



सत्यमेव जयते

महाराष्ट्र लोकसेवा आयोग

MAHARASHTRA PUBLIC SERVICE COMMISSION



बैंक ऑफ इंडिया इमारत, ३ रा मजला, महात्मा गांधी मार्ग, हुतात्मा चौक, मुंबई-४०० ००१
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☎ ०२२-२२६७ ०२१०/१४८/२४८/३३७ फॅक्स : ०२२-२२६७३११५
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Advertisement Number- 118/2010, Item No. 11, File No. 1044(4)/817/X

Applications are invited for filling 1 post of **Chief Administrative Officer, General State Service, Group-A under the Directorate of Medical Education & Research.**

The details regarding vacancy is as follows:

1) Open ----- 1 #

{ # Indicates post reserved for Physically Challenged for Locomotor Disability (Only One Leg affected / Both Legs affected / One Arm affected) If candidates from these categories (OL/BL/OA) are not available, the post will be filled by Partially Deaf (PD) candidates }

2. RESERVATION FOR PHYSICALLY CHALLENGED PERSONS :

As per G.R., Medical Education & Drug Department No. MES-1202(81)/MES-1, dt. 19th August, 2005.

3. **PAY : Rs.15600-39100 + G.P.Rs.5400/- (T.E. approximately Rs.34070/-)** plus other admissible allowances as per prevalent rules.

4. AGE :

4.1 Not more than **45 years** as on **1st June, 2010.**

4.2 The upper age limit shall not apply to Maharashtra State Government Servants.

4.3 Age limit may be relaxed by the Government on the recommendation of the Commission in favour of candidates possessing exceptional qualification or experience or both.

5. QUALIFICATIONS : Candidates must possess ----

5.1 A degree in Arts, Science, Commerce or Law of a Statutory University **AND THEREAFTER**

5.2 possess administrative or executive experience for a period of not less than **Seven years** in a gazetted post under Government or a comparable post in a semi-Government organization or local body or commercial establishment.

5.3 Have adequate knowledge of Marathi, so as to be able to speak, read & write the language with facility.

5.4 Preference may be given to candidates conversant with the Law relating to Government Service particularly the Maharashtra Civil Services Rules, the Bombay Financial Rules, Accounting Procedure and such other relevant laws.

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. There are prospects of promotion as per rules.

7.2 Selected candidates will have to sign an agreement embodying the condition of his service including the condition to serve Government for a period of 5 years or to pay an penalty of Rs.10,000/- or such other sum as may be prescribed by Govt.

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

8. NOTES :

8.1 The column No.6.2 of the old application regarding 'Do you claim reservation' OR column No.5.1 of the new application regarding 'Do you claim benefits of reservation such as Fee, Age and the Post reserved for Backward Categories' shall stand deleted. However, the backward class candidates and general female candidates belonging to the Non-Creamy Layer section will have to claim regarding NCL. In these circumstances, both the applications, old as well as new, submitted by the candidate will be accepted by the Commission.

8.2 In addition the candidates should attach separate sheet of details of qualifications, along with application form, starting from S.S.C., H.S.C. and year wise marks of degree and class etc. of each year as per column 21 or 31 in the application form. Specimen of proforma is available on the website of Commission in 'Specimen Sheet for details of Qualification' Section.

8.3 The Commission at its 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 (multiple choice questions) screening test to shortlist candidates for interview. The syllabus and medium of question paper and other details for the test shall be displayed on the Commission's Website.

8.4 The prescribed essential qualification is the minimum qualification and a mere possession of minimum qualification does not entitle candidates to be called for interview where the number of application received in response to an advertisement is large in numbers and it will not be convenient or possible for Commission to interview all the candidates the Commission may restrict the number of candidates to a reasonable limit on the basis of qualification and experience higher than minimum prescribed in the advertisement.

8.5 Copies of certificates should not be attached with application form. However, candidates are required to furnish an **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 in the "Specimen form of Affidavit for Direct Recruitment Posts" section.

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

8.7 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.

9. APPLICATION FORM AND PROSPECTUS :-

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

9.2 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			

9.3 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.

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

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

9.6 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 Commission. The request for sending Application Form by post will not be entertained.

9.7 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.

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

10. FEE :-

10.1 For Open category candidates - Rs.400/-

10.2 For Backward Class candidates - Rs.200/-

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

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

11.1 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 **17th March, 2010**.

11.2 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.

12. 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.

13. The advertisement published on the website of the Commission will be treated as authentic for all purposes.

14. This Advertisement is available on the website of the Maharashtra Public Service Commission viz. www.mpsc.gov.in

Place : Mumbai

Date : 16th February, 2010.

N.S.Patwardhan

Deputy Secretary

Maharashtra Public Service Commission.