मावक)	प्रधान सचिव, सामान्य प्रशासन विभाग (मावक)

प्रपत्र - ब

शासन निर्णय सामान्य प्रशासन विभाग दिनांक १८.१०.१०१७ नुसार
पदोन्नतीच्या छोट्या संवर्गासाठी आरक्षित पदांचा तपशील

मंजूर पदे	आरक्षित पदे	प्रवर्गनिहाय आरक्षण
१	निरंक	शासन निर्णय दि.२९-९-१९९८ नुसार एकाकी पदास आरक्षण लागू नाही.
२	१	प्रथम अजा-१ तदनंतर अ.जमाती, वि.जा.भ.ज., वि.मा.प्र. आळीपाळीने
३	१	वरीलप्रमाणे
४	१	वरीलप्रमाणे
५	२	अ.जा.-१, अ.ज.-१ तदनंतर वि.जा.भ.ज., वि.मा.प्र. आळीपाळीने
६	२	प्रथम अ.जा.१, अ.ज.-१, वि.जा.भ.ज., वि.मा.प्र. आळीपाळीने
७	२	वरीलप्रमाणे
८	३	अ.जा.-१, अ.ज.-१, वि.जा.भ.ज.-१, वि.मा.प्र. आळीपाळीने
९	३	वरीलप्रमाणे
१०	३	वरीलप्रमाणे
११	४	अ.जा.-२, अ.ज.-१, वि.जा.भ.ज.-१, व नंतर वि.मा.प्र. आळीपाळीने
१२	४	वरीलप्रमाणे
१३	४	वरीलप्रमाणे
१४	५	अ.जा.२, अ.ज.१, वि.जा.(अ) १, भ.ज.(क) १ नंतर वि.मा.प्र. आळीपाळीने
१५	५	वरीलप्रमाणे
१६	५	वरीलप्रमाणे
१७	६	अ.जा.३, अ.ज.१, वि.जा.(अ) १, भ.ज.(क) १ नंतर वि.मा.प्र. आळीपाळीने
१८	६	वरीलप्रमाणे
१९	६	वरीलप्रमाणे
२०	७	अ.जा.३, अ.ज.२, वि.जा.(अ) १, भ.ज.(क) १ नंतर वि.मा.प्र. आळीपाळीने
२१	७	वरीलप्रमाणे
२२	७	वरीलप्रमाणे
२३	८	अ.जा.३, अ.ज.२, वि.जा.(अ) १, भ.ज.(ब) १, भ.ज.(क) १ नंतर वि.मा.प्र. आळीपाळीने
२४	८	वरीलप्रमाणे
२५	८	वरीलप्रमाणे
२६	९	अ.जा.३, अ.ज.२, वि.जा.(अ) १, भ.ज.(ब) १, भ.ज.(क) १ नंतर वि.मा.प्र. १
२७	९	वरीलप्रमाणे
२८	९	वरीलप्रमाणे
२९	१०	अ.जा.३, अ.ज.२, वि.जा.(अ) १, भ.ज.(ब) १, भ.ज.(क) १ नंतर वि.मा.प्र. १ आळीपाळीने
३०	१०	वरीलप्रमाणे
३१	१०	वरीलप्रमाणे
३२	११	अ.जा.४, अ.ज.२, वि.जा.(अ) १, भ.ज.(ब) १, भ.ज.(क) १, भ.ज.(ड) १

प्रपत्र - "क"

शासन निर्णय सामान्य प्रशासन विभाग दि.२९ मार्च, १९९७ नुसार
सरळसेवेकरीता छोट्या संवर्गासाठी आरक्षित पदांचा तपशील

पदसंख्या	खुले पद	आरक्षणाची पदे	
२	१	१	प्रथम अ.जा. नंतर अ.ज. वि.जा.भ.ज.- इ.मा.व.-वि.मा.प्र. आळीपाळीने
३	२	१	प्रथम अ.जा.१ नंतर अ.ज. वि.जा.भ.ज.- इ.मा.व.-वि.मा.प्र. आळीपाळीने
४	२	२	प्रथम अ.जा.१ व अ.ज.१ नंतर वि.जा.भ.ज.-इ.मा.व.-वि.मा.प्र. आळीपाळीने
५	३	२	प्रथम अ.जा.१ व अ.ज.१ नंतर वि.जा.भ.ज.-इ.मा.व.-वि.मा.प्र. आळीपाळीने
६	३	३	प्रथम अ.जा.१, अ.ज.-१, वि.जा.भ.ज.१ नंतर इ.मा.व. -वि.मा.प्र. आळीपाळीने
७	४	३	प्रथम अ.जा.१, अ.ज.१, वि.जा.भ.ज./इ.मा.व./वि.मा.प्र. आळीपाळीने
८	४	४	अ.जा.१, अ.ज.१, वि.जा.भ.ज.-१,इ.मा.व.- १ नंतर वि.मा.प्र. आळीपाळीने
९	५	४	अ.जा.-१, अ.ज.-१, वि.जा.भ.ज.-१, इ.मा.व.-१ नंतर वि.मा.प्र. आळीपाळीने
१०	५	५	अ.जा.-१, अ.ज.-१, वि.जा.भ.ज.-१, इ.मा.व.-२ नंतर वि.मा.प्र. आळीपाळीने

प्रपत्र ड

मागास प्रवर्गाच्या आरक्षित बिंदूवर इतर प्रवर्गातून केलेल्या नियुक्त्या

कार्यालयाचे नांव :

संवर्गाचे नांव :

कार्यालयाचा संपूर्ण पत्ता :

वेतनश्रेणी :

दूरध्वनी क्रमांक :

अहवालाचा महिना

व दिनांक :

जाती प्रवर्गाचे नाव	मंजूर पदसंख्या	प्रत्यक्षात मागास प्रवर्गाची भरलेली पदसंख्या	ज्या प्रवर्गासाठी बिंदू आरक्षित होता परंतु प्रत्यक्षात दुस-या प्रवर्गातून पद भरले अशा प्रकरणांची संख्या	स्तंभ क्र.४ बाबतची थोडक्यात कारण- मीमांसा	ज्या प्रवर्गासाठी बिंदू आरक्षित होता त्या प्रवर्गाव्यतिरिक्त दुस- या प्रवर्गातून बिंदू भरण्यास सहमती देणा-या प्राधिका- याचे नाव व हुद्दा
१	२	३	४	५	६

सहाय्यक आयुक्त (मावक)

कार्यालय प्रमुखाची सही व हुद्दा

Note: 1. The above modification shall not however be applicable in those categories where the seniority list of employees covers a geographical areas larger than the concerned District.

Note: 2. In the "Pay Group III & IV categories where the seniority of employees covers the area of more than one District and if different percentage of reservations for schedule Tribe, are prescribed in such districts, then the percentage should be made applicable according to reservation prescribed for that particular district where the office of the Recruiting Authority is situated

3. आता शासनाने ठाणे, नाशिक, धुळे, यवतमाळ, रायगड, चंद्रपूर व गडचिरोली या जिल्ह्यांकरीता वाढीव आरक्षण संदर्भात स्वतंत्र बिंदू नामावल्या विहित केल्या आहेत. गट घड व गट घड (वर्ग ३ व वर्ग ४) मधील सरळसेवा भरती प्रसंगी त्याचा वापर करावा. हे वाढीव आरक्षण त्या त्या भरती वर्षा पुरतेच ठेवण्यात यावे. वरील ७% पेक्षा वाढीव आरक्षणानुसार उमेदवार उपलब्ध न झाल्यास, त्या जागा अनुसूचित जाती व इतर मागासवर्गाकरता असलेले आरक्षण त्या त्या प्रमाणात कमी करून, अनुसूचित जमातीसाठी वाढीव आरक्षण देण्यात आले असल्यामुळे, त्यांचे प्रवर्गाकरीता असलेल्या आरक्षणानुसार शासन निर्णय, सामान्य प्रशासन विभाग क्रमांक बीसीसी-१०९७/प्र.क्र.०२/९७/१६-ब दिनांक २९ मार्च १९९७ अन्वये भरण्यात याव्यात. मात्र ७% पेक्षा कमी उमेदवार उपलब्ध झाल्यास, ७% पर्यंतचा मर्यादित अनुशेष सध्याच्या आदेशाप्रमाणे पुढे ओढावा.

शासन निर्णय क्र. बी.सी.सी.-१०९७/प्र.क्र.०२/९७/१६-ब, दि. २९/३/१९९७ नुसार नियुक्ती अधिका-याने १८/०६/१९९४ ते आजपर्यंत (मध्यंतरीच्या काळात) बिंदूनामावली विहित केली नसल्याने वाढीव आरक्षणानुसार सरळ सेवा भरती या पुर्वीच केली असेल, तर त्यात बदल करण्याची आवश्यकता नाही.

4. In view of the increase in percentage of reservation for the members/candidates belonging to Scheduled Tribes, a separate 100 point model roster has to be followed by the Appointing Authorities in the Districts mentioned above. Different model 100 point rosters corresponding to different percentages of reservation for Scheduled Tribes will be as per the enclosed Annexure - A,B,C,D. Heads of All Circles and Head of All Division/ Major Stores, who are Appointing Authorities and whose Head Quarters are in the above Districts are requested that they should switch over to the modified 100 point model roster as applicable to them or their District and while filling in vacancies of posts in Pay Group IV/Pay Group III (Excluding posts borne on State wise Seniority and excluding those categories where the seniority list of the employees covers a geographical area larger than the concerned District) after 1st December, 1997 by direct recruitment they should give effect to the higher percentage of reservation for Scheduled Tribes as applicable to them (viz. 22% or 15% or 14% or 9% as the case may be instead of existing of 7%).

5. Procedure for switchover :- The revised rosters will come into effect from 1/12/1997. Vacancies filled on or after that date should be shown in the rosters now prescribed in the Annexures to this correction slip. The old roster shall be deemed to have been closed and new roster will operate from the point next to the point at which recruitment stopped in the previous roster. The reservations which had to be carried forward in the previous roster shall now be carried over to the new roster.

ANNEXURE 'A'

Ref. Administrative Circular No. 247 dt. 1.12.97

(Reservation for Scheduled Tribes 22%)

Thane, Nashik and Dhule Districts

Sr. No.	Whether reserved or open	Sr. No.	Whether reserved or open
1.	Scheduled Castes	26.	Open
2.	Scheduled Tribes	27.	Scheduled Castes
3.	V.J.-A	28.	Open
4.	N.T.-B	29.	Scheduled Tribes
5.	O.B.C.	30.	Open
6.	Open	31.	N.T.-C
7.	N.T.-C	32.	Open
8.	Open	33.	Scheduled Tribes
9.	Scheduled Tribes.	34.	Open
10.	Open	35.	O.B.C.
11.	N.T.-D	36.	Open
12.	Scheduled Castes	37.	Scheduled Tribes
13.	Open	38.	Open
14.	Open	39.	Scheduled Tribes
15.	Special B.C.	40.	Open
16.	Open	41.	V.J.-A
17.	O.B.C.	42.	Open
18.	Open	43.	Scheduled Castes
19.	Scheduled Tribes	44.	Open
20.	Open	45.	O.B.C.
21.	Scheduled Tribes	46.	Open
22.	Open	47.	N.T.-B
23.	Scheduled Tribes	48.	Open
24.	Open	49.	Scheduled Tribes
25.	O.B.C.	50.	Open
Sr. No.	Whether reserved or open	Sr. No.	Whether reserved or open
51.	Scheduled Tribes	76.	Open
52.	Open	77.	N.T.-D
53.	Scheduled Tribes	78.	Open
54.	Open	79.	Scheduled Tribes
55.	O.B.C.	80.	Open

56.	Open	81.	Scheduled Tribes
57.	N.T.-C	82.	Open
58.	Open	83.	V.J.-A
59.	Scheduled Tribes	84.	Open
60.	Open	85.	O.B.C.
61.	Scheduled Caste	86.	Open
62.	Open	87.	Special B. C.
63.	Scheduled Tribes	88.	Open
64.	Open	89.	Scheduled Tribes
65.	O.B.C.	90.	Open
66.	Open	91.	Scheduled Caste
67.	Scheduled Tribes	92.	Open
68.	Open	93.	Scheduled Tribes
69.	Scheduled Tribes	94.	Open
70.	Open	95.	Scheduled Tribes
71.	Scheduled Tribes	96.	Open
72.	Open	97.	Scheduled Castes
73.	Scheduled Castes	98.	Open
74.	Open	99.	N.T.-B/C
75.	O.B.C.	100.	Open

Sr.No	Posts Reserved for	% age	Roster Points
1.	Scheduled Castes	8 %	1, 12, 27, 43, 61, 73, 91, 97.
2.	Scheduled Tribes	22 %	2, 9, 19, 21, 23, 29, 33, 37, 39, 49, 51, 53, 59, 63, 67, 69, 71, 79, 81, 89, 93, 95.
3.	V.J.- A	3 %	3, 41, 83.
4.	N.T.- B	2.5 %	4, 47. } 99 (B/C)
5.	N.T. - C	3.5 %	7, 31, 57. }
6.	N.T.- D	2 %	11, 77.
7.	S.B.C.	2 %	15, 87.
8.	O.B.C.	9 %	5, 17, 25, 35, 45, 55, 65, 75, 85.

9.	Open	48 %	6, 8, 10, 13, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100.
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ANNEXURE 'B'

(Reservation for Scheduled Tribes 9%)

Raigad District

Sr.No.	Whether reserved or open	Sr. No.	Whether reserved or open
1.	Scheduled Castes	26.	Open
2.	Scheduled Tribes	27.	Scheduled Castes
3.	VJ-A	28.	Open
4.	N.T.-B.	29.	O.B.C.
5.	O.B.C.	30.	Open
6.	Open	31.	N.T.-C.
7.	N.T.-C.	32.	Open
8.	Open	33.	Scheduled Tribes
9.	O.B.C.	34.	Open
10.	Open	35.	O.B.C.
11.	N.T.-D.	36.	Open
12.	Scheduled Castes	37.	Scheduled Castes
13.	Open	38.	Open
14.	Open	39.	O.B.C
15.	Special B.C.	40.	Open
16.	Open	41.	V.J.-A.
17.	O.B.C.	42.	Open
18.	Open	43.	Scheduled Tribes
19.	O.B.C.	44.	Open
20.	Open	45.	OBC
21.	Scheduled Castes	46.	Open
22.	Open	47.	N.T. B.
23.	Scheduled Tribes	48.	Open
24.	Open	49.	OBC

Sr. No.	Whether reserved or open	Sr. No.	Whether reserved or open
51.	Scheduled Caste.	76.	Open
52.	Open	77.	N.T.D.
53.	Scheduled Tribes	78.	Open
54.	Open	79.	O.B.C.

55.	O.B.C.	80.	Open
56.	Open	81.	Scheduled Tribes
57.	N.T.C.	82.	Open
58.	Open	83.	V.J.-A.
59.	O.B.C.	84.	Open
60.	Open	85.	OBC
61.	Scheduled Caste	86.	Open
62.	Open	87.	Special B.C.
63.	Scheduled Tribes	88.	Open
64.	Open	89.	OBC.
65.	O.B.C.	90.	Open
66.	Open	91.	Scheduled Castes
67.	Scheduled Caste.	92.	Open
68.	Open	93.	Scheduled Tribes
69.	O.B.C	94.	Open
70.	Open	95.	O.B.C.
71.	Scheduled Tribes	96.	Open
72..	Open	97.	Scheduled Castes
73.	Scheduled Castes	98.	Open
74.	Open	99.	NT-B/C
75.	O.B.C.	100.	Open

Sr.No.	Posts Reserved for	% age	Roster Points
1.	Scheduled Castes	11 %	1, 12, 21, 27, 37, 51, 61, 67, 73, 91, 97.
2.	Scheduled Tribes	9 %	2, 23, 33, 43, 53, 63, 71, 81, 93.
3.	V.J.- A	3 %	3, 41, 83.
4.	N.T.- B	2.5 %	4, 47 } 99 (B/C)
5.	N.T. - C	3.5 %	7, 31, 57. }
6.	N.T.- D	2 %	11, 77.
7.	S.B.C.	2 %	15, 87.

8.	O.B.C.	19 %	5, 9, 17, 19, 25, 29, 35, 39, 45, 49, 55, 59, 65, 69, 75, 79, 85, 89, 95.
9.	Open	48 %	6, 8, 10, 13, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100.

ANNEXURE 'C'			
(Reservation for Scheduled Tribes 14%)			
<u>Yavatmal District</u>			
Sr.No.	Whether reserved or open	Sr. No.	Whether reserved or open
1.	Scheduled Castes	26.	Open
2.	Scheduled Tribes	27.	Scheduled Castes
3.	VJ-A	28.	Open
4.	N.T.-B	29.	O.B.C
5.	O.B.C.	30.	Open
6.	Open	31.	N.T.-C.
7.	N.T.-C.	32.	Open
8.	Open	33.	Scheduled Tribes
9.	O.B.C.	34.	Open
10.	Open	35.	O.B.C.
11.	N.T.-D.	36.	Open
12.	Scheduled Castes	37.	Scheduled Castes
13.	Open	38.	Open
14.	Open.	39.	Scheduled Tribes
15.	Special B.C.	40.	Open

16.	Open.	41.	VJ-A
17.	O.B.C.	42.	Open.
18.	Open	43.	Scheduled Tribes
19.	Scheduled Tribes	44.	Open
20.	Open	45.	OBC
21.	Scheduled Castes	46.	Open
22.	Open	47.	N.T.-B.
23.	Scheduled Tribes	48.	Open
24.	Open	49.	O.B.C.
25.	O.B.C	50.	Open

Sr.No.	Whether reserved or open	Sr.No.	Whether reserved or open
51.	Scheduled Castes	76.	Open
52.	Open	77.	N.T.-D
53.	Scheduled Tribes	78.	Open
54.	Open	79.	O.B.C.
55.	Scheduled Tribes	80.	Open
56.	Open	81.	Scheduled Tribes
57.	N.T.-C	82.	Open
58.	Open	83.	V.J.-A.
59.	O.B.C.	84.	Open
60.	Open	85.	Scheduled Tribes
61.	Scheduled Castes	86.	Open
62.	Open	87.	Special B.C.
63.	Scheduled Tribes	88.	Open
64.	Open	89.	O.B.C.
65.	O.B.C.	90.	Open
66.	Open	91.	Scheduled Castes
67.	Scheduled Castes	92.	Open
68.	Open	93.	Schedul Tribe
69.	Scheduled Tribes	94.	Open
70.	Open	95.	O.B.C.
71.	Scheduled Tribes	96.	Open
72.	Open	97.	Scheduled Castes
73.	Scheduled Castes	98.	Open
74.	Open	99.	N.T.-B/C.
75.	O.B.C.	100.	Open

Sr.No	Posts Reserved for	% age	Roster Points
1.	Scheduled Castes	11 %	1, 12, 21, 27, 37, 51, 61, 67, 73, 91, 97.
2.	Scheduled Tribes	14 %	2, 19, 23, 33, 39, 43, 53, 55, 63, 69, 71, 81, 85, 93.
3.	V.J.- A	3 %	3, 41, 83.
4.	N.T.- B	2.5 %	4, 47. } 99 (B/C)

5.	N.T. - C	3.5 %	7, 31, 57. }
6.	N.T.- D	2 %	11, 77.
7.	S.B.C.	2 %	15, 87.
8.	O.B.C.	14 %	5, 9, 17, 25, 29, 35, 45, 49, 59, 65, 75, 79, 89, 95,.
9.	Open	48 %	6, 8, 10, 13, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100.

ANNEXURE 'D' (Reservation for cheduled Tribes 15%) <u>Chandrapur & Gadchiroli District</u>			
Sr.No.	Whether reserved or open	Sr.No.	Whether reserved or open
1.	Scheduled Castes	26.	Open
2.	Scheduled Tribes	27.	Scheduled Castes
3.	V.J.-A.	28.	Open.
4.	N.T.-B	29.	Scheduled Tribes
5.	O.B.C.	30.	Open.
6.	Open	31.	N.T.-C
7.	N.T.-C	32.	Open
8.	Open.	33.	Scheduled Tribes
9.	O.B.C.	34.	Open.
10.	Open	35.	O.B.C.
11.	N.T.-D	36.	Open.
12.	Scheduled Castes	37.	Scheduled Castes

13.	Open	38.	Open
14.	Open	39.	OBC.
15.	Special B.C.	40.	Open
16.	Open.	41.	V.J.-A.
17.	Scheduled Tribes	42.	Open
18.	Open	43.	Scheduled Castes.
19.	O.B.C.	44.	Open.
20.	Open	45.	Scheduled Tribes
21.	Scheduled Castes	46.	Open
22.	Open	47.	N.T.-B
23.	Scheduled Tribes	48.	Open
24.	Open.	49.	O.B.C.
25.	OBC.	50.	Open.
Sr. No.	Whether reserved or open	Sr. No.	Whether reserved or open
51.	Scheduled Castes.	76.	Open
52.	Open	77.	N.T.-D.
53.	Scheduled Tribes	78.	Open.
54.	Open.	79.	O.B.C.
55.	O.B.C.	80.	Open.
56.	Open	81.	Scheduled Castes.
57.	N.T.-C.	82.	Open
58.	Open.	83.	V.J.-A
59.	Scheduled Tribes	84.	Open
60.	Open	85.	Scheduled Tribes
61.	Scheduled Castes.	86.	Open
62.	Open	87.	Special B.C.
63.	Scheduled Tribes	88.	Open
64.	Open.	89.	O.B.C.
65.	O.B.C.	90.	Open
66.	Open.	91.	Scheduled Castes
67.	Scheduled Castes	92.	Open.
68.	Open	93.	Scheduled Tribes
69.	Scheduled Tribes	94.	Open
70.	Open	95.	Scheduled Tribes
71.	Scheduled Tribes	96.	Open

72.	Open.	97.	Scheduled Castes
73.	Scheduled Castes	98.	Open.
74.	Open	99.	N.T.- B/C.
75.	Scheduled Tribes	100.	Open

Sr.No	Posts Reserved for	% age	Roster Points
1.	Scheduled Castes	13 %	1, 12, 21, 27, 37, 43, 51, 61, 67, 73, 81, 91, 97.
2.	Scheduled Tribes	15 %	2, 17, 23, 29, 33, 45, 53, 59, 63, 69, 71, 75, 85, 93, 95.
3.	V.J.- A	3 %	3, 41, 83.
4.	N.T.- B	2.5 %	4, 47, } 99 (B/C)
5.	N.T. - C	3.5 %	7, 31, 57 }
6.	N.T.- D	2 %	11, 77.
7.	S.B.C.	2 %	15, 87.
8.	O.B.C.	11 %	5, 9, 19, 25, 35, 39, 49, 55, 65, 79, 89 .
9.	Open	48 %	6, 8, 10, 13, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100.

परिशिष्ट च४छ (Annexure-IV)

**विषय : धनगर व वंजारी समाजाचा विमुक्त जाती व भटक्या जमाती
यांचे सध्याचे आरक्षणात बदल झालेबाबत**

महाराष्ट्र शासनाने, शासन निर्णय क्रमांक बीसीसी-१०९३/२१६७/सीआर-१४१/९३/१६-ब दिनांक २३.४.९४ अन्वये मंडल आयोगाच्या शिफारशीनुसार मागासवर्गीयांना शासकीय, निमशासकीय तसेच महामंडळे इत्यादीच्या सेवेमध्ये खालीलप्रमाणे सुधारीत आरक्षण विहीत केले आहे. ते मंडळाने परिपत्रक क्र. साप्रवि/मावक/ फा.क्र. ५७/२०४०, दिनांक २२/०७/१९९४ अन्वय प्रसारित केले आहे. तसेच शासन निर्णय क्र. बी.सी.सी.-१०९४/६८/९४/१६-ब दि. १५/६/१९९५ (प्रशासकीय परिपत्रक क्र. १५८ दि. १/११/१९९५)

१. मागासवर्गीयांच्या विविध गटासाठी पुढील प्रमाणे आरक्षण राहिल.

१) अनुसूचित जाती	१३ टक्के
२) अनुसूचित जमाती	७ टक्के
३) विमुक्त जाती (अ)	३ टक्के
४) भटक्या जमाती (ब)	२.५ टक्के
५) भटक्या जमाती (क)	३.५ टक्के
६) भटक्या जमाती (ड)	२ टक्के
७) विशेष मागास प्रवर्ग	२ टक्के
८) इतर मागासवर्गीय	१९ टक्के

एकुण आरक्षण ५२ टक्के

वर नमुद केलेल्या आरक्षणा व्यतिरिक्त सेवेतील नियुक्त्यासाठी लागू असलेले विशेष आरक्षण (समांतर आरक्षण) पुढील प्रमाणे आहे.

१. माजी सैनिक	१५ टक्के फक्त वेतनगट ३ व ४ साठी.
२. प्रकल्पग्रस्त / भूकंपग्रस्त	५ टक्के फक्त वेतनगट ३ व ४ साठी.
३. अपंग	३ टक्के फक्त वेतनगट १ आणि २ मधील काही पदांसाठी तसेच वेतन गट ३ व ४ साठी.
४. महिला	३० टक्के

समांतर आरक्षण हे फक्त सरळसेवा भरतीस लागू राहिल. समांतर आरक्षण हे सामाजिक आरक्षणांतर्गत आरक्षण असल्याने त्यास सामाजिक आरक्षणावर वाढीव म्हणून गणण्यात येऊ नये.

२) कंपनीने प्रशासकीय परिपत्रक क्र. २१९, दिनांक २९/०५/१९९७ प्रमाणे सरळ सेवा भरतीसाठी १०० बिंदु नामावली प्रसारीत केली आहे सदर बिंदु नामावली ही अनुक्रमे ठाणे, नाशिक, धुळे, रायगड, यवतमाळ, चंद्रपूर व गडचिरोली हे जिल्हे वगळून सरळ सेवा भरतीसाठी लागू आहे. प्रशासकीय परिपत्रक क्र. २४७, दिनांक १/१२/१९९७ नुसार ठाणे, नाशिक, धुळे, रायगड, यवतमाळ, चंद्रपूर व गडचिरोली या जिल्ह्यांसाठी लागू आहे. (पहा Annexure - III) पदोन्नतीसाठी प्रशासकीय परिपत्रक क्र. २४६, दिनांक २१/११/१९९७ अन्वये शासनाने विहित केलेल्या १०० बिंदु नामावली प्रसारित केली आहे. ती Appendix - H ला जोडली आहे.



