



सत्यमेव जयते

महाराष्ट्र शासन राजपत्र

असाधारण भाग चार-ब

वर्ष ११, अंक १५४(२)]

मंगळवार, ऑक्टोबर २८, २०२५/कार्तिक ६, शके १९४७

[पृष्ठे १७, किंमत : रुपये ९.००

असाधारण क्रमांक ३९३

प्राधिकृत प्रकाशन

महाराष्ट्र शासनाने महाराष्ट्र अधिनियमांन्वये तयार केलेले
(भाग एक, एक-अ आणि एक-ल यांमध्ये प्रसिद्ध केलेले नियम व आदेश यांव्यतिरिक्त) नियम व आदेश.

कौशल्य, रोजगार, उद्योजकता व नाविन्यता विभाग

मादाम कामा मार्ग, हुतात्मा राजगुरु चौक, मंत्रालय, मुंबई ४०० ०३२,
दिनांक २८ ऑक्टोबर, २०२५.

अधिसूचना

महाराष्ट्र खाजगी पदयोजन एजन्सी (विनियमन) अधिनियम, २०२५.

क्रमांक कौविउ-२०२५/प्र.क्र.१४४/प्रशा-२.— महाराष्ट्र खाजगी पदयोजन एजन्सी (विनियमन) अधिनियम, २०२५ (२०२५ चा २४) याच्या कलम १५ द्वारे प्रदान करण्यात आलेल्या अधिकारांचा, आणि याबाबतीत त्यास समर्थ करणाऱ्या इतर सर्व अधिकारांचा वापर करून उक्त अधिनियमाच्या कलम १५ च्या पोट-कलम (१) द्वारे आवश्यक असल्याप्रमाणे खालील नियमांचा मसुदा, यामुळे बाधा पोहोचण्याची शक्यता असलेल्या सर्व व्यक्तींच्या माहितीकरिता, याद्वारे प्रसिद्ध करण्यात येत आहे. तसेच अशी सूचना देण्यात येत आहे की, उक्त प्रारूप, महाराष्ट्र शासनाकडून महाराष्ट्र शासन राजपत्रात प्रसिद्ध झाल्याच्या १५ दिवसानंतर किंवा त्यानंतर विचारात घेण्यात येईल.

२. उपरोक्त दिनांकास किंवा त्यापूर्वी उक्त प्रारूपासंदर्भात कोणत्याही व्यक्तीकडून ज्या कोणत्याही हरकती किंवा सूचना, आयुक्त, कौशल्य विकास, रोजगार व उद्योजकता आयुक्तालय, तिसरा मजला, कोंकण भवन (विस्तार), सीबीडी बेलापूर, नवी मुंबई ४०० ६१४ यांना प्राप्त होतील त्या शासन विचारात घेईल.

प्रारूप नियम

- या नियमांना महाराष्ट्र खाजगी पदयोजन एजन्सी (विनियमन) नियम, २०२५ असे म्हणावे.
- (१) या नियमांत संदर्भानुसार दुसरा अर्थ अपेक्षित नसेल तर,
 - “अधिनियम” याचा अर्थ, महाराष्ट्र खाजगी पदयोजन एजन्सी (विनियमन) अधिनियम, २०२५ असा आहे;
 - “प्रथम अपिलीय प्राधिकारी” याचा अर्थ, अधिनियमाच्या कलम ७ च्या पोट-कलम (१) अन्वये राज्य शासनाने नियुक्त केलेला प्राधिकारी, असा आहे;
 - “नमुना” याचा अर्थ, या नियमांस जोडलेले नमुने, असा आहे;

(१)

(घ) "द्वितीय अपिलीय प्राधिकारी" याचा अर्थ, अधिनियमाच्या कलम ७ च्या पोटकलम (२) अन्वये राज्य शासनाने नियुक्त केलेला प्राधिकारी, असा आहे;

(२) या नियमात वापरलेले परंतु व्याख्या न केलेले शब्द व शब्दप्रयोग यांना, अधिनियमात अनुक्रमे त्यांना जे अर्थ नेमून देण्यात आलेले असतील तेच अर्थ असतील.

३. नोंदणी प्रमाणपत्रासाठी अर्ज-

(१) पदयोजन कार्ये करित असलेल्या किंवा करणार असलेली प्रत्येक खाजगी पदयोजन एजन्सी या अधिनियमाच्या ४ च्या उप-कलम (१) अंतर्गत संबंधित क्षेत्रासाठी नियुक्त केलेल्या नोंदणी प्राधिकाऱ्याकडे नमुना १ मध्ये नोंदणीसाठी अर्ज सादर करील.

परंतु असे की, जर खाजगी पदयोजन एजन्सी महाराष्ट्र राज्याबाहेर स्थित असेल आणि महाराष्ट्रात राहणाऱ्या उमेदवारांसाठी ऑनलाइन पोर्टल किंवा संकेतस्थळाद्वारे पदयोजन कार्ये करित असेल किंवा करणार असेल, तर नोंदणीसाठी कौशल्य विकास, रोजगार आणि उद्योजकता आयुक्तालय येथे नियुक्त केलेल्या नोंदणी प्राधिकाऱ्याकडे नमुना १ मध्ये अर्ज सादर करील.

