

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

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S1500011

Ministry: Education, Arts and Culture

Post: Typist, Oriental Language

Salary: RS 3500 x 100 - 4000 x 125 - 5000 x 150 - 5600 x 200 - 6000
Rs 360 x 15 - 375 C.B. 405 x 15 - 450 x 20 - 490 P.B. (GSS I)
540 x 25 - 640 x 30 - 700 (SEC 2)
Rs 2100 x 75 - 2700 x 100 - 3800 (GSS I)

Effective date: 16th July, 1985

Qualifications:

(A) A Cambridge School Certificate with a pass in English Language or English Literature and in the relevant Oriental Language or an alternative qualifications acceptable to the Public Service Commission.

(B) Typing speed of at least 30 words a minute in the relevant Oriental Language.

NOTE:

In the absence of candidates holding the required academic qualifications, consideration will be given to candidates who hold:-

A credit in English or English Literature and in the relevant Oriental Language at the Cambridge School Certificate examination or an alternative qualification acceptable to the Public Service Commission.

For the first intake priority of consideration will, for Marathi language, be given to the officer who is giving assistance in the typing of scripts in Marathi although she may not possess the required academic qualifications.

Duties:

1. To type scripts in the relevant Oriental language.
2. To perform such cognate duties as may be assigned.

NOTE:

In the interests of efficiency in the Ministry, Typists may, when the need arises, be asked to perform simple clerical duties to ensure the speedy handling of correspondence although clerical work does not form part of their normal duties.