क्र.साप्रवि/रवका/न.क्र.३४८/

महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्या.

एस्ट्रेला बॅटरीज विस्तारित इमारत,

तळ मजला, धारावी रोड, माटुंगा,

मुंबई - ४०० ०१९.

प्रशासकीय परिपत्रक क्र. २७४ दिनांक ०४ / ०१ / २०१०

विषय : अनुसूचित जाती कल्याण समिती व विमुक्त जाती भटक्या जमाती कल्याण समितीने विंदूनामावली व आरक्षणाची पदे भरण्याबाबत केलेल्या सूचनांच्या अनुषंगाने करावयाच्या कार्यवाहीबाबत.

संदर्भ : कक्ष अधिकारी, उद्योग, ऊर्जा व कामगार विभाग, मंत्रालय, मुंबई यांचे पत्र क्र. संकीर्ण-२००९/सं.क्र.९१०/प्रशासन-२ दिनांक ०१/१२/२००९.

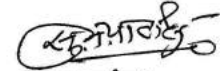
.....

आरक्षण कायदा २००४ नुसार मागासवर्गीयांच्या शासकीय सेवेतील आरक्षणांच्या आदेशांचे योग्य प्रकारे अंमलबजावणी करण्यासाठी मंत्रालयीन स्तरावर वेळोवेळी शासन परिपत्रकांन्वये सूचना/तरतुदी निर्गमित केल्या आहेत.

२. आता याच संदर्भात कक्ष अधिकारी, उद्योग, ऊर्जा व कामगार विभाग, मंत्रालय, मुंबई यांचे पत्र क्र. संकीर्ण-२००९/सं.क्र.९१०/प्रशासन-२ दि.०१.१२.२००९ सोबत श्री.एन.आरुमुगम, प्रधान सचिव, सा.वि.स., मंत्रालय, मुंबई यांच्या शासन परिपत्रक क्र.बीसीसी-२००९/प्र.क्र.२९१/०९/१६-ब दि.०५.११.२००९ च्या पत्राची प्रत माहितीस्तव जोडण्यात येत आहे.

३. सदर शासन परिपत्रकातील सूचना/तरतुदीची कोटेकोरपणे पालन होण्यासाठी सर्व संबंधीत अधिकाऱ्यांनी दि.०५.११.२००९ च्या शासन परिपत्रकाचे अवलोकन करावे व सदर परिपत्रकातील सूचनांचे काटेकोरपणे पालन करावे.

४. सदर प्रशासकीय परिपत्रक कंपनीच्या www.mahadiscom.in या संकेत स्थळावर उपलब्ध करण्यात आले आहे.



(सु. य. पाटील)

मुख्य महाव्यवस्थापक (क)

प्रत रवाना :

महावितरण कंपनीच्या प्रेषण यादीनुसार.

अनुसूचित जाती कल्याण समिती व
विमुक्त जाती भटक्या जमाती कल्याण
समितीने बिंदूनामावली व आरक्षणाची
पदे भरण्याबाबत केलेल्या सुचनांच्या
अनुषंगाने करावयाच्या कार्यवाहीबाबत.

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

शासन परिपत्रक क्रमांक:बीसीसी-२००९/प्र.क्र.२९१/०९/१६-ब

मंत्रालय, मुंबई ४०० ०३२

दिनांक : ५ नोव्हेंबर, २००९

- संदर्भ : १) शासन निर्णय, क्र. बीसीसी १०६४/१११/जे, दि. ९ एप्रिल, १९६५.
२) शासन निर्णय, क्र. बीसीसी १०७२/इसीआर-जे, दि. २७ जून, १९७४.
३) शासन निर्णय, क्र. बीसीसी १०८५/२९८८/१६-ब, दि. १३ ऑगस्ट, १९८६.
४) शासन निर्णय, क्र. बीसीसी १०९१/२५५१(क)/१६-ब, दि. २७ मार्च, १९९१.
५) शासन निर्णय, क्र. बीसीसी १०९४/सीआर ५७/९४/१६-ब, दि. ५ डिसेंबर, १९९४.
६) शासन निर्णय, क्र. बीसीसी १०९७/सीआर २/१६-ब, दि. २९ मार्च, १९९७.
७) शासन निर्णय, क्र. बीसीसी १०९७/प्र.क्र.६३/९७/१६-ब, दि. १८ ऑक्टोबर, १९९७.
८) महाराष्ट्र आरक्षण कायदा क्रमांक ८/२००४.
९) शासन निर्णय, क्रमांक: बीसीसी २००१/१८८७/प्र.क्र.६४/०१/१६-ब, दिनांक २५ मे, २००४.
१०) शासन निर्णय, क्रमांक: बीसीसी २००१/१८८७/प्र.क्र.६४/०१/१६-ब, दि. २६ ऑक्टोबर, २००४.
११) शासन निर्णय, क्रमांक: बीसीसी २००८/प्र.क्र.४०७/०८/१६-ब, दि. २७ ऑक्टोबर, २००८.
१२) शासनपत्र क्रमांक: बीसीसी २००९/प्र.क्र.३३५/०९/१६-ब, दि. ६ एप्रिल २००९.
१३) शासनपत्र क्रमांक: बीसीसी २००९/प्र.क्र.२९१/०९/१६-ब, दि. ११ मे २००९

प्रस्तावना :

मागासवर्गीयांच्या शासकीय सेवेतील आरक्षणांच्या आदेशांचे योग्य प्रकारे अंमलबजावणी करण्यासाठी मंत्रालयीन स्तरावर सामान्य प्रशासन विभागाच्या अंतर्गत मागासवर्ग कक्षाची स्थापना जून १९७४ मध्ये तर क्षेत्रीय स्तरावर विभागीय आयुक्तांच्या अधिपत्याखाली मागासवर्ग कक्षाची स्थापना दि. १३ ऑगस्ट, १९८६ च्या शासन निर्णयान्वये करण्यात आली आहे, व या दोन्ही कक्षांची कार्यकक्षा सुद्धा निश्चित करून देण्यात आली आहे. त्यानुसार क्षेत्रीय स्तरावर सहाय्यक आयुक्त (मावक) यांनी त्यांच्या अधिनस्त सर्व कार्यालयातील वर्ग ३ व ४ च्या कर्मचा-यांच्या बिंदूनामावल्या तपासून प्रमाणित करावयाच्या आहेत. राज्यातील सर्व वर्ग १ व वर्ग २ अधिकाऱ्यांच्या

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बिंदूनामावल्या मंत्रालयातील मागासवर्ग कक्षाने तपासून प्रमाणित करावयाच्या आहेत. शासनाचे याबाबत स्थायी शासकीय आदेश असतानाही बहुतांशी शाळा/महाविद्यालये, विद्यापीठे, शासकीय कार्यालये यांच्या बिंदू नामावल्या योग्य रित्या प्रमाणित केल्या जात नाहीत असे निदर्शनास आले आहे. शालेय शिक्षण विभागातील शिक्षक व शिक्षकेतर कर्मचा-यांच्या बिंदूनामावल्या सध्या शिक्षणाधिकारी / उपसंचालक (शिक्षण) यांचेकडून तपासून देण्यात येत आहेत. या बिंदूनामावल्या सहायक आयुक्त (मावक) यांनी प्रमाणित करावयाच्या आहेत. तथापि अशा प्रकारची कार्यवाही होताना दिसून येत नाही. यामुळे बिंदूनामावल्या प्रमाणित करावयाच्या कार्यवाहीत मोठ्या प्रमाणात वुटी आढळून आल्या आहेत. या अनुषंगाने शासनाने संदर्भाधीन क्र.१२ येथील पत्रान्वये, त्यांच्या अधिनस्त कार्यालयातील बिंदूनामावल्यांना सहायक आयुक्त (मावक)/ मंत्रालयीन मागासवर्ग कक्ष यांची अंतिम मान्यता असल्याखेरीज नियुक्ती/ पदोन्नतीची कार्यवाही करण्यात येऊ नये. जर काही अपवादात्मक परिस्थितीमध्ये अशी मान्यता घेणे शक्य झाले नसल्यास अशा बिंदूनामावल्यांना ६ महिन्यांच्या आत सहाय्यक आयुक्त (मावक)/ मंत्रालयीन मागासवर्ग कक्ष यांची अंतिम मान्यता आवश्यक राहिल अशा सूचना निर्गमित केल्या आहेत. अनुसूचित जाती, अनुसूचित जमाती, विजा/भज व इमाव कल्याण समितीने शासनाच्या बिंदूनामावल्या तपासण्याच्या सद्याच्या कार्यपद्धतीमध्ये असलेल्या वुटी निदर्शनास आणून दिल्या आहेत. या सर्व बाबी विचारात घेवून संदर्भाकीत क्र. १२ येथील पत्रान्वये दिलेल्या सूचना आता रद्द करून आता खालीलप्रमाणे सुधारित आदेश देण्यात येत आहेत :

परिपत्रक

१) सरळसेवा प्रवेशासाठी शासन निर्णय क्र.बीसीसी १०९७/प्र.क्र.२/१६-ब, दि.२९ मार्च १९९७ अन्वये तसेच पदोन्नतीसाठी शासन निर्णय क्र.बीसीसी १०९७/प्र.क्र.६३/९७/१६-ब, दि.१८ ऑक्टोबर १९९७ अन्वये स्वतंत्र १०० बिंदूनामावली निश्चित केली आहे. बिंदूनामावली नोंदवह्या अद्ययावत ठेवण्याची जबाबदारी नियुक्ती प्राधिका-यांची आहे व बिंदूनामावल्या कशा प्रकारे ठेवाव्यात याविषयी स्पष्ट सूचना शासनाच्या दि. २३.११.१९७० च्या शासन परिपत्रकान्वये दिल्या आहेत. असे असतानाही शासनाच्या असे निदर्शनास आले आहे की, अद्याप बऱ्याच कार्यालयांनी बिंदूनामावल्याच ठेवलेल्या नाहीत. बिंदूनामावल्या न ठेवता नियुक्त्या व पदोन्नत्या देण्याची कार्यवाही करणे हे शासनाच्या आरक्षण विषयक धोरणाशी विसंगत आहे. तरी सर्व प्रशासकीय विभागांनी, तसेच त्यांच्या

अधिनस्त ज्या कार्यालयांनी अद्याप बिंदूनामावल्या ठेवलेल्या नाहीत त्यांनी त्या त्वरीत तयार करून या परिपत्रकाच्या सोबतच्या प्रपत्र “अ” मध्ये नमूद केलेल्या प्राधिकाऱ्यांकडून त्या प्रमाणित करून घेणे आवश्यक आहे.

२. विद्यपिठांतर्गत कार्यरत असलेल्या मागासवर्ग कक्षास, त्याचबरोबर शालेय शिक्षण विभागाच्या नियंत्रणाखाली कार्यरत असलेल्या अधिकाऱ्यांनी त्यांच्या अधिनस्त असलेल्या महाविद्यालयाच्या/शिक्षकशिक्षकेतर कर्मचाऱ्यांच्या बिंदूनामावल्या प्रमाणित करण्याचे कोणतेही आदेश या विभागाने दिलेले नसतानाही या कार्यालयांकडून /अधिकाऱ्यांकडून परस्पर मागासवर्ग कक्षाची मान्यता न घेता बिंदू नामावल्या प्रमाणित केल्या जात आहे. बिंदू नामावल्या, या परिपत्रकाच्या प्रपत्र “अ” मध्ये नमूद केलेल्या प्राधिकाऱ्यांशिवाय इतर अधिकाऱ्यांनी प्रमाणित केल्या असल्यास व त्यानुसार नियुक्त्या/पदोन्नती देण्याची कार्यवाही केली असल्यास सदरहू कार्यवाही ही नियमबाह्य ठरते व अशा नियमबाह्य कार्यवाहीस संबंधित नियुक्ती प्राधिकारी व्यक्तिशः जबाबदार राहतील.

३. सरळसेवा व पदोन्नतीमध्ये छोट्या संवर्गाच्या बाबतीत मागास प्रवर्गाची आरक्षणाची पदे कशी भरावीत या विषयीच्या स्पष्ट सूचना ह्या विभागाने शासन निर्णय दि.५-१२-१९९४ व शासन परिपत्रक क्र. दि. २७.१०.२००८ अन्वये दिलेल्या आहेत. असे असतानाही मागासप्रवर्गाची पदे भरताना या सूचनांकडे दुर्लक्ष होत आहे असे शासनाच्या निदर्शनास आले आहे. यास्तव वर उल्लेखित शासन निर्णय आणि शासन परिपत्रकांतील सूचना नुसार आरक्षणाची पदे भरण्याची कार्यवाही काटेकोरपणे करण्याबाबत पुन्हा सूचना देण्यात येत आहेत.

४. सरळसेवेची पदे भरत असताना मागासप्रवर्गाची पदे उमेदवारांअभावी रिक्त रहात असल्यास अशी पदे अदलाबदलीने भरण्याची कार्यपद्धती शासन निर्णय दि. ५ डिसेंबर, १९९४ अन्वये निश्चित करण्यात आली आहे. असे असतानाही ब-याच विभागाकडून / कार्यालयाकडून मागासप्रवर्गाच्या बिंदूवर परस्पर खुल्या प्रवर्गाच्या उमेदवारांना शासनाची मान्यता न घेता नियुक्त्या दिल्या जात आहेत. विशेषकरून विना अनुदानित / अनुदानित संस्थांचे बाबत ही बाब प्रामुख्याने निदर्शनास आली आहे. यास्तव सर्व प्रशासकीय विभागांनी त्यांच्या अधिनस्त असलेल्या सर्व कार्यालय प्रमुख / नियुक्ती प्राधिकारी यांच्या निदर्शनास वर उल्लेखित दि.५ डिसेंबर, १९९४ च्या शासन निर्णयातील तरतुदी, तसेच आरक्षण कायद्यातील सर्व प्रमुख तरतुदी निदर्शनास आणाव्यात. मागासवर्गीयांच्या राखीव

बिंदूवर खुल्या प्रवर्गातून नियुक्त्या दिल्या असल्यास अशी सर्व प्रकरणे सामान्य प्रशासन विभागा (मागासवर्ग कक्ष) च्या निदर्शनास आणावीत आणि अशा सर्व नियुक्त्या रद्द करून, रिक्त होणा-या जागा मागासप्रवर्गातून भरण्याबाबत कार्यवाही करण्यात यावी.

५. आरक्षण कायदा २००४ नुसार आरक्षण कायद्यातील तरतुदींचा भंग करून केलेल्या नियुक्त्या अथवा पदोन्नत्या या नियमबाह्य ठरतात. यास्तव सर्व नियुक्ती प्राधिकारी यांनी याविषयी सर्वेक्ष आढावा घेऊन मागास प्रवर्गाच्या जागांवर बिगर मागासप्रवर्गाच्या कर्मचारी/अधिकारी यांची नियुक्ती करण्यात आलेली नाही याची खात्री करून घ्यावी. जर अशा प्रकारे गैरमार्गाने नियुक्त्या केलेल्या असल्यास त्वरीत अशा नियुक्त्या रद्द करून रिक्त होणारी पदे संबंधित मागास प्रवर्गातून त्वरीत भरावीत. अन्यथा अशा अनियमिततेस नियुक्ती प्राधिकारी हे व्यक्तिशः जबाबदार राहतील.

६. शासनाच्या असे निदर्शनास आले आहे की, काही शैक्षणिक संस्था मधील आदिवासी प्रवर्गाच्या जागा बऱ्याच वर्षांपासून रिक्त आहेत. मुलाखतीसाठी आदिवासी प्रवर्गातील उमेदवार उपस्थित राहतात. परंतु त्यांना नियुक्ती न देता जागा रिक्त ठेवण्यात येतात. ही बाब गंभीर असून जोपर्यंत अनुशेष आहे तोपर्यंत विशेष भरती मोहिम राबवून मागास प्रवर्गाच्या अनुशेषाची पदे भरण्याची कार्यवाही सुरु ठेवावी अशा स्पष्ट सूचना शासनाने वेळोवेळी दिलेल्या आहेत. मागास प्रवर्गाचे उमेदवार उपलब्ध असूनही त्यांना नियुक्त्या न देता अनुशेष पुढे ओढणे यासारख्या बाबी जर काही शासकीय विभागांनी / कार्यालयांनी केल्या असल्यास संबंधित नियुक्ती प्राधिकारी यांनी याविषयी संबंधित सहाय्यक आयुक्त (मागासवर्ग कक्ष) यांचेमार्फत याबाबतचा सविस्तर अहवाल संबंधित प्रशासकीय विभाग व सामान्य प्रशासन विभाग मागासवर्ग कक्षास सादर करणे आवश्यक आहे.

७. मागास प्रवर्गाच्या उमेदवारांना नियुक्ती अथवा पदोन्नती देत असताना जात वैधता प्रमाणपत्र असल्याखेरीज यापुढे नियुक्ती अथवा पदोन्नती देण्यात येऊ नये.

८. सरळसेवा / पदोन्नतीद्वारे पद भरती / पदोन्नती करीत असताना निवडसमिती / विभागीय पदोन्नती समितीमध्ये मागासप्रवर्गाच्या प्रतिनिधीचा समावेश करणे आवश्यक आहे.

९. विधान मंडळाच्या, अनुसूचित जाती कल्याण समिती/अनुसूचितजमाती कल्याण समिती/विमुक्त जाती भटक्या जमाती कल्याण समिती/इतर मागास वर्ग कल्याण समिती यांनी बिंदुनामावली तयार करण्याचे काम विहीत कालावधीत पूर्ण होणे अपेक्षित आहे अशी शिफारस शासनास केली आहे. या अनुषंगाने सर्व नियुक्ती प्राधिकारी यांनी त्यांच्या

अधिपत्याखालील सर्व कार्यालये शैक्षणिक संस्था यांची तपासणी करून ज्या कार्यालयांनी अद्याप बिंदूनामावली ठेवली नसेल किंवा बिंदूनामावली ठेवली आहे परंतु प्रमाणित केलेली नाही अशा सर्व कार्यालयांनी तीन महिन्यांच्या आत कार्यवाही पूर्ण करावी. जोपर्यंत बिंदूनामावली सहाय्यक आयुक्त (मावक) यांच्याकडून प्रमाणित करून घेतली जाणार नाही तोपर्यंत अशा संस्थांचे पुढील अनुदान रोखण्यात यावे. व अशा संस्थांच्या बाबतचा स्वयंस्पष्ट अहवाल अनुदान वितरीत करण्यास सहमती देणाऱ्या अधिकाऱ्यांनी प्रत्येक वर्षी ३१ मे पर्यंत सहाय्यक आयुक्त (मावक) यांना सादर करणे बंधनकारक राहिल. सहाय्यक आयुक्त (मावक) यांनी त्यांच्या कार्यक्षेत्रातील प्राप्त होणारे सर्व अहवाल एकत्रित करून त्यांच्या स्वयंस्पष्ट अभिप्रायासह प्रधान सचिव (मावक) यांना ३१ जुलै पर्यंत सादर करणे आवश्यक राहिल.

१०. अ) प्रत्येक कार्यालयाने बिंदू नामावली बरोबर ठेवली आहे कि नाही तसेच बिंदूनामावलीच्या क्रमानुसार आरक्षणाची पदे भरली आहेत किंवा कसे याची पडताळणी करण्यासाठी प्रत्येक ३ महिन्यास प्रपत्र "ड" मध्ये दर्शविल्याप्रमाणे सर्व कार्यालयांनी २ प्रतीमध्ये सहाय्यक आयुक्त (मावक) यांचेकडे माहिती सादर करावी. सहाय्यक आयुक्त (मावक) यांनी १ प्रत आपलेकडे ठेवून दुसरी प्रत आपल्या अभिप्रायासह प्रधान सचिव (साविस) यांचेकडे सादर करावी.

ब) बिंदू नामावल्या प्रमाणित करणाऱ्या अधिकाऱ्यांना एखाद्या प्रकरणी मागास प्रवर्गाच्या उमेदवारांना डावलून अशी पदे खुल्या प्रवर्गातून भरली आहेत ही बाब निदर्शनास आल्यास याबाबतचा स्वयंस्पष्ट अहवाल संबंधित प्रशासकीय विभाग व मंत्रालय मागासवर्ग कक्षास सादर करणे आवश्यक आहे. संबंधित संस्थांना शासनाचे अनुदान वितरीत करणाऱ्या अधिकाऱ्यांनी यापुढे स्वतः जातीने लक्ष घालून या संस्थांनी सहाय्यक आयुक्त, मागासवर्गीय कक्ष/मंत्रालयीन मागासवर्ग कक्ष यांनी प्रमाणित केलेल्या बिंदू नामावलीनुसार मागास प्रवर्गाची सर्व पदे भरली आहेत याची खात्री करून मगच अनुदान वितरीत करणे आवश्यक आहे. अन्यथा बिंदू नामावली प्रमाणित करणारे अधिकारी त्याचबरोबर अनुदान वितरीत करणारे अधिकारी व नियुक्ती प्राधिकारी हे या अनियमिततेस जबाबदार राहतील.

क) प्रधान सचिव (साविस) यांच्या अध्यक्षतेखाली प्रत्येक ३ महिन्यांनी म्हणजेच एप्रिल, जुलै, ऑक्टोबर व जानेवारी च्या तिसऱ्या सोमवारी मागास प्रवर्गाच्या सरळसेवा व

पदोन्नतीमधील अनुशेषाबाबत आढावा बैठक घेण्यात येईल. नियुक्ती प्राधिका-यांनी मागासप्रवर्गाच्या अनुशेषाबाबत दिलेली व शासनाकडे सामाजिक संघटना / लोकप्रतिनिधी यांनी दिलेली माहिती याची पडताळणी केली असता पडताळणीअंती नियुक्ती प्राधिकारी / सहाय्यक आयुक्त (मावक) यांनी दिलेली माहितीमध्ये विसंगती आढळून आल्यास अथवा चुकीची माहिती दिल्याचे निदर्शनास आल्यास अशा अधिका-यांवर कारवाई करण्यात येईल.

११. राज्यामध्ये आरक्षण कायदा २००४ लागू करण्यात आला आहे. ह्या कायद्यातील कलम ११ मधील तरतुदीनुसार या अधिनियमातील तरतुदीचे उल्लंघन करून केलेल्या कोणत्याही नियुक्त्या निरर्थक ठरतात. तसेच कलम ८ मधील तरतुदीनुसार आरक्षण कायद्यातील तरतुदींचा हेतूपुरस्सर रितीने भंग होईल अशी कृती करणा-या अधिका-याला ९० दिवसांच्या कारावसाची किंवा रु.५०००/- एवढ्या दंडाची अथवा दोन्ही, अशा शिक्षेची तरतूद करण्यात आली आहे. यास्तव सर्व प्रशासकीय विभागांना सूचना करण्यात येते की, त्यांनी त्यांच्या प्रशासकीय नियंत्रणाखालील सर्व कार्यालये, स्थानिक मंडळे, सांविधानिक मंडळे, महामंडळे इ. ना उपरोक्त नमूद केलेल्या शासन निर्णय व परिपत्रकातील सूचना त्याचबरोबर आरक्षण कायद्यातील महत्वाच्या तरतुदी निदर्शनास आणून घ्याव्यात. सर्व नियुक्ती प्राधिका-यांनी त्यांच्या नियंत्रणाखालील कार्यालयांच्या बिंदूनामावल्या अद्ययावत ठेवून त्यास सहाय्यक आयुक्त (मावक) / मंत्रालयीन मागासवर्ग कक्ष यांचेकडून प्रमाणित करून घ्यावे. सहाय्यक आयुक्त (मावक) व मंत्रालयीन मागासवर्ग कक्ष यांना कार्यालयीन भेटीच्या वेळी आवश्यक ती माहिती सत्वर उपलब्ध करून द्यावी. जाणीवपूर्वक मागासवर्गीयांबाबत उपस्थित झालेल्या मुद्द्यांना माहिती देण्यास विलंब लावणा-या अधिकारी / कर्मचा-यांवरती शिस्तभंगांची कार्यवाही करण्यात येईल.