परंतु आणखी असे की, अर्जदार कंपनी असल्यास, नमुना १ मधील अर्जासोबत अधिकृततेबाबतचा नमुना १ (ब) देखील सादर करील.

(२) उप-नियम (१) मध्ये संदर्भित केलेला प्रत्येक अर्ज नोंदणी प्राधिकाऱ्याकडे एकतर वैयक्तिकरित्या किंवा नोंदणीकृत पोस्टाने किंवा इलेक्ट्रॉनिक स्वरूपात महास्वयम पोर्टलद्वारे सादर करता येईल.

(३) नोंदणीसाठी सादर केलेला प्रत्येक अर्जासोबत असेल,-

(एक) नमुना १ (अ) मधील स्वयंघोषणापत्र;

(दोन) नमुना १ मध्ये विनिर्दिष्ट केलेली कागदपत्रे;

(तीन) आयुक्त, कौशल्य विकास, रोजगार आणि उद्योजकता यांच्या नावे देय असलेल्या डिमांड ड्राफ्ट किंवा कोणत्याही अनुसूचित बँकेच्या पे ऑर्डरद्वारे अदा करावयाचे शुल्क, जे खालीलप्रमाणे असेल:-

(अ) महाराष्ट्र राज्यात पदयोजन कार्ये करणाऱ्या खाजगी पदयोजन एजन्सीसाठी रुपये दोन हजार अधिक लागू असलेले कर.

(ब) संपूर्ण भारतात पदयोजन कार्ये करणाऱ्या खाजगी पदयोजन एजन्सीसाठी रुपये चार हजार अधिक लागू असलेले कर.

(क) भारत आणि समुद्रपार पदयोजन कार्ये करणाऱ्या खाजगी पदयोजन एजन्सीसाठी रुपये दहा हजार अधिक लागू असलेले कर.

(४) उप-नियम (१) अंतर्गत अर्ज प्राप्त झाल्यानंतर, नोंदणी प्राधिकारी त्याच्याकडे अर्ज प्राप्त झाल्याच्या तारखेची नोंद घेऊन, अर्जदारास वैयक्तिकरित्या किंवा नोंदणीकृत पोस्टाने किंवा इलेक्ट्रॉनिक स्वरूपात महास्वयम पोर्टलद्वारे पोचपावती देईल.

४. (१) नोंदणी प्राधिकारी, नियम ३ अन्वये प्राप्त झालेला अर्ज सदर अर्ज मिळाल्याच्या तारखेपासून पंचेचाळीस दिवसांच्या आत आणि आवश्यक वाटेल अशी चौकशी केल्यानंतर, अर्जदाराला नमुना २ मध्ये नोंदणी प्रमाणपत्र देईल.

(२) विनिर्दिष्ट कालमर्यादित अर्ज निकाली काढण्यासाठी अर्जदाराकडून कोणत्याही अतिरिक्त माहितीची आवश्यकता असल्यास, नोंदणी प्राधिकारी, सदर अर्ज प्राप्त झाल्याच्या तारखेपासून १५ कार्यालयीन दिवसांच्या आत नोंदणीकृत पोस्टद्वारे किंवा महास्वयम पोर्टलद्वारे इलेक्ट्रॉनिक स्वरूपात अशा माहितीची मागणी करील.

(३) अर्जदार, अशी सूचना मिळाल्यापासून १५ कार्यालयीन दिवसांच्या आत नोंदणीकृत पोस्टद्वारे किंवा महास्वयम पोर्टलद्वारे इलेक्ट्रॉनिक स्वरूपात आवश्यक ती अतिरिक्त माहिती नोंदणी प्राधिकाऱ्यास पुरविल.

(४) नोंदणी प्राधिकाऱ्याकडे अर्ज केल्याच्या तारखेपासून अर्ज निकाली काढण्यासाठी पंचेचाळीस दिवसांची गणना करताना, नोंदणी प्राधिकाऱ्याने उपस्थित केलेल्या प्रश्नांना उत्तरे देण्यासाठी अर्जदाराने घेतलेला कालावधी वगळण्यात येईल.

(५) नोंदणी प्राधिकारी खालील अटी व शर्तीच्या अधीन राहून अर्जदाराला नोंदणी प्रमाणपत्र देऊ शकेल:-

(अ) खाजगी पदयोजन एजन्सीच्या नोंदणीसाठी भरलेले शुल्क परत न करण्यायोग्य आहे.

(ब) खाजगी पदयोजन एजन्सी नोंदणी प्राधिकाऱ्याला तिच्या अधिकृत पत्त्यातील किंवा व्यवस्थापनामधील किंवा खाजगी पदयोजन एजन्सीच्या फ्रँचायझी (Franchise) मध्ये बदल असल्यास, त्यानुषंगाने सदर बदल केल्याबाबत किंवा सध्याच्या पत्त्यामध्ये अतिरिक्त माहिती असल्यास, त्याबाबत ३० दिवसांच्या आत नोंदणी प्राधिकाऱ्यास सूचित करेल.

