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Departmental Examinations
Rules for the Departmental
Examinations for non-gazetted staff
(Ministerial) in the Social Welfare
Department.

GOVERNMENT OF MAHARASHTRA
Education Sports and Social Welfare Department
Resolution No. BCE 3069/29553-J ✓
Sachivalaya Annexe, Bombay-32.
Dated the 11th January, 1972.

AD: Government Resolution, Education and Social Welfare
Department No. BCE 2060-J, dated 25/7/1960.

Government Resolution, Labour & Social Welfare Depart-
ment No. BCE 2057-Da dated 26/5/1959.

Letter No. TRG/1069/56-E dated 17/3/1969 from the
Director of Social Welfare, Poona.

Resolution: - In supersession of the orders issued in Government
Resolution, Labour & Social Welfare Department No. BCE 2057-D
26/5/1959 and Government Resolution, Education and Social
Welfare Department No. BCE 2060-J dated 25/7/1960, Government is
ordered to prescribe the accompanying Rules for the post
recruitment Examinations and the Qualifying Examination for the
non-gazetted staff (Ministerial) in the Social Welfare
Department. These rules should come into force with effect
from the date of the issue of this Resolution and should apply
to the Ministerial establishment in all sections of the
Social Welfare Department.

The Syllabus for these Departmental Examinations should
be as shown in the Appendix A & B.

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

Mirmala Deshpande
Under Secretary to Government

Director of Social Welfare, Maharashtra State, Poona.

Post Recruitment Examination Rules for Ministerial
Cadres under the Social Welfare Department.

1. These rules shall be called the post-Recruitment Examination Rules for ministerial cadres.
2. The previous rules prescribed under Government Resolution Labour and Social Welfare Department, No. BCE. 2057-D, dt. 26th May, 1959 and Govt. Resolution, Education and Social Welfare Deptt. No. BCE. 2060-J, dated 25/7/60 with subsequent amendments thereto, in this respect shall cease to be operative on the date these Rules come into force.
3. Every person recruited as Jr. Clerk, Typist, Deputy Superintendent of Minor Certified School, Jr. Supervisor in Beggars Institution for which posts a Departmental Examination is prescribed in the Recruitment Rules of the Social Welfare Department shall, after the date on which these rules come into force, be required to pass the post Recruitment Examination (Ministerial) prescribed in these rules, before he can be confirmed.
4. Every person falling under any of the categories of posts mentioned in rule 3 shall be required to pass the examination within 4 years from the date of his appointment and within 3 chances. A candidate who fails in all the 3 chances shall be discharged from the service.
5. a) The following persons shall be exempted from appearing for the examination:
 - i) Person who have completed 3 years of service in one of the categories of posts mentioned in rule 3 on the date on which these rules come in to force; or
 - ii) Persons who are already confirmed in one of the categories of posts mentioned in Rule 3 or
 - iii) Persons who have already passed S.S.J. Examination under the rules previously in force.b) Persons recruited before the date on which these rules come into force but with less than 3 year's service on that day who are not entitled for exemptions under clauses (ii) and (iii) above shall be required to pass the post Recruitment Examination before they complete 5 years.
6. If, for any reason the examination is not held in a particular year, that year shall be excluded in computing the years of service under these rules.
7. In exceptional circumstances, the Head of the Department may at his discretion, allow one extra chance to a candidate to appear for the examination and if necessary correspondingly extend the period of 4 years to 5 years. Candidate failing to pass in this extra chance, shall be discharged from service.

Provided that Government may in exceptional circumstances either grant further extension of time to a candidate on merit or condone this failure.
8. The examination shall be in two parts, namely, (1) General subjects and (2) Departmental subjects. The scope of these subjects shall be as shown in Appendix 'A'.
9. Normally the examination shall be held once a year in the month of July. If the Head of Department considers it necessary for special reasons, two examinations may be held in the same year.

Each paper shall be of 100 marks and of three hours duration.

Paper numbers II, III and V shall be without books. Paper numbers I, IV and VI shall be with books for which the books mentioned against them in Appendix 'A' shall be supplied.

12. The standard for passing the examination shall be 35 percent in each paper and 40 percent in the aggregate.

13. In case of a marginal failure, grace marks upto one percent of the total marks to be distributed as may be most beneficial to the candidate, will be given if he is thereby able to pass the examination.