सदरहू परिपत्रक शासनाच्या वेबसाईटवर उपलब्ध असून त्याचा संगणक सांकेतांक २००९११०५१७१२२४००१ आहे.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नांवाने,

सही/-

(एन.आरुमुगम)
प्रधान सचिव, साविस

प्रति,
राज्यपाल यांचे सचिव,

प्रपत्र अ

बिंदूनामावली तयार करणे प्राथमिक तपासणी / अंतिम तपासणी करणारे
प्राधिकारी

अ. क्र.	संबंधित कार्यालय	बिंदूनामावली कोणी ठेवावी	प्राथमिक तपासणी कोणी करावी	बिंदूनामावलीस मान्यता देणारे प्राधिकारी
१	विद्यापीठाच्या कार्यक्षेत्रातील महाविद्यालये (वर्ग ४ ते वर्ग १ संवर्ग)	संबंधित संस्था / नियुक्ती प्राधिकारी	विद्यापीठ मागासवर्ग कक्ष	सहाय्यक आयुक्त (मावक)
२	विद्यापीठ खुद्द वर्ग ३ व वर्ग ४	नियुक्ती प्राधिकारी	विद्यापीठ मागासवर्ग कक्ष	सहाय्यक आयुक्त (मावक)
३	विद्यापीठ खुद्द वर्ग २ व वर्ग १	नियुक्ती प्राधिकारी	सहाय्यक आयुक्त (मावक)	प्रधान सचिव, सामान्य प्रशासन विभाग (मावक)
४	प्राथमिक व माध्यमिक शाळा	नियुक्ती प्राधिकारी	शिक्षण अधिकारी	सहाय्यक आयुक्त (मावक)
५	माध्यमिक शाळांना संलग्न असलेली ज्युनिअर महाविद्यालये	नियुक्ती प्राधिकारी	उपसंचालक, उच्च शिक्षण	सहाय्यक आयुक्त (मावक)
६	शासकीय / निमशासकीय कार्यालये वर्ग २ व वर्ग १	नियुक्ती प्राधिकारी	संबंधित मंत्रालयीन विभाग	प्रधान सचिव, सामान्य प्रशासन विभाग (मावक)
७	मंत्रालय वर्ग १, २, ३ कर्मचा-यांची बिंदूनामावली ठेवणे मंत्रालय वर्ग ४	नियुक्ती प्राधिकारी	उप सचिव, (आस्थापना)/ साप्रवि-१४ उप सचिव, प्रशासन	प्रधान सचिव, सामान्य प्रशासन विभाग (मावक)
८	राज्यस्तरीय शैक्षणिक संस्था / राज्यस्तरीय कार्यालयातील आस्थापना	नियुक्ती प्राधिकारी	मुख्य कार्यालय ज्या महसूली विभागांमध्ये असेल त्यांचे सहाय्यक आयुक्त (मावक)	प्रधान सचिव, सामान्य प्रशासन विभाग (मावक)
९	इतर सर्व राज्यस्तरीय शैक्षणिक संस्था, सहकारी संस्था, सहकारी बँका / मुक्त विद्यापीठे	नियुक्ती प्राधिकारी	मुख्य कार्यालय ज्या महसूली विभागांमध्ये असेल त्यांचे सहाय्यक आयुक्त (मावक)	प्रधान सचिव, सामान्य प्रशासन विभाग (मावक)

प्रपत्र - ब

शासन निर्णय सामान्य प्रशासन विभाग दिनांक १८.१०.१०१७ नुसार
पदोन्नतीच्या छोट्या संवर्गासाठी आरक्षित पदांचा तपशील

मंजूर पदे	आरक्षित पदे	प्रवर्गनिहाय आरक्षण
१	निरंक	शासन निर्णय दि.२९-९-१९९८ नुसार एकाकी पदास आरक्षण लागू नाही.
२	१	प्रथम अजा-१ तदनंतर अ.जमाती, वि.जा.भ.ज., वि.मा.प्र. आळीपाळीने
३	१	वरीलप्रमाणे
४	१	वरीलप्रमाणे
५	२	अ.जा.-१, अ.ज.-१ तदनंतर वि.जा.भ.ज., वि.मा.प्र. आळीपाळीने
६	२	प्रथम अ.जा.१, अ.ज.-१, वि.जा.भ.ज., वि.मा.प्र. आळीपाळीने
७	२	वरीलप्रमाणे
८	३	अ.जा.-१, अ.ज.-१, वि.जा.भ.ज.-१, वि.मा.प्र. आळीपाळीने
९	३	वरीलप्रमाणे
१०	३	वरीलप्रमाणे
११	४	अ.जा.-२, अ.ज.-१, वि.जा.भ.ज.-१, व नंतर वि.मा.प्र. आळीपाळीने
१२	४	वरीलप्रमाणे
१३	४	वरीलप्रमाणे
१४	५	अ.जा.२, अ.ज.१, वि.जा.(अ) १, भ.ज.(क) १ नंतर वि.मा.प्र. आळीपाळीने
१५	५	वरीलप्रमाणे
१६	५	वरीलप्रमाणे
१७	६	अ.जा.३, अ.ज.१, वि.जा.(अ) १, भ.ज.(क) १ नंतर वि.मा.प्र. आळीपाळीने
१८	६	वरीलप्रमाणे
१९	६	वरीलप्रमाणे
२०	७	अ.जा.३, अ.ज.२, वि.जा.(अ) १, भ.ज.(क) १ नंतर वि.मा.प्र. आळीपाळीने
२१	७	वरीलप्रमाणे
२२	७	वरीलप्रमाणे
२३	८	अ.जा.३, अ.ज.२, वि.जा.(अ) १, भ.ज.(ब) १, भ.ज.(क) १ नंतर वि.मा.प्र. आळीपाळीने
२४	८	वरीलप्रमाणे
२५	८	वरीलप्रमाणे
२६	९	अ.जा.३, अ.ज.२, वि.जा.(अ) १, भ.ज.(ब) १, भ.ज.(क) १ नंतर वि.मा.प्र. १
२७	९	वरीलप्रमाणे
२८	९	वरीलप्रमाणे
२९	१०	अ.जा.३, अ.ज.२, वि.जा.(अ) १, भ.ज.(ब) १, भ.ज.(क) १ नंतर वि.मा.प्र. १ आळीपाळीने
३०	१०	वरीलप्रमाणे
३१	१०	वरीलप्रमाणे
३२	११	अ.जा.४, अ.ज.२, वि.जा.(अ) १, भ.ज.(ब) १, भ.ज.(क) १, भ.ज.(ड) १

प्रपत्र - "क"

शासन निर्णय सामान्य प्रशासन विभाग दि.२९ मार्च, १९९७ नुसार
सरळसेवेकरीता छोट्या संवर्गासाठी आरक्षित पदांचा तपशील

पदसंख्या	खुले पद	आरक्षणाची पदे	
२	१	१	प्रथम अ.जा. नंतर अ.ज. वि.जा.भ.ज.- इ.मा.व.-वि.मा.प्र. आळीपाळीने
३	२	१	प्रथम अ.जा.१ नंतर अ.ज. वि.जा.भ.ज.- इ.मा.व.-वि.मा.प्र. आळीपाळीने
४	२	२	प्रथम अ.जा.१ व अ.ज.१ नंतर वि.जा.भ.ज.-इ.मा.व.-वि.मा.प्र. आळीपाळीने
५	३	२	प्रथम अ.जा.१ व अ.ज.१ नंतर वि.जा.भ.ज.-इ.मा.व.-वि.मा.प्र. आळीपाळीने
६	३	३	प्रथम अ.जा.१, अ.ज.-१, वि.जा.भ.ज.१ नंतर इ.मा.व. -वि.मा.प्र. आळीपाळीने
७	४	३	प्रथम अ.जा.१, अ.ज.१, वि.जा.भ.ज./इ.मा.व./वि.मा.प्र. आळीपाळीने
८	४	४	अ.जा.१, अ.ज.१, वि.जा.भ.ज.-१,इ.मा.व.- १ नंतर वि.मा.प्र. आळीपाळीने
९	५	४	अ.जा.-१, अ.ज.-१, वि.जा.भ.ज.-१, इ.मा.व.-१ नंतर वि.मा.प्र. आळीपाळीने
१०	५	५	अ.जा.-१, अ.ज.-१, वि.जा.भ.ज.-१, इ.मा.व.-२ नंतर वि.मा.प्र. आळीपाळीने

प्रपत्र ड

मागास प्रवर्गाच्या आरक्षित बिंदूवर इतर प्रवर्गातून केलेल्या नियुक्त्या

कार्यालयाचे नांव :

संवर्गाचे नांव :

कार्यालयाचा संपूर्ण पत्ता :

वेतनश्रेणी :

दूरध्वनी क्रमांक :

अहवालाचा महिना

व दिनांक :

जाती प्रवर्गाचे नाव	मंजूर पदसंख्या	प्रत्यक्षात मागास प्रवर्गाची भरलेली पदसंख्या	ज्या प्रवर्गासाठी बिंदू आरक्षित होता परंतु प्रत्यक्षात दुस-या प्रवर्गातून पद भरले अशा प्रकरणांची संख्या	स्तंभ क्र.४ बाबतची थोडक्यात कारण- मीमांसा	ज्या प्रवर्गासाठी बिंदू आरक्षित होता त्या प्रवर्गाव्यतिरिक्त दुस- या प्रवर्गातून बिंदू भरण्यास सहमती देणा-या प्राधिका- याचे नाव व हुद्दा
१	२	३	४	५	६

सहाय्यक आयुक्त (मावक)

कार्यालय प्रमुखाची सही व हुद्दा

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APPENDIX- "B"

H.O.Circular No.GEN/28/13980 dt. 11-3-1964.

(See Note 1 (ii) below Recruitment Regulation 38).

Sub: Notification of vacancies under the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959.

1. The Employment Exchange (Compulsory Notification of Vacancies) Act, 1959 stipulates that notifiable vacancies to be filled in should be notified to the concerned Employment Exchange officer in the prescribed form duly filled in alongwith a copy of advertisement failing which an employer is liable for a fine extending upto Rs.1,000/-.
2. Our present practice is to send a copy of advertisement to the concerned Employment Exchange thereby adhering to the formalities but not the procedure. Notifying the vacancies in a prescribed form constitutes the procedure.
3. All the Field Officers are, therefore, requested that whenever notifiable vacancies occur in their offices the prescribed form of notification of vacancies (copy reproduced on reverse) duly filled in may be forwarded to the concerned Employment officer, Employment Exchange alongwith the advertisement to meet the requirements of law without fail.
4. Further, as per Govt. of Maharashtra Circular No. 1003/19/11/2003, it is mandatory to give wide publicity in the leading local Newspapers (Refer – Appendix – B-II).

APPENDIX B-1

(Departmental Circular (B) No.15630, dl. 1st April, 1966.)

(Sec Note I(ii) below Recruitment Regulation 38).

**Sub: Recruitment of Personnel in the Maharashtra State Electricity Distribution Company Ltd.
through Employment Exchanges.**

1. The present practice is that the posts which are required to be filled in by direct recruitment are generally advertised and a copy of the advertisement is forwarded to the local Employment Exchange with a request to recommend suitable candidates who fulfill the conditions of qualifications, experience, age limit etc. stipulated in the advertisement.
2. However it has been brought to notice that the number of vacancies to be filled in are not being communicated to the Employment Exchange nor is the Employment Exchange kept informed as to which of the candidates recommended by it have been selected. It has, therefore, now been decided that in future whenever vacancies are notified to the Employment Exchange, the following information should invariably be furnished to the Employment Exchange.
 - (i) The number of vacancies for which the applications have been invited, if the actual number of vacancies cannot be ascertained, the probable number of vacancies to be filled in should be communicated.
 - (ii) The total number of vacancies filled in from the candidates recommended by the Employment Exchange, the names and other particulars of candidates recommended by the Employment Exchange, if selected, should also be communicated to the Employment Exchange Officers so that their names are struck off from the lists maintained by the Employment Exchange offices.The above instructions should be followed scrupulously.

sd/
Secretary.

Maharashtra State Electricity Board Bombay.

APPENDIX B-II

सेवाभरती रोजगार व स्वयंरोजगार मार्गदर्शन केंद्रामार्फत
(सेवायोजन कार्यालये) व प्रसार माध्यमातून प्रसिध्दी
देऊन करण्याबाबत.

महाराष्ट्र शासन

सामान्य प्रशासन विभाग,

परिपत्रक क्रमांक संकीर्ण -१००३/प्र.क्र. ९६/२००३/१३-अ,

मंत्रालय, मुंबई ४०० ०३२,

दिनांक १९ नोव्हेंबर २००३

वाचा :- (१) शासन परिपत्रक, सामान्य प्रशासन विभाग, क्र. एस.आर.व्ही. १०८०/१२ दिनांक ७ ऑक्टोबर, १९८०

(२) शासन निर्णय, शिक्षण व सेवायोजन विभाग, क्रमांक इएमपी.११८५/५००४७१/(१११)/सेवा-१,

दि.१०एप्रिल १९९१

(३) भारत सरकार, कामगार मंत्रालय, नवी दिल्ली यांचे पत्र क्रमांक डीजीई अँड टी-सी-१८०१८/५/९६ - ईई/१,

दिनांक ४ जून १९९८.

परिपत्रक

संदर्भाधीन अ.क्र.१ व अ.क्र. २ येथील आदेशान्वये शासकीय, निमशासकीय, महामंडळे, सहकारी संस्था, स्वायत्त संस्था, सार्वजनिक उपक्रम इत्यादींच्या अधिपत्याखालील सर्व कार्यालयांमधील तृतीय व चतुर्थ श्रेणीतील रिक्त पदे सेवायोजन केंद्रामध्ये अधिसूचित करणे आणि रिक्त पदांवरील भरती सेवायोजन कार्यालयाने शिफारस केलेल्या उमेदवारांमधूनच भरणे नियुक्ती प्राधिका-यांवर बंधनकारक असल्याचे आदेश निर्गमित करण्यात आले आहेत.

२. मा. सर्वोच्च न्यायालयाने सिव्हील अप्लीकेशन क्र. ११६४६/११७२४/१९९६ प्रकरणी दिनांक २२ ऑगस्ट १९९६ रोजी शासकीय, निमशासकीय किंवा खाजगी आस्थापनेत रिक्त पदे भरण्याबाबतच्या कार्यपद्धती संबंधी खालीलप्रमाणे सूचना दिल्या आहेत :-

☞ It should be mandatory for the requisitioning authority/establishment to intimate the Employment Exchange and Employment Exchange should sponsor the names of the candidates to the requisitioning departments for selection strictly according to seniority and reservation as per requisition. In addition, the appropriate department or undertaking or esablishment, should call for the names by publication in the newspapers having

wider circulation and also display on their office notice boards or announce on radio, television and employment news bulletins and then consider the cases of all the candidates who have applied

३. मा. सर्वोच्च न्यायालयाच्या उपरोक्त सूचनांनुसार असे आदेश देण्यात येत आहेत की, शासकीय/निमशासकीय कार्यालये, महामंडळे, सहकारी संस्था, स्वायत्त संस्था, सार्वजनिक उपक्रम इत्यादींच्या अधिपत्याखालील सर्व कार्यालयांमधील रिक्त पदे भरताना (महाराष्ट्र लोकसेवा आयोगाच्या कक्षेत येणारी पदे वगळून) रोजगार व स्वयंरोजगार मार्गदर्शन केंद्राकडून (सेवायोजन कार्यालये) ज्येष्ठतेनुसार यादी प्राप्त करून घेण्यात यावी, त्याचबरोबर रिक्त पदांबाबतची जाहिरात सर्व प्रसार माध्यमांतून (वर्तमानपत्रातील जाहिरातीद्वारे, दूरदर्शन, रेडियो, नोटीस बोर्ड, इत्यादी) प्रसिध्दी देऊन अर्ज मागविण्यात यावेत व वरील दोन्ही प्रकारे प्राप्त होणा-या याद्यांमधून अर्जांमधून पात्र उमेदवारांची विहित पध्दतीनुसार निवड करण्यात यावी.

४. सर्व मंत्रालयीन विभाग प्रमुखांनी वरील आदेश त्यांच्या प्रशासकीय अधिपत्याखालील सर्व कार्यालयांना / नियुक्ती प्राधिका-यांना कळवावेत आणि या आदेशांची काटेकोरपणे अंमलबजावणी केली जाईल याबाबत दक्षता घ्यावी.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सही/-

(चारुशीला सोहोनी,)

प्रधान सचिव (सेवा), महाराष्ट्र शासन.

APPENDIX 'C'

Departmental Circular (B) No.23324 dt. 18th May, 1966.

(See Note 1 (ii) below Recruitment Regulation 38).

Subject : M.S.E. Board Classification & Recruitment Regulations Employment of "Freedom Fighters" in Board's Service.

- 1) The Board under its Resolution No.3712, dated 11.4.1966 decided to grant the following concessions to the "Freedom Fighters" in the matter of recruitment to Group III and IV posts under the Board (now the MSEDCL.)
 - i) These persons should be considered for appointment to Gr. III & IV posts under the Board on the basis of their application received directly without requiring them to come through the Employment Exchange alongwith certificate from District Collector.
 - ii) Deleted vide C.S.No.206, dt.14.11.90.
 - iii) Such of these persons who possess the prescribed qualifications but are overage, if otherwise considered suitable, should be selected for appointment to Pay Gr. III and IV posts subject to the relaxation of upper age limit by the Competent Authority.
 - iv) Such of the persons as have studied upto S.S.C./Degree or Diploma Course but have not passed these or equivalent examinations should be appointed to Pay Gr. III services for which passing of the S.S.C./Degree or Diploma Examinations as the case may be, has been prescribed as a minimum qualification. The prescribed educational qualifications should be considered for being relaxed in their favour by the Competent Authority.
 - v) Authorise the Appointing Authorities to give a employment in Pay Gr III & Pay Gr.IV posts on preferential basis to the "Freedom Fighters" or their nominees directly subject to the passing of examination like Entrance Examination, pre-recruitment Trade Test, Speed Test etc. is compulsory for the Freedom Fighters or their nominees before they are appointed. If they secure minimum marks prescribed for passing the said Examination / Test they should be immediately appointed in vacancy without reference to the Competent Selection Committee and other provisions of Government orders on the subject.(Administrative Circular No.226 dated 21/7/1997)
 - vi) Follow / adopt all Government orders / clarifications issued on the subject from time to time and also those orders/clarifications that may be issued by the Government in future.
- 2) For this purpose the "Freedom Fighters" will mean those persons who have suffered imprisonment or detention of an aggregate period of not less than one month or who were fined Rs.100/-or more, or who died or were killed in action or in detention or were awarded capital punishment or became permanently incapacitated due to firing or lathi charge or lost their jobs or means of livelihood or part or whole of their property on account of their participation in the national movement for the emancipation of India.
- 3) For the purpose of claiming the foregoing concessions in respect of employment under the Board, the persons concerned should produce a certificate issued by Government (General Administration Department) declaring them as "Freedom Fighters".

- 4) It is possible that some of the persons who are eligible for these concessions may not actually avail themselves of them for reasons like old age, illness, disability etc. It is therefore decided that such persons should be allowed to nominate a near relative who is solely dependent on them for taking advantage of the concessions granted to the "Freedom Fighters" in the matter of recruitment under the Board.
- 5) The above decision should be implemented with immediate effect.

sd/-

Secretary

APPENDIX 'D'

(Head Office, Bombay Departmental Circular (B) No. 23325, dt. 18/5/1966.)

(See Note 1 (iv) below Recruitment Regulation 38)

Sub: Age & fee concession to new migrants from East Pakistan.

The Board under its Resolution No. 3174, dated 11.4.1966 decided that the following concessions in age and fees should be granted to new migrants from East Pakistan who seek employment under the Board (now Company) :-

i) The upper age limits for direct recruitment in the Board's services in respect of different categories of posts, prescribed under Board's Recruitment Regulations be relaxed upto 45 years.

ii) The upper age limit of 45 years mentioned in (i) above should be further relaxed by 5 years for persons belonging to Scheduled Castes, Scheduled Tribes, VJ-A, NT-B, NT-C, NT-D, SBC and other Backward Classes.

iii) No fees for application for the posts advertised by the Head Office and the field offices be charged to the migrants from East Pakistan.

2. The above mentioned concessions shall remain in force till 31.12.1968. They should apply only to future recruitments i.e. in respect of posts advertised and filled in after the issue of the above instructions.

3. In order to qualify for the above concessions, the candidates concerned should be required to produce satisfactory evidence of being bonafide new migrants from East Pakistan i.e. persons who have migrated to India from East Pakistan on or after 1st January 1964. For this purpose the bonafides of a candidate should be certified by the District Magistrate or the Camp Commandant of the Relief Camp, as the case may be, where the candidate may for the time being be resident.

4. The Board further decided that other things being equal, new migrants from East Pakistan and their dependents should be given preference while making appointments in Board's service in Chandrapur & Bhandara Districts, to Class III & IV posts. For this purpose, the persons concerned should be required to produce a certificate issued by the Director, Relief and Rehabilitation, Chandrapur certifying that the persons concerned are New East Pakistan migrants who have migrated to India after 1st January 1964.

5. The above decision should be implemented with immediate effect

**sd/-
Secretary.**

APPENDIX 'E'

(Head Office Departmental Circular (B) No.23109, dt. 31/05/1966.)

(See Note 1 (V) below Recruitment Regulation 38)

Sub: Absorption of retrenches from Government posts.

The Government of Maharashtra, as a result of economy in expenditure on establishment, have retrenched a number of Class III and IV servants in Government service. The State Government has been taking all possible steps to providing alternative employment in Government service to all the persons who have been retrenched. But it may not be possible for the Government to provide alternative employment in Government service to all the persons who have been retrenched. In order, therefore, to provide suitable jobs to the retrenched Government servants, it has been decided that all things being equal, such persons should be given preference in employment under the Board. Accordingly the vacancies in Pay Gr. III and IV should in future be communicated to the Government in the General Administration Department in respect of Board's offices in Greater Mumbai and to the Collectors of respective Districts in respect of vacancies in mofussil offices.

sd/-

Secretary.

APPENDIX 'F'

विषय :- प्रकल्पग्रस्तांना अथवा त्यांच्यावर अवलंबून असणा-या व्यक्ती यांना कंपनीच्या सेवेतील वेतनगट तीन आणि चार मधील पदांवर नियुक्ती देण्याबाबत अनुसरावयाची कार्यपध्दती.

(See Note -१ (vi) below Recruitment Regulation ३८)

कंपनीने प्रशासकीय परिपत्रक क्र. ३३३ दि. १९.११.१९९९ नुसार कंपनीच्या सेवेतील सरळसेवा भरतीसाठी समांतर आरक्षण कार्यान्वित करण्यासाठी अनुसरावयाची कार्यपध्दती विहीत केलेली आहे. (शासन परिपत्रक क्र. एस.आर.व्ही./१०९७/प्र. क्र.३१/९८/१६-अ, दि. १६.०३.१९९९) सदर परिपत्रकाप्रमाणे सामाजिक आरक्षण (उभे आरक्षण)व्यतिरीक्त कंपनीच्या सेवेतील नियुक्त्यांसाठी लागू असलेले विशेष आरक्षण (समांतर आरक्षण) लागू केलेले असून ते प्रकल्पग्रस्तांसाठी ५% विशेष आरक्षण (समांतर आरक्षण) फक्त वेतनगट तीन आणि चार मधील पदांसाठी लागू केलेले आहे.

भुमी संपादनामुळे बाधीत झालेल्या प्रकल्पग्रस्तांना / नामनिर्देशितांना नोकरी देण्याबाबत सुधारीत सूचना /

मार्गदर्शक तत्वे :-

१. शासन परिपत्रक क्रमांक प्रकल्प-१०००/प्र.क्र.२७/२०००/१६-अ, दिनांक १३.९.२००० अन्वये शासनाने प्रकल्पग्रस्त अथवा त्यांच्यावर अवलंबून असणा-या व्यक्ती यांना वेतन गट ३ आणि ४ मधील पदावर नियुक्ती देण्याबाबत अनुसरावयाची कार्यपध्दती विहीत केली आहे. त्यानुसार सर्व नियुक्ती अधिकाऱ्यांनी त्यांच्याकडे रिक्त असलेल्या पदांपेकी प्रकल्पग्रस्तांमधून भरावयाच्या पदांसाठी मागासवर्गीयांच्या आरक्षणाला बाधा येणार नाही याची दक्षता घेऊन संबंधित जिल्हाधिकारी कार्यालयाकडे असलेल्या प्रकल्पग्रस्तांच्या प्रतीक्षा यादीतील उमेदवाराची मागणी पदांच्या सेवाप्रवेश नियमानुसार करावी. (प्रशासकीय परिपत्रक क्र. ३६१ दि. १४.६.२००१).

शासन दिनांक १३.९.२००० च्या परिपत्रकातील कार्यपध्दतीच्या अंमलबजावणीसाठी खालीलप्रमाणे सुधारीत सूचना/मार्गदर्शक तत्वे विहित करण्यात येत आहेत.

२. शासनाच्या धोरणानुसार नवीन कार्यपध्दती अनुसरावयाची असल्याने सर्व भरती अधिका-यांनी त्यांच्या अखत्यारीतील वेतन गट ३ आणि ४ मधील रिक्त पदे भरतांना संबंधित जिल्हाधिकारी कार्यालयाकडे असलेल्या प्रकल्पग्रस्तांच्या प्रतीक्षा यादीतील उमेदवाराची मागणी, पदांच्या सेवाप्रवेश विनियमानुसार करावी. जर त्यांच्याकडे विहित केलेली अर्हता पूर्ण करणा-या प्रकल्पग्रस्तांची नावे उपलब्ध नसतील तर संबंधित जिल्हाधिकारी कार्यालयाकडून च्ना हरकत प्रमाणपत्र घेण्यात यावे.

३. प्रकल्पग्रस्त उमेदवारांची निवड करतांना कंपनीच्या वर्गीकरण व सेवाप्रवेश विनियम, नियम, सामान्य आदेश, परिपत्रके इत्यादीचे काटेकोरपणे पालन करण्यात यावे.

४. प्रकल्पग्रस्त उमेदवारांची निवड करून नियुक्ती दिल्यानंतर त्याबाबतची माहिती संबंधित जिल्हाधिकारी कार्यालय यांना द्यावी.

निगम कार्यालयाचे प्रशासकीय परिपत्रक क्र.२४७, दिनांक ०८/०९/२००९ अन्वये भूमिसंपादनामुळे बाधित झालेल्या व्यक्तींना / नामनिर्देशितांना कंपनीत नोकरी देणे संदर्भात मार्गदर्शक तत्वे विहित करून त्यांचे काटेकोरपणे पालन करण्याबाबत सूचना देण्यात आलेल्या आहेत. तथापि, महाराष्ट्र शासन, सामान्य प्रशासन विभाग, शासन निर्णय क्रमांक भूकंप-१००९/प्र.क्र.२०७/२००९/१६-अ, दिनांक २७ ऑगस्ट २००९ नुसार मा.उच्च न्यायालय, औरंगाबाद खंडपीठ यांनी याचिका क्रमांक ५४५२/२००८ व ५२६६/२००८ यावर एकत्रितपणे सुनावणी घेऊन प्रकल्पग्रस्तांच्या ५% आरक्षणामध्ये भूकंपग्रस्तांचा समावेश करू नये. त्यामुळे प्रकल्पग्रस्तांना असलेले ५ % समांतर आरक्षण त्यांचेसाठीच राखून ठेवून या आरक्षणांतर्गत भूकंपग्रस्तांसाठी ठेवलेले आरक्षण काढून भूकंपग्रस्तांसाठी स्वतंत्रपणे २% समांतर आरक्षण लागू करण्यात आले आहे असे निर्देश दिलेले आहेत.

२. शासन निर्णय क्रमांक भूकंप-१००९/प्र.क्र.२०७/२००९/१६-अ, दिनांक २७ ऑगस्ट २००९ ची प्रत माहितीसाठी व योग्य त्या कार्यवाहीसाठी सोबत जोडली आहे. सर्व संबंधितांना विनंती करण्यात येते की महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादितच्या सर्व नियुक्ती अधिकाऱ्यांनी संबंधित शासन निर्णयाची अंमलबजावणी काटेकोरपणे करावी.



क्र.साप्रवि/सेप्र/न.क्र.४१/

महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्या.

एस्ट्रेला बॅटरीज विस्तारित इमारत,

तळ मजला, धारावी रोड, मादुंगा,

मुंबई - ४०० ०१९.

प्रशासकीय परिपत्रक क्र. २६४ दिनांक ०४/१२/२००९

विषय : प्रकल्पग्रस्तांना असलेल्या ५% समांतर आरक्षणांतर्गत भूकंपग्रस्तांसाठी ठेवलेले आरक्षण काढून भूकंपग्रस्तांसाठी स्वतंत्रपणे २% समांतर आरक्षण लागू करणेबाबत.