(क) खाजगी पदयोजन एजन्सी खालील बाबी ताबडतोब नोंदणी प्राधिकरणाला सूचित करेल,-

(एक) एजन्सी स्थापन करणाऱ्या व्यक्तींविरुद्ध किंवा एजन्सीत कार्यरत किंवा नियुक्त केलेल्या पर्यवेक्षकाविरुद्ध कोणत्याही दंडात्मक कायद्यांतर्गत कोणताही फौजदारी दोषारोप;

(दोन) खाजगी पदयोजन एजन्सी किंवा तिचे शाखा कार्यालय किंवा फ्रँचायझी बंद झाल्यास;

(तीन) नोंदणी प्रमाणपत्र चोरीला गेल्यास किंवा त्याचा गैरवापर झाल्यास.

(६) नोंदणी प्राधिकारी, नोंदणी प्रमाणपत्र जारी केल्याच्या तारखेपासून पंधरा दिवसांच्या आत सदर प्रमाणपत्राची भौतिक प्रत खाजगी पदयोजन एजन्सीच्या नोंदणीकृत कार्यालयात नोंदणीकृत पोस्टाद्वारे किंवा इलेक्ट्रॉनिक स्वरूपात महास्वयम या पोर्टलद्वारे वितरित करण्याची व्यवस्था करील.

५. नोंदणी प्रमाणपत्राचे नूतनीकरण.-

(१) प्रत्येक खाजगी पदयोजन एजन्सी नोंदणी प्रमाणपत्राच्या वैधतेचा कालावधी संपण्याच्या तारखेपूर्वी पंचेचाळीस दिवस आधी नोंदणी प्रमाणपत्राच्या नूतनीकरणासाठी नमुना १ मध्ये नमूद केलेल्या आवश्यक कागदपत्रांसह नमुना १ मध्ये नोंदणी प्राधिकाऱ्याकडे अर्ज आणि खालीलप्रमाणे नूतनीकरण शुल्क सादर करील:-

(अ) महाराष्ट्र राज्यात पदयोजन कार्ये करणाऱ्या खाजगी पदयोजन एजन्सीसाठी रुपये दोन हजार अधिक लागू असलेले कर.

(ब) संपूर्ण भारतात पदयोजन कार्ये करणाऱ्या खाजगी पदयोजन एजन्सीसाठी रुपये चार हजार अधिक लागू असलेले कर.

(क) भारत आणि समुद्रपार पदयोजन कार्ये करणाऱ्या खाजगी पदयोजन एजन्सीसाठी रुपये दहा हजार अधिक लागू असलेले कर.

(२) उप-नियम (१) मध्ये संदर्भित केलेला प्रत्येक अर्ज नोंदणी प्राधिकाऱ्याकडे वैयक्तिकरित्या किंवा नोंदणीकृत पोस्टाने किंवा इलेक्ट्रॉनिक स्वरूपात महास्वयम पोर्टलद्वारे सादर करता येईल.

(३) आयुक्त, कौशल्य विकास, रोजगार आणि उद्योजकता यांच्या नावे देय असलेल्या डिमांड ड्राफ्ट किंवा कोणत्याही अनुसूचित बँकेच्या पे ऑर्डरद्वारे शुल्क अदा करता येईल.

(४) नोंदणी प्राधिकारी, अर्जदाराला नमुना २ मध्ये नूतनीकरण प्रमाणपत्र देईल. नोंदणी प्राधिकारी, नोंदणी नूतनीकरण प्रमाणपत्र जारी केल्याच्या तारखेपासून पंधरा दिवसांच्या आत सदर प्रमाणपत्राची भौतिक प्रत खाजगी पदयोजन एजन्सीच्या नोंदणीकृत कार्यालयात नोंदणीकृत पोस्टाद्वारे किंवा इलेक्ट्रॉनिक स्वरूपातील प्रत महास्वयम पोर्टलद्वारे वितरित करण्याची व्यवस्था करील.

६. अपील,-

(अ) प्रथम अपील दाखल करणे,-

(१) नोंदणी किंवा नोंदणी प्रमाणपत्राचे नूतनीकरण नाकारण्याबाबत किंवा नोंदणी प्रमाणपत्र रद्द किंवा निलंबित करण्याबाबत नोंदणी प्राधिकाऱ्याच्या आदेशामुळे व्यथित झालेली कोणतीही खाजगी पदयोजन एजन्सी स्वतः किंवा तिने प्राधिकृत केलेल्या वकिलामार्फत सोबत जोडलेल्या नमुना ३ मध्ये अधिनियमाच्या कलम ७ च्या उप कलम १ अंतर्गत नियुक्त केलेल्या प्रथम अपिलीय प्राधिकाऱ्याकडे सदर आदेशाच्या दिनांकापासून साठ दिवसांच्या आत नोंदणीकृत पोस्टाद्वारे किंवा इलेक्ट्रॉनिक स्वरूपात महास्वयम पोर्टलद्वारे अपील दाखल करील.

(२) अशा प्रत्येक अपीलासोबत नोंदणी प्राधिकाऱ्याच्या आदेशाची प्रमाणित प्रत असेल.

