

MAHARASHTRA LEGISLATURE SECRETARIAT

Applications are invited for the post of "**Reporter (Junior) (Group-A) (Gazetted)**" in Maharashtra Legislature Secretariat.

- A) **Number of posts & reservation :-** Total posts - 6.
- I) **English Reporter (Junior) :-** Unreserved - 3 Posts (1 Post reserved for Woman).
- II) **Hindi Reporter (Junior) :-** Unreserved - 3 Posts (1 Post reserved for Woman).
- B) **Pay Scale :-** PB-3 Rs.15600-39100 and Grade Pay Rs.5400 plus Other Allowances.
- C) **Educational & other Qualifications :-** Candidate should be a graduate from recognized University and
- 1) **English Reporter (Junior) :-**
- I) For the post of English Reporter (Junior), Candidate should possess Government Commercial Certificate of **120 w.p.m.** in English shorthand and **40 w.p.m.** in English typewriting.
- II) **Candidates applying for the post of English Reporter (Junior) will have to appear for a shorthand test at the speed of 150 w.p.m.**
- 2) **Hindi Reporter (Junior) :-**
- I) For the post of Hindi Reporter (Junior), Candidate should possess Government Commercial Certificate of **120 w.p.m.** in Hindi shorthand and **40 w.p.m.** in Hindi typewriting.
- II) **Candidates applying for the post of Hindi Reporter (Junior) will have to appear for a shorthand test at the speed of 140 w.p.m.**
- D) **Age :-** As on **1st August, 2017** minimum age of a candidate should not be less than 18 years and the maximum age of a candidate from Reserved Category should not be more than 43 years and in any other case should not be more than 38 years. For candidates already in Government Service, age will be relaxed up to 48 years.
- E) **Probation Period :-** Two years.
- F) **Other Information :-**
- 1) Candidates appointed are required to complete a course in computer operation as prescribed by Government of Maharashtra and produce a certificate thereof within stipulated period.
- 2) Number of posts and reservation may vary. All the rights pertaining to the same are reserved by appointing authority
- 3) The right to reject any or all applications without giving any reason, at any stage of selection process is reserved.

- G) **Scheme of Examination :-** Shorthand examination will be conducted at the speed of 150 w.p.m. for English Reporter (Junior) and at the speed of 140 w.p.m. for Hindi Reporter (Junior). The duration of shorthand passage will be five minutes. Candidates will be given 2 hours to translate the shorthand passage into longhand.

General Instructions :-

- 1) Applications in prescribed format should be addressed to The **Deputy Secretary, (Establishment), Maharashtra Legislature Secretariat, Vidhan Bhavan, Backbay Reclamation, Mumbai - 400 032 (By registered A.D. or by speed post only)**. The last date for receipt of applications is **Monday, 11th September, 2017** Candidates should clearly specify the name of the post applied for in bold letters on the envelope. Applications received after last date will not be considered.
- 2) It is necessary to enclose duly attested copies of Certificates regarding Educational Qualifications, Shorthand and Typewriting, Caste & Age proof.
- 3) Candidates will have to appear for shorthand test at their own cost.
- 4) Candidates should affix self-attested latest passport size photograph on application.
- 5) The condition of small family specified in (Small Family Declaration) Rules, 2005 shall be applicable to the Candidates.
- 6) Candidates who are already in government service are required to submit their applications through proper channel.
- 7) The format of application is available on the following website of this Secretariat :-
www.mls.org.in
- 8) National Pension Scheme (NPS) shall be applicable to the selected candidates.
- 9) Candidates selected under woman reservation from unreserved category will have to produce latest 'Non-creamy layer' certificate issued by competent authority. Appointment orders shall not be issued unless latest "Non-creamy Layer" certificate is produced by such candidates.


(**Ruturaj J. Kudtarkar**)
Deputy Secretary,

Maharashtra Legislature Secretariat,
Vidhan Bhavan, Mumbai.

Place : Mumbai

Date : 19th August, 2017

MAHARASHTRA LEGISLATURE SECRETARIAT

Application format for the post of 'Reporter (Junior) (Group-A) (Gazetted)'

To,

The Principal Secretary,
Maharashtra Legislature Secretariat,
Vidhan Bhavan, Mumbai 400 032.

- 1) Name of the Post :- _____
- 2) Name of Candidate :- _____
(In Devnagari Script) (Surname) (First Name) (Father's / Husband's Name)
- (In English) :- _____
- 3) Address :- _____
Permanent Address :- _____
Present Address of Communication :- _____
- 4) Date of Birth :- Day Month Year
In Words :- _____
Age as on 1st August, 2017 :- Years Months
- 5) Contact No. :- _____
- 6) Male / Female :- _____
- 7) Married / Unmarried :- _____
- 8) Mark in the box below against the posts for which candidate is applying :-
English Reporter Hindi Reporter (Junior)
(Junior)
- 9) (A) Are you applying for the post reserved for Woman :- _____ (Specifically mention 'Yes' or 'No')
- (B) Mention the Category (S.C./S.T./V.J.N.T./S.B.C./O.B.C./OPEN) to which you belong :- _____
- (C) Religion Caste Sub Caste
- 10) A) Have you registered your name in Employment Yes / No.
Exchange :- _____
- B) If yes, please specify the details :- _____

Please affix
Self attested
passport size
photograph.

11) Educational Qualification :-

Sr.No.	Educational Qualification	Name of Board/ University	Year of passing	Total Marks	Percentage	Grade
1.						
2.						
3.						

12) (a) **Shorthand Speed :-** English Hindi

(b) **Year of Passing Shorthand Examination :-**

13) (a) **Typewriting Speed :-** English Hindi

(b) **Year of Passing Typewriting Examination :-**

14) Experience (If any) :-

Sr.No.	Name of Organisation/ Institution	Post	Period		Job profile
			from	to	
1.					
2.					

15) Languages Known :- _____

I hereby declare that, all information mentioned above is true and correct. In support of this, I hereby enclose attested copies of certificates. I also hereby declare that if the above information is found to be false or incorrect, my selection for this post shall be cancelled and I shall be liable to legal action. The decision of Appointing Authority regarding this shall be binding on me and I shall not have any grievance for the same.

Place :-

Date :-

()
Candidates name and Signature

Maharashtra Civil Service (Small Family Declaration) Rules, 2005

Form "A"

(See Rule - 4)

I, Shri / Smt. / Kum son / daughter / wife
of Shri./Smt..... aged years, resident
of.....

..... do hereby declare as
follows :-

1. That I have filled my application for the post of
2. I have (Number) living children as on today. Out of which number of
Children born after 28th March, 2005 is (Mention dates of birth, if any)
3. I am aware that if any total number of living children are more than two, due to the
children born after 28th March, 2006, I am liable to be disqualified for the same post.

Place :-

Date :-

(.....)
Candidates name and
Signature

**(Note :- Unmarried candidates should mention 'Not Applicable' on above said declaration.
Declaration if not signed shall be treated as incomplete and rejected.)**