संदर्भ : १) प्रशासकीय परिपत्रक क्र. ३६१, दिनांक १४/०६/२००९.

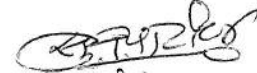
२) प्रशासकीय परिपत्रक क्र. २४७, दिनांक ०८/०९/२००९

निगम कार्यालयाचे प्रशासकीय परिपत्रक क्र. २४७, दिनांक ०८/०९/२००९ अन्वये भूमिसंपादनामुळे बाधित झालेल्या व्यक्तींना/नामनिर्देशितांना कंपनीत नोकरी देणे संदर्भात मागदर्शक तत्वे विहित करून त्याचे काटेकोरपणे पालन करण्याबाबत सूचना देण्यात आलेल्या आहेत. तथापि, महाराष्ट्र शासन, सामान्य प्रशासन विभाग, शासन निर्णय क्रमांक भूकंप-१००९/प्र.क्र.२०७/२००९/१६-अ, दिनांक २७ ऑगस्ट २००९ नुसार मा. उच्च न्यायालय, औरंगाबाद खंडपीठ यांनी याचिका क्रमांक ५४५२/२००८ व ५२६६/२००८ यावर एकत्रितपणे सुनावणी घेऊन प्रकल्पग्रस्तांच्या ५% आरक्षणांमध्ये भूकंपग्रस्तांचा समावेश करू नये. त्यामुळे प्रकल्पग्रस्तांना असलेले ५% समांतर आरक्षण त्यांचेसाठीच राखून ठेवून या आरक्षणांतर्गत भूकंपग्रस्तांसाठी ठेवलेले आरक्षण काढून भूकंपग्रस्तांसाठी स्वतंत्रपणे २% समांतर आरक्षण लागू करण्यात आले आहे असे निर्देश दिलेले आहेत.

२. शासन निर्णय क्रमांक भूकंप-१००९/प्र.क्र.२०७/२००९/१६-अ, दिनांक २७ ऑगस्ट २००९ ची प्रत माहितीसाठी व योग्य त्या कार्यवाहीसाठी सोबत जोडली आहे. सर्व संबंधितांना विनंती करण्यात येते की महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादितच्या सर्व नियुक्ति अधिकाऱ्यांनी संबंधित शासन निर्णयाची अंमलबजावणी काटेकोरपणे करावी.

३. सदर प्रशासकीय परिपत्रक कंपनीच्या www.mahadiscom.in या संकेत स्थळावर उपलब्ध आहे.

सोबत : वरीलप्रमाणे


(सु.य.पाटील)

मुख्य महाव्यवस्थापक (क)

प्रत :

म.रा.वि.वितरण कंपनी मर्यादितच्या विभागीय कार्यालय व त्यावरील सर्व स्तरापर्यंत.

प्रकल्पग्रस्तांना असलेल्या ५% समांतर
आरक्षणांतर्गत भूकंपग्रस्तांसाठी ठेवलेले आरक्षण
काढून भूकंपग्रस्तांसाठी स्वतंत्रपणे २% समांतर
आरक्षण लागू करणेबाबत.

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

शासन निर्णय क्रमांक: भूकंप-१००१/प्र.क्र. २०७/२००१/१६-अ

मंत्रालय, मुंबई-४०० ०३२.

दिनांक : २७ ऑगस्ट, २००१

वाचा :- (१) शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक:- एईएम-१०८०/३५ /
१६-अ, दिनांक २१.१.१९८०.

(२) शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक:- एसआरव्ही-१०९४/
१००४/प्र.क्र.३०/९४/१६-अ, दिनांक १७.११.१९९४,

(३) शासन निर्णय, महसूल व वन विभाग, क्रमांक:- डब्ल्यूआर-१०९४ /
प्र.क्र.७६८ / भूपुक-१, दिनांक १८.११९५.

प्रस्तावना :

वरील संदर्भ क्रमांक १ येथील शासन निर्णय, दिनांक २१.१.१९८० अन्वये
प्रकल्पग्रस्त व्यक्ती व त्यांच्यावर अवलंबून असणाऱ्या व्यक्तींना शासकीय/निमशासकीय सेवेत
नियुक्ती देण्यासाठी एकूण जागांच्या किमान ५% जागांवर सर्वोच्च प्राथम्य देण्यात आलेले
आहे.

संदर्भ क्रमांक २ येथील शासन निर्णय दिनांक १७.११.१९९४ अन्वये
प्रकल्पग्रस्तांसाठी असलेल्या ५% समांतर आरक्षणांतर्गत भूकंपग्रस्तांनाही आरक्षणाची सवलत
देण्यात आलेली आहे. प्रकल्पग्रस्त व भूकंपग्रस्त यांना संयुक्तपणे ५% समांतर आरक्षण
ठेवण्यात आल्याने उपलब्ध होणाऱ्या ५ जागांपैकी ३ जागांवर भूकंपग्रस्त व २ जागांवर
प्रकल्पग्रस्त या प्रमाणात नियुक्त्या द्याव्यात असे आदेश संदर्भ क्रमांक ३ येथील शासन निर्णय
दिनांक १८.११९५ अन्वये निर्गमित करण्यात आले आहेत.

मा.उच्च न्यायालय, औरंगाबाद खंडपीठ यांनी याचिका क्र. ५४५२/२००८ व
५२६६/२००८ यावर एकत्रितपणे सुनावणी घेऊन दिनांक २१.११.२००८ रोजी प्रकल्पग्रस्तांच्या
५% आरक्षणांमध्ये भूकंपग्रस्तांचा समावेश करून कोणतीही पद भरती करू नये असे अंतरिम
आदेश दिले आहेत. त्यामुळे प्रकल्पग्रस्तांना असलेले ५% समांतर आरक्षण त्यांचेसाठीच
राखून ठेवून या समांतर आरक्षणांतर्गत भूकंपग्रस्तांसाठी ठेवलेले आरक्षण काढून
भूकंपग्रस्तांसाठी स्वतंत्रपणे समांतर आरक्षण देण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय :-

प्रकल्पग्रस्तांना असलेले ५% समांतर आरक्षण त्यांचेसाठीच राखून ठेवून या
आरक्षणांतर्गत भूकंपग्रस्तांसाठी ठेवलेले आरक्षण काढून भूकंपग्रस्तांसाठी स्वतंत्रपणे २%
समांतर आरक्षण लागू करण्यात येत आहे.

सर्व मंत्रालयीन विभागांनी त्यांच्या प्रशासकीय नियंत्रणाखालील सर्व शासकीय/निमशासकीय इत्यादी कार्यालयांना या शासन निर्णयानुसार आवश्यक ती कार्यवाही करण्याबाबतच्या सूचना तात्काळ घ्याव्यात.

सदर शासन निर्णय महाराष्ट्र शासनाच्या वेबसाईटवर उपलब्ध करण्यात आला असून त्याचा संगणक सकितांक क्रमांक २००९०८२७१४३००९००१ असा आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने

(दि. र. डिगळे)

अवर सचिव, महाराष्ट्र शासन.

प्रति,

राज्यपालांचे सचिव,
मुख्यमंत्र्यांचे प्रधान सचिव,
उपमुख्यमंत्र्यांचे प्रधान सचिव,
सर्व मंत्री / राज्यमंत्री यांचे खाजगी सचिव,
मुख्य सचिव,
शासनाचे सर्व अपर मुख्य सचिव / प्रधान सचिव / सचिव,
शासकीय अभियोक्ता, उच्च न्यायालय, औरंगाबाद खंडपीठ, औरंगाबाद,
* प्रबंधक, उच्च न्यायालय, मुळ न्याय शाखा, मुंबई,
* प्रबंधक, उच्च न्यायालय, अपिल शाखा, मुंबई,
* प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई,
* प्रबंधक, लोक आयुक्त व उप लोक आयुक्त, मुंबई,
* सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई,
* सचिव, महाराष्ट्र विधानमंडळ सचिवालय, (विधान सभा) विधानभवन, मुंबई,
* सचिव, महाराष्ट्र विधानमंडळ सचिवालय, (विधान परिषद) विधानभवन, मुंबई,
* सचिव, राज्य निवडणूक आयोग, मुंबई,
सर्व विभागीय आयुक्त
राज्यातील सर्व महामंडळे आणि उपक्रम यांचे व्यवस्थापकीय संचालक,
सर्व जिल्हाधिकारी
सर्व महानगरपालिकांचे आयुक्त
सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी,
सर्व मुख्याधिकारी, नगरपरिषदा/नगरपालिका
महासंचालक, माहिती व जनसंपर्क संचालनालय, मंत्रालय, मुंबई
सर्व मंत्रालयीन विभाग,
मंत्रालयीन विभागाच्या प्रशासकीय नियंत्रणाखालील सर्व विभाग प्रमुख/ कार्यालय प्रमुख,
सामान्य प्रशासन विभागातील सर्व कार्यासने,
निवड नसती.
* (पत्राने)

APPENDIX 'G'

(Added by C.S.No.28, dt.16th April,1975)

(See Note 1 (vii) below Recruitment Regulation 38)

Sub: Employment of the sons/daughters of the deceased employees.

The Board under its Resolution No. 1128 dt. 25-3-1975 has accorded its approval to the Scheme for employment of the sons/daughters of the deceased employees and the procedure to be followed in deciding such cases, as shown below and to include the same as Appendix 'G' to the Classification & Recruitment Regulations:

Scheme:

1. The scheme shall cover the cases of the dependent of the employees who on due selection by the Competent Selection Committee was working either against permanent or temporary or supernumerary posts and -

- (i) who expired while in service (which shall also include the cases wherein the competent court declared an employee as 'nowhere' or 'dead' in case of missing employee).

or

- (ii) who met with non-fatal accident while on duty and declared permanent total disabled for employment and whose services are terminated by declaring him invalidated from service.

or

- (iii) who are permitted to retire prematurely on medical ground before attaining the age of 50 years.

or

whose services are terminated by declaring him invalidated from service on account of incapacitation for service by bodily or mental infirmity.

Explanation:-Words "retired prematurely on medical grounds" means those employees who are permitted to retire prematurely on medical grounds by declaring them invalidated and/or whose services are terminated, being declared medically unfit and invalidated before attaining the age of 50 years.

2. The scheme shall also cover the cases of dependent of the employee working on work-charged or N.M.R (daily rated)-

- (i) who has completed 5 years as on 30.9.94 or thereafter and expired while in service.

or

- (ii) who met with fatal accident while on duty.

or

- (iii) who met with non-fatal accident while on duty and declared permanent total disabled for employment and whose services are terminated by declaring him invalidated from service.
- 2(a) "This scheme shall also cover the cases of dependents of the Veej Sevak who met with fatal accident while on duty or who met with non-fatal accident while on duty and declared permanent total disablement for employment and whose services are terminated declaring him invalidated from the services."

3. These concessions shall not be admissible to the dependents of the employee, who has expired after retirement.

4. ज्या प्रकरणी एक अवलंबित कंपनीच्या सेवेत किंवा इतर ठिकाणी नोकरीत आहे त्या प्रकरणी सुध्दा दुस-या अवलंबितास नोकरी देण्याविषयी विचार करता येईल. अशा प्रकरणी निर्णय घेतांना खालील निकषांचे काटेकोर पालन करावे.

अ) कर्मचा-याच्या निधनापूर्वी / वयाची ५० वर्षे होण्यापूर्वी वैद्यकीय कारणास्तव स्वेच्छा निवृत्ती घेण्यापूर्वी, त्याचा एखादा अवलंबित कंपनीत किंवा इतरत्र नोकरीस लागला असेल व तो जर पूर्वी पासूनच आपल्या कुटुंबापासून वेगळा राहात असेल व इतर अवलंबितांचे पालन पोषण करण्यास असमर्थता व्यक्त करीत असेल तर इतर अवलंबितांपैकी एका पात्र अर्जदार व्यक्तीस, उपर्युक्त परिशिष्ट - ज मधील नियमाच्या अधीन राहून कंपनीत नोकरी दिली जावी.

ब) वरील गोष्टींची सत्यता पडताळून पाहण्यासाठी अर्जदार अवलंबिताने व पूर्वी मंडळात /कंपनीत अथवा कंपनी बाहेर नोकरीत असलेल्या अवलंबिताने पुढीलप्रमाणे कागदपत्र सादर करणे आवश्यक राहिल.

१. संबंधितांच्या शिधापत्रिका (Ration Cards),

२. निवासी पत्ते,

३. कार्यालय प्रमुखाचे सेवा प्रमाणपत्र,

४. पूर्वी नोकरीस असलेल्या व्यक्तीकडून कुटुंबांचे पालन पोषण करण्यास असमर्थ असल्याबाबत लेखी निवेदन, व

५. इतर संबंधीत कागदपत्रे.

ज्या प्रकरणी यापूर्वी निर्णय झाला आहे त्यावर पुनर्विचार करण्यात येऊ नये (प्रशासकीय परिपत्रक क्र. १५९ दि. ८/११/१९९५).

कंपनीचे मृत कर्मचारी किंवा जे कर्मचारी वैद्यकीय कारणास्तव वयाची ५० वर्षे पूर्ण होण्याअगोदर मुदतपूर्व सेवानिवृत्त झाले आहेत अशांच्या अवलंबितांना कंपनीच्या सेवेत नोकरी देण्याची योजना अंतर्भूत केली आहे. या योजनेची अंमलबजावणी करतांना काही मुद्दे उपस्थित होतात त्याचे मार्गदर्शन व स्पष्टीकरण प्रशासकीय परिपत्रक क्र. २२५ दि. ८.७.९७ मध्ये देण्यात आले आहे ते पहावे.

५. ^{११}मृत कर्मचा-याच्या अवलंबितास/वयाची ५० वर्षे पूर्ण होण्यापूर्वी वैद्यकीय कारणास्तव मुदतपूर्व सेवानिवृत्ती घेणा-या कर्मचा-याच्या विधवेस/विधुरास/मुलीस/मुलास तो/ती शैक्षणिकदृष्ट्या पात्र असल्यास त्या पदावर तीस/त्यास नियुक्ती देण्याचा विचार केला जाऊ शकेल. मात्र त्यासाठी त्याने/तीने कर्मचा-याच्या मृत्यूच्या तारखेपासून १० (दहा) वर्षांच्या आत अर्ज करणे बंधनकारक राहिल. जर मृत कर्मचा-याची मुले त्याच्या मृत्यू समयी सज्जान - नसतील तर अशा प्रकरणी ती सज्जान झाल्यानंतर १० (दहा) वर्षांच्या आत अनुकंपा तत्वावर नोकरीसाठी अर्ज करू शकतील.

¹¹ #Modified vide Admin Circular No. 264 dated 04.12.2009

टीप : १) उपरोक्त नमूद केलेल्या कालावधीत कोणत्याही कारणास्तव अवलंबिताकडून अर्ज सादर न झाल्यास त्याचा/तिचा सदर योजनेखाली नोकरी मिळण्याबाबतचा हक्क आपोआप समाप्त होईल.

२) कुटुंब या संज्ञेत मृत कर्मचाऱ्याची पत्नी, मुलगे, अविवाहीत / विवाहीत मुली आणि अवलंबित अविवाहीत भाऊ व बहिणी यांचा अंतर्भाव आहे.

कुटुंबाच्या सुधारीत व्याख्येप्रमाणे महावितरण कर्मचारी वर्गीकरण व सेवाप्रवेश अधिनियम २००५ परिशिष्ट 'जी' (सु.प.क्र.३७ दि.०३/११/२०१०) नियम क्र.५ बाबत सक्षम अधिकाऱ्यांची प्रलंबित प्रकरणी निर्णय घेण्यात यावा.

Add CS 46 & Adm 239

Note 1 : Revised vide C.S.No. 146 dt. 06.08.1982 to G.S.O. 112 dt. 12.02.19962.

Note 2 : The Company further authorized the Managing Director on the recommendation of the the E.D. (HR) to decide pending cases on merits where the incident of death of the employee occurred in the period preceding the date of Resolution i.e. No. 485 dt.21-2-87.

Note 3 : अनुकंपा तत्वावर कंपनीत नोकरी मिळण्यासाठी कर्मचाऱ्याच्या मृत्युनंतर ५ वर्षांच्या आत अर्ज करणे आवश्यक आहे. ५ वर्षांनंतर अर्ज सादर केल्यास ती त्रुटी ठरते म्हणुन व्यवस्थापकीय संचालक यांच्या मंजूरीनंतर नोकरी देण्याबाबतची तरतुद या स.स्था.आ.११२ दिनांक १२.२.१९६२ चे सुधारपत्र १४६ दि. ६.८.१९८२ अन्वये करण्यात आलेली आहे.

कर्मचाऱ्याच्या मृत्युच्या वेळी त्यांची मुले अज्ञान असल्यामुळे ते सु.प. २८ अंतर्गत नोकरी मिळण्यास पात्र ठरत नाहीत. मुले सज्ञान झाल्यानंतर ते नोकरीसाठी अर्ज सादर करतात, परंतु या मध्ये ५ वर्षांपेक्षा जास्त कालावधी उलटुन गेल्याने अशी प्रकणे मुख्य कार्यालयाकडे सक्षम अधिकाऱ्यांचे क्षमापन मिळविण्यासाठी सादर केली जातात.

श्री. दत्तात्रय चंद्रभान वाडीतके, श्रीरामपूर यांनी रिट पिटीशन १०२४/१९९६ अन्वये मुंबई उच्च न्यायालयाच्या औरंगाबाद खंडपिठाकडे याचीका दाखल केली होती.या याचीकेवर उच्च न्यायालयाने असा निकाल दिला आहे की, कर्मचाऱ्यांच्या मृत्युच्या वेळेस त्याची मुले सज्ञान नसली तर ती सज्ञान झाल्यानंतर ५ वर्षे पर्यंत अनुकंपा तत्वावर नोकरीसाठी अर्ज करू शकतात.

उच्च न्यायालयाच्या निर्णया प्रमाणे कंपनीतील मृत कर्मचाऱ्यांची मुले सज्ञान झाल्यानंतर ५ वर्षा पर्यंत कंपनीत अनुकंपा तत्वावर नोकरीसाठी इतर सर्व बाबींची पूर्तता केल्यास पात्र ठरू शकतात. (प्रशासकीय परिपत्रक क्र. २३३ दि. १९.९.१९९७)

6. The prescribed condition for direct recruitment i.e. nomination by the Employment Exchange or recruitment only after advertisement shall be relaxed in such cases.
7. The condition of upper age limit shall be relaxed in their cases.
8. Appointment shall be made on a temporary basis in such cases immediately giving him/her preference over the candidates on the waiting list if there be any, as soon as the proposal is approved by the Competent Authority.

Appointment on regular basis shall be made after interview by the Competent Selection Panel, but without the necessity of having to pass the entrance examination. For this purpose, his/her name shall be deemed to be inserted in the existing select list just below the candidate last

appointed and his/her regular appointment shall be considered alongwith others in the usual manner.

Note-1:-

If a vacancy of suitable post is not available in Division/Circle / Zone to which the concerned employee belongs, the dependent may be offered employment in other Division/ Circle / Zone where suitable vacancy exists. If the dependent refuses to accept the employment offered to him in other Division/ Circle / Zone, he/she should be deemed to have lost his/her claim for employment in the Company under the Scheme. The following shall be the Competent Authorities for giving inter-division, inter-Circle and inter-Zone appointments under this scheme.

- (i) If the vacancy is not available in the : C.E. of concerned Zone.
Division/Circle to which the employee
belonged but the vacancy is available in
other Division/Circle within the Zone.
- (ii) If the vacancy is not available in the : CGM (HR) in consultation
Zone to which the concerned employee with concerned Zonal
belonged but the vacancy is available in in-charge.
other Zone.

The legal heirs/dependents of the employee to be appointed under the scheme in the Company on compassionate ground are required to submit following documents:-

- a) Death Certificate of deceased employee issued by the Competent Authority.
 - b) Legal heir ship Certificate of Competent Court.
 - c) Consent of the other dependants of the deceased employees to appoint the applicant on appropriate stamp paper.
 - d) Undertaking in writing of the dependent to be appointed that he would take care of the other family members of the deceased employee.
 - e) Attested Certificates regarding educational qualification of the applicant.
 - f) Caste Certificate and Caste Validity Certificates in case of B.C. dependent.
 - g) If dependent is not interested to avail the benefits/concessions available to Backward Class Communities then Certificate regarding non-availing the benefits.
 - h) Declaration regarding serving anywhere in Maharashtra State.
 - i) Any other documents as per the requirement of the case as circulated from time to time.
9. Director (Operations) concerned, Director (Finance) and E.D.(HR) in respect of Technical, Accounts and GAD cadre posts respectively on the recommendations of C.G.M.(HR) / C.G.M. (Tech./Estt.) may decide the cases pertaining to the period prior to notification of the scheme. However, the cases subsequent to notification of scheme shall be decided by the Competent Authorities as indicated in Statement – ‘A’ (Annexure-I) to this Appendix.
11. The minimum educational qualification of a pass in IVth Standard has been prescribed for recruitment to any post in the services of the Company where no educational qualification has been prescribed.
12. The condition of educational qualification may be relaxed in favour of the dependent of the deceased employees otherwise eligible for employment against Pay Group IV post as specified below in services of the Company under this Scheme :

- | | |
|-----------------------|------------------------|
| 1) Peon | 5) Stores Helper |
| 2) Helper to Khansama | 6) Gardner |
| 3) Rest House Helper | 7) Gardner-cum-Sweeper |
| 4) Sweeper-cum-Hamal | 8) Sweeper |

13. The Managing Director in consultation with Executive Director (HR), Director (Operation) and Director (Finance) shall be the Competent Authority to permit the deviation in deserving cases which do not squarely fall within the ambit of coverage of the scheme and held the dependent eligible for compassionate appointment as a special case on merit.

Procedure:

- i) In the cases of employees who meet with fatal accident while on duty, the detailed information of the dependents of the employee should be forwarded by the Executive Engineer-in-charge of the Division through their respective Circle Head (in duplicate) within a month from the date of death of the employee. In such cases, it should not be left to the dependents to represent their case. The Officer concerned should himself take the initiative and collect the information.

It has been decided to give higher priority to the dependent of the deceased employee who met with fatal accident while on duty over other categories while making appointment under the scheme. All the Competent Authorities who have been delegated with the powers to approve the proposal under the compassionate appointment scheme are directed to maintain a separate chronology list in respect of dependents of the deceased employee **who met with fatal accident while on duty** and after exhausting this list, the second list (cases of the dependents of the employees other than fatal accident while on duty) should be given priority. (Admn.Circular No. 451 dt. 9.3.05)

ii) In respect of other cases, if the proposal is not forwarded to the concerned Competent Authority within three months from the receipt of all documents from legal heir of the deceased employee, then concerned GAD Staff will be held responsible and action under the provisions of Act of Misconduct will be initiated against him.

- iii) Before forwarding the proposal in the prescribed form to the Competent Authority for appointment of the candidate on temporary basis, the candidate shall be directed to appear before an Officer of the level of the Executive Engineer(Dist.)/Executive Engineer(Civil) and above, depending upon the post in Divisionwise/Circlewise/Statewise seniority, for verification of the documents and identification of suitability for which his case is recommended for appointment immediately on temporary basis.
- iv) In lieu of employment to the dependents of the employees covered under the scheme (that is employees who have died while in service of the Board / Company OR employees who have retired prematurely on medical grounds before attaining the age of 50 years) the Company has implemented **"Monthly Monetary Benefit Scheme"** w.e.f. 1.11.1998.

The following instructions are issued to all field offices for immediate implementation of the above regulations :

1. CONTRIBUTION

(a) All Drawing and Disbursing Officers are hereby directed to recover an amount of Rs.15/- per month per employee as Employee Contribution from his/her salary from the month of July 1999 onwards.

(b) Since the Scheme is made effective from 1.11.1998, the contribution for the past period i.e. from 01.11.1998 to 30.06.1999 shall be recovered in equal monthly installments from the salary of July 1999 onwards. Thus from July 1999 onwards one regular installment of Rs. 15/- alongwith one past installment of Rs.15/- shall be recovered. The recovery of the past installments will go on for a period of 8 months. However, the contribution from 01.11.1998 to 30.06.1999 should not be recovered from those employees who have died while in service and/or retired prematurely on medical grounds before attaining the age of 50 years, prior to 30th June, 1999.

2. ELIGIBILITY OF DEPENDENTS

a) The existing procedure for the scrutiny of proposals for determining eligibility for providing employment to the dependents of deceased employees or employees, who have retired prematurely on medical grounds before attaining the age of 50 years, laid down under C.S.No. 28 dated 16.04.1975 to G.S.O.112, dt. 12.02.1962 as amended from time to time shall continue as hither-to-before.

b) After determining eligibility for providing employment to the dependents if the Chief Engineer of the Zone concerned or the Competent Authority as the case may be is not in a position to offer employment to the dependents, the case of such dependent shall be forwarded to the Member Secretary of the Trust in Proforma "A" for approval. The Member Secretary of the Trust shall take a decision on each case within one month of the receipt of the case. On receipt of the approval from Member Secretary of the Trust, the Chief Engineer of the Zone/C.G.M.(HR)/C.G.M.(T/E)/ C.E.(Stores) will issue a letter to the eligible dependent in the enclosed Proforma "B".

c) The list of pending cases of dependents as on 31st October, 1998 is available with the Chief Engineer of the Zones/Chief Engineer (Store Management) duly audited. They shall communicate the names of the dependents to the Member Secretary of the Trust Prakashgad, Bandra (East), Mumbai alongwith the detailed information of each eligible dependent in the enclosed Proforma "A" for approval.

3. MODE OF PAYMENT

Instructions regarding payment of Monthly Monetary Benefit to eligible dependents are being issued separately.

4. ACCOUNTING PROCEDURE

The Chief General Manager (F&A) will issue the Accounting procedure separately.

5. All Officers responsible for the implementation of the scheme shall adhere to the Maharashtra State Electricity Board Employees' Dependents Welfare Trust Regulations scrupulously and take necessary action to implement the said provision strictly and in accordance with the spirit and the meaning thereof.

PROFORMA "A"

Proposal for grant of Monthly Monetary Benefit to the dependent of deceased employee/ employee retired prematurely on medical ground before attaining the age of 50 years.