(३) अपील प्राप्त झाल्यावर, प्रथम अपिलीय प्राधिकारी सर्व पक्षकारांना अपीलाच्या सुनावणीसाठी नोटीसमध्ये निर्दिष्ट करील अशा तारखेला आणि अशा वेळी त्यांच्यासमोर हजर राहण्याची नोटीस जारी करेल.

(४) पक्षकारांचे म्हणणे ऐकून घेतल्यानंतर, प्रथम अपिलीय प्राधिकारी ज्या आदेशाविरुद्ध अपील करण्यात आले अशा आदेशाची एकतर पुष्टी करणारे, त्याच्या विपरीत किंवा त्यात बदल करून आदेश पारित करण्याची कार्यवाही करतील.

(५) प्रथम अपिलीय प्राधिकाऱ्याचा आदेश अपिलकर्त्याला कळविला जाईल आणि त्याची एक प्रत ज्यांच्या आदेशाविरुद्ध अपील दाखल करण्यात आले अशा नोंदणी प्राधिकाऱ्याकडे नोंदणीकृत पोस्टाद्वारे किंवा महास्वयम पोर्टलद्वारे इलेक्ट्रॉनिक स्वरूपात पाठविण्यात येईल.

(६) जर, अपीलकर्ता सुनावणीच्या सलग तीन तारखांना हजर झाला नाही, तर अपिलकर्ता हजर न राहिल्याबद्दल प्रथम अपिलीय प्राधिकारी अपील फेटाळून लावतील.

(ब) द्वितीय अपील दाखल करणे,-

(१) प्रथम अपिलीय प्राधिकाऱ्याच्या आदेशामुळे व्यथित झालेली कोणतीही खाजगी पदयोजन एजन्सी एकतर स्वतः किंवा तिने प्राधिकृत केलेल्या वकीलामार्फत सोबत जोडलेल्या नमुना ४ मध्ये अधिनियमाच्या कलम ७ च्या उप कलम २ अंतर्गत नियुक्त केलेल्या द्वितीय अपिलीय प्राधिकाऱ्याकडे सदर आदेशाच्या दिनांकापासून साठ दिवसांच्या आत नोंदणीकृत पोस्टाद्वारे किंवा इलेक्ट्रॉनिक स्वरूपात महास्वयम पोर्टलद्वारे अपील दाखल करील.

(२) अशा प्रत्येक अपीलासोबत नोंदणी प्राधिकाऱ्याच्या आदेशाची आणि प्रथम अपिलीय प्राधिकाऱ्याच्या आदेशाची प्रमाणित प्रत असेल.

(३) अपील प्राप्त झाल्यावर, द्वितीय अपिलीय प्राधिकारी सर्व पक्षकारांना अपिलाच्या सुनावणीसाठी नोटीसमध्ये निर्दिष्ट करील अशा तारखेला आणि अशा वेळी त्यांच्यासमोर हजर राहण्याची नोटीस जारी करेल.

(४) पक्षकारांचे म्हणणे ऐकून घेतल्यानंतर, साठ दिवसांच्या आत द्वितीय अपिलीय प्राधिकारी ज्या आदेशाविरुद्ध अपील करण्यात आले अशा आदेशाची एकतर पुष्टी करणारे, त्याच्या विपरीत किंवा त्यात बदल करून आदेश पारित करण्याची कार्यवाही करतील.

(५) द्वितीय अपिलीय प्राधिकाऱ्याचा आदेश अपिलकर्त्याला कळविला जाईल आणि त्याची एक प्रत ज्यांच्या आदेशाविरुद्ध अपील दाखल करण्यात आले अशा नोंदणी प्राधिकाऱ्याकडे आणि प्रथम अपिलीय प्राधिकाऱ्याकडे नोंदणीकृत पोस्टाद्वारे किंवा महास्वयम पोर्टलद्वारे इलेक्ट्रॉनिक स्वरूपात पाठविण्यात येईल.

(६) जर, अपीलकर्ता सुनावणीच्या सलग तीन तारखांना उपस्थित राहिला नाही, तर अपिलकर्ता हजर न राहिल्याबद्दल द्वितीय अपिलीय प्राधिकारी अपील फेटाळून लावतील.

(७) द्वितीय अपील प्राधिकाऱ्याचे आदेश अंतिम आणि संबंधित पक्षकारांना बंधनकारक असेल.

७. खाजगी पदयोजन एजन्सीच्या जबाबदाऱ्या आणि कर्तव्ये.-

(१) प्रत्येक खाजगी पदयोजन एजन्सी नमुना ५ नोकरी शोधणाऱ्यांची नावे, लिंग, कायमस्वरूपी पत्ते आणि पत्रव्यवहाराचे पत्ते, फोटो, कामाचे स्वरूप, शैक्षणिक तपशील आणि नियुक्त्याचे तपशील असलेले एक रजिस्टर ठेवेल.

(२) प्रत्येक खाजगी पदयोजन एजन्सी त्यांच्या कार्यालयाबाहेर आणि त्यांच्या ऑनलाइन पोर्टल किंवा संकेतस्थळावर पदयोजन कार्ये आणि संबंधित सेवांसाठी आकारले जाणारे सेवा शुल्क घोषित आणि प्रदर्शित करील.