14. A candidate who fails in the examination but secures 50% marks in any paper, shall be exempted from appearing for that paper in his subsequent attempts.

If a candidate secures 50% marks in the aggregate but fails in any paper, he will not be required to appear for entire examination again. He shall be required to appear again only for that paper in which he has failed. For the purpose of rule 4 above he shall not be confirmed or promoted unless he passes in the paper in which he had failed.

15. Failure in the first and second attempt shall not result in stoppage of increment or loss of seniority. A person who has not passed the examination shall not be promoted to any higher post till he passes the examination. If a person fails in all the three chances and is allowed a fourth or subsequent chance, then he shall not be allowed to draw the increment after his failure in the third attempt until he passes the examination or is exempted from passing it.

Provided that on passing the examination in the fourth or subsequent attempt or on being exempted, he will draw the increments which were withheld and all subsequent increments will accrue to him as if no increments were withheld. He will not however be entitled to arrears of pay.

Qualifying examination Rule for promotion to supervisory posts ministerial cadres.

1. These rules shall be called the Qualifying Examination Rules (Ministerial Cadres).

2. The previous rules prescribed under Government Resolution L & S.W.D.No.BE 2057-D dt.26/5/1959 and Govt. Resolution Education and Social Welfare Department No.BCE 2060-J dated 25/7/1960, with subsequent amendments thereto, shall cease to operate on the date these rules come into force.

3. Every member of the Ministerial staff in the Social Welfare Department appointed after the date on which these rules come into force, shall pass the qualifying examination before he is promoted to the post of Head/Clerk/Index Supervisor/Claim supervisor/Statistical Officer/Statistical Asstt./Audit Officer Social Welfare Inspector. For being eligible to appear for the examination for Jr.Clerks, Typist etc. and must have completed five years continuous service in the Department.

4. A candidate should pass the examination within three chances and within seven years of his promotion as Senior Clerk. A person who has completed four years of service or more in the post of Sr.Clerk on the date of these rules come into force should pass the examination within three years from the said date. No persons shall be promoted to the

4.5 A candidate should pass the examination within three chances and within seven years of his promotion as Senior Clerk. A person who has completed four years of service or more in the post of Sr. Clerk on the date of these rules, come into force should pass the examination within three years from the said date. No. persons shall be promoted to the posts mentioned in rule 3 unless he has passed the Qualifying Examination, provided that this rule shall not apply to short term local vacancies not exceeding three months. A person who does not pass within three chances and within a period of seven years as mentioned above will lose his seniority to all those qualified candidates who are promoted to the posts mentioned in rule 3 in regular vacancies (i.e. vacancies of more than 3 months duration), before he qualification subsequently.

Rule:- Persons who are confirmed in the posts mentioned in rule 3 or who are officiating as such continuously for a period of two years on the date these rules come into force and also those who have passed a similar departmental examination under the rules previously in force, shall be exempted from passing the examination under the rules.

Provided that those who have passed the Accounts Clerks Examination conducted by Finance Department before the date on which these rules come into force, shall be exempted from appearing for paper III and IV for this Examination in Appendix 'B' attached to this rules.

Provided further that the persons who are officiating in the posts mentioned in rule 3 above for a period of less than two years on the date these rules come into force are not entitled to exemption from passing the examination but shall be required to pass it within three years of the said date. If they fail to do so they will be reverted, they will then take their place with other unqualified persons.

Rule 6 In the interim period i.e. the period from the date on which these rules come into force to the date on which the first examination will be held under these rules, promotion to the posts mentioned in rule 3 shall be made according to the rules hitherto in force. However person so promoted shall pass the qualifying examination within three years of the date on which these rules come in to force. If they fail to do so, they will be reverted. They will then take their places with other unqualified persons.

Rule 7:- If for any reason, the examination is not held on any particular year that year shall be excluded in computing for 7 year Rule 4.

Rule:8:- Subject to the condition of loss of seniority laid down in rule 4 above, a candidate will be allowed to take the examination in any number of chances.

Rules 9:- The examination shall be in two parts viz. (i) General subjects and (ii) Departmental subjects. The scope of these subject shall be as shown in the Appendix 'B'.

Rule 10:- Normally the examination shall be held once in a year in the month of November. If the Head of Department considers it so necessary for some special reasons, two examinations may be held in the same years no examination at all may be held.

Rule 11:- Each paper shall be of 100 marks and of three hours duration.

