



**MAHARASHTRA  
PUBLIC SERVICE COMMISSION**

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**Advertisement Number- 089 /2009**

**Item No.22**

**File No. 702/9443/X**

Applications are invited for filling 4 posts of **Administrative Officer, General State Service, Group-B** in the Directorate of **Medical Education and Research**.

The details regarding vacancies are as follows:

- 1) Open ----- 1+1\*
- 2) Scheduled Caste ----- 1
- 3) Other Backward Classes -----1\*

**2. RESERVATION FOR PHYSICALLY CHALLENGED PERSONS :**

As per G.R., Medical Education and Drug Dept. No. MES-1202/(81)/MES-1,dt.19 th August, 2005 amongst physically challenged candidates only partially sighted/low vision/ partially deaf and one leg affected /both leg affected/one arm affected candidates are eligible for the said post. However it is to be noted that there is no reservation for physically challenged person for the said post.

**3. PAY : Rs.6500-200-10500/- plus other admissible allowances as per prevalent rules.**

**4. AGE :**

4.1 Not more than 35 years as on 1<sup>st</sup> May, 2009. Relaxable as per rules.

4.2 The upper age limit shall not apply to the employees of Government of Maharashtra.

4.3 Age limit may be relaxed in favour of candidates possessing exceptional qualification or experience or both.

**5. QUALIFICATIONS : 5.1 Candidates must ----**

5.1.1 possess a degree of a Statutory University in Arts, Science, Commerce or Law, **and thereafter**

5.1.2. possess Supervisory experience for not less than 5 years in a post not below the rank of superintendent under Government or such equivalent post under a local authority. and

5.1.3. possess adequate knowledge of Marathi so as to be able to speak, read and write Marathi.

5.2 Preference may be given to candidates who are conversant with establishment and accounts matters in Government Office.

5.3 If at any stage of selection the Commission is of the opinion that sufficient number of candidates possessing the requisite experience are not available to fill up the vacancy reserved for Scheduled Caste, then the Commission may in the matter of such selection, relax the requirement in respect of the period of experience to the extent of 40% and select suitable candidate belonging to S.C.

**6. DUTIES & RESPONSIBILITIES :** The details regarding duties and responsibilities of the post is available on web site of the Maharashtra Public Service Commission.

**7. GENERAL:**

7.1 Selected candidates will be **on probation** for a period of two years.

7.2 There are prospectus of promotion to the post of Chief Administrative Officer in the pay scale of Rs. 8000-275-13500.

7.3 Selected candidates will be required to sign the agreement embodying the condition of their service including the condition to serve Govt. for a period of 5 years or to pay a penalty of Rs.10000/-(Rs.Ten thousand only) or such other sum as may be prescribed by Government.

7.4 All things being equal preference will be given to Backward Class candidates.

7.5 The Commission at it's discretion, may shortlist the applicants for interview based on reasonable criteria, i.e. experience and/or higher qualification, etc. OR may conduct written objective type screening test (multiple choice question) to shortlist the candidates for interview. The syllabus and medium of question

paper and other details for the test shall be displayed on the Commission's Website.

7.7 No copies of any certificate require to be attached with application form. However, candidates are required to furnish a **affidavit on a stamp paper of Rs.100/- to be affirmed before Notary** in respect of correctness and authenticity of the information mentioned in the application form. Specimen of affidavit is published on the web site alongwith the duties and responsibilities of said post.

7.8 The Application Form should be accompanied by an affidavit, failing which it will be treated as incomplete & will be rejected.

7.9 The candidate should submit all the original certificates alongwith one set of xerox copies of the certificates **at the time of interview** as per instruction given in chapter-4 of the prospectus provided alongwith the application form.

**8. APPLICATION FORM AND PROSPECTUS :-**

8.1 The Application must be submitted on the form supplied by the Commission for Direct Recruitment.

8.2 The Application Form along with Prospectus is available in the following designated Post Offices in their working hours

Ahmednagar Head P.O.	Akola Head P.O.
Amravati Head P.O.	Aurangabad Head P.O.
Beed Head P.O.	Bhandara Head P.O.
Buldhana Head P.O.	Chandrapur Head P.O.
Dhule Head P.O.	Gadchiroli Post Office
Gondia Head P.O.	Hingoli Post Office
Jalna Head P.O.	Jalgaon Head P.O.
Kolhapur City Head P.O.	Latur Head P.O.
Nandurbar P.O.	Nagpur G.P.O.
Nanded Head P.O.	Nashik Head P.O.
Osmanabad Head P.O.	Parbhani Head P.O.
Pune City Head P.O.	Alibaug Head P.O.
Ratnagiri Head P.O.	Sangli Head P.O.
Satara Head P.O.	Malvan Head P.O.
Solapur Head P.O.	Thane Head P.O.
Wardha Head P.O.	Washim Post Office
Yeotmal Head P.O.	Mumbai G.P.O., Mumbai
Dadar Head P.O., Dr.Ambedkar Road, Dadar, Mumbai	Andheri Head P.O., D.N.Nagar,Andheri,Mumbai
Stock Exchange Post Office,Fort Mansion, Hamam Street,Fort, Mumbai	Konkan Bhavan Post Office, C.B.D, Belapur, Navi Mumbai

8.3 The details of Post offices where Application Forms along with prospectus for Direct Recruitment are available on the website of the Maharashtra Public Service Commission.

8.4 Price of Application Form along with Prospectus is Rs.100/-.

8.5 Application Form should be used at once and for one post only.

8.6 Application Form along with Prospectus is available only in the selected Post Offices and no arrangement for the sale is made in the office of the Maharashtra Public Service Commission. The request for sending Application Form by post will not be entertained.

8.7 Candidates are advised to purchase the Application Forms along with prospectus for "Direct Recruitment" only (In Red Colour) (and not for "Competitive Examination") from designated post offices only.

8.8 In case of any difficulty about availability of Application Forms the candidate should contact to the concerned Post Master or Maharashtra Public Service Commission's Office on the Telephone Numbers mentioned above in the heading of the advertisement.

**9. FEE :-**

9.1 For Open category candidates - Rs.400/-

9.2 For Backward Class candidates - Rs.200/-

9.3 Fee should be paid in the Post Office by cash alongwith Application.

**10. PLACE FOR SUBMISSION OF APPLICATION FORM AND LAST DATE FOR RECEIPT OF APPLICATION FORMS :-**

10.1 The duly filled up Application Form along with required fee will be accepted only at any of the designated Post Offices mentioned in the prospectus in their working hours on or before **20<sup>th</sup> February, 2009**.

10.2 Application Form will not be accepted in the Office of the Maharashtra Public Service Commission under any

circumstances or no enquiry in that behalf will be entertained.

11. Brief information regarding Post(s) / Selection is published in this Advertisement. For details regarding reservation, mode of selection, formats for various certificates, etc. candidates are advised to rely upon the prospectus supplied along with the Application form.
12. The advertisement published on the website of the Commission will be treated as authentic for all purposes.
13. This Advertisement is available on the website of the Maharashtra Public Service Commission viz. [www.mpsc.gov.in](http://www.mpsc.gov.in)

**Place: Mumbai**

**Date : 30<sup>th</sup> January, 2009**

**N.S.Patwardhan**

**Deputy Secretary**

**Maharashtra Public Service Commission.**