(३) प्रत्येक खाजगी पदयोजन एजन्सी, नोकरी मागणाऱ्यांच्या महाराष्ट्र राज्यातील किंवा बाहेरील किंवा परदेशातील पदयोजनाचा तपशील नोंदणी प्राधिकाऱ्याकडे, नियुक्तीच्या तारखेपासून साठ दिवसांच्या आत नमुना ५ मध्ये नोंदणीकृत पोस्टद्वारे किंवा महास्वयम पोर्टलद्वारे इलेक्ट्रॉनिक स्वरूपात सादर करील.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

श्रीनिवास शास्त्री,
शासनाचे सहसचिव.

SKILLS, EMPLOYMENT, ENTREPRENEURSHIP AND INNOVATION DEPARTMENT

Madam Cama Marg, Hutatma Rajguru Chowk, Mantralaya, Mumbai 400 032,

dated 28th October, 2025.

NOTIFICATION

MAHARASHTRA PRIVATE PLACEMENT AGENCIES (REGULATION) ACT, 2025.

No. SDE-2025/CR- 144/Adm-2.— The following draft of rules which the Government of Maharashtra proposes to make in exercise of the powers conferred by section 15 of the Maharashtra Private Placement Agencies (Regulation) Act, 2025 (Mah.XIV of 2025), is hereby published as required by the sub-section (1) of section 15 of the said Act, for information of all persons likely to be affected thereby; and notice is hereby given that the said draft will be taken into consideration by the Government of Maharashtra on or after the expiry of 15 days from the date of publication of this notification in the *Maharashtra Government Gazette*.

2. Any objections or suggestions which may be received by the Commissioner, Commissionerate of Skill Development, Employment and Entrepreneurship, 3rd floor, Konkan Bhavan (Anex), CBD Belapur, Navi Mumbai 400 614 from any person with respect to the said draft on or before the aforesaid date, will be considered by the Government.

DRAFT RULES

1. These Rules may be called the Maharashtra Private Placement Agencies (Regulation) Rules, 2025.

2. (1) In this rules, unless the context otherwise requires,-

(a) "Act" means Maharashtra Private Placement Agencies (Regulation) Act, 2025 (24 of 2025);

(b) "First Appellate Authority" means the Authority appointed by the State Government under sub-section (1) of section 7 of the Act;

(c) "Form" means forms appended to these rules;

(d) "Second Appellate Authority" means the Authority appointed by the State Government under sub-section (1) of section 7 of the Act.

(2) Words and expressions used in these rules and not defined herein, but are defined in the Act, shall have the same meanings as are respectively assigned to them under the Act.

3. Application for the Registration Certificate.-

(1) Every private placement agency engaged or intending to be engaged in placement activities shall make an application for registration in Form I to the Registering Authority appointed for the respective area under sub-section (1) of section 4 of the said Act.

Provided that, if the private placement agency is located outside the State of Maharashtra and engaged or intending to be engaged in the placement activities through online portal or website for the candidates domiciled in Maharashtra, shall make an application to the Registering Authority appointed at Commissionerate of Skill Development, Employment and Entrepreneurship for registration in Form I.

Provided further that, if the applicant is a company, application for registration in Form I shall also be accompanied with Form-I(B) for authorization.

(2) Every application referred to in sub-rule (1) shall be either delivered personally to the Registering Authority or sent to him by registered post or in electronic form, through Mahaswayam portal.

(3) Every application for registration shall be accompanied by,-

(i) with self-declaration in Form I(A);

(ii) documents as specified in the Form I; and

(iii) application fees which shall be payable by demand draft or pay order of any Scheduled Bank, drawn in favour of Commissioner, Skill Development, Employment and Entrepreneurship, which shall be as follows:-

(a) rupees two thousand plus applicable taxes for the private placement agency conducting placement activities within the State of Maharashtra.

(b) rupees four thousand plus applicable taxes for the private placement agency conducting placement activities across India.

(c) rupees ten thousand plus applicable taxes for the private placement agency conducting placement activities in India and overseas.

(4) After receipt of application under sub-rule (1), the Registering Authority after noting thereon the date of receipt by him of the application, grant an acknowledgement to the applicant personally or through registered sent to him by registered post or in electronic form, through Mahaswayam portal.

4. Grant of Registration Certificate.-

(1) The Registering Authority may on receipt of application made under rule 3, within a period of forty-five days from the date of receipt of an application and after making such inquiries as it considers necessary, grant a registration certificate in Form-II to the applicant.

(2) If the Registering Authority requires any additional information from the applicant for disposal of the application within specified time limit, it shall raise such query through registered post or in electronic form through Mahaswayam portal within 15 working days from the date of receipt of the application.

(3) The applicant shall provide the necessary additional information to the Registering Authority within 15 working days from the date of receipt of such notice through registered post or in electronic form through Mahaswayam portal.

(4) The forty-five days for disposal of an application shall be computed from the date of receipt of an application by the Registering Authority, excluding the period attributable to the time taken by the applicant to respond to queries, if any, raised by the Registering Authority.

