



**MAHARASHTRA MEDICAL COUNCIL, MUMBAI**

Established by Government of Maharashtra Under MMC Act 1965

189-A, Anand Complex, 1<sup>st</sup> Floor, Sane  
Guruji Marg, Arthur Road Naka,  
Chinchpokali (West), Mumbai - 400011

**Tel No.:** 022-23007650

**Website:** www.maharashtramedicalcouncil.in

**Email Id:** maharashtramcouncil@gmail.com

**ADVERTISEMENT NO. 01/2025**

Applications are invited for the posts of Deputy Registrar, Stenographer (Lower grade) English - Marathi and Computer Operator in the prescribed format from the eligible candidates for filling up the above said posts on or before **20/03/2025**.

Details of eligibility, age and other conditions along with application format are available at Council **Website : www.maharashtramedicalcouncil.in**

**Date :11/03/2025**

**sd/-  
Registrar**



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### **ADVERTISEMENT NO. 01/2025**

Online applications in the prescribed format are invited from the eligible candidates for filling up the following posts.

<b>Sr. No.</b>	<b>Post</b>	<b>Revised pay scale</b>	<b>Vacant posts</b>
1)	Deputy Registrar	S-14:38600-122800	1
2)	Stenographer (Lower grade) English - Marathi	S-8: 25500-81100	1
3)	Computer Operator	S-8: 25500-81100	1
<b>Total</b>			<b>3</b>

<b>Sr. No.</b>	<b>Post</b>	<b>Vacant posts</b>	<b>SC</b>	<b>ST</b>	<b>VJ</b>	<b>NT-B</b>	<b>NT-C</b>	<b>NT-D</b>	<b>SBC</b>	<b>OBC</b>	<b>SEBC</b>	<b>EWS</b>	<b>OPEN</b>	<b>Total</b>
1)	Deputy Registrar	1	-	-	-	-	-	-	-	-	-	-	1	1
2)	Stenographer (Lower grade) English - Marathi	1	-	-	-	-	-	-	-	-	-	-	1	1
3)	Computer Operator	1	1	-	-	-	-	-	-	-	-	-	-	1
	<b>Total</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>3</b>

**Information about Caderwise Qualification and Experience, Age**

<b>Sr. No.</b>	<b>Post</b>	<b>Qualification &amp; Experience</b>
1.	<b>Deputy Registrar</b>	<b>Appointment to the Post of Deputy Registrar by nomination-</b>  1. Possess a degree in Arts/Science/Commerce or law of a statutory university;  2. Unless already in the service of Government of Maharashtra or in the Maharashtra Medical Council are not more than 33 years of age;  3. Have a experience in supervisory post with knowledge of office establishment/ accounts/ purchases in government medical department for not less than 5 years;  4. preference will be given to the candidates familiar with M.C.S.R. financial rules, accounts procedure, purchase rules, & the other relevant acts and rules;  5. knowledge of computer is essential.  6. Age limit may be relaxed as per Government of Maharashtra rules.  7. Nominated Candidate will be on probation for two years.
2.	<b><u>Stenographer (Lower grade)</u></b> <b><u>English - Marathi</u></b>	<b>Shall be made by nomination from amongst candidates who -</b>  1. Are not less than 18 years and not more than 33 years of age;  2. Possess a degree in any subject of statutory university;  3. Possess a Government Commercial Certificate for speed of not less than 100 w.p.m. of shorthand in English and 80 w.p.m. in Marathi, and speed of not less than 40 w.p.m. in English typewriting and 30 w.p.m. in Marathi typewriting; and have possess a certificate of MS-CIT examination  4. have an experience not less than one year as stenographer

Sr. No.	Post	Qualification & Experience
3.	<b>Computer Operator</b>	<p><b>Appointment to the Post of Computer Operator by nomination from amongst candidates who-</b></p> <ol style="list-style-type: none"> <li>1. Are not less than 18 years and not more than 38 years of age</li> <li>2. Possess a degree of BCS or BSC Computer Science or Bachelor in Computer Application of Statutory university of equivalent; and</li> <li>3. Possess the Government Commercial Certificate for a speed of not less than 40 w.p.m. in English typewriting and 30 w.p.m. in Marathi typewriting; and</li> <li>4. Have an experience not less than two years as a Data Entry Operator or Computer Operator in Government Organization/ Government undertaking or reputed organization.</li> <li>5. Age limit may be relaxed as per government of Maharashtra rules.</li> <li>6. Nominated candidate will be on probation for one year.</li> </ol>

**Note: 1)** For Computer Operator Post Computer literacy, Certificate either from ' D.O.E.A.C.' Societies ' C.C.C.', or 'O' level or ' A' level or ' B' level or 'C' level or ' M.S.CIT, or ' G.E.C.T.' Certificate of Maharashtra State Higher & Technical Education Board is essential.

