



Government of Maharashtra

**Rural Development Department,
Government of Maharashtra
Recruitment for 34 Zilla Parishads of Maharashtra**

**Guidelines for Venue Officers and TCS Personnel
Part A for the exams scheduled on 7th, 8th, 10th, 11th Oct. 2023**

1.	Post Name	<ol style="list-style-type: none">1. Righmen (Dorkhandwala) / रिगमन दोरखंडवाला2. Senior Assistant (Accounts) / वरिष्ठ सहाय्यक (लेखा)3. Extension Officer (Statistical) / विस्तार अधिकारी (सांख्यिकी)2. Extension Officer (Agriculture) / विस्तार अधिकारी (कृषी)3. Health Supervisor / आरोग्य पर्यवेक्षक4. Stenographer (Lower Grade) / लघुलेखक (निम्न श्रेणी)5. Stenographer (Higher Grade) / लघुलेखक (उच्च श्रेणी)6. Junior Assistant (Accounts) / कनिष्ठ सहाय्यक (लेखा)
7.	Dates of Exam	<ol style="list-style-type: none">1. Righmen (Dorkhandwala) / रिगमन दोरखंडवाला - 07.10.20232. Senior Assistant (Accounts) / वरिष्ठ सहाय्यक (लेखा) - 07.10.20233. Extension Officer (Statistical) / विस्तार अधिकारी (सांख्यिकी) - 08.10.20234. Extension Officer (Agriculture) / विस्तार अधिकारी (कृषी) - 10.10.20235. Health Supervisor / आरोग्य पर्यवेक्षक - 10.10.20236. Stenographer (Lower Grade) / लघुलेखक (निम्न श्रेणी) - 11.10.20237. Stenographer (Higher Grade) / लघुलेखक (उच्च श्रेणी) - 11.10.20238. Junior Assistant (Accounts) / कनिष्ठ सहाय्यक (लेखा) - 11.10.2023



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Time Activity Schedule

Date	7 th October, 2023	
Posts	RIGMEN (DORKHANDWALA)	SENIOR ASSISTANT (ACCOUNTS)
Shifts	Shift 2	Shift 3
Reporting Time	11:00 AM	3:00 PM
Gate Closure Time	12:15 PM	4:15 PM
Exam Start time	12:30 PM	4:30 PM
Surveillance	Yes	Yes
Biometric	Yes	Yes
IRIS	Yes	Yes
HHMD	Yes	Yes

Date	8 th October, 2023	
Posts	EXTENSION OFFICER (STATISTICAL)	
Shifts	Shift 3	
Reporting Time	3:00 PM	
Gate Closure Time	4:15 PM	
Exam Start time	4:30 PM	
Surveillance	Yes	
Biometric	Yes	
IRIS	Yes	
HHMD	Yes	

Date	10 th October, 2023	
Posts	Extension officer Agriculture	Health Supervisor
Shifts	Shift 2	Shift 3
Reporting Time	11:00 AM	3:00 PM
Gate Closure Time	12:15 PM	4:15 PM
Exam Start time	12:30 PM	4:30 PM
Surveillance	Yes	Yes
Biometric	Yes	Yes
IRIS	Yes	Yes
HHMD	Yes	Yes



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Date	11 th October, 2023		
Posts	Stenographer (Lower Grade)	Stenographer (Higher Grade)	Jr. Asst. Accounts
Shifts	Shift 1	Shift 2	Shift 3
Reporting Time	7:00 AM	11:00 AM	3:00 PM
Gate Closure Time	8:15 AM	12:15 PM	4:15 PM
Exam Start time	8:30 AM	12:30 PM	4:30 PM
Surveillance	Yes	Yes	Yes
Biometric	Yes	Yes	Yes
IRIS	Yes	Yes	Yes
HHMD	Yes	Yes	Yes



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Detailed activities: 7th October, 2023

Sr. No.	Shift 2	Shift 3	Activity
Post	RIGMEN (DORKHAND WALA)	SENIOR ASSISTANT (ACCOUNTS)	
1	11:00 a.m. - 12:30 p.m.	3:00 p.m. - 4:30 p.m.	<ul style="list-style-type: none">✓ Call letter bar code scanning✓ Identification of candidates, Photo Capturing, biometric capturing, Iris capturing✓ HHMD Frisking✓ Candidate signs on the Call letter and Attendance sheet in presence of invigilator✓ Candidate provide Left Thumb impression on call letter and attendance sheet in presence of invigilator✓ Seat allocation✓ Login of Candidates
2	12:30 p.m.- 12:35 p.m.	4:30 p.m. - 4:35 p.m.	Handwriting sample (Text provided on the screen to be copied by candidates in the space provided in the call letter). This text appears in a box on the left side of the screen. Invigilator must ensure all candidates have copied the text onto the call letter) Invigilator signs on the call letter
3	12:35 p.m. - 2:35 p.m.	4:35 p.m. - 6:35 p.m.	Duration of Test
4	3:15 p.m.	7:15 p.m.	Submission of Test for PWBD candidates eligible for compensatory time
5	After the completion of the exam		Candidates will move one by one in an orderly manner and submit the call letter duly stapled with copy of Photo ID proof and rough sheets separately to the invigilator. After submission of the documents the candidates will move out of the hall.