(5) The Registering Authority may grant a registration certificate to the applicant, subject to the following terms and conditions, namely:-

(a) Fees paid for registration of private placement agency is non-refundable.

(b) The private placement agency shall inform the Registering Authority regarding changes in its official address or management or franchise of such private placement agency, within 30 days of any such change or addition.

(c) The private placement agency shall immediately inform the Registering Authority,-

(i) any criminal charge framed against the persons forming the agency or against the supervisor engaged or employed by the Agency under any penal law;

(ii) in case of closure of the private placement agency or its branch office or franchise therefor;

(iii) in case registration certificate is stolen or misused.

(6) The Registering Authority shall cause the physical copy of the registration certificate to be delivered to the registered office of the private placement agency by registered post within fifteen days from date of issuance through registered post or in electronic form through Mahaswayam portal.

5. Renewal of the Registration Certificate .-

(1) Every private placement agency shall apply for renewal of the registration certificate in not less than forty-five days before the date of expiry of the period of its validity to the Registering Authority in Form-I along with required documents mentioned in the Form-I and renewal fees which shall be as follows, namely:-

(a) rupees two thousand plus applicable taxes for the private placement agency conducting placement activities within the State of Maharashtra.

(b) rupees four thousand plus applicable taxes for the private placement agency conducting placement activities across India.

(c) rupees ten thousand plus applicable taxes for the private placement agency conducting placement activities in India and overseas.

(2) Every application referred to in sub-rule (1) shall be either delivered personally to the Registering Authority or sent to him by registered post or in electronic form through Mahaswayam portal.

(3) The fees shall be payable by demand draft or pay order of any Scheduled Bank, drawn in favour of Commissioner, Skill Development, Employment and Entrepreneurship.

(4) The Registering Authority may grant renewal to the registration certificate in Form II. The Registering Authority shall cause the physical copy of the renewed registration certificate to be delivered to the registered office of the private placement agency by registered post within fifteen days from the date of issuance through registered post or a copy thereof in electronic form through Mahaswayam portal.

6. Appeal,-

(a) *Filing of first appeal,-*

(1) Any private placement agency aggrieved by an order of the Registering Authority refusing registration or renewal of registration certificate or cancellation or suspension of registration certificate, may file an appeal either on its own or through its authorized advocate in Form III to the First Appellate Authority appointed under sub-section (1) of section 7 of the said Act within a period of sixty days from the date of such order either in person or sent to him by registered post or in electronic form through Mahaswayam portal.

(2) Every such appeal shall be accompanied by the certified copy of the order of the Registering Authority.

(3) On receipt of the appeal, the First Appellate Authority shall issue a notice to all parties to appear before him at such date and time as may be specified in the notice for the hearing of the appeal.

(4) After hearing the parties, the First Appellate Authority shall proceed to pass an order on the appeal, either confirming, reversing or varying the order appealed against.

(5) The order of the First appellate Authority shall be communicated to the appellant and a copy thereof shall be sent to the Registering Authority against whose order the appeal has been preferred through registered post or in electronic form through Mahaswayam portal.

(6) If, the appellant does not appear for three consecutive dates of hearing, the First Appellate Authority may dismiss the appeal for default of appearance of the appellant.

(b) *Filing of second appeal,-*

(1) Any private placement agency aggrieved by an order of the First Appellate Authority, may file an appeal either on its own or through its authorized advocate to the Second Appellate Authority appointed under sub-section (2) of section 7 of the said Act in Form IV within a period of sixty days from the date of such order in person or sent to him by registered post or in electronic form through Mahaswayam portal.

(2) Every such appeal shall be accompanied by the certified copy of the order of the Registering Authority and the First Appellate Authority.

(3) On receipt of the application the Second Appellate Authority shall issue a notice to all parties to appear before him at such date and time as may be specified in the notice for the hearing of the appeal.

(4) The Second Appellate Authority shall proceed to pass an order on the appeal within a period of sixty days from the date of receipt of the appeal, either confirming, reversing or varying the order appealed against.

(5) The order of the Second Appellate Authority shall be communicated to the Appellant and a copy thereof shall be sent to the Registering Authority and First Appellate Authority against whose order the appeal has been preferred through registered post or in electronic form through Mahaswayam portal.

(6) If, the appellant does not appear does not appear for three consecutive dates of hearing, the second Appellate Authority may dismiss the appeal for default of appearance of the appellant.

(7) The order of the Second Appellate Authority shall be final and binding on the parties' concerned.

7. Responsibilities and Duties of Private Placement Agencies.-

(1) Every private placement agency shall maintain a register of placement of job seekers containing their names, sex, permanent addresses, and addresses for correspondence, photos, nature of work, educational details and details of employers in Form V.

(2) Every Private Placement Agency shall declare and display service charges charged by it for placement activities and related services outside its office and in their online portal or website.

(3) Every private placement agency shall furnish the details of placement of job seekers to the Registering Authority annually within a period of sixty days from the date of placement, within or outside the State of Maharashtra or in overseas placement, in Form-V through registered post or in electronic form through Mahaswayam portal.