**2)** Age limit for entry into service for the candidates of open category shall be 38 years and for reserved category shall be 43 years, or as prescribed by the Government, from time to time.

**3)** For entry into service age limit for project or earthquake affected candidates shall be 45 years or as prescribed by the Government, from time to time.

**General conditions and important instructions for  
Advertisement No. 01/2025**

1)	The Council reserves the right to fill or not to fill any of the post (s).
2)	Irrespective of age and the qualification, preference will be given to the staff having experience working with this Council.
3)	Age shall be reckoned on the last date of submission of the application.
4)	Relaxation to age limit for Reserve Category and Ex-servicemen candidates & the candidates already in service of Council/State Govt./Semi Govt./Govt. recognized institutes and Local Self Govt. shall be considered as per Govt. rules.
5)	The benefit of reservation shall be admissible to backward category candidate who are Domicile of State of Maharashtra only.
6)	The candidates belonging to VJ(a), NT(b), NT(c), NT(d), OBC and Women reservation categories should submit Non-Creamy Layer Certificate issued on or after 01/01/2025 by the appropriate authority, otherwise their application shall be treated as Open category.
7)	The principle of Creamy Layer is applicable to all categories (except Open, Scheduled Caste and Scheduled Tribes) i.e. V.J.(A), N.T. (B), N.T.(C), N.T.(D), S.B.C., O.B.C. and women as per the orders regarding the implementation of the said provisions issued by the Government vide Circular of Social Justice, Cultural Affairs and Special Assistance Department No. CBC-10/2006/PK- 15/BCC--5 dated 5 <sup>th</sup> June, 2006. Candidates belong to said categories are required to submit appropriate Caste Certificate and Non-Creamy Layer Certificate accordingly.
8)	The candidate must have to pass MS-CIT Computer exam. (However, who have not attached the necessary Computer literacy Certificate and if such candidate is selected, then he/she has to produce certificate to that effect Within Two years form the date of his appointment, otherwise he/she will be removed from the services as per G.R साप्रवि/प्रशिक्षण-२०००/प्र.क्र. ६१/२००१/३९/ दि. १९ मार्च, २००३)
9)	<u>Proficiency in Marathi and Hindi shall be essential for Group 'C' posts. If the candidate is not having language proficiency, he shall have to pass the necessary language examinations as per Government Rules.</u>