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Detailed activities: 8th October, 2023

Sr. No.	Shift 3	Activity
Post	EXTENSION OFFICER (STATISTICAL)	
1	3:00 p.m. – 4:30 p.m.	<ul style="list-style-type: none">✓ Call letter bar code scanning✓ Identification of candidates, Photo Capturing, biometric capturing, Iris capturing✓ HHMD Frisking✓ Candidate signs on the Call letter and Attendance sheet in presence of invigilator✓ Candidate provide Left Thumb impression on call letter and attendance sheet in presence of invigilator✓ Seat allocation✓ Login of Candidates
2	4:30 p.m. – 4:35 p.m.	Handwriting sample (Text provided on the screen to be copied by candidates in the space provided in the call letter). This text appears in a box on the left side of the screen. Invigilator must ensure all candidates have copied the text onto the call letter) Invigilator signs on the call letter
3	4:35 p.m. - 6:35 p.m.	Duration of Test
4	7:15 p.m.	Submission of Test for PWBD candidates eligible for compensatory time
5	After the completion of the exam	Candidates will move one by one in an orderly manner and submit the call letter duly stapled with copy of Photo ID proof and rough sheets separately to the invigilator. After submission of the documents the candidates will move out of the hall.



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Detailed activities: 10th October, 2023

Sr. No.	Shift 2	Shift 3	Activity
	Extension officer Agriculture	Health Supervisor	
1	11:00 a.m. - 12:30 p.m.	3:00 p.m. - 4:30 p.m.	<ul style="list-style-type: none">✓ Call letter bar code scanning✓ Identification of candidates, Photo Capturing, biometric capturing, Iris capturing✓ HHMD Frisking✓ Candidate signs on the Call letter and Attendance sheet in presence of invigilator✓ Candidate provide Left Thumb impression on call letter and attendance sheet in presence of invigilator✓ Seat allocation✓ Login of Candidates
2	12:30 p.m.- 12:35 p.m.	4:30 p.m. - 4:35 p.m.	Handwriting sample (Text provided on the screen to be copied by candidates in the space provided in the call letter). This text appears in a box on the left side of the screen. Invigilator must ensure all candidates have copied the text onto the call letter) Invigilator signs on the call letter
3	12:35 p.m. - 2:35 p.m.	4:35 p.m. - 6:35 p.m.	Duration of Test
4	3:15 p.m.	7:15 p.m.	Submission of Test for PWBD candidates eligible for compensatory time
5	After the completion of the exam		Candidates will move one by one in an orderly manner and submit the call letter duly stapled with copy of Photo ID proof and rough sheets separately to the invigilator. After submission of the documents the candidates will move out of the hall.



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Detailed activities: 11th October, 2023

Sr. No.	Shift 1	Shift 2	Shift 3	Activity
Post	Stenographer (Lower Grade)	Stenographer (Higher Grade)	Jr. Accounts Asst.	
1	7:00 a.m. - 8:30 a.m.	11:00 a.m. - 12:30 p.m.	3:00 p.m. - 4:30 p.m.	<ul style="list-style-type: none">✓ Call letter bar code scanning✓ Identification of candidates, Photo Capturing, biometric capturing, Iris capturing✓ HHMD Frisking✓ Candidate signs on the Call letter and Attendance sheet in presence of invigilator✓ Candidate provide Left Thumb impression on call letter and attendance sheet in presence of invigilator✓ Seat allocation✓ Login of Candidates
2	8:30 a.m.- 8:35 a.m.	12:30 p.m.- 12:35 p.m.	4:30 p.m. - 4:35 p.m.	Handwriting sample (Text provided on the screen to be copied by candidates in the space provided in the call letter). This text appears in a box on the left side of the screen. Invigilator must ensure all candidates have copied the text onto the call letter) Invigilator signs on the call letter
3	8:35 a.m.- 10:35 a.m.	12:35 p.m. - 2:35 p.m.	4:35 p.m. - 6:35 p.m.	Duration of Test
4	11:15 a.m.	3:15 p.m.	7:15 p.m.	Submission of Test for PWBD candidates eligible for compensatory time
5	After the completion of the exam			Candidates will move one by one in an orderly manner and submit the call letter duly stapled with copy of Photo ID proof and rough sheets separately to the invigilator. After submission of the documents the candidates will move out of the hall.