Rule 12:- i) Paper No. 1 and 6 shall be without book.

ii) Paper No. 2 the use of books shall be allowed for answer the questions on B.G.S.R.D. & A. Rules and the manual of Departmental enquiries.

iii) Papers 3, 4 and 5 shall be with Books for which the book mentioned against them in Appendix 'B' shall be supplied.

Rule 13:- The standard for passing the examination shall be 40 percent in each paper and 50 percent in the aggregate.

Rule 14:- In case of marginal failure grace marks upto one percent of the total marks, to be distributed as may be beneficial to a candidate will be given, if he is thereby able to pass the exam.

Rule 15:- A candidate who fails in the examination but secures 60 percent marks in any paper, shall be exempted from appearing for that paper in his subsequent attempts. If a candidate secures 60 percent marks in the aggregate but fails in any one paper he will not be required to appear for the entire examination again. He should appear again only for that paper in which has failed. For the purpose of Rule 4 above, he shall be treated to have passed the examination and may be promoted to a supervisory post, but he shall not be continued in the supervising post unless he passes in the paper in which he had failed, within one year of his promotion to the supervisory post.

A P P E N D I X 'A'

Syllabus for Training of Ministerial Staff (Clerical) for the Social Welfare Department.

Paper Subject included in the Books prescribed.
No. paper. -1- -2- -3-

Part I General subjects

Paper Office Organisation.
I

(With only one book viz. Bombay Civil services conduct Discipline Appeal Rules).

- (1) Organisation of the Department inclusive of set up and functions. Portion to be taken from the Book 'Org-nisation of Govt. of Maharashtra' by Indian Institute of Public Administration Maharashtra Region Branch.
- (2) Important Organisational Concepts.
- I) Level of authority
 - ii) Delegation of Powers.
 - iii) Channels of communications and why they are necessary.
 - iv) Control Mechanisms, Muster Roll; Work-sheet, Various Registers, Returns.
 - v) Inspections.
 - vi) Office discipline i.e. attendance, punctuality, discipline, promptness, casual, Earned and other types of leave, holidays.
- (3) Application of concepts in worked out by the Directorate '2' above to be working of rate of Social Welfare the Department.
- (4) Bombay Civil services Conduct, Discipline and Appeal Rules. B.C.S.C.D & Appeal Rules.

Hand Book for Training of Ministerial staff (Clerical) Part-I

Paper Office Procedure (without Book.)
II

- (I) Chapter I on General Registry, Opening of Tapal, Marking, Registration and Distribution of Tapal etc. Manual of office Procedure 1963 of the Directorate of Social Welfare.

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- (II) Chapter-II: On receipt in section Registration and work Sheets.
 - (III) Chapter-III: Action on receipt of Tapal-entry into work-sheets, weekly abstracts or work sheets, Method of Disposal.
 - (IV) Chapter-IV: General Instructions for Guidance of Noting Hand-Arrangement of Daftar in Six Bundle System.
 - (V) Chapter: Manner of putting up of cases, Case of files, Noting and Correspondence Sections, Referencing, Use of urgent, Immediate Flags, Marking of Copies and comparing.
 - (VI) Chapter VI Putting up Notes, Drafting.
 - (VII) Chapter-VII Forms of Communications.
 - (VIII) Chapter VIII Dispatch of Communications.
 - (IX) Chapter-IX Collection of Tabulates.
 - (X) Chapter-X Chapter-X Zwit Cases.
 - (XI) Chapter-XI Classification Preservation of Files in records section.
 - (XII) Chapter XII Functions of Record Section.
 - (XIII) Chapter XIII Typing Section.
 - (XIV) Chapter XIV Functions of Heads of Sections.
 - (XV) Chapter-XI General office procedure, discipline, Training, Coordination Seduring Visitors, Muster Roll, C.L.Etc. etc.
2. Other matters relating to office Procedure.
- i) Hand files
 - ii) Library
 - iii) Economy
 - iv) Filing system.

Part-II-A of the Hand Book for Training of Ministerial staf (Clerical)

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Paper III Noting and Drafting (without books)

- 1) How to draft Communications. Part-III of the Hand Book for training of Ministerial staff.(Clerical.)
- 2) Noting Drafting and related matters. Part-III of the Hand Book for training of Ministerial staff.(Clerical.)
- i) Notes on different types of cases.
- ii) Different forms of communications and how to use them. Part-III A do-do
- iii) Papers for Meetings,
- iv) Special instructions regarding applications to Government.
- v) How to call for information.
- vi) Handling of periodical returns.