10)	<u>The services of the selected candidate shall be governed by the terms and condition as laid down by the Council from time to time and by the various provisions of the MMC Act 1965, including Rules etc. made there under for time being in force and as may be made from time to time by the Council and the Maharashtra Civil Services Rules and Standard Code if any, or prepared in future.</u>																						
11)	Small Family Declaration Certificate in the enclosed prescribed format should be submitted along with the application.																						
12)	Application in prescribed format as downloaded from the website of the Council will be accepted on or before <b>20/03/2025</b> in person or by post within office hours of working day along with Demand Draft (nonrefundable) of Rs.500/- for Open Category and Rs.300/- for Reserved Category drawn only from Nationalized Bank, payable at Mumbai in favour of " <u>The Registrar, Maharashtra Medical Council, Mumbai.</u> "																						
13)	The Council will not be responsible for postal delay. Applications reached after the last date of the application shall be rejected and no correspondence in this regard shall be entertained.																						
14)	Separate application for each post is necessary. Single application for two or more than two posts will be cancelled automatically.																						
15)	It is mandatory for the candidates to produce their Original documents (as per R.R.) along with duly self-attested copies of certificates as mentioned below at the time of document verification. <table border="1" data-bbox="311 1368 1414 2029"> <tr> <td>A)</td> <td>Date of Birth / Proof of Age</td> </tr> <tr> <td>B)</td> <td>S.S.C. passing Certificate</td> </tr> <tr> <td>C)</td> <td>Domicile Certificate</td> </tr> <tr> <td>D)</td> <td>Caste Certificate and Caste Validity Certificate, if applicable</td> </tr> <tr> <td>E)</td> <td>Non-Creamy Layer Certificate, if applicable</td> </tr> <tr> <td>F)</td> <td>Declaration of Small Family</td> </tr> <tr> <td>G)</td> <td>Educational qualification documents</td> </tr> <tr> <td>H)</td> <td>Computer literacy Certificate (MS-CIT), any other Certificate as per Govt. Rules.</td> </tr> <tr> <td>I)</td> <td>Experience Certificate if applicable.</td> </tr> <tr> <td>J)</td> <td>Proof for change in name, if applicable</td> </tr> <tr> <td>K)</td> <td>Self-Declaration for self-attestation</td> </tr> </table>	A)	Date of Birth / Proof of Age	B)	S.S.C. passing Certificate	C)	Domicile Certificate	D)	Caste Certificate and Caste Validity Certificate, if applicable	E)	Non-Creamy Layer Certificate, if applicable	F)	Declaration of Small Family	G)	Educational qualification documents	H)	Computer literacy Certificate (MS-CIT), any other Certificate as per Govt. Rules.	I)	Experience Certificate if applicable.	J)	Proof for change in name, if applicable	K)	Self-Declaration for self-attestation
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	L)	No Objection Certificate issued by the Competent Appointing Authority- (For those who are already in Govt. service)
	M)	No Enquiry pending Certificate- (For those who are already in Govt. service)
	N)	Aadhar / PAN Card
16)	For the candidate, who is already in the service, it is mandatory to send their application through proper channel. However, he/she can submit an advance copy of the application with prescribed fees.	
17)	Incomplete applications in any respect & without prescribed fees shall be rejected immediately and no correspondence in this regard shall be entertained.	
18)	In case, a suitable Reserve Category candidate is not available, candidate from Open Category will be considered for Temporary appointment of 01 years against Reserved Category.	
19)	Candidate called for an interview will have to attend the interview at their own cost.	
20)	Waiting list of the candidate will be valid for the period of 6 months only from the date of issuance of appointment orders of the cadre.	
21)	In exceptional circumstances, relaxation for age, qualification and experience may be given.	
22)	Any sort of canvassing directly or indirectly will be treated as disqualification and the application of such candidate shall be rejected at any stage.	
23)	On verification, if it is found that the information received from an applicant is found incorrect / faulty / misleading and / or is based on faulty / forged certificates shall be liable for legal action and the selection shall be immediately cancelled at any stage.	
24)	The appointment shall be conditional subject to produce medical fitness certificate and antecedent report and the caste validity certificate, wherever applicable;	
25)	The Council reserves the right to cancel, amend or modify any clause of this advertisement.	
26)	For Deputy Registrar, Stenographer (Lower grade) English - Marathi and Computer Operator posts, Council shall have the authority to call candidates as per the requirements for skill test and/ or interview.	

27)	The skill tests shall include typing on Computer in English and Marathi language, handwriting test, drafting and taking dictation, whichever is applicable;
28)	<p><b>Medical fitness and Antecedent Report: -</b></p> <p><b><u>A) Medical Fitness, -</u></b></p> <p>Every employee shall produce a medical certificate of health either before he is appointed substantively to a permanent post or before he completes six months' service from the date of appointment, whichever is earlier. The other conditions of Maharashtra Civil Services (General Conditions of Services) Rules, 1981 shall also be made applicable;</p> <p><b><u>B) Antecedent Report -</u></b></p> <p>For Deputy Registrar, Stenographer (Lower grade) English - Marathi and Computer Operator posts, the antecedent report from the concerned authority shall be produced at the time of joining or within such period as directed by the Council after joining. If the character/antecedent report of any candidate is found unsatisfactory, the services of such candidate shall be dispensed with by giving one month's notice without assigning any reasons.</p>
29)	<p><b>Other terms conditions and rules. -</b></p> <p>a) Proficiency in Marathi and Hindi shall be essential for these posts. If the candidate is not having language proficiency, he shall have to pass the necessary language examinations as per Government Rules.</p> <p>b) The pay scale for employee shall be such as decided by the Council;</p> <p>c) The services of the selected candidates shall be governed by the provisions of Act &amp; rule promulgated by the Council, there under, and terms and conditions as laid down by the Council and Government from time to time.</p> <p>d) The candidate shall be a Citizen of India;</p> <p>e) The candidate should be Domicile of Maharashtra;</p>
30)	If any issue in this respect arises, it shall be fully and finally decided by the Administrator, Maharashtra Medical Council only.