1. Name of the deceased/Retired employee :
 - a) Designation of the employee :
 - b) C.P.F. A/c Number of the employee :
 - c) Date of death of the employee :
 - d) Date of premature retirement :
 - e) Circumstances under which death took :
place / reasons of invalidation .
 - f) Age at the time of death/invalidation :
2. Details of all dependents / legal heirs

This should be furnished in the enclosed Proforma A1.
3. Details of the dependent who has applied for employment:-
 - a) Name of the dependent :
 - b) His/Her relationship with the employee :
 - c) Date of Birth of dependent :
 - d) Educational Qualification :
 - e) Date of application for employment :

- Certified that the dependent cannot be provided with employment in the Company for reasons stated above and therefore this case is recommended for grant of Monthly Monetary benefit extended through M.S.E.B. Employees' Dependent Welfare Trust.

Sub : Payment of Monthly Monetary Benefit.

Ref : Your application dated for employment in the Company.

With reference to your application dated for employment in the Company, this is to inform you that your application has been scrutinized and you have been kept on the waiting list for employment.

Since you cannot be provided with employment immediately in the Company for want of a vacancy, the Competent Authority i.e. Secretary of M.S.E.B. Employees' Dependents Welfare Trust has accorded approval for payment of Monthly Monetary Benefit at the rate of Rs.3,000/- (Rs. Three thousand only) per month to you.

Please note that the payment as above under the Scheme is payable to you for a period of ten years from the date of first payment or upto one month from the date of offer of employment or upto the date of your joining whichever is earlier.

**Head of the Office not below the Rank of
Executive Engineer**

Note : For more details and Rule and Regulations of the Maharashtra State Electricity Board Employees Dependent Welfare Trust please refer Board's Administrative Circular No. 317 dt. 20.7.1999.

ANNEXURE-I

Statement showing the delegation of powers to decide cases of compassionate appointment to notification of scheme.

Sr. No.	Eventuality of Compassionate appointment	Existing Delegation	Revised Delegation
1.	2.	3.	4.
1.	Dependents of deceased employees (including cases wherein the Competent Court declared an employee as "nowhere" or "dead" in case of missing employees) or cases of dependents of employees who are permitted to retire prematurely on medical ground before attaining the age of 50 years.	For Field: Chief Engr. in the field in consultation with the senior most Officer in the Accounts and HRD branch attached to them. For Corporate Office: CGM(HR) in consultation with GM(HR) dealing with the subject of compassionate appointment and GM(F&A).	For Field: Chief Engr. in the field in consultation with the senior most Officer in the HRD/HR branch attached to them. For Corporate Office: CGM(HR) for Non-Tech. post and CGM(T/E) for Tech. post in consultation with GM(HR) dealing with the subject of compassionate appointment.
2.	Dependents of the employees who met with non-fatal accident while on duty and declared permanent total disabled for employment and whose services are terminated by declaring him invalidated from service.	For Field: Chief Engr. in the field in consultation with the senior most Officer in the Accounts and HRD branch attached to them. For Corporate Office: CGM(HR) in consultation with GM(HR) dealing with the subject of compassionate appointment and GM(F&A).	For Field: Chief Engr. in the field in consultation with the senior most Officer in the HRD/HR branch attached to them. For Corporate Office: CGM(HR) for Non-Tech. post and CGM(T/E) for Tech. post in consultation with GM(HR) dealing with the subject of compassionate appointment.

3.	Case of the dependents whose services are terminated by declaring them invalidated from service on accounts of incapacitation for service by bodily or mental infirmity.	M.D. in consultation with Director(Operations) and Director (Finance) and E.D.(HR).	Managing Director in consultation with Director(Finance), Director Operations), Director(Projects) and Executive Director(HR).
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Note: The powers of inter-Zone posting on compassionate appointment in respect of categories in Pay Group III & IV posts should be exercised by the CGM(HR) for Non-Technical post and CGM(T/E) for Technical post.

Form showing the proposal regarding employment of a dependent of the family of the employee who has expired while in service/retired prematurely on medical grounds.

Date of death of the employee :-

Date of premature retirement on medical grounds

.....

- 1 (a) Name of the deceased/retired employee
- (b) Designation of the employee
- (c) Last pay drawn
- (d) Whether permanent/work-charged/N.M.R. and total length of service rendered
- (e) Circumstances under which the death took place/reasons for invalidation
- (f) Age at the time of death/invalidation
- 2 (a) Name of the candidate for appointment
- (b) Whether SC/ST/ VJ-A, NT-B, NT-C, NT-D/ SBC/OBC
- (c) His/her relationship with the employee
- (d) Date of birth (duly supported by attested copy of School Leaving Certificate/S.S.C. Certificate)
- (e) Educational qualifications (duly supported by attested copies).
- (f) Percentage of marks obtained by :
the candidate in S.S.C.
- [3. Particulars of total assets :
(including amount of)

i) C.P.F./Gratuity/Group Insurance and :
other monetary claims

ii) Movable and immovable properties etc. :

iii) Personal Insurance

4. Brief particulars of liabilities if any :

5. Particulars of all dependents of the employee (if some are employed, their income and whether they are living separately should also be made clear).

Sr. No.	Names of the Dependent (s)	Relationship with the employee	Age not (Particulars of employment & emoluments)	Whether employed or
1.	2.	3.	4.	5.

6 (a) Post for which employment on temporary basis is proposed

(b) Whether an immediate vacancy exists

7. Personal recommendations of the Head of Circles/
Administrative Office.

Designation & Signature of the
Forwarding Officer

Note : There after following Admn. Circulars are issued by M.S.E.B, shall also prevail.

1. Administrative Circular No. 396 dt. 18.8.2003.

2. Administrative Circular No. 400 dt. 16.10.2003.

3. Administrative Circular No. 454 dt. 5.4.2005.

4. The MSEB/MSEDCL has also introduced training scheme for non-qualified

dependents under the scheme of compassionate appointment vide G.O. 159 (P) dt. 30.6.2004.

APPENDIX 'H'

(Approved vide Board's Resolution No.1891 dt.29/07/1976 and modified vide C.S.No.52 dt.15/12/1976)

(Read Note 1 (viii) below Recruitment Regulation 38 effective from 22-10-76).

Rules & Regulations governing reservations of certain Sections of the Backward

Classes at the stage of promotions.

There should be reservation for the seven Sections of Backward classes as mentioned below, in promotions made on the basis of seniority subject to fitness in appointments to all posts in pay Groups I, II, III and IV in which the element of direct recruitment, if any, does not exceed 75%.

Percentage to be reserved

a)	Scheduled Castes and Scheduled Castes converts to Buddhism	13%
b)	Scheduled Tribes including those living outside the specified areas.	7%
c)	VJ-A	3%
d)	N T-B	2.5%
e)	N T-C	3.5%
f)	N T-D	2%
g)	Special Backward Class	2%

		Total 33%

2. A decision on the fitness or unfitness of an Officer should be taken by the Competent Selection Committee.

3. A separate 100 point roster, as appended, to determine the number of reserved vacancies in a year should be followed. The points mentioned in the roster are only for determining the number of vacancies to be reserved for these categories in the total number of vacancies for which a select list is to be drawn. The points in the roster are not for determining seniority or for determining the order of promotion.

4. Whenever according to the points in the roster, there are any vacancies reserved for each of the seven sections mentioned above, separate lists should be drawn up of the eligible candidates from each of these categories and arranged in order of their interse seniority in the main list.

5. The Backward Class Officers belonging to the seven sections should be adjusted by the Competent Selection Committee separately in regard to their fitness.

6. When the select list of the Officers in the General Category and those belonging to Scheduled Castes and Scheduled Castes converts to Buddhism, Scheduled Tribes and VJ-A, NT-B, NT-C, NT-D, S.B.C. have been prepared by the Competent Selection Committee, these should be merged into a combined select list in which the names of all the selected Officers, general as well as those belonging to the seven sections mentioned above, are arranged in the order of their interse seniority in the original seniority list of the category or grade from which the promotion is being made. This combined select list should thereafter be followed for making promotions in vacancies as and when they arise during the year.

7. The number of vacancies to be reserved for the Backward Classes on each occasion of the preparation of the select list in terms of the roster points should be subject to the condition that the reserved vacancies should not exceed 50% of the total number of vacancies for which a select list is drawn. The number of reservations determined according to the roster and in excess of those actually reserved accordingly should be carried forward to subsequent three years of the preparation of select list in respect of promotion which is the maximum period of carry forward of reservation from year to year and lapse. Thus if there be only one vacancy, it should be treated as unreserved; and if there be only either two or three vacancies, one should be treated as reserved, and if there be only either four or five vacancies, only two vacancies should be treated as reserved. The number of reserved vacancies in excess of the actual number of reserved vacancies should be carried forward to subsequent occasions of preparation of the select list as indicated above.

8. Vacancies may not occur with sufficient frequency in case of isolated posts and small cadres with the result that in such cases it may not be possible to prescribe reservation for the Backward Classes at the stage of promotion. It is, therefore, directed that isolated posts and small cadres in the same pay group and carrying a similar status, salary and qualifications may be grouped together for the purpose of reservation of vacancies at the stage of promotion.

9. These orders shall also be made applicable to the vacancies which are temporary and which are likely to be continued for a period of three months or more and are filled in by promotion. Vacancies which are purely temporary i.e. for a period of less than 3 months need not be taken into account for the purpose of these orders.

10. While drawing up the select list, the number of vacancies likely to occur in the next year should be estimated accurately. If at all there is an error in judgment it should be on the lower side and not on the higher side. If for any reason the list so drawn up gets exhausted before the year is out, a fresh supplementary list may be drawn up on the same manner but in no case the number of likely vacancies should be overestimated.

11. Since the promotions to "Selection Posts" are strictly on the basis of assessment of comparative merit of the employees in the lower cadre possessing the required qualifications and experience, the provisions of reservation as mentioned above shall also apply to the promotions/recruitment to "Selection Posts"; as per the Admn.Circular No.443 dt. 3-1-2005.

तसेच पदोन्नतीतील आरक्षण हे पदोन्नतीच्या सर्व टप्प्यावर लागू करण्याबाबत प्रशासकीय परिपत्रक क्र. ४४३ दिनांक ३-१-२००५ अन्वये लागू करण्यात आलेली कार्यपद्धती अमलात आणावी.

(१) जेथे पदोन्नती करिता सेवा प्रवेश नियमात तरतुद आहे तेथे पदोन्नती करिता अद्यापपर्यंत ज्या टप्प्यांना वा संवर्गांना आरक्षण लागू नव्हते, आता त्या पदोन्नतीच्या सर्व टप्प्यांना / संवर्गांना आरक्षणाचे तत्व दिनांक २९-१-२००४ पासून लागू होईल.

(२) जे मागासवर्गीय अधिकारी वर्ग १ च्या वरील टप्प्यांत दिनांक २९-१-२००४ या तारखेपर्यंत पदोन्नत झालेले आहेत ते सर्व सेवा ज्येष्ठता व गुणवत्तेनुसार झालेले आहेत असे समजण्यात यावे.

(३) या अधिनियमातील तरतुदीनुसार पदोन्नतीने भरण्यात येणारी आरक्षणाची पदे या पुढे रिक्त होणा-या पदांच्या उपलब्धतेनुसार टप्प्या टप्प्याने भरण्यात यावीत.

(४) नव्याने आरक्षण लागू केलेल्या संवर्गांना /पदांना सामान्य प्रशासन विभागाच्या क्रमांक बीसीसी-१०९७/ प्र.क्र.६३/९७/१६-ब, दिनांक १८/१०/१९९७ च्या शासन निर्णयातील आरक्षणा संबंधित आदेश लागू राहतील. मात्र ज्या संवर्गात नव्याने आरक्षण लागू करण्यात येणार आहे त्या संवर्गातील मंजूर पदांवर एकाच वेळी आरक्षण न लावता त्या संवर्गातील दिनांक २९-१-२००४ पासून रिक्त होणा-या पदांवरील टक्केवारी विचारात घेऊन आरक्षणाची पदे विचारात घ्यावीत.

(५) दिनांक २९-१-२००४ पूर्वी सुरु केलेल्या निवड प्रक्रियेमध्ये वर्ग १ च्या पुढील टप्प्यामध्ये तसेच ज्या पदोन्नतीच्या टप्प्यांना आरक्षण लागू नव्हते अशा पदोन्नतीच्या टप्प्यामध्ये सदर अधिनियमाच्या तरतुदी लागू होणार नाहीत. मात्र दिनांक २९-१-२००४ च्या नंतरच्या निवड प्रक्रियेमध्ये अधिनियमातील तरतुदीनुसार आरक्षणाचे तत्व लागू राहिल.

(६) बिंदू नामावली वापरतांना खालील मुलभुत तत्वे विचारात घ्यावी (प्रशासकीय परिपत्रक २४६ दि.२१/११/१९९७)

(१) मागास प्रवर्गांना विहित केलेले आरक्षण हे टक्केवारी नुसार असावे व एकुण आरक्षण हे प्रचलित आरक्षणानुसार संवर्गाच्या ५२ टक्के पेक्षा जास्त असता कामा नये.

(२) सरळ सेवा भरतीसाठी आणि पदोन्नतीसाठी वेगळी बिंदू नामावली ठेवावी. या व्यतिरिक्त अन्य भरती माध्यम असल्यास त्यासाठी देखील वेगळी बिंदू नामावली ठेवावी.

(७) बदली, प्रतिनियुक्तीच्या पदांना बिंदू नामावली वापरू नये.

(८) च्यागासवर्गीयांना सेवेत आरक्षण व इतर सवलती छ या पुस्तीकेतील प्रकरण १ (अ) २ पृ. १८/१९ यातील आदेश विचारात घेऊन छोट्या संवर्गाचे गट करण्यात यावे.

(९) एकाकी पद्दस (Isolated) शासन निर्णय क्र. बीसीसी-१०९७/प्र. क्र.२०/९७/१६-ब दि.२१.०९.१९९८ अन्वये आरक्षण लागू असणार नाही. (प्रशासकीय परिपत्रक ३०६ दि. ५/१/१९९९)

(१०) या पुढे पदोन्नती मध्ये भटक्या जमाती (क), धनगर व तत्सम यांना ३.५ टक्के व भटक्या जमाती (ड), वंजारी व तत्सम यांना २ टक्के आरक्षण विहित करण्यात येत आहे. नवीन १०० बिंदू नामावली सोबत जोडली आहे ती १९९६-९७ च्या निवड सूची पासून अमलात आणावी, आणि तसे करतांना बिंदू क्रमांक १ पासून ती वापरावी. हे आरक्षण त्या त्या निवड सूची वर्षापुरते राहिल. तसेच ते छअड, छबड, छकड व छडड या प्रवर्गात अंतर्गत परिवर्तनीय (Internally Transferable) राहिल. सदरचे आदेश दिनांक २ जुलै १९९७ पासून अमलात येतील त्या पूर्वी तयार करण्यात आलेल्या निवड सूच्या अंतिम करण्यात आल्या असल्यास त्यात बदल करण्याची आवश्यकता नाही. या पुढे सरळ सेवा भरती किंवा पदोन्नतीचे प्रस्ताव विचारात घेतांना, त्या त्या संवर्गातील आरक्षित पद धारकांची संख्या विचारात घेऊन कार्यवाही करावी (शासन निर्णय क्र. बीसीसी-१०९७/प्र. क्र.६३/९७/१६-ब दि. १८.१०.१९९७).

(११) सेवा प्रवेश नियमानुसार प्रत्येक भरती माध्यमाकरिता (सरळ सेवा व पदोन्नती इत्यादी) वेगवेगळी बिंदू नामावली दर्शविण्यात यावी. बिंदू नामावलीचा वापर करतांना सेवा भरती नियमातील तरतुदी विचारात घ्याव्यात.

(१२) बिंदू नामावली ही मागास प्रवर्गाचे आरक्षण निश्चित करण्यासाठी आहे ज्येष्ठता निश्चित करण्यासाठी नाही.

(१३) पदोन्नतीच्या वाट्यातील पदे भरण्यासाठी निवड सूची बनवितांना आणि पदोन्नतीच्या वाट्या बाहेरील अन्य पदावर तात्पुरत्या पदोन्नत्या देण्यासाठी पदोन्नती सूची बनवितांना दोन वेगवेगळ्या बिंदू नामावल्या वापराव्यात.

(१४) पदोन्नती करिता निवड सूची ही प्रत्येक सेवा भरती वर्षामध्ये (१ ऑक्टोबर ते ३० सप्टेंबर) तयार करावी. नेहमीची प्रथा अशी आहे की, विशिष्ट संवर्गात ज्या वेळी एखादे रिक्त पद किंवा रिक्त पदे निर्माण होतात त्या वेळी पदोन्नती करिता निवडावयाच्या उमेदवाराचे प्रस्ताव सादर करण्यात येतात. ही चुकीची पद्धत आहे. भरती वर्षात

एकूण किती रिक्त पदे उपलब्ध होऊ शकतील अशा संभाव्य रिक्त पदांच्या संख्येचा अचूक अंदाज काढावा व त्या वर्षातील अशा रिक्त पदांची संख्या विचारात घेऊन दर वर्षी निवड सूची तयार केली गेली पाहिजे. एखाद्या सेवा भरती वर्षात रिक्त असलेल्या व रिक्त होणा-या संभाव्य पदांचा अचूक अंदाज केल्या नंतर अशा रिक्त पदांवर ३३% आरक्षणाचे सूत्र लागू

करुन आरक्षित करावयाच्या पदांची संख्या काढणे ही त्या पुढची पायरी आहे. राखीव पदांची संख्या अपूर्णाकात असेल तर ती जवळच्या पूर्ण संख्येत पूर्णाकात करण्यात येईल, जसे आरक्षणासाठी २.३ पदे असतील तर ती २ म्हणून समजण्यात येतील आणि २.६ पदे असतील तर ती ३ म्हणून समजण्यात येतील. २.५ हा आकडा या प्रयोजनासाठी २ म्हणून नव्हे तर ३ म्हणून समजण्यात येईल.

(१५) राखीव प्रवर्गातील उमेदवारासाठी उपलब्ध पदांची संख्या निश्चित केल्यावर कोणत्या विशिष्ट प्रवर्गासाठी ती पदे वापरता येतील ते ठरविण्यात यावे. या प्रयोजनार्थ दिनांक १८.१०.९७ च्या शासन निर्णया सोबतच्या पदोन्नतीसाठीच्या नमुनावजा १०० बिंदू नामावलीचे सहाय्य घेण्यात यावे. पहिल्या भरती वर्षात अशा उपलब्ध पदांसाठी नामावलीतील बिंदू हे प्रत्येक राखीव प्रवर्गाकरीता ते नामावली मध्ये ज्या क्रमाने असतील त्याच क्रमाने अनुक्रमांक १ पासून सुरु होऊन वापरण्यात येतील. उदा. जर केवळ एकच राखीव पद उपलब्ध झाले तर ते पद अनुसूचित जातीच्या उमेदवारामधून भरण्यात यावे. कारण बिंदू नामावलीतील पहिला अनुक्रमांक हा अनुसूचित जातीसाठी आहे. जर दोन राखीव पदे असतील तर त्या पैकी एक अनुसूचित जातीच्या उमेदवाराला तर दुसरे अनुसूचित जमातीच्या उमेदवाराला मिळेल, कारण बिंदू नामावलीतील अनुक्रमांक एक व दोन वरील राखीव बिंदू या प्रवर्गासाठी आहे. तीन राखीव पदे असतील तर पहिले पद अनुसूचित जातीच्या, दुसरे पद अनुसूचित जमातीच्या व तिसरे पद विमुक्त जाती (अ) च्या प्रवर्गाच्या जातीच्या उमेदवाराला मिळेल. कारण अनुक्रमांक १, २ व ३ वरील राखीव बिंदू अनुक्रमे या प्रवर्गासाठी आहेत. याच पद्धतीने बिंदू नामावली मध्ये दिलेल्या क्रमाने प्रत्येक राखीव प्रवर्गासाठीचा नामावली बिंदू वापरण्यात यावा.

(१६) पुढील भरती वर्षामध्ये विशिष्ट वर्षात रिक्त होणा-या आरक्षित पदांसाठी वापरावयाचा नामावली बिंदू हा मागील वर्षात वापरलेल्या शेवटच्या मागासवर्गीयांच्या नामावली बिंदू पासून पुढे सुरु होईल. स्पष्टीकरणार्थ पहिल्या वर्षात जर एक रिक्त पद राखीव असेल व ते नामावली बिंदू क्रमांक १ वरील अनुसूचित जातीच्या उमेदवाराकडे गेले असेल आणि दुस-या वर्षात पुन्हा एक रिक्त पद राखीव असेल तर ते अनुसूचित जातीच्या पुढे येणा-या बिंदू नामावलीतील क्र. २ नुसार अनुसूचित जमातीच्या उमेदवाराकडे जाईल. त्याप्रमाणे पहिल्या वर्षी ३ रिक्त पदे राखीव असतील व ती पदे (बिंदू नामावली क्र. १, २ व ३ नुसार अनुक्रमे) अनुसूचित जाती, अनुसूचित जमाती व विमुक्त जाती (अ) या प्रवर्गातील उमेदवाराकडे गेली असतील आणि जर पुढील वर्षात राखीव प्रवर्गासाठी आणखी ३ पदे उपलब्ध होणार असतील तर ही ३ पदे राखीव प्रवर्गात पुढे येणा-या नामावली बिंदू नुसार म्हणजेच अनु.क्र.४ वरील भटक्या जमाती (क) अनु.क्र.७ वरील भटक्या जमाती (ब) आणि अनु.क्र.११ वरील भटक्या जमाती (ड) यांच्याकडे जातील. अशा रीतीने प्रत्येक संवर्गातील पुरेसे प्रतिनिधीत्व प्राप्त करण्याची सर्व राखीव प्रवर्गांना संधी मिळेल.

(१७) तथापि संवर्गात एकुण कर्मचारी संख्या ३२ पेक्षा कमी असेल अशा संवर्गाकरिता ही स्थिती कधीही साध्य करता येणार नाही. कारण ३३ टक्क्यांची मर्यादा राखतांना विमुक्त जाती (अ), भटक्या जमाती (ब, क आणि ड) आणि विशेष मागास प्रवर्ग यातील उमेदवारांना त्यांच्या प्रमाणशीर आरक्षणाच्या दृष्टीने प्रत्येकी एक पद सुध्दा मिळणार नाही. म्हणून अशा प्रकरणांमध्ये राखीव प्रवर्गासाठी नंतरच्या बिंदू नामावली बिंदू क्रमाचा अवलंब करण्याची पद्धत पुढे चालू ठेवण्यात यावी.

(१८) पदांची एकुण संख्या ही ३२ किंवा त्याहून अधिक असेल अशा संवर्गासाठी वर स्पष्ट केल्याप्रमाणे बिंदू नामावली पद्धतीचा वापर करतेवेळी नेहमीच प्रत्येक प्रवर्गासाठी आरक्षित असलेल्या पदांची एकुण संख्या लक्षात घ्यावी. उदा. एखाद्या संवर्गाची संख्या ४० असल्यास वैयक्तिक व एकत्रितपणे ३३ % आरक्षण ठेवता येण्यासाठी त्यापैकी ५ अनुसूचित जाती, ३ अनुसूचित जमाती, ४ विमुक्त जाती आणि भटक्या जमाती (अ, ब, क, ड यासाठी प्रत्येकी एक पद) आणि १ विशेष मागासवर्गीय उमेदवार याप्रमाणे पदे घ्यावी लागतील. बिंदू नामावलीतील बिंदूचा अवलंब करतांना, काही झाले तरी, ५, ३, ४ व १ ही मर्यादा ओलांडली गेलेली नाही याची खातरजमा करावी. एखाद्या विशिष्ट वेळी अनुसूचित जातीचे ५ उमेदवार अगोदरच पदावर असतील आणि राखीव प्रवर्गासाठी नवीन रिक्त पद निर्माण झाल्यास व बिंदू नामावलीतील त्या पुढील बिंदू हा पुन्हा अनुसूचित जातीचा असल्यास, त्या प्रवर्गाला अगोदरच १३% इतके पुरेसे प्रतिनिधीत्व असल्यामुळे त्याकडे दुर्लक्ष करावे. अशा प्रकरणांच्या बाबतीत राखीव प्रवर्गासाठी बिंदू नामावलीतील त्या नंतरचा नामावली बिंदू वापरण्यात यावा. समजा ज्या प्रवर्गासाठी बिंदू नामावलीतील नंतरचा नामावली बिंदू वापरावयाचा असेल त्या प्रवर्गाला देखील या अगोदरच विहित टक्केवारी प्रमाणे आरक्षण मिळाले असल्यास त्या नंतरच्या आरक्षणासाठीचा नामावली बिंदू वापरण्यात यावा. जेणे करुन प्रत्येक राखीव प्रवर्गाला पुरेसे प्रतिनिधीत्व मिळू शकेल. मात्र ज्यावेळी विहित टक्केवारी नुसार / बिंदू नामावलीनुसार आरक्षित पदे उपलब्ध नसतील व मागासवर्गीय त्यांच्या ज्येष्ठतेनुसार पदोन्नतीस उपलब्ध असला तर त्यांना केवळ आरक्षित पद / बिंदू उपलब्ध नाही म्हणून पदोन्नती नाकारण्यात येऊ नये, त्यांना त्यांच्या ज्येष्ठतेनुसार बिनराखीव पदावर पदोन्नती देण्यात यावी.

(१९) हा अधिनियम अमलात येण्यापूर्वी पदोन्नती देण्यासाठी ज्या संवर्गामध्ये आरक्षणाची पध्दत लागू करण्यात येत होती अशा संवर्गासाठी सामान्य प्रशासन विभागाच्या दिनांक १८.१०.१९९७ रोजीच्या शासन निर्णयामधील या बाबतीत नमूद केलेली पध्दती अनुसरण्यात येईल. त्याचप्रमाणे शासन निर्णय दिनांक २३.५.१९७४ व २८.१.१९७५ या मध्ये अंतर्भूत असलेली कोणतीही गोष्ट दिनांक २५ मे २००४ चा शासन निर्णय किंवा या नियमाशी विसंगत नसेल तर ती अमलात असणे तसेच चालू राहील.

(२०) असेही स्पष्ट करण्यात येत आहे की, या अधिनियमात ज्या साठी तरतुद करण्यात आली आहे असे आरक्षण ही पदे भरण्याकरिता निवड प्रक्रिया या पूर्वीच सुरु करण्यात आली नसेल तर हा अधिनियम अमलात आणण्याच्या दिनांकास म्हणजे दिनांक २९.१.२००४ रोजी रिक्त असलेल्या किंवा त्या नंतर रिक्त होणा-या सर्व पदोन्नतीच्या पदांना देखील लागू होईल. विचारार्थ क्षेत्रातील उमेदवारांच्या नावाची निवड करण्यासाठी विभागीय पदोन्नती समितीच्या बैठकीत उमेदवारांची निवड झाली असल्यास निवड प्रक्रिया सुरु झाली असे समजण्यात यावे.