Paper IV Rules and Manuals of General Application (with books)

- i) General Provident Fund Rules
- ii) Manual of Contingent Expenditure
- iii) Bombay Budget Manual.
- iv) Departmental and Language Examination Rules
- v) Bombay Civil Services Classification and Recruitment Rules. Part-IV of the Hand book for Training of Ministerial staff (Clerical)
- vi) Bombay Civil Services Rules Vol.I & II
- vii) Printing and Stationery Manual.
- viii) Manual of Financial Rules.

Part-II Departmental Subject

Paper V Privileges and concessions to Backward Classes weaker Section under Social Welfare Department-General knowledge about the

- 1. Schemes implemented for the welfare of Backward Classes.
- 2. Other measures adopted by Government for ameliorating the conditions of Backward Classes.
- 3. Schemes implemented for the Welfare of Physically Handicapped.

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Paper VI (With Books)

General information about Acts introduced for the Welfare of weaker Section in the Social Welfare Department viz.

1. Untouchability (Officers) Act, 1958
2. Bombay Children Act, 1948
3. Probation of Offenders Act 1938
4. Prevention of Begging Act 1959
5. Habitual offenders Act 1947
6. Suppression of Immoral Traffic Act 1956
7. Devdasis Protection act 1934.

Syllabus for Training of Ministerial staff (Supervisory) for the Social Welfare Department.

Paper No.	Subject included in the paper	Books prescribed.
-1-	-2-	-3-

PART-I-General Subjects

(Paper without Books)

Paper I

Organisation of Government.

1) Organisation of Government of Maharashtra.

Part-I of the Hand Book for Training of Supervisory staff (Ministerial)

2) Organisation of Government of India (a brief outline)

Part-II of the Hand Book for Training of Supervisory staff. (Ministerial)

Paper II

Organisation Control and Discipline.

(With only two books viz. E.B.C.S.C.D. Appeal Rules & 2. Manual of D.E.)

1) Important aspects of Organisation Control and discipline in respect of

Part-III of the Hand Book for training of Supervisory staff (Ministerial).

- i) Principles of Organisations.
- ii) Delegation of Powers
- iii) Inspections.
- iv) Measures for avoidance of delays.
- v) Techniques of Supervision
- vi) Public relations.
- vii) Drafting of Minutes.
- viii) Drafting of Reports.

2) Detailed study of the following Rules and Manual of discipline, in original.

1) Bombay Civil Services Conduct Discipline and Appeal Rules.

ii) Manual of Departmental Enquiries.

Paper III

Service Regulations. (with Books)

1) Bombay Civil Service Rules (Chapters I to V, VIII to XII and XV only)

Rules in original

2) Practical training in :- Maintenance of cash Books, Preparation of pay Bills, Preparation of Travelling allowance/

Daily allowance bills,
Preparation of absentee statements,
Preparation of average Pay Certificate memo.
Preparation of Fund Scheduled; Preparation of Detained contingent
Bills, preparation of Income Tax Returns.

Paper
IVFinancial Control (with Books)

The Rules and Manuals
in original.

Detailed study of the Rules and manuals of financial control in respect of :-

- i) Bombay Budget Manual, (Excepting Chapters IV, V, VI & XIII)
- ii) Manual of Contingent Expenditure
- iii) Financial Rules, 1959 (Chapters I to V, VI except part ii of Section II, X, and XI only)
- iv) Printing and Stationery Manual.

PART-II Departmental subject ✓

(With Books)

The Rules and Acts
in original.

Paper
V

- i) The Bombay Devdasis Protection Act 1934.
- ii) The Untouchability (Offences) Act, 1955.
- iii) The Bombay Children Act, 1948
- iv) The Bombay Prevention of Begging Act, 1959.
- v) The Bombay Habitual Offender's Restrictions Act, 1947.
- vi) The Bombay Borstal Schools Act, 1929.
- vii) The Bombay Probation of Offenders Act, 1938.
- viii) Suppression of Immoral Traffic Act, 1956.

Paper
VI

(without Books)

Privileges and concessions to the Backward Classes, Juveniles, Physically and Mentally Handicapped, Beggars etc. and Social Welfare and measures; Administrative Set up of Social Welfare Department.