Place :- Mumbai

Date :- 11/03/2025

**sd/-**  
**Registrar**  
**Maharashtra Medical Council**





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### **APPLICATION FORM**

#### **Application Fee**

Open Category : Rs.500/-

Reserve Category: Rs.300/-

Name of Bank: .....

D. D. No. ....

Dated: .....

Paste recent Passport  
Size photo duly self  
attested

**Advertisement No. 01 / 2025**

**Post applied for: .....**

1) **Name :** \_\_\_\_\_

(In Capital letters) Surname First Name Father's / Husband's Name Mother Name

**Name in Devanagari :** \_\_\_\_\_

आडनाव नाव वडिलांचे / पतीचे नाव आईचे नाव

2) **Address for Correspondence :** \_\_\_\_\_

\_\_\_\_\_

**Pin Code** \_\_\_\_\_

**Permanent Address :** \_\_\_\_\_

\_\_\_\_\_

**Pin Code** \_\_\_\_\_

3) **Contact Tel. Nos.:** STD code \_\_\_\_\_ (Res.) \_\_\_\_\_ (Off.) \_\_\_\_\_

**E-mail ID** \_\_\_\_\_ **Mobile No.** \_\_\_\_\_

4) **Date of Birth:** \_\_\_\_\_ (in words) \_\_\_\_\_

5) **Age as on (...../...../2025):** \_\_\_\_\_

(Please furnish self-attested copy of S.S.C. Certificate /School leaving Certificate etc.)

6) **Whether Domicile of Maharashtra State:** Yes  / No

(if yes, attach self-attested documentary proof)

8) Nationality: \_\_\_\_\_ 8) Religion: \_\_\_\_\_

9) Caste: \_\_\_\_\_ 10) Category: \_\_\_\_\_  
(Please attach documentary proof.)

11) Sex : Male  / Female

12) Marital Status: Married  / Unmarried

13) Whether the parent establishment agreed to grant Lien in case of selection on the post:

Yes  / No

14) Whether any Enquiry is pending: Yes  / No

15) Educational Qualifications:

(Mandatory to attach all necessary copies of self-attested documents)

Sr. No.	Examination Passed	Name of Board / University	Year of Passing	Subjects Taken	Percentage of Marks obtained	Grade
1						
2						
3						
4						
5						

16) Computer Literacy (MS-CIT, etc.): Yes  / No

17) Experience: (Mandatory to attach all necessary copies of self-attested documents)  
(Attach self-attested copies of University approval letters)

Sr. No.	Name of the Institution	Post held	Period			Pay Band & Grade pay	Reason for leaving services (if any)
			From	To	Total Period		
1							
2							
3							
4							

18) Any other information, which you would like to provide: \_\_\_\_\_  
(Please attach separate sheet if necessary)

\_\_\_\_\_

**: Declaration:**

It is hereby declared that above information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation. I also hereby declare that No Enquiry is pending against me. Further, I have read and understood all the general conditions and instructions mentioned in the advertisement and I agree with those conditions and instructions.

**Place :**

**Date :**

(Name & Signature of the Candidate)

***NOTE: Incomplete Application will be rejected and no correspondence will be entertained on this behalf.***

## ***Declaration of Small Family***

FORM "A"  
(See Rule - 04)

I, Shri/ Smt./ Kum. .... son/daughter/wife of  
Shri. ...., 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 28<sup>th</sup> March, 2005 is .....(Mention dates of birth, if any).
3. I am aware that, if any total numbers of living children are more than two due to the children born after 28<sup>th</sup> March, 2006, I am liable to be disqualified for the same post.

Place :

Date :

**Signature of Applicant**

**Annexure – B**

(शासन निर्णय क्र. प्रसुधा १६१४/३४५/प्र.क्र.७१/१८-अ दि.०९/०३/२०१५)

**Self-Declaration for Self Attestation**

I.....Son/Daughter  
of ..... aged.....,  
occupation ..... resident of .....  
.....with  
UID No. .... hereby declare that the copies attested by me  
are true copies of original documents. I am well aware of the fact that if the  
copies are found to be false, I shall be liable for prosecution and punishment  
under Indian Penal Code and / or any other law applicable thereto.

Place :.....

Applicant's Signature.....

Date :.....

Applicant's Name :.....