भविष्यात पदोन्नती संबंधातील सर्व प्रकरणे वर स्पष्ट करण्यात आलेल्या पध्दतीने हाताळण्यात येतील या पध्दतीपेक्षा कोणतीही वेगळी पध्दत अनुसरली जावू नये, जेणेकरून विशिष्ट प्रवर्गाला अपुरे किंवा जादा प्रतिनिधीत्व दिले जाईल व त्यामुळे अर्थातच या अधिनियमाच्या तरतुदींचा भंग केल्यासारखे होईल.

(२१) दिनांक २९ जानेवारी २००४ पूर्वी तदर्थ पदोन्नती (Ad-hoc) देतांना ज्या प्रकरणांत आरक्षणाचा विचार केलेला नसेल अशा प्रकरणी तदर्थ पदोन्नतीला पुन्हा मुदतवाढ देतांना आरक्षण विहित करून पदोन्नती देण्याबाबत कार्यवाही करावी. तसेच मागासवर्गीयांच्या जागेवर खुल्या / इतर प्रवर्गांना दिलेल्या तात्पुरत्या पदोन्नत्या रद्द करून त्या त्या प्रवर्गाला देण्यात याव्यात व ते उपलब्ध नसतील तर दिनांक ५.१२.१९९४ च्या शासन निर्णयातील तरतुदीनुसार खुल्या व इतर प्रवर्गाला तात्पुरत्या स्वरूपात देण्यात याव्यात.

12. If any reversion is to be effected due to the abolition of posts, repatriation of senior persons to parent department etc. members of the S.C., S.T., VJ-A, NT-B, NT-C, NT-D, S.B.C. already in service should not be reverted if their strength in promotion cadre does not exceed the prescribed percentage of reservation.

12 (B) Posts intended to be filled in by departmental promotion from the Members of each of different sections of Backward Class in various categories of posts shall be filled in by way of direct recruitment exclusively whenever the required number of persons are not available even after going to the last person in the category from which employee is to be promoted to higher post.

13. "If an employee belonging to any of the seven categories of Backward classes viz. Scheduled Castes, Scheduled Tribes and VJ-A, NT-B, NT-C, NT-D, S.B.C. are not available for reserved vacancies, then Company's employees belonging to other categories of the aforesaid Backward Classes, should be considered for promotion but only upto their quota i.e. shortfall if any as per 100 point roster taken together. However, if employees belonging to any of these categories of backward classes are not available then the vacancies should be kept un-filled for 3 Selection years and under no circumstances the vacancies should be filled in by promoting non-Backward Class Persons".

MODEL ROSTER FOR PROMOTION

Sr.No.	Whether Reserved or Open	Sr.No.	Whether Reserved or Open
1.	Scheduled Castes	26.	Open
2.	Scheduled Tribes	27.	Scheduled Castes
3.	V.J.- A	28.	Open
4.	N.T.-C	29.	Open
5.	Open	30.	Open
6.	Open	31.	N.T.-C
7.	N.T.-B	32.	Open
8.	Open	33.	Scheduled Tribes
9.	Open	34.	Open
10.	Open	35.	Open
11.	N.T.-D	36.	Open
12.	Scheduled Castes	37.	Scheduled Castes
13.	Open	38.	Open
14.	Open	39.	Open
15.	Special B.C.	40.	Open
16.	Open	41.	V.J.- A
17.	Open	42.	Open
18.	Open	43.	Scheduled Castes
19.	Open	44.	Open
20.	Open	45.	Open
21.	Scheduled Castes	46.	Open
22.	Open	47.	N.T.-B
23.	Scheduled Tribes	48.	Open
24.	Open	49.	Open
25.	Open	50.	Open

Sr. No.	Whether reserved or open	Sr. No.	Whether reserved or open
51.	Scheduled Castes	76.	Open
52.	Open	77.	N.T.-D
53.	Scheduled Tribes	78.	Open
54.	Open	79.	Open
55.	Open	80.	Open

56.	Open	81.	Scheduled Castes
57.	N.T.-C	82.	Open
58.	Open	83.	V.J.- A
59.	Open	84.	Open
60.	Open	85.	Open
61.	Scheduled Castes	86.	Open
62.	Open	87.	Special B.C.
63.	Scheduled Tribes	88.	Open
64.	Open	89.	Open
65.	Open	90.	Open
66.	Open	91.	Scheduled Castes
67.	Scheduled Castes	92.	Open
68.	Open	93.	Scheduled Tribes
69.	Open	94.	Open
70.	Open	95.	Open
71.	Scheduled Tribes	96.	Open
72.	Open	97.	Scheduled Castes
73.	Scheduled Castes	98.	Open
74.	Open	99.	N.T.-B/C
75.	Open	100.	Open

Sr.No	Posts Reserved for	% age	Roster Points
1.	Scheduled Castes	13 %	1, 12, 21, 27, 37, 43, 51, 61, 67, 73, 81, 91, 97.
2.	Scheduled Tribes	7 %	2, 23, 33, 53, 63, 71, 93.
3.	V.J.- A	3 %	3, 41, 83.
4.	N.T.- B	2.5 %	7, 47, } 99 (B/C)
5.	N.T. - C	3.5 %	4, 31, 57 }
6.	N.T.- D	2 %	11, 77.
7.	S.B.C.	2 %	15, 87.

8.	Open	67 %	5, 6, 8, 9, 10, 13, 14, 16, 17, 18, 19, 20, 22, 24, 25, 26, 28, 29, 30, 32, 34, 35, 36, 38, 39, 40, 42, 44, 45, 46, 48, 49, 50, 52, 54, 55, 56, 58, 59, 60, 62, 64, 65, 66, 68, 69, 70, 72, 74, 75, 76, 78, 79, 80, 82, 84, 85, 86, 88, 89, 90, 92, 94, 95, 96, 98, 100.
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१४. अनुसूचित जाती / अनुसूचित जमातीच्या, विमुक्त जाती, भटक्या जमाती व विशेष मागास प्रवर्गाच्या उमेदवारांना पदोन्नती देण्यापूर्वी त्यांच्या जाती दाव्याची तपासणी करण्यात यावी. जाती प्रमाणपत्र समितीकडून कर्मचारी / अधिकारी यांच्या जाती प्रमाणपत्राचे वैधता प्रमाणपत्र प्राप्त झाल्या शिवाय त्यांना पदोन्नती देण्यात येऊ नये. या बाबतचा अधिक तपशील अनुक्रमे शासन निर्णय क्रमांक सीबीसी १०/२००३/प्र. क्र. ९१/मावक-५ दिनांक ५ डिसेंबर २००३ तसेच शासन निर्णय क्रमांक सीबीसी १०/२००३/प्र. क्र. ९१/मावक-५ दिनांक ८ डिसेंबर २००३ पहावा.

१५. इतर मागासवर्गाला पदोन्नती मध्ये आरक्षण नसल्याने इतर मागासवर्ग प्रवर्गातुन या पुर्वीच शासन सेवेत प्रविष्ट झालेल्या व अद्यापही वैधता तपासणी न झालेले महाराष्ट्र राज्यातील मुळ निवासी असलेल्या उमेदवारांची पदोन्नतीसाठी वैधता तपासण्याची आवश्यकता नाही. तसेच सेवांतर्गत आश्वासित प्रगती योजनेच्या अंमलबजावणीसाठी संबंधित अधिकारी / कर्मचा-याकरिता जात वैधता प्रमाणपत्र सादर करणे बंधनकारक करण्यात आलेले नाही.

१६. शासन निर्णय क्रमांक बीसीसी-१०९४/६८/९४/१६(ब), दि. १५ जून १९९५ व शासन निर्णय क्रमांक १०९४/प्र.क्र.२३६/मावक-५, दिनांक ७ डिसेंबर ९४ अन्वये राज्यातील अनुसूचित जाती आणि अनुसूचित जमाती म्हणून विवक्षितप्रमाणे घोषित करण्यात आलेला जनसमुदाय वगळता अन्य काही जाती - जमातीचा समावेश दिनांक १३ जून १९९५ पासून चविशेष मागासप्रवर्गात छ केलेला आहे व या प्रवर्गात कोणकोणत्या जातींचा समावेश करण्यात आलेला आहे त्याची माहिती प्रशासकीय परिपत्रक क्र. १५८ दि. १.११.९५ अन्वये कंपनीतील सर्व कार्यालयांना कळविण्यात आली आहे.

शासनाच्या वरील निर्णयामुळे, पुर्वीचे कर्मचारी च्द.मा.व. छ वगैरे मध्ये मोडत होते ते आता च विशेष मागासप्रवर्गात छ मोडतात. सबब, शासन निर्णयाच्या दिनांकांनंतर (१३ जून १९९५ नंतर) पदोन्नती किंवा कोणत्याही इतर प्रकारचा फायदा अशा कर्मचा-यांना देण्यापूर्वी त्यांनी संबंधित सक्षम अधिका-याकडून ते विशेष मागासप्रवर्गात मोडत असल्याचा दाखला नव्याने सादर करणे आवश्यक आहे.

अशा प्रकारचा दाखला असल्या खेरीज संबंधित कर्मचा-यांची पदोन्नतीसाठी निवड करणे योग्य होणार नाही. अशा प्रकारची कारवाई करतांना सर्वत्र एकसूत्रीपणा असण्याच्या दृष्टीने खालील सूचना निर्गमित करण्यात येत आहे.

१. जे कर्मचारी शासनाच्या उपर्युक्त निर्णयाप्रमाणे आता च विशेष मागासप्रवर्गात छ मोडतात अशांनी शासनाच्या संबंधित सक्षम अधिका-याकडून विहित नमुन्यात नव्याने जातीचा दाखला प्राप्त करून आपल्या कार्यालयास सादर करणे आवश्यक आहे. संबंधित कार्यालयाने अशा कर्मचा-यांची जाती प्रमाणपत्राची रितसर नोंद सेवापुस्तकात घेणे जरूरीचे आहे व तदन्तरच मागासवर्गीयां करिता राखून ठेवलेल्या सोयी सवलतीचा फायदा मिळण्यास ते पात्र ठरतील

२. जो पर्यंत अशा प्रकारचा दाखला कर्मचारी नव्याने सादर करणार नाहीत तोपर्यंत त्याची चविशेष मागास- प्रवर्गासाठी छ आरक्षित असलेल्या टक्केवारी नुसार पदोन्नतीसाठी निवड केली जाणार नाही किंवा इतर कोणत्याही लाभास ते पात्र असणार नाहीत.

३. प्रशासकीय परिपत्रक क्रमांक २४६ दिनांक २१.११.९७ सोबत पाठविलेल्या शासन निर्णयानुसार च्भटक्या जमाती (क) छ आणि च्भटक्या जमाती (ड) छ या मागासप्रवर्गाकरिता पदोन्नतीसाठी दिनांक २.७.१९९७ पासून आरक्षण लागू केले आहे. या बाबत पढील प्रमाणे कार्यवाही करणे आवश्यक आहे.

(i) जे कर्मचारी शासनाच्या उपर्युक्त निर्णयाप्रमाणे च्भटक्या जमाती (क) छ आणि च्भटक्या जमाती (ड) छ या मागास प्रवर्गात मोडतात अशा कर्मचा-यांनी शासनाच्या संबंधित सक्षम अधिका-याकडून विहित नमुन्यातील जाती प्रमाणपत्र प्राप्त

करुन कार्यालयास सादर करणे आवश्यक आहे. संबंधित कार्यालयांनी अशा कर्मचा-यांची जाती प्रमाणपत्राची रितसर नोंद सेवापुस्तिकेत घेणे जरूरीचे आहे व तदनंतरच च्भटक्या जमाती (क) छ आणि च्भटक्या जमाती (ड) छ या मागास प्रवर्गातील कर्मचारी पदोन्नती व इतर सवलती मिळण्यास पात्र ठरतील.

(ii) जो पर्यंत च्भटक्या जमाती (क) छ आणि च्भटक्या जमाती (ड) छ या मागास प्रवर्गातील कर्मचारी प्रशासकीय परिपत्रक क्रमांक २०९ दिनांक ३१.१.९७ च्या सोबत जोडलेल्या शासन निर्णय क्रमांक सीसीबी-१०९६/प्र.क्र.४८ /मावक-५ दिनांक ३ जून १९९६ मध्ये विहित केलेल्या प्रपत्राच्या नमुन्यानुसार जाती प्रमाणपत्र सादर करणार नाहीत तो पर्यंत त्यांची आरक्षित असलेल्या टक्केवारी नुसार पदोन्नतीसाठी निवड केली जाणार नाही किंवा इतर सोयीसवलतीसाठी ते पात्र असणार नाहीत.

(iii) च्भटक्या जमाती (क) छ आणि च्भटक्या जमाती (ड) छ या मागासप्रवर्गातील समाविष्ट असलेल्या जातीची यादी परिपत्रक क्रमांक साप्रवि/मावक/फा.क्र. ५७/२०४०, दिनांक २२.७.९४ च्या सोबत जोडलेली आहे. संबंधित नियुक्ति अधिका-यानी वरील सूचनांचे काटेकोरपणे अंमलबजावणी करावी. (अधिक तपशीलासाठी प्रशासकीय परिपत्रक क्र. २६० व २६१ दि. २९.१.९७ पहावे)

पदोन्नती देतांना खालील प्रशासकीय परिपत्रके मार्गदर्शनास्तव विचारात घ्यावी.

१. प्रशासकीय परिपत्रक क्रमांक ४५७ दिनांक ३.६.२००५ लघुटंकलेखन व टंकलेखन संवर्गातील कर्मचा-यांना पदोन्नतीस पात्र ठरवितांना लघुलेखनाची व टंकलेखनाची गती चाचणी घेणेबाबत.

२. प्रशासकीय परिपत्रक क्रमांक ४५६ दिनांक १०.५.२००५ सेवा प्रवेशासाठी / पदोन्नतीसाठी औद्योगिक प्रशिक्षण संस्थेच्या शैक्षणिक अर्हतेस मान्यता देणे त्यांचेकडील तात्पुरत्या प्रमाणपत्रास विधीग्राह्य समजणे.

३. प्रशासकीय परिपत्रक क्रमांक ४३८ दिनांक १८.१०.२००४, सामान्य आदेश ७४ दि. ३०.४.७४ अनुसार उच्च वेतनश्रेणीचा लाभ मिळालेल्या टंकलेखकांना वरिष्ठ टंकलेखक या पदाच्या पदोन्नतीसाठी ५० श.प्र.मि. इंग्रजी टंकलेखन गती चाचणी उत्तीर्ण करण्यापासून सूट मिळणेबाबत.

४. प्रशासकीय परिपत्रक क्रमांक ४३७ दिनांक १४.१०.२००४, वाहन चालकाची रिक्त पदे पदोन्नतीने भरणेबाबत.

५. पदोन्नतीतील आरक्षण हे पदोन्नतीच्या सर्व टप्प्यांवर लागू केल्यावर सर्व पदोन्नत्या देतांना मुळ याचिका क्र. ८४५२/०४ च्या निर्णयाच्या अधीन राहून कराव्यात व पदोन्नतीच्या आदेशात तसा स्पष्ट उल्लेख करण्यात यावा (प्रशासकीय परिपत्रक क्र. १०८ दि. १९/५/२००७)

APPENDIX - 'I'

Approved vide Board's Resolution No. 287. dt. 27-1-1987 notified vide

C.S.No. 54, dt. 16-2-1977

(See Note (viii) below Recruitment Regulation 38).

RULES AND REGULATIONS GOVERNING RESERVATIONS OF VACANCIES IN PAY GROUP III AND PAY GROUP IV FOR EX-SERVICEMEN / DISABLED EX-SERVICEMEN / DEPENDENTS OF EX-SERVICEMEN KILLED IN ACTION.

1. 15% of the vacancies in pay Groups III and IV services which are filled in by direct recruitment in any year shall be reserved for ex-servicemen.
2. The reservation for ex-servicemen shall be made applicable to the total vacancies arising in a particular calendar year in all Class III posts as a whole and in all Class IV posts as a whole and not against each category of posts.
3. The reservation of vacancies in Pay Group III and Pay Group IV services including permanent vacancies filled in initially on a temporary basis and temporary vacancies which are likely to be made permanent and/or likely to continue for three months or more to be filled in by direct recruitment in any year shall be reserved for being filled in by Ex-servicemen.
4. Ex-servicemen who are released on completion of their normal tenure of service from the Armed Forces shall be exempted from payment of examination fee and application form fee for filling the vacancies, on production of Discharge Certificate.
5. The Defence Services personnel disabled in action and one member each of the families of the defence services personnel killed in action, shall be given priority, in the matter of recruitment to Pay Group III and IV posts in the Company's services which are filled in otherwise than by promotion. For the purpose of this concession, the members of the family of such deceased defence services personnel would include, besides his widow, his sons/unmarried daughters/near relations who agree to support his family.
6. All recruiting authorities, whenever they have to make recruitment for any vacancies in Pay Group III and Pay Group IV posts are required to communicate particulars of vacancies in question together with the qualifications required for them, to the Collectors of the respective districts in the cases of offices outside Greater Mumbai and to the General Administration Department, Mantralaya, Mumbai in the cases of offices in Greater Mumbai.
7. The age limit prescribed for various Pay Group III and IV posts and services shall be generally relaxed upto 40 years in the case of defence services personnel disabled in action and the dependents of defence services personnel killed in action for the purpose of appointment on a priority basis, provided they possess the required qualifications. Where relaxation above the limit of 40 years is considered necessary on account of the pecuniary conditions of the families such cases should be referred to Managing Director giving necessary details.
8.
 - i) The physically handicapped persons may be recruited to posts in Pay Gr.III and IV services identified vide Administrative Circular No.166 dt.12/08/2008 if they are otherwise qualified and found suitable.
 - ii) The appointment of physically handicapped persons shall be subject to the conditions prescribed in the Govt. of India Office Memorandum No.36035/3/2004-Estt(Res) dt.29/12/2005 notified vide Corrigendum to Adm. Circular No.02 dt. 04/10/2005.
9. The backlog shall be carried for the period of one year on account of the unfilled vacancies for want of duly qualified ex-servicemen/disabled ex-servicemen.

10. For appointment to the reserved vacancies every ex-servicemen fulfilling the conditions laid down from time to time allowed to deduct length of service in the military service from their actual age and such resultant age should not exceed the prescribed age limit by more than three years in case of reserved categories of eight years.

11. Only Ex-servicemen who are qualified shall be granted the benefits of concession's pertaining to reservation of vacancies in Pay Group III and Pay Group IV of services.

12. The Ex-servicemen may be absorbed in Pay Group III and IV posts reserved for them after all the retrenched personnel of various categories are absorbed.

APPENDIX 'J'

(Old provisions revised by Govt. of Maharashtra (Industry, Energy & Labour Dept.)

vide G.R.NO.EST-004/CR 8392 Urja-2 dt. 23/6/2008 vide
Admn.Circular No. 166 dt. 12/8/2008 are adopted as under).

प्रशासकीय परिपत्रक क्र. १६६ दिनांक १२/०८/२००८

विषय : अपंग व्यक्ती (समान संधी, संपूर्ण सहभाग व हक्काचे संरक्षण) अधिनियम १९९५ नुसार
महाराष्ट्र राज्य विद्युत वितरण कंपनी यांच्या कार्यालयातील (गट-अ ते गट-ड) पदावर
शारिरिकदृष्ट्या अपंगासाठी आरक्षण ठेवण्याबाबत.

संदर्भ : प्रशासकीय परिपत्रक क्र. २, दिनांक ४/१०/२००५.

शासनाने उच्चतम न्यायालयाच्या दिनांक २३/१२/२००४ च्या आदेशाप्रमाणे अपंग व्यक्ती (समान संधी, संपूर्ण सहभाग व हक्काचे संरक्षण) अधिनियम १९९५ च्या अधिनियमातील प्रकरण क्र. ६ मधील कलम ३२ व ३३ सुधारित समितीने तदर्थ मंडळातील अपंग व्यक्तीसाठी सुयोग्य पदे पत्र क्र. ईएसटी-००४/सीआर-८३९२/ऊर्जा-६, दिनांक ०१/०९/२००५ अन्वये घोषित केलेली होती. शारिरिक दृष्ट्या अपंग व्यक्तीसाठी आरक्षित व निश्चित केलेल्या सुयोग्य पदावर सरळ सेवेने उमेदवारांची भरती करताना त्याचप्रमाणे विभागीय पदोन्नती करताना सुधारित सूचनांचा अवलंब करणे आणि आरक्षण निश्चित करणेबाबतच्या सूचना प्रशासकीय परिपत्रक क्र. २, दिनांक ०४/१०/२००५ अन्वये सर्व क्षेत्रीय कार्यालयांना योग्य त्या कार्यवाहीसाठी देण्यात आलेल्या होत्या.

२. आता उद्योग, ऊर्जा व कामगार विभाग, मंत्रालय कामगार विभाग यांनी त्यांच्या शासन निर्णय क्र. ईएसटी-००४/सीआर-८३९२/ऊर्जा-६, दिनांक २३/०६/२००८ सोबत जनहित याचिका क्र. १२९/०३ संदर्भात मा. उच्च न्यायालयाने दिलेल्या आदेशानुसार पुनर्रचित करण्यात आलेल्या तज्ञ समितीने शासन निर्णयाच्या पुनर्विलोकनानंतर केलेल्या शिफारशी विचारात घेऊन तसेच महाराष्ट्र राज्य विद्युत मंडळाचे विभाजन झाल्यामुळे यापूर्वीचा दिनांक २८/०९/२००४ चा शासन निर्णय अधिक्रमित करून महाराष्ट्र राज्य विद्युत वितरण कंपनीमधील अपंगासाठी सुयोग्य सुधारित पदनिश्चिती करून पदांच्या यादीची सुधारित प्रत पाठविली आहे. या सुधारित यादीमध्ये अपंगांच्या प्रवर्गासाठीचे आरक्षण काही पदांसाठी बदलण्यात आले आहे.

३. उद्योग, ऊर्जा व कामगार विभाग, महाराष्ट्र शासन, शासन निर्णय क्र. ईएसटी-००४/सीआर-८३९२/ऊर्जा-६, दिनांक २३/०६/२००८ ची प्रत व अपंगासाठी आरक्षित व निश्चित केलेल्या सुयोग्य पदांच्या यादीची सुधारित प्रत माहितीसाठी मार्गदर्शनासाठी व योग्य त्या कार्यवाहीसाठी सोबत जोडली आहे. सर्व संबंधितांना विनंती करण्यात येते की त्यांनी शारिरिकदृष्ट्या अपंग व्यक्तीसाठी आरक्षित व निश्चित केलेल्या सुयोग्य पदांवर विभागीय पदोन्नतीद्वारे आणि सरळसेवेने भरती करताना सुधारित सूचनांचा अवलंब करावा आणि आरक्षण निश्चित करावे.

४. परिणामी, प्रशासकीय परिपत्रक क्र. २, दिनांक ४/१०/२००५ च्या सोबत जोडलेल्या पदांची यादी आता रद्द ठरविण्यात येत आहे.

५. हे प्रशासकीय परिपत्रक कंपनीच्या www.mahadiscom.in या वेबसाईटवरही उपलब्ध आहे.

सोबत : शासन निर्णय क्र. ईएसटी-००४/

सीआर-८३९२/ऊर्जा-६,

दिनांक २३/०६/२००८ (पृष्ठ १ ते ६)

सही/-

(सु.य.पाटील)

मुख्य महाव्यवस्थापक (क)

प्रत : म.रा.वि.वितरण कंपनी मर्यादितच्या विभागीय कार्यालय व त्यावरील सर्व स्तरापर्यंत.

अपंग व्यक्ती (समान संधी संपूर्ण सहभाग व हक्काचे संरक्षण) अधिनियम, १९९५नुसार महाराष्ट्र राज्य विद्युत वितरण कंपनी यांच्या कार्यालयातील (गट-अ ते गट-ड) पदावर शारिरिकदृष्ट्या अपंगासाठी आरक्षण ठेवण्याबाबत.

महाराष्ट्र शासन

उद्योग, उर्जा व कामगार विभाग,
शासन निर्णय क्रमांक इएसटी-००४/सीआर ८३९२ / ऊर्जा-२
मंत्रालय, मुंबई-४०० ०३२,
दिनांक :- २३ जून २००८

वाचा :- १) शासन निर्णय, उ.ऊ.व का.विभाग क्रमांक इएसटी-००४/सीआर ८३९२ / ऊर्जा-६
दिनांक २८.९.२००४
२) शासन पत्र उ.ऊ.व का.विभाग क्रमांक इएसटी-००४/सीआर ८३९२ / ऊर्जा-६
दिनांक २४.८.२००६

प्रस्तावना :- अपंग व्यक्ती (समान संधी, संपूर्ण सहभाग व हक्काचे संरक्षण) अधिनियम, १९९५ अंतर्गत पूर्वाश्रमीच्या महाराष्ट्र राज्य विद्युत मंडळांतर्गत कार्यरत असलेल्या पदांसाठी सयोग्य पदे निश्चित करण्यात आलेली आहेत. त्यानंतर सामाजिक न्याय विभागाच्या दिनांक १३ जुलै, २००५ च्या पत्रातील सुचनेनुसार अपंगांसाठी पदे निश्चित करण्यासाठी गठीत करण्यात आलेल्या तज्ञ समितीने २४ ऑगस्ट २००५ च्या शासन पत्रानुसार महाराष्ट्र राज्य विद्युत मंडळांना कळविण्यात आलेले आहे.

दरम्यान मुंबई उच्च न्यायालयात दाखल करण्यात आलेल्या जनहित याचिका क्रमांक ७०/२००२ मध्ये मुंबई उच्च न्यायालयाने दिनांक ६.८.२००६ रोजी दिलेल्या निर्णयातील परिच्छेद ४ (१) (२) नुसार प्रतीवादी संस्थेच्या वकीलांशी दिनांक २६ सप्टेंबर २००६ रोजी झालेल्या चर्चेनुसार महाराष्ट्र राज्य विद्युत मंडळाचे त्रिभाजन झाल्यामुळे नव्याने स्थापन झालेल्या तीन विद्युत कंपन्यांमध्ये अपंगासाठी स्वतंत्रपणे सयोग्य पदे निश्चित करण्याबाबतची कार्यवाही करण्याचा प्रस्ताव शासनाच्या विचाराधीन होता.