By order and in the name of the Governor of Maharashtra,

SHRINIVAS SHASTRI,
Joint Secretary to Government.

FORM-I

[see rule 3 (1) and rule 5 (1)]

Application for Registration / Application for Renewal of Private Placement Agency

To,

The Registering Authority,

..... (specify Area)..... (specify District)....., Maharashtra.

I..... the undersigned hereby apply for a registration certificate to carry out placement activities under the Maharashtra Private Placement Agencies (Regulation) Act, 2025:

The details are as follows, namely:-

(1) Full Name of the Private Placement Agency: _____

(2) Address for correspondence

(3) Company registration type:

(a) Proprietorship

(b) Partnership

(c) Limited Liability Partnership (LLP) / OPC (Overseas Placement Company)

(d) Private Limited

(e) Limited company

(f) Micro, Small and Medium Enterprises (MSME)

(g) Others (Please specify)

(4) Type of Private Placement Agency (choose any one option or more as applicable):

(a) Business to Business (collects Service charges from employer)

(b) Business to job seeker (collects service charges from job seekers)

(c) Business to job seeker and Business (collects service charges from employer and job seeker both).

(5) Registration Certificate Number or License Number (If Companies are already registered under the Contract Labour (Regulation and Abolition) Act, 1970).....

(6) Certificate issued under section 10 of the Emigration Act, 1983 (31 of 1983) (If applicable) (specify in Yes or No)...

(7) Serial number of Licence to engage in the business of Private Security Agency:

(8) Labour Identification Number (LIN), Employees Provident Fund Organisation (EPFO) and Employees State Insurance Corporation (ESI) certificate number (issued by the Ministry of Labour and Employment, Government of India) (If applicable): -----

(9) Company Representative for applicant under the Act:

(a) Name of the Applicant:

(b) Nationality of the Applicant(s):

(c) Residential address of the Applicant: _____

(d) Son/Daughter/Wife/Husband of: _____

(e) Address where the Applicant intends to operate the Agency:

(f) Aadhaar Number: _____

(10) Permanent Account Number (PAN): _____

(11) Tax Deduction and Collection Account Number (TAN): _____

(12) Area of operation of private placement agency:

(a) within the State of Maharashtra.

(b) across India.

(c) within India and overseas.

(13) DD No. / Online Transaction Number: ----- DD. No. / Online Transaction Number: -----

(a) Amount:-----

(b) Name of the Bank:-----

(c) Branch:-----

(14) Name and Address of Proprietor, Partner, Majority Shareholder, Director, and Chairman of the Agency:

(Note: Nationality of each of the above-mentioned is to be indicated)

(15) Details of Placement Activities:

(a) Sectors/Industries Served:_____

(b) Other Services:_____

(16) Details of Infrastructure and Facilities available for Placement Activities (e.g., office space, digital platforms, mobilisation centres, Training infrastructure, etc.): _____

(17) Does the agency provide training for job seekers? (Yes/No): _____

If yes, specify whether training is in-house or outsource _____

(18) Details of Website (if any): _____

(19) Does the Applicant intends to operate in more than one district / office? If yes, mention the name of the districts and addresses of all the offices / franchise in Maharashtra:

(a) _____

(b) _____

(20) Company establishment year (For the existing Private Placement Agencies/ Companies): -----

(21) Registration Number of Private Placement Agency (Only if applied for Renewal):

(22) Date on which registration certificate ceased to be operative (Date of expiry of registration certificate) : DD/MM/YYYY

Date: _____

Signature of Applicant: _____

Enclosures:

(1) Copy of Proof of Identity and Address of Applicant(s) (Aadhar Card/ Driver's Licence/ Passport or any other proof of residence).

(2) Certificate of Incorporation (if applicable) or registration under relevant laws

(3) Registration Certificate or License issued under the Contract Labour (Regulation and Abolition) Act, 1970 (If applicable).

(4) Certificate issued under section 10 of the Emigration Act, 1983 (If applicable).

- (5) Licence to engage in the business of Private Security Agency (If applicable).
- (6) Labour Identification Number (LIN), Employees Provident Fund Organisation (EPFO) and Employees State Insurance Corporation (ESI) certificate issued Ministry of Labour and Employment, Government of India (If applicable).
- (7) Address Proof (GST certificate, shops and establishment, Office Premises Owner registration document/Lease/Leave & License Agreement).
- (8) Geo-tagged Placement Agency Photos.
- (9) Acknowledgement for deposition of fees.
- (10) Training details (if applicable).
- (11) Other documents as prescribed by the rules.

FORM-I (A)*[see rule 3 (3)]***Self-Declaration**

I, [Name], in my capacity as the [Designation] of [Private Placement Agency Name], do hereby solemnly affirm and hereby declare that the information given in the **Form-I** alongwith enclosed documents are true to the best of my knowledge and belief and nothing has been concealed therein. I also declare that no criminal case is pending against me or my/our placement agency as on the date of this certificate. I undertake to comply with the provisions of the Maharashtra Private Placement Agencies (Regulation) Act 2025, and the rules made thereunder.