शासन निर्णय :

जनहित याचिका क्र १२९ /०३ संदर्भात मा.उच्च न्यायालयाने दिलेल्या आदेशानुसार पुनर्रचित करण्यात आलेल्या तज्ञ समितीने शासन निर्णयाच्या पुनर्विलोकनानंतर केलेल्या शिफारशी विचारात घेऊन तसेच महाराष्ट्र राज्य विद्युत मंडळाचे त्रिभाजन झाल्यामुळे यापूर्वीचा दिनांक २८-९-२००४ चा शासन निर्णय अधिक्रमित करण्यात येत असून नव्याने स्थापन झालेल्या महाराष्ट्र राज्य विद्युत वितरण कंपनी मधील कर्मचारी /अधिका-यांसाठी शासन निर्णयान्वये अपंगांसाठी सयोग्य सुधारीत पद निश्चिती करण्यात येत आहे. व्यवस्थापकीय संचालक, महाराष्ट्र राज्य विद्युत वितरण कंपनी यांनी त्यांच्या अधिनस्त सर्व पदांना सदर आरक्षणानुसार तसेच केंद्र शासनाच्या क्रमांक ३६०३५/३/२००४/ Estt(RES), दिनांक २९ डिसेंबर, २००५ नुसार लागू करण्याबाबतची कार्यवाही करावी.

सदर शासन निर्णय , सामाजिक न्याय व विशेष सहाय्य विभागाच्या अनौपचारिक संदर्भ क्रमांक- अपंग-२००७/ प्र. क्र.७४/सुधार -३, दिनांक १६ जून, २००८ अन्वये दिलेल्या सहमतीने निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सही/-
(मोहन पांढरकामे)

प्रत,

व्यवस्थापकीय संचालक, महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्या. वांद्रे (पूर्व), मुंबई - ४०००५१

मा. राज्यपाल यांचे सचिव, राज्यपालाचे कार्यालय, मलबार हिल, मुंबई ४००००६.

मा.मुख्यमंत्री यांचे सचिव

मा.उप मुख्यमंत्री यांचे सचिव

मा.मंत्री (ऊर्जा) यांचे स्वीय सहाय्यक,

सचिव, महाराष्ट्र लोकसेवा आयोग

महालेखापाल (लेखा व अनुज्ञेयता), मुंबई

महालेखापाल (लेखा व अनुज्ञेयता), नागपूर.

अधिदान व लेखा अधिकारी, मुंबई

निवासी लेखाधिकारी, मुंबई

आयुक्त, अपंग कल्याण, ३ चर्च रोड, पुणे.

कक्ष अधिकारी, सामान्य प्रशासन विभाग (१६ अ), मंत्रालय, मुंबई.

कक्ष अधिकारी, सामाजिक न्याय व विशेष सहाय्य विभाग (सुधार-३) मंत्रालय, मुंबई.

कक्ष अधिकारी, उद्योग, ऊर्जा व कामागार विभाग (प्रशा-४), मंत्रालय, मुंबई.

निवड नस्ती (ऊर्जा -२).

महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादित मधील अपंगासाठी सुनिश्चित करण्यात आलेल्या पदांची नामावली - प्रपत्र -

अ

^{१२}वेतनगट - १

अ.क्र.	पदनाम	अपंगांचा प्रवर्ग
१	कार्यकारी संचालक (वितरण/वाणिज्य/ प्रकल्प)	OL,HH
२	मुख्य अभियंता (वितरण)	OL,HH
३	मुख्य महाव्यवस्थापक (तांत्रिक आस्थापना)	OA, OL,OAL,BL,B,LV,HH
४	अधिक्षक अभियंता (वितरण)	OL,HH
५	कार्यकारी अभियंता (वितरण)	OL,HH

¹² # Modified vide Admin Circular No. 483

६	अतिरिक्त कार्यकारी अभियंता (वितरण)	OL,HH
७	कार्यकारी संचालक (मा.सं.)	OA, OL,OAL,BL,B,LV,HH
८	मुख्य महाव्यवस्थापक (मा.सं.)	OA, OL,OAL,BL,B,LV,HH
९	महाव्यवस्थापक (मा.सं.)	OA, OL,OAL,BL,B,LV,HH
१०	उप महाव्यवस्थापक (मा.सं.)	OA, OL,OAL,BL,B,LV,HH
११	सहाय्यक महाव्यवस्थापक (मा.सं.)	OA, OL,OAL,BL,B,LV,HH
१२	वरीष्ठ व्यवस्थापक (मा.सं.)	OA, OL,OAL,BL,B,LV,HH
१३	व्यवस्थापक (मा.सं.)	OA, OL,OAL,BL,B,LV,HH
१४	कंपनी सचिव	OA, OL,BL
१५	मुख्य महाव्यवस्थापक (वि. व ले.)/(अं.ले.प.)/(निगम लेखा)	OA, OL,BL,HH
१६	महाव्यवस्थापक (वि. व ले.)	OA, OL,BL,HH
१७	सहाय्यक महाव्यवस्थापक (वि. व ले.)	OA, OL,BL,HH
१८	वरिष्ठ व्यवस्थापक (वि. व ले.)	OA, OL,BL,HH
१९	व्यवस्थापक (वि.व ले.)	OA, OL,BL,HH
२०	मुख्य महाव्यवस्थापक (मा.तं.)	OA, OL,BL,HH,B,LV
२१	महाव्यवस्थापक (मा.तं.)	OA, OL,BL,HH,B,LV
२२	उप महाव्यवस्थापक (मा.तं.)	OA, OL,BL,HH,B,LV
२३	प्रणाली विश्लेषक	OA, OL,BL,HH,B,LV
२४	अनुदेशक	OA, OL,BL,HH,B,LV
२५	मुख्य औद्योगिक संबंध अधिकारी	OA, OL,BL,HH,B,LV
२६	सह मुख्य औद्योगिक संबंध अधिकारी	OA, OL,BL,HH,B,LV
२७	उप मुख्य औद्योगिक संबंध अधिकारी	OA, OL,BL,HH,B,LV
२८	मुख्य विधी संल्लागार	OA,BL,OAL,B,LV
२९	विधी अधिकारी	OA,BL,OAL,B,LV
३०	उप विधी अधिकारी	OA,BL,OAL,B,LV
३१	संचालक (दक्षता व सुरक्षा)	OA,OL

३२	उप संचालक (दक्षता व सुरक्षा)	OA,OL
३३	सहाय्यक संचालक (दक्षता व सुरक्षा)	OA,OL
३४	दक्षता अधिकारी	OA,OL
३५	मुख्य महाव्यवस्थापक (सांघिक संवाद)	OA,OAL,BL,B,LV
३६	सह मुख्य जनसंपर्क अधिकारी	OA,OAL,BL,B,LV
३७	उप मुख्य जनसंपर्क अधिकारी	OA,OAL,BL,B,LV
वेतनगट - २		
१	उप कार्यकारी अभियंता (वितरण)	OL,HH
२	उप दक्षता अधिकारी	OA,OL
३	सहाय्यक अभियंता (वितरण)	OL,HH
४	सहाय्यक अनुदेशक	OA,OL,BL,HH,B,LV
५	कनिष्ठ अनुदेशक	OA,OL,BL,HH,B,LV
६	आधार सामग्री पर्यवेक्षक	OA,OL,BL,HH,B,LV
७	उप व्यवस्थापक (मा.सं.)	OA,OL,BL,HH,B,LV
८	उप व्यवस्थापक (वि. व ले.)	OA,OL,BL,HH
९	जन संपर्क अधिकारी	OA,OAL,BL,B,LV
१०	भाषांतरकार-नि-मुद्रित शोधक	OA,OL,OAL,BL,HH,B,LV
११	कनिष्ठ विधी अधिकारी	OL,OAL,BL,B, LV
१२	दूरध्वनी अधीक्षक	OA,OAL,BL,B, LV

वेतनगट - ३		
१	कनिष्ठ अभियंता (वितरण)	OL,HH
२	सहाय्यक दक्षता अधिकारी	OA,OL
३	कनिष्ठ दक्षता अधिकारी	OA,OL
४	प्रमुख लिपिक/वरिष्ठ लिपिक/आस्थापना सहाय्यक	OA,OL,OAL,BL,HH,B,LV
५	उच्चस्तर लिपिक (लेखा)	OA,BL,HH

६	उच्चस्तर लिपिक (मा.सं.)	OA,OL,OAL,BL,HH,B,LV
७	निम्नस्तर लिपिक /कार्यालयीन सहाय्यक	OA,OL,OAL,BL,HH,B,LV
८	उप यंत्रचालक	OL,HH,LV
९	मुख्य तंत्रज्ञ	OL,HH
१०	सहाय्यक यंत्रचालक	OL,HH
११	वरिष्ठ तंत्रज्ञ	OL,HH
१२	कनिष्ठ यंत्रचालक	OL,HH
वेतनगट - ४		
१	कनिष्ठ कार्यालय सहाय्यक	OA,OL,OAL,BL,HH,B,LV
२	तंत्रज्ञ	OL,HH
३	कनिष्ठ तंत्रज्ञ	OL,HH

टीप : OA = One Arm Affected, OL = One Leg Affected, OAL = One Arm & One Leg Affected, BL = Both Legs Affected, HH = Hearing Handicap, B = Blind, LV = Low Vision

**GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING**

New Delhi, Dated the 29th December, 2005

OFFICE MEMORANDUM

Subject : Reservation for the Persons with Disabilities.

.....

With a view to consolidating the existing instructions, bringing them in line with the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and clarifying certain issues including procedural matters, the following instructions are issued with regard to reservation for persons with disabilities (physically handicapped persons) in posts and services under the Government of India. These instructions shall supersede all previous instructions issued on the subject so far.

2. QUANTUM OF RESERVATION

- (i) Three percent of the vacancies in case of direct recruitment to Group A, B, C and D posts shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability;
- (ii) Three percent of the vacancies in case of promotion to Group D, and Group C posts in which the element of direct recruitment, if any, does not exceed 75% shall be reserved for persons with disabilities of which one percent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability.

3. EXEMPTION FROM RESERVATION: If any Department/Ministry considers it necessary to exempt any establishment partly or fully from the provision of reservation for persons with disabilities, it may make a reference to the Ministry of Social Justice and Empowerment giving full justification for the proposal. The grant of exemption shall be considered by an Inter-Department Committee set up by the Ministry of Social Justice and Empowerment.

4. IDENTIFICATION OF JOBS / POSTS: The Ministry of Social Justice and Empowerment have identified the jobs/posts suitable to be held by persons with disabilities and the physical requirement for all such jobs/posts vide their notification No.16-25/99.NL.1 dated 31/05/2001. The jobs/posts given in Annexure – II of the said notification as amended from time to time shall be used to give effect to 3 percent reservation to the persons with disabilities. It may, however, be noted that:

- (a) The nomenclature used for any job/post shall mean and include nomenclature used for other comparable jobs/posts having identical functions.
- (b) The list of jobs/posts notified by the Ministry of Social Justice & Empowerment is not exhaustive. The concerned Ministries/Departments shall have the discretion to identify jobs/posts in addition to the jobs/posts already identified by the Ministry of Social Justice & Empowerment. However, no Ministry/Department/Establishment shall exclude any identified job/post from the purview of reservation at its own discretion.
- (c) If a job/post identified for persons with disabilities is shifted from one group or grade to another group or grade due to change in the pay scale or otherwise, the job/post shall remain identified.

5. RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES: If a post is identified suitable only for one category of disability, reservation in that post shall be given to persons with that disability only. Reservation of 3% shall not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally as far as possible. It shall, however, be ensured that reservation in different posts in the establishment is distributed in such a way that the persons of three categories of disabilities, as far as possible, get equal representation.

6. APPOINTMENT AGAINST UNRESERVED VACANCIES : In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disability of the relevant category.

7. **ADJUSTMENT OF CANDIDATES SELECTED ON THEIR OWN MERIT:** Persons with disabilities selected on their own merit without relaxed standards alongwith other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise physically handicapped candidates who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. It will apply in case of direct recruitment as well as promotion, wherever reservation for persons with disabilities is admissible.

8. **DEFINITIONS OF DISABILITIES :** Definitions of categories of disabilities for the purpose of this Office Memorandum are given below:-

- (i) (a) **Blindness:** "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:-
 - (i) total absence of sight; or
 - (ii) visual acuity not exceeding 6/60 or 20/200(snellen) in the better eye with correcting lenses; or
 - (iii) limitation of the field of vision subtending an angle of 20 degree or worse;
- (b) **Low Vision:** "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- (ii) **Hearing Impairment:** "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (iii) (a) **Locomotor disability:** "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
- (b) **Cerebral Palsy:** "Cerebral Palsy" means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal, peri-natal or infant period of development.
- (c) All the cases of orthopaedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy".

9. **DEGREE OF DISABILITY FOR RESERVATION :** Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a Competent Authority in the format given in **Annexure-I.**

10. **COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE:** The Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute Medical Board(s) consisting of atleast three members out of which atleast one shall be a specialist in the particular field for assessing locomotor/cerebral/ visual/hearing disability, as the case may be.

11. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

12. At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

13. **COMPUTATION OF RESERVATION:** Reservation for persons with disabilities in case of Group 'C' and Group 'D' posts shall be computed on the basis of total number of vacancies occurring in all Group 'C' or Group 'D' posts, as the case may be, in the establishment, although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. The number of vacancies to be reserved for the persons with disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified posts under the establishment. The same procedure shall apply for Group 'D' posts. Similarly, all vacancies in promotion quota shall be taken into account while computing reservation in promotion in Group 'C' and Group 'D' posts. Since reservation is limited to identified posts only and number of vacancies reserved is computed on the basis of total vacancies (in identified posts as well as unidentified posts), it is possible that number of persons appointed by reservation in an identified post may exceed 3 percent.

14. Reservation for persons with disabilities in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota. In all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

15. **EFFECTING RESERVATION – MAINTENANCE OF ROSTERS:** (a) All establishments shall maintain separate 100 point reservation roster registers in the format given in **Annexure-II** for determining/effecting reservation for the disabled – one each for Group 'A' posts filled by direct recruitment, Group 'B' posts filled by direct recruitment, Group 'C' posts filled by direct recruitment, Group 'C' posts filled by promotion, Group 'D' posts filled by direct recruitment and Group 'D' posts filled by promotion.

(b) Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into three blocks, comprising the following points:

- 1st Block – Point No.1 to Point No.33
- 2nd Block – Point No.34 to Point No.66
- 3rd Block – Point No.67 to Point No.100

(c) Points 1, 34 and 67 of the roster shall be earmarked reserved for persons with disabilities – one point for each of the three categories of disabilities. The head of the establishment shall decide the categories of disabilities for which the Points 1, 34 and 67 will be reserved keeping in view all relevant facts.

(d) All the vacancies in Group 'C' posts falling in direct recruitment quota arising in the establishment shall be entered in the relevant roster register. If the post falling at Point No.1 is not identified for the disabled or the head of the establishment considers it desirable not to fill it up by a disabled person or it is not possible to fill up that post by the disabled for any other reason, one of the vacancies falling at any of the points from 2 to 33 shall be treated as reserved for the disabled and filled as such. Likewise a vacancy falling at any of the points from 34 to 66 or from 67 to 100 shall be filled by the disabled. The purpose of keeping points 1, 34 and 67 as reserved is to fill up the first available suitable vacancy from 1 to 33, first available suitable vacancy from 34 to 66 and first available suitable vacancy from 67 to 100 by persons with disabilities.

(e) There is a possibility that none of the vacancies from 1 to 33 is suitable for any category of the disabled. In that case two vacancies from 34 to 66 shall be filled as reserved for persons with disabilities. If the vacancies from 34 to 66 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 67 to 100. This means that if no vacancy can be reserved in a particular block, it shall be carried into the next block.

(f) After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.

(g) If the number of vacancies in a year is such as to cover only one block or two, discretion as to which category of the disabled should be accommodated first shall vest in the head of the establishment, who shall decide on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc..

(h) A separate roster shall be maintained for Group 'C' posts filled by promotion and procedure as explained above shall be followed for giving reservation to persons with disabilities. Likewise two separate rosters shall be maintained for Group 'D' posts, one for the posts filled by direct recruitment and another for posts filled by promotion.

(i) Reservation in Group 'A' and Group 'B' posts is determined on the basis of vacancies in the identified posts only. Separate rosters for Group 'A' posts and Group 'B' posts in the establishment shall be maintained. In the rosters maintained for Group 'A' and Group 'B' posts, all vacancies of direct recruitment arising in identified posts shall be entered and reservation shall be effected the same way as explained above.

16. **INTER SE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:**

(a) Reservation for each of the three categories of persons with disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies may be interchanged among the three categories with the approval of the Ministry of Social Justice & Empowerment and reservation may be determined and vacancies filled accordingly.

(b) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall not be filled and shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.

(c) In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the three categories of disabilities. In case no suitable person with disability is available for filling up the post in the subsequent year also, the employer may fill

up the vacancy by appointment of a person other than a person with disability. If the vacancy is filled by a person with disability of the category for which it was reserved or by a person of other category of disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years where after the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

17. In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the disabled candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the relatively later carried forward reservation would be further carried forward.

18. CONSIDERATION ZONE, INTERSE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF PROMOTION:

(a) While filling up the reserved vacancies by promotion by selection, the disabled candidates who are within the normal zone of consideration shall be considered for promotion. Where adequate numbers of disabled candidates of the appropriate category of handicap are not available within the normal zone, the zone of consideration may be extended to five times the number of vacancies and the persons with disabilities falling within the extended zone may be considered. In the event of non-availability of candidates even in the extended zone, the reservation can be exchanged so that post can be filled by a person with other category of disability, if possible. If it is not possible to fill up the post by reservation, the post may be filled by a person other than a person with disability and the reservation shall be carried forward for upto three subsequent recruitment years, whereafter it shall lapse.

(b) In posts filled by promotion by non-selection, the eligible candidates with disabilities shall be considered for promotion against the reserved vacancies and in case no eligible candidate of the appropriate category of disability is available, the vacancy can be exchanged with other categories of disabilities identified for it. If it is not possible to fill up the post by reservation even by exchange, the reservation shall be carried forward for upto three subsequent recruitment years whereafter it shall lapse.

19. HORIZONTALITY OF RESERVATION FOR PERSONS WITH DISABILITIES : Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for categories such as persons with disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/General candidates depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in a given year there are two vacancies reserved for the persons with disabilities and out of two persons with disabilities appointed, one belongs to a Scheduled Caste and the other to general category then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the general candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

20. Since the persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/General in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with disabilities to indicate whether they belong to SC/ST/OBC or General category.

21. RELAXATION IN AGE LIMIT :

- (i) Upper age limit for persons with disabilities shall be relaxable (a) by ten years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'C' and Group 'D' posts; (b) by 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and (c) by 10 years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group A and B posts through open competitive examination.
- (ii) Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

22. RELAXATION OF STANDARTD OF SUITABILITY : If sufficient number of persons with disabilities are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus to the extent the number of vacancies reserved for persons with disabilities to this category may be taken by relaxing the standards to make up the deficiency in the reserved quota subject to the fitness of these candidates for appointment to the post / posts in question.

23. **MEDICAL EXAMINATION:** As per Rule 10 of the Fundamental Rules, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a Competent Authority. In case of medical examination of a person with disability for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with disability of the relevant category and the candidate shall then be examined medically keeping this fact in view.

24. **EXEMPTION FROM PAYMENT OF EXAMINATION FEE AND APPLICATION FEE:** Persons with disabilities shall be exempted from payment of application fee and examination fee, prescribed in respect of competitive examination held by the Staff Selection Commission, the Union Public Service Commission etc. for recruitment to various posts. This exemption shall be available only to such persons who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the disabled persons) and who enclose with the application form, necessary certificate from a Competent Authority in support of their claim of disability.

25. **NOTICE OF VACANCIES:** In order to ensure that persons with disabilities get a fair opportunity in consideration for appointment to an identified post, the following points shall be kept in view while sending the requisition notice to the Employment Exchange, the SSC, the UPSC etc. and while advertising the vacancies :-

- (i) Number of vacancies reserved for SCs/STs/OBCs/Ex-Servicemen/ Persons suffering from Blindness or Low Vision/Persons suffering from Hearing Impairment/Persons suffering from Locomotor Disability or Cerebral Palsy should be indicated clearly.
- (ii) In case of vacancies in posts identified suitable to be held by persons with disability, it shall be indicated that the post is identified for persons with disabilities suffering from blindness or low vision; hearing impairment; and/or locomotor disability or cerebral palsy, as the case may be, and that the persons with disabilities belonging to the category/categories from which the post is identified shall be allowed to apply even if no vacancies are reserved for them. Such candidates will be considered for selection for appointment to the post by general standards of merit.
- (iii) In case of vacancies in posts identified suitable for persons with disabilities, irrespective of whether any vacancies are reserved or not.
- (iv) The categories of disabilities viz. blindness or low vision, hearing impairment and locomotor disability or cerebral palsy, for which the post is identified suitable alongwith functional classification and physical requirements for performing the duties attached to the post shall be indicated clearly.
- (v) It shall also be indicated that persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

26. **CERTIFICATE BY REQUISITIONING AUTHORITY:** In order to ensure proper implementation of the provisions of reservation for persons with disabilities, the requisitioning authority while sending the requisition to the UPSC, SSC etc. for filling up of posts shall furnish the following certificate to the recruiting agency:-

“It is certified that the requirements of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and the policy relating to reservation for persons with disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no.....of cycle no..... of 100 point reservation roster out of which number of vacancies are reserved for persons with disabilities.”

27. **ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH DISABILITIES:**

(i) Soon after the first of January of every year, each appointing authority shall send to its administrative Ministry/Department -

- (a) PWD Report-I in the prescribed proforma (Annexure-III) showing the total number of employees, total number of employees in the posts which have been identified suitable for persons with disabilities and number of employees suffering from blindness or low vision, hearing impairment and locomotor disability or cerebral palsy as on 1st January of the year, and

- (b) PWD Report-II in the prescribed proforma (Annexure-IV) showing the number of vacancies reserved for persons suffering from blindness or low vision, hearing impairment and locomotor disability or cerebral palsy and number of such persons actually appointed during the preceding calendar year.
- (ii) The administrative Ministry/Department shall scrutinize the information received from all appointing authorities under it and send consolidated PWD Report-I and PWD Report-II in prescribed proforma in respect of the Ministry/Department including information in respect of all attached and subordinate offices under its control to the Department of Personnel and Training by 31st March of each year.
- (iii) The following points may be kept in view while sending the reports to the Department of Personnel & Training:-
- (a) The reports sent to the DOPT should not include information in respect of Public Sector Undertakings, Statutory, Semi-Government and Autonomous Bodies, Statutory, Semi-Government and Autonomous Bodies shall furnish consolidated information in the prescribed proforma to the administrative Ministry/Department concerned who may scrutinize, monitor and maintain it at their own level. The Department of Public Enterprises may collect similar information in respect of all public sector undertaking.
 - (b) The attached/subordinate offices shall send information to their administrative Ministry/Department only and shall not send it direct to this Department.
 - (c) The figures in respect of persons with disabilities shall include persons appointed by reservation as well as appointed otherwise.
 - (d) The PWD Report-I relates to persons and not to posts. Therefore, while furnishing this report the posts vacant etc. should not be taken into account. In this report persons on deputation should be included in the establishment of the borrowing Ministry/Department/Office and not in the parent establishment. Persons permanent in one grade but officiating or holding temporary appointment in the higher grade shall be included in the figures relating to the Class of service to which the higher grade belongs.

28. **LIAISON OFFICER FOR PERSONS WITH DISABILITIES:** Liaison Officers appointed to look after reservation matters for SCs/STs shall also work as Liaison Officers for reservation matters relating to persons with disabilities and shall ensure compliance of these instructions.

29. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control.

(K. G. Verma)
Deputy Secretary to the Govt. of India

To

- (i) All Ministries/Departments of the Govt. of India.
- (ii) Department of Economic Affairs (Banking Division), New Delhi.
- (iii) Department of Economic Affairs (Insurance Division), New Delhi.
- (iv) Department of Public Enterprises, New Delhi.
- (v) Railway Board.
- (vi) Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
- (vii) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
- (viii) Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi – 110 001.
- (ix) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (x) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
- (xi) Information and Facilitation Centre, DOPT, North Block, New Delhi.
- (xii) 200 spare copies for Estt(Res)Desk.

ANNEXURE-I

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____

Date : _____

DISABILITY CERTIFICATE

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.
--

This is certified that Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ age _____ sex _____ identification mark(s) _____ is suffering from permanent disability of following category:-

A. Locomotor or cerebral palsy:

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance

B. Blindness or Low Vision:

- (i) B-Blind
- (ii) PB-Partial Blind

Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

This condition is progressive / non-progressive / likely to improve / not likely to improve. Reassessment of this case is not recommended / is recommended after a period of _____ years _____ months.

Percentage of disability in his/her case is _____ percent.

Shri/Smt./Kum _____ meets the following physical requirements for discharge of his/her

- | | | |
|-------|--|--------|
| (i) | F-can perform work by manipulating with fingers. | Yes/No |
| (ii) | PP-can perform work by pulling and pushing | Yes/No |
| (iii) | L-can perform work by lifting | Yes/No |

(iv)	KC-can perform work by kneeling and crouching	Yes/No
(v)	B-can perform work by bending	Yes/No
(vi)	S-can perform work by sitting	Yes/No
(vii)	ST-can perform work by standing	Yes/No
(viii)	W-can perform work by walking	Yes/No
(ix)	SE-can perform work by seeing	Yes/No
(x)	H-can perform work by hearing/speaking	Yes/No
(xi)	RW-can perform work by reading and writing	Yes/No

(_____)	(Dr. _____)	(Dr. _____)
Member	Member	Chairperson
Medical Board	Medical Board	Medical Board

Countersigned by the
Medical Superintendent / CMO/
Head of Hospital (with seal)

Strike out which is not applicable.

RESERVATION ROSTER FOR PERSONS WITH DISABILITIES

Year of Recruitment	Cycle No. and Point No.	Name of Post	Whether Identified suitable for Persons with Disabilities suffering from			Unreserved or Reserved	Name of the person appointed and date of appointment	Whether the person appointed is VH/HH/OH or None	Remarks if any
			VH	HH	OH				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

* If identified reserved, write VH/HH/OH, as the case may be, otherwise write UR.

** Write VH, HH, OH or None, as the case may be.

*** VH, HH, OH stand for visually handicapped, Hearing Handicapped and Orthopaedically Handicapped.

ANNEXURE - III**PWD REPORT - I**

ANNUAL STATEMENT SHOWING THE REPRESENTATION OF THE PERSONS WITH DISABILITIES IN SERVICES
(As on 1st January of the year)

MINISTRY / DEPARTMENT

ATTACHED / SUBORDINATE OFFICE:

Group	Number of Employees				
	Total	In Identified posts	VH	HH	OH
1.	2.	3.	4.	5.	6.

Group A					
Group B					
Group C					
Group D					
Total					

- Note: (i) VH stands for Visually Handicapped (persons suffering from blindness or low vision).
(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment).
(iii) OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy).

ANNEXURE-IV

PWD REPORT-II

STATEMENT SHOWING THE NUMBER OF PERSONS WITH DISABILITIES APPOINTED DURING THE YEAR (For the Year _____)

MINISTRY / DEPARTMENT
ATTACHED / SUBORDINATE OFFICE:

GROUP	DIRECT RECRUITMENT								PROMOTION							
	No. of vacancies Reserved			No. of Appointments made					No. of vacancies reserved			No. of Appointments made				
	VH	HH	OH	Total	In Identified Posts	VH	HH	OH	VH	HH	OH	Total	In Identified Posts	VH	HH	OH
1.	2.	3.	4.	5.	6.	7	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.
Group A									NIL	NIL	NIL					
Group B									NIL	NIL	NIL					
Group C																

Group D																

- Note:**
- i) VH stands for Visually Handicapped (persons suffering from blindness or low vision).
 - ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment).
 - iii) OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy).
 - iv) There is no reservation for persons with disabilities in case of promotion to Group A and B posts. However, persons with disabilities can be promoted to such posts, provided the concerned post is identified suitable for persons with disabilities.

APPENDIX 'K'

Rules & Regulations governing reservation of vacancies for Economically Weaker Section while making recruitment.

Deleted vide C.S.No. 194, dt. 25-9-1989 with effect from 19-10-1984.

APPENDIX - 'L'

(Approved vide Board Resolution No.1092, dt. 09-03-2010 notified vide C.S.No. 22
Dt.06-04-2010)

(See Note 1 (xii) below Recruitment Regulation 38).

13Sub: Appointment of Sportsmen/Sportswomen to Pay Gr.III and IV posts in MSEDCL

The procedure for appointment of Sportsmen/Sportswomen to Pay Gr.III and IV posts in MSEDCL shall be as under:-

i) **Definition of Meritorious Sportsman:**

The following categories of Sportsmen/Sportswomen shall be considered as Meritorious Sportsmen/Sportswomen and shall be eligible for appointment to Pay Gr.III & IV posts, in Company.

Sportsmen/Sportswomen who have represented the State or the Country in a national or international competition in any of the games/sports.

Sportsmen/Sportswomen who have participated in the games listed in Annexure-I in individual or team events in the State competition and have won 1st, 2nd or 3rd rank or won gold, silver or bronze prize/medal in the Competition. Such competition should have been organized by the authorized State Association affiliated to Maharashtra Olympic Association or such competition should have been organized by Maharashtra Olympic Association. The Sportsmen who have participated in individual capacity or on invitation basis will not be considered in the Scheme.

National Cadet Corps (NCC) candidates who have acquired under Officers' rank and who have won medals in NCC tournament at National level.

ii) The list of sports disciplines under which the Sportsmen/Sportswomen are to be considered for direct recruitment is kept below as Annexure-I. 2% of vacancies in Pay Group-III & IV categories to be filled in by way of Direct Recruitment for the year are to be reserved for meritorious Sportsmen/Sportswomen. This reservation is horizontal reservation and will be operated in accordance with the prevailing rules. In case the vacancies, earmarked for Sportsmen/Sportswomen could not be filled in on any occasion for any reason, the quota will not be carried forward. The sports discipline in which the Sportsmen/Sportswomen are to be engaged against this quota shall be decided on each occasion by the Executive Director (HR) in consultation with Chief General Manager (HR), Chief General Manager (T/E) & Chief Industrial Relations Officer.

iii) **Upper Age Limit:** 30 years. Upper age limit is relaxable by 5 years for the candidates belonging to Backward Classes.

iv) The Meritorious Sportsman/Sportswoman shall be exempted from payment of Application/Examination fee.

v) **Educational Qualification:** The Meritorious Sportsmen/Sportswomen shall fulfill the educational qualification and other pre-requisites prescribed for the post in the MSEDCL Classification & Recruitment Regulations, 2005.

vi) The Sportsmen/Sportswomen candidates other than SC & ST category and wish to avail benefit of sportsmen reservation should submit certificate from the appropriate Competent Authority showing that they are not covered under the concept of "Creamy Layer". [Deleted vide C.S 33 dated 15.09.10]

vii) The candidates should submit the copies of certificates indicating ranks/medals issued by the appropriate authorities as indicated in Annexure-II. Such certificates should necessarily be attested by the authority of Director of Sports and Youth Services.

viii) The Sportsmen/Sportswomen should be resident of Maharashtra. Knowledge of 'Marathi' is necessary. He should be domicile of Maharashtra.

ix) **Reservation:** The reservation for this category i.e. Meritorious Sportsmen/Sportswomen is horizontal reservation and candidates selected against the quota for Meritorious Sportsmen/Sportswomen shall be placed in appropriate category depending upon the category to which they belong in the roster meant for reservation of the Backward Classes.

¹³ # Modified vide CS No. 22 and 33 of RR

- x) **Method of Recruitment:**
- (i) The Sportsmen/Sportswomen should be considered for appointment of Pay Group-III & IV posts under the Scheme on the basis of their applications received in response to the Advertisement provided they are fulfilling the pre-requisites as specified in the Advertisement.
 - (ii) The process of selection will be outsourced for transparent, impartial and unbiased selection to reputed agency. The selection process will be interview based and no written test/trade needs to be conducted.
- xi) **Appointment:** The Appointments to Meritorious Sportsmen/Sportswomen after their due selection by the Competent Selection Committee shall be issued from the Corporate Office, Mumbai by the following authorities. Their posting will be given in any office of the Company depending upon the availability of the vacancies.
- a) For Technical posts in Pay Gr.III & IV category - C.G.M.(Tech.Estt.)
 - b) For Non-Technical posts in Pay Gr.III & IV category - G.M.(HR)
- xii) The selected Backward Class Sportsmen/Sportswomen for claiming the benefits of Social reservation will have to produce Caste Certificate and Caste Validity Certificate issued by the appropriate authority.
- xiii) **Procedure:**
- 1) The advertisement for filling in the posts from amongst the Meritorious Sportsmen/Sportswomen shall be published at Corporate Office level and applications received in response to the advertisement from a Sportsman/Sportswoman belonging to any of the categories mentioned in Para-(i) will be scrutinized for deciding the eligibility of the candidates for the posts advertised with specific reference to the pre-requisites i.e. educational qualification, upper age limit etc..
 - 2) The C.I.R.O. will carry out scrutiny/verification of copies of the certificates submitted by the concerned with reference to Para-(i). In case of any doubts/difficulties, the Chief Industrial Relations Officer should contact the concerned authority as specified in Annexure-II.
 - 3) The short listed candidates will be interviewed under the arrangement of outsourced agency.
 - 4) The number of Sportsmen/Sportswomen placed before the Competent Selection Committee should normally be in the ratio of 1:3 i.e. for one post 3 candidates. However, if the applications from the Sportsmen/Sportswomen are more than the limit prescribed above in such case the selection of the Sportsmen/Sportswomen for short-listing purpose should be decided on their level of performance in the respective games by Committee nominated by the Executive Director (HR).
 - 5) Consequent on selection of the Sportsmen/Sportswomen, select list will be handed over to Corporate Office by outsourced agency. The appointment to the post in Pay Group III & IV in any of the Office of the Company shall be made from Corporate Office. The concerned Sportsmen/Sportswomen will report to the Office where the appointment is made and their seniority in the post will be reckoned from the date of joining in that Office. If the select list/wait list is available, in such office, the same will be operated against the vacancies occurring after appointment of such Sportsmen/Sportswomen.

ANNEXURE-I**LIST OF GAMES/SPORTS WHICH QUALIFY MERITORIOUS SPORTSPERSONS FOR APPOINTMENT TO PAY GROUP III & IV POSTS UNDER DIRECT RECRUITMENT****A) Games/Sports recognized by Indian Olympic Association**

- | | |
|----------------------------|-----------------------|
| 1. Atyapatya | 2. Ball Badminton |
| 3. Baseball | 4. Billiard & Snooker |
| 5. Balling | 6. Bridge |
| 7. Body Builders | 8. Carom |
| 9. Cycle polo | 10. Karate |
| 11. Mallakhamb | 12. Motor Sports |
| 13. Mountaineering | 14. Polo |
| 15. Power Lifting | 16. Roller Skating |
| 17. Rugby Football | 18. Sepak Takara |
| 19. Soft Tennis | 20. Tennikoit |
| 21. Throw Ball | 22. Trampoline |
| 23. Tug of War | 24. School Game |
| 25. Yoga | 26. Parolopik |
| 27. Belied Sports | |
| <u>Winter Games</u> | |
| 28. Lug | 29. Bobslip |
| 30. Beathlawn | 31. Ice Hockey |

B) Games/Sports recognized by Maharashtra Olympic Association

- | | |
|--------------------------------|------------------|
| 1. Archery | 2. Athletics |
| 3. Aquatic | 4. Badminton |
| 5. Bucking | 6. Basketball |
| 7. Cycling | 8. Gymnastic |
| 9. Handball | 10. Judo |
| 11. Kabaddi | 12. Kho-Kho |
| 13. Lawn Tennis | 14. Rueful |
| 15. Rowing | 16. Table Tennis |
| 17. Trythlawn | 18. Volley Ball |
| 19. Weight lifting | 20. Wrestling |
| 21. Hockey | 22. Taekwondo |
| 23. Football | 24. Hock |
| <u>Associate Member</u> | |
| 25. Caning & Kayaking | 26. Mallakhamb |
| 27. Funsing | 28. Carrom |
| 29. Body Builders | 30. Atyapatya |
| 31. Skating | |

C) Games/Sports sponsored by Maharashtra Olympic Association

- | | |
|------------|--------------|
| 1. Bridge | 2. Chess |
| 3. Cricket | 4. Golf |
| 5. Squash | 6. Soft Ball |

D) Games/Sports Approved by State Govt. - Shooting Ball**ANNEXURE - II****LIST OF AUTHORITIES AWARDING CERTIFICATES**

Sr.No.	Competition	Authority awarding certificate
1.	International Competition	Secretary of the National Federation of the game concerned.
2.	National Competition	Secretary of the National Federation OR Secretary of the State Association of the game concerned.
3.	State School Team in the National games for School	Director or Additional/Joint or Deputy Director in overall charge of the sports/games for Schools in the Directorate of Sports and Youth services of the State.
4.	NCC performances conducted by the Ministry of Education & Social Welfare	Secretary or other Officer in overall charge of NCC in the Ministry of Education & Social Welfare.

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APENDIX - 'M'

(Approved vide Board Resolution No.773. dt. 12-3-1984

Notified vide C.S.No. 163, dt.3/4-8-1984.)

(See Note 1 (xiii) below Recruitment Regulation 38)

Sub:- Preference in recruitment for Class III and IV posts in the Company to the persons in the families of Scheduled Caste/ Scheduled Tribes who have become victim of social atrocities.

The Company has decided to appoint persons belonging to SC, ST, VJ-A, NT-B, NT-C, NT-D who become victims of Social atrocities, in service of the Company in Pay Group III & IV with a view to rehabilitate these families, to provide them a service for earning on priority basis. The details of this Scheme shall be as follows :-

- 1) As a result of becoming victim of social atrocities, if any family member of S.C., S.T., VJ-A, NT-B, NT-C, NT-D dies or becomes disabled or any woman raped or more than 50% assets of the family destroyed or all movable property destroyed, in these circumstances, one person of each family should be given priority for appointment to the posts falling in Pay Gr.III and Pay Gr.IV.
- 2) 13%, 7% and 11% posts are reserved for S.C., S.T. and VJ-A, NT-B, NT-C, NT-D respectively which are filled in by direct recruitment. The persons in these concerned groups should be appointed against these reserved posts on priority, provided they fulfill all the prescribed conditions of minimum educational qualifications, age etc.
- 3) These persons should be given preference in the service after the project affected persons, wounded soldiers or dependent of soldiers killed in action.
- 4) For this purpose, there is no necessity of sponsoring the names of these persons by the Employment Exchange or Social Welfare Officers or authorised institutions of Backward Classes and the appointing authorities can appoint them. However, it should be ensured that such persons submit the certificate of the district magistrate of the same district, where social atrocities occurred. The certificate should indicate the category of the Backward class and that the conditions regarding the death / disability/rape/loss of property are satisfied. Such certificate should be given to only one person in each of such family.

APPENDIX - 'N'

(Approved vide Board Resolution No 822 dt. 25-4-1991)

Notified vide C.S. No. 211, dt. 27-6-1991)

(see Note 1 (XIV) below Recruitment Regulation 38)

Procedure for Selection of candidates for posts of ¹⁴Junior Engineer and Assistant Engineer under Direct Recruitment.

1) All the qualified candidates whose names are recommended by the Employment Exchange(s) subsequent to notification of the vacancies and/or all the applicants who submit applications in response to the advertisement should be subjected to a written test (preferably objective type) to determine their technical knowledge and aptitude. This test should, as far as possible, be conducted at all the Zonal Head quarters. Expertise of the professionals may be availed for setting and evaluating the papers. Based on the performance of the candidates in the written test, a relative merit list of the candidates should be prepared for short listing the candidates to be called for interview. Applicants / Candidates possessing the minimum qualifications prescribed for the posts of Junior-Engineers/ Asst. Engineers should only be allowed to appear for the written test.

2) Candidates to be called for interview should be determined on the basis of their performance in the written test. Their number should be restricted to three times the number of available vacancies. Interviews of the candidates may be held at Zonal offices also in addition to Corporate Office. The work of selection, including conducting the written test, will be handled by the Recruitment Cell in the Corporate Office.

3) The candidates selected for appointment to the posts of Junior Engineers and Assistant Engineers should be appointed as "Trainees" only in the first instance on a fixed monthly stipend which shall be the same emolument as are payable to a Junior Engineer or Assistant Engineer at the minimum of the scale w.e.f. from 12-2-93 onwards. The period rendered as a Trainee shall not count as service for seniority as per Regulation No. 11 of the Maharashtra State Electricity Distribution Company Ltd. Employees Seniority Regulations. The training shall be theoretical as well as practical including on the job training. The period of training shall be 6 to 12 months and shall be followed by interview and/or written test. The Managing Director shall be the Competent Authority to decide the period of training.

On successful completion of the training the candidates may be appointed as Junior Engineer/Assistant Engineer as the case may be.

4) The Selection Committee for selection of candidates for the post of Junior Engineer and Assistant Engineer (Dist.) shall be as provided under Sr.No. C of the IIInd Schedule appended to M.S.E.D.C.L. Employees' Service Regulations.

5) The Board vide its Resolution No. 325 dt. 12.2.1993 have revised the method of filling vacancies as follows :-

i) When the notification for filling in, of the vacancies by direct recruitment is issued, simultaneous notification, for filling in of 5% of the vacancies by way of appointment of departmental Junior Engineers having qualification of AMIE or a recognised Degree in Engineering, should also be issued.

¹⁴ # Modified Nomenclature

ii) AMIE or recognised Degree holder Junior Engineers who apply for the post of Assistant Engineer will be interviewed by the Competent Selection Committee. The Competent Selection Committee will select the candidates and give merit ranking. Only the employees who are selected by the Competent Selection Committee for appointment to the post of Assistant Engineer, will be appointed as Assistant Engineer against 5% vacancies to be filled in by direct recruitment. Employees selected in excess of the 5% vacancies will be kept on the waiting list and will be appointed against 5% vacancies being reserved for AMIE or recognised Degree holder Junior Engineers. The waiting list will be valid for a period of 12 months.

iii) If suitable departmental AMIE or recognised Degree holder Junior Engineers are not available for filling of 5% of the vacancies, unutilised vacancies will be filled in by direct recruitment of Assistant Engineer. There will not be any carryforward of the vacancies reserved for departmental Junior Engineers having AMIE qualification or a recognised Degree in Engineering.

iv) Departmental AMIE or recognised Degree holder Junior Engineers will not be subjected to the written test and training prescribed in the C.S.No.211, dated 27.06.1991 to G.S.O.112, dated 12-02-1962 for appointment of candidates to the post of Junior Engineer.

v) A common Roster Register should be used for working out vacancies reserved for members of the Backward Class by way of direct recruitment i.e. 70% from open market and 5% from Departmental AMIE/Degree holder Junior Engineers. Total vacancies reserved for Backward Class should be included in the notification to be issued for recruitment of Assistant Engineers from open market.

vi) For reserve 5% vacancies in direct recruitment for the post of Junior Engineer for the qualified departmental employee including those working on NMR who possess / would possess Diploma in Engineering in respective discipline.

vii) Exempt the aforesaid qualified Departmental Employees including NMR from appearing for the pre-recruitment Written Test. They will however, have to appear for Personal Interview (viva-voce) subject to the condition that the number of such Departmental Employees to be called for Interview shall be restricted to 3 times of the number of the vacancies available on each occasion as per said 5% quota and further the number of the candidates shall be based on their length of service in the Company from the date of joining.

viii) An Internal Notification for filling the 5% quota of Junior Engineer shall be issued simultaneously as and when the Notification for direct recruitment would be sent to the Employment Exchange and other authorised Agencies.

ix) All the departmental employees including NMR (Diploma holders) who would apply for the post of Junior Engineer (Dist.)/ (Civil) in response to the Internal Notification shall be called for pre-recruitment test to be conducted departmentally and then to permit them to appear for personal interviews in case they pass in the aforesaid test.

x) The ratio of 1:3 shall not be followed so far as internal recruitment for departmental diploma holders is concerned.

xi) The Chief General Manager (T/E) is authorized to issue Internal Notification as and when requisition for direct recruitment would be sent to Recruitment Cell & to arrange departmentally prerecruitment Test of such departmental employees.

6. The Company also authorised the Executive Director (HR) to issue in consultation with the Director (Operations) / (Projects) / (Finance) such further detailed instructions/clarifications as deemed necessary and appropriate for properly implementing/ regulating the above Scheme.

APPENDIX 'O'

(Approved vide Board Resolution No 541 dt. 13-9-1996

Notified vide C.S. No. 234, dt. 4-11-1996 to GSO 112 dt. 12.2.1962)

Sub : Fixation of percentage for filling in the posts in M.S.E.D.C.L. from amongst Apprentices.

1. The Board by their Resolution No. 541 dated 13/9/1996 accorded approval to reserve 10% vacancies in the categories of posts in Pay Gr.III & IV, for direct recruitment of the Apprentices, who have duly completed the Apprenticeship in M.S.E.Board, on the terms and conditions mentioned below :-

2. (i) The number of vacancies to be reserved shall be determined in the manner as laid down in the following table :-

No.of vacancies to be filled in	No.of Apprentices to be selected
-----	-----
1 to 4	Nil
5 to 10	01
11 to 20	02
21 to 30	03
and so on	

(ii) This reservation shall not be independent. Apprentices selected against the posts reserved for Backward Classs, Women, Handicapped and Open categories shall be counted for the purpose of aforesaid 10% reservation.

(iii) If, on any occassion of direct recruitment, either because sufficient number of Apprentice candidates are not available, OR if the Competent Selection Cimmittee does not find sufficient number of Apprentice candidates fit for selection, as per the reservation, OR if the Apprentice candidates duly selected by the Competent Selection Committee do not report for duty etc. and, therefore, the reservation quota does not get filled in, the unfilled quota shall not be "carried forward" for next coccasion of direct recruitment.

(iv) There shall be no need to maintain separate Roster Register, as the number of reserved posts can be determined from the aforesaid table.

(v) The names of selected candidates shall be entered in the existing roster Register against the respective category to which they belong and the word "APPRENTICE" shall be recorded in brackets against the said entry.

3. The above provisions shall be added as "Appendix 'O' " to the M.S.E.B. Classification & Recruitment Regulations.

4. The above decision shall come into force with effect from the date of iussue of this Correction slip.

Sd/-

(V.M. LAL)

MEMBER (ADMN.) / SECRETARY

Clarification regarding pre-recritment Trade Test / Written Examination for Apprentices who have completed Apprenticeship and passed N.C.T.V.T. Examination is givlen in Admn. Circular No.244 dt. 15.11.1997 is reproduced below:

Administrative Circular No. 244 dated 15.11.1997.

Sub.:Pre-recritment Trade Test/Written Examination for Apprentices who have completed Apprenticeship and passed N.C.T.V.T. Examination

The Board has prescribed pre-recruitment written examination / Trade Test / Aptitude Test / Speed Test etc. vide G.O.86 (P) dtd. 12.4.1978 and Circular No. GAD/MPP/T&D/RC2310 dtd. 7.9.1979 and as mentioned against the Categories in M.S.E.B. Employees Classification and Recruitment Regulations 1961, for filling in Technical and Non-Technical Posts in Pay Group III & IV by direct recruitment. These various examinations and tests are being held by the respective recruiting authorities whenever while filling in the posts by direct recruitment.

The Apprentices, who have completed Apprenticeship in the Company and passed N.C.T.V.T. Examination are required to pass the prescribed written examination / Trade Test etc. alongwith other candidates. The point was raised as to whether, the Apprentice who has passed in written examination / Trade Test conducted by one Circle, but was not selected by the Competent Selection Committee, is required to pass it again if subsequently conducted by the another Circle. This point has been examined and in view of growing demand from the Apprentices for their consideration in the Company's service, it is clarified as under :

1. The Apprentices who have successfully completed Apprenticeship in the Board / Company, passed N.C.T.V.T. Examination and also passed pre-recritment written Enterance Examination / Trade Test prescribed for a perticular post/s in any Circle / Division but was not selected by Competent Selection Committee, shall be held eligible for oral interview by the Competent Selection Committee of other Circle / Division intending to fill in Pay Gr. III & IV posts by way of direct recruitment.
2. The Certificate of having passed Written Enterance Examination / Trade Test shall be issued to the qualified Apprentices as stated above and it shall be valid for a period of three years from the date of the said examination / Trade Test.
3. The Apprentices shall be eligible for oral interview by the Competent Selection Committee of other Circle / Division for the post of which they have passed above examination / Trade Test only.

These instructions shall be effective from the date of issue of this Circular.

Sd/- Member (Admn.) / Secretary.

APPENDIX – ‘ P ’

(Approved vide Board Resolution No 639 dt. 29-2-2000

Notified vide C.S.No.271, dt. 1-4-2000 to GSO 112 dt. 12.2.1962)

Sub: Procedure for allocation of marks in the written Examination/ Trade Test and Personal Interview.

The following procedure is prescribed in the allocation of marks in Written Examination/ Trade Test and personal Interview and other principals to be followed for preparing the Panel Report.

(A) Where Written Examination/ Trade Test is prescribed :-

<u>Marks to be allocated</u>	
i) Written Examination / Trade Test	70 Marks obtained in Written/Trade Test shall be computed as out of 70
ii) Personal Interview	
a) Qualification	10 Marks
b) General Knowledge & Power of Expression	10 Marks
c) Knowledge of subject/ job	10 Marks

	30 Marks

Total marks for assessment	100
=====	

The marks obtained at the Written Examination/Trade Test shall not be disclosed to the candidates.

(B) Where written Examination/Trade Test is not prescribed :-

Proposed allocation of marks

i) Qualification	15
ii) General Knowledge & Power of Expression	15
iii) Knowledge of subject/job	10

Total marks for assessment

50
=====

(C) Drawing a select list and preparing the Panel Report :-

(i) On the day of the interview or on each day when interviews continue for more than a day, every member of the Competent Selection Committee shall write down the marks obtained by each candidate in the Personal Interview on the Statement provided for the purpose and put his signature at the bottom of each page. Further, an Officer not below the rank of Deputy Manager(P) shall work out the average of the marks given by the Members. The list, so prepared containing only the marks obtained at the interview and not at the Written Test/ Trade test, shall be displayed on the Notice Board on each day of the Interview. This procedure shall be followed even if Personal Interview continues for more than one day.

(ii) The average marks obtained in the Personal Interview by the candidates shall be added to the marks obtained by him in the Written/Trade Test and final merit list shall be drawn up. The day on which the Personal Interview of the last candidate is over or on the first working day immediately following the Competent Selection Committee Meeting, shall finalise the Panel report after considering the available vacancies of the posts to be filled in and the waiting list to be maintained (Wait list shall not exceed 25% of the total vacancies) and make recommendations of the candidates for appointment to the post.

(iii) Those Open candidate who obtain less than 40 marks out of the total of 100 marks (where Written Examination/Trade Test is prescribed) or 20 marks out of 50 marks (where Written Examination/Trade Test is not prescribed) and reserved category candidates (SC, ST,V.J.(A), NT(B), NT(C), NT(D) SBC & OBC etc.) who obtain less than 30 marks out of 100 marks (where Written examination/Trade Test is prescribed) or 15 marks out of 50 marks (where Written Examination/Trade Test is not prescribed) are not to be recommended for appointment.

(iv) The Appointing Authorities, after receipt of select list of the candidates recommended by the Competent Selection Committee for making appointment to the post, should display the same on their Notice Board for the information of all concerned. The select list should consists of total marks obtained by the candidates in the Written/Trade Test, Personal Interview.

(v) The procedure of selection, preparation of merit list and drawing up of select etc.as above are not applicable to the post of L.D.C. as the principles/guidelines in the matter of filling in the post of L.D.C. are already notified vide G.O.No. 86 (P) dated 12.4.1978.

The above instructions should be followed scrupulously.

The above provisions shall be inserted as Appendix 'P' to the MSEB Classification and Recruitment Regulations 1961 by adding the following as general Note No.1 (xv) below Regulation No.38 of the said Regulations read with corrigidem to C. S. No. 271 Dt. 01/04/2000 to G.S.O. 112 Dt. 12/02/1962.

"Procedure for allocation of marks in the Written Examination/Trade Test and Personal Interview".

Sd/-

Director of Personnel.