I understand that if the information given by me is proved false or not true or I contravene any of the provisions of the Act or the rules made thereunder then I will have to face the legal proceedings as per the provisions of the Act and the registration certificate shall stands suspended or cancelled after following the due process of law.

Place : _____

Date : _____

Signature of the applicant

Address of Applicant:

Email:

Telephone Number/Mobile Number:

Email ID:

FORM-I (B)

[see rule 3 (1)]

Letter of Authorization

To,

The Registering Authority,

[Area/Districtas specified]

Maharashtra.

Subject: Letter of Authorization

I/We hereby authorize Smt/Shri _____ with designation _____ holding Aadhaar Number _____ (copy to be attached with this letter) to submit the application under the Maharashtra Private Placement Agency Act 2025 (Mah. XXIV of 2025) on behalf of the entity named _____ having certificate of incorporation bearing No. with registered office at _____ and PAN ____ .

The abovementioned representative is also authorized to make declarations and to submit documents, wherever required, on behalf of the entity. These declarations and submissions are made towards the requirement of the application.

I/We further confirm that the entity is liable for and bound by all acts of commission and omission by the authorized representative. All acts committed by the above authorized representative shall be treated as if these acts were committed by the entity.

The specimen signature of Smt/ Shri _____, the authorized representative, is attested below:

Signature of Authorized Representative

Yours faithfully,

Signature of Director (in case of Private Ltd. Company) / Designated Partner (in case of Limited Liability Partnership) / Registered Partner (in case of Partnership Firm)

Date:

Seal of the Company

FORM-II*[see rule 4(1) and 5(4)]***Certificate of Registration / Renewal of Private Placement Agency**

Date:-----

Registration No:

This is to certify that -----(name of private placement agency) ----- of the (type of private placement agency) Business to Business / Business to or job seekers /Business to job seeker and Business (tick whichever is applicable) type-- having Registered / branch office at _____ (Registered company address) Nationality: _____ is hereby granted the registration certificate under section 4 of the Maharashtra Private Placement Agencies (Regulation) Act, 2025 (Mah. XXIV of 2025) to conduct the placement activities in ----- (specify the area of operation) .

2. The agency shall operate its office(s) at:

(a) Prime/Head Office Address: _____

(b) Branch / Franchise Office Address: _____

(c) Branch / Franchise Office Address: _____

3. This certificate is valid upto

Registering Authority:

Place:-----

Signature: _____

Name: _____

Designation:<District Name>

FORM-III

[see rule 6a(1)]

First Appeal

Date: -----

To,
The First Appellate Authority,
[Area/Districtas specified]
Maharashtra.

Subject: Appeal against the order of Registering Authority.

Ref: Registering Authority Order No -----

I undersigned hereby submit an appeal with the following details:-

1. Name of the Private Placement Agency:
2. Address of Placement Agency:
3. Registration No.
4. Date of Registration: (DD/MM/YYYY):
5. Date of Renewal: (DD/MM/YYYY):
6. Brief facts leading to appeal :
7. Prayer / Relief sought :
8. Appeal grounds for the prayer / relief :
9. Verification by the appellant: I attest that all the information in this application is true and correct to my knowledge.
10. Index of documents in support of appeal :
 - (a) Photocopy of original application with self-attestation.
 - (b) Photocopy of acknowledgement issued by Registering Authority on receipt of application.
 - (c) Photocopy of fess receipt paid by demand draft or pay order of any Scheduled Bank, drawn in favour of Commissioner, Skill Development, Employment and Entrepreneurship.
 - (d) Photocopy of the Order of Registering Authority received with their Letter number and date- with self-attestation, if any.
 - (e) Any other documents, if required.

Signature:

Name:

Designation of the Appellant:

Date:

Place:

FORM-IV*[see rule 6 b(1)]***Second Appeal**

Date: -----

To,

The Second Appellate Authority,

[Area/Districtas specified]

Maharashtra.

Subject: Appeal against the order of First Appellate Authority.

Ref: (1) First Appellate Authority

(2) Registering Authority Order No -----

I undersigned hereby submit an appeal with the following details:-

1. Name of the Private Placement Agency:
2. Address of Placement Agency:
3. Registration No.
4. Date of Registration: (DD/MM/YYYY):
5. Date of Renewal: (DD/MM/YYYY):
6. Brief facts leading to appeal :
7. Prayer / Relief sought :
8. Appeal grounds for the prayer / relief :
9. Verification by the appellant: I attest that all the information in this application is true and correct to my knowledge.
10. Index of documents in support of appeal :
 - (a) Photocopy of the Order of Registering Authority.
 - (b) Photocopy of the Order of First Appellate Authority.
 - (c) Any other document, if required.

Signature:

Name:

Designation of the Appellant:

Date:

Place:

FORM-V

[See rule 7(1)]

Register for details of placement of the job seekers

Date: -----

Name of the Placement Agency:

Registration Number:

1. Name of the Job seeker:
2. Sex:
3. Photo:
4. Permanent address:
5. Address for Correspondence:
6. Date of Placement:
7. Nature of work:
8. Name of the employer:
9. Job Role / Designation:
10. Job location:
11. Type of job: Temporary / Permanent: