

II. Departmental examination for Engineer Officers of the Public Works Directorate

(a) General

01. All Assistant Engineers (including Electrical Assistant Engineers) recruited direct shall be required to pass the departmental examination in the following subjects during the period of probation, viz.:-

- (i) Bengali.
- (ii) Hindi.
- (iii) Accounts, Paper I (without books).
- (iv) Accounts, Paper II (with books).

02. The Public Service Commission, West Bengal, shall direct and control these examinations.

03. The departmental examinations shall be held every six months at a single centre in Calcutta, ordinarily in the months of May and November, unless otherwise specified. The dates of the examinations and the time fixed for each paper will be announced in the "Calcutta Gazette".

04. The Heads of Directorates shall report to the Public Service Commission not later than the third week of February and August, respectively, or two clear months before the examination if held at any other time, the names of officers serving under them who are liable and intends to sit for the examination. The report shall be given in the form prescribed in Appendix 2B.

05. The Public Service Commission shall thereafter prepare a complete list of all officers liable to appear at the examination and forward copies thereof to the Heads of Directorates concerned.

06. The Public Service Commission shall appoint separate committees consisting of three members each for conducting the viva voce examinations in Bengali and Hindi in terms of the rules set forth for such examinations.

07. Officers whose mother tongue is Bengali shall not have to appear in the examination in Bengali and officers whose mother tongue is Hindi or Urdu shall not have to appear in the examination in Hindi. The Heads of Directorates shall be competent to certify with regard to such exemptions.

08. The Public Service Commission shall notify in the "Calcutta Gazette", the names of officers who have passed in the different subjects and also indicate there the subjects in which they have still to pass. The names of those who obtain distinction, that is 80 per cent. or above of the full marks in a subject will also be indicated.

09. The date of passing the departmental examination shall be the date following the last date on which the examination was held.

10. Government Officers undertaking journeys to attend the departmental examinations will be entitled to traveling allowances in terms of rules in Chapter X of the West Bengal Service Rules, Part II.

11. (1) No application for leave from an officer liable to the departmental examinations will ordinarily be entertained if the following half-yearly departmental examination takes place before the expiry of the leave applied for, unless the officer gives an undertaking that he will attend the examination.

(2) If such leave is applied for, the application for leave should be forwarded to the Government in the Public Works Department with the aforesaid particulars so that Government may decide whether for reasons stated the leave should be granted and, if so, on what conditions.

12. An officer may sit for the examination in any of the prescribed subjects by lower or higher standard or such other standard as the case may be and if he succeeds in passing in any of the subjects or papers, he shall not again be required to appear at the examination by the same standard in the subject or paper in which he was successful. He shall not, however, be deemed to have passed completely unless he passed in all the prescribed standards, higher or lower or such other standard, as the case may be.

13. No probationer will be confirmed until he has passed completely the departmental examination prescribed for him. Failure to pass the examination within the probationary period will make him liable to discharge.

(b) Examination in Bengali

14. The examination in Bengali shall consist of two tests, lower and higher, and no officer who is liable to this examination shall be deemed to have passed unless he passes by both the standards. An officer may appear at both the standards simultaneously, but unless he passes by the lower standard also, he shall not be declared to have passed by the higher standard.

15. The following tests are prescribed :--

(i) Lower Standard

	Details of Subject	Time	Full Marks	Pass Marks
A.	Dictation from text books ...	5 minutes for dictation and 7 minutes for revision.	10	5
B.	(i) Translation into English from text-books. (ii) Translation into Bengali from simple passages in English.	1 hour.	20	10
C.	Viva voce : (i) Simple conversation on topics of general interest and (ii) reading ordinary manuscript letters.	about 15 minutes.	20	10

(ii) Higher Standard

	Details of the Subject	Time	Full Marks	Pass Marks
A.	Dictation from selected pieces outside text books.	10 minutes for dictation and 10 minutes for revision.	10	5
B.	(i) Translation into English of passages selected from text-books. (ii) Translation into Bengali from passages out of English newspapers and periodicals.	1 hour.	20	10
C.	Viva voce : (i) Conversation on topics relating to candidate's official duties; and (ii) Reading of newspaper cuttings, petitions, letters, etc.	about 15 minutes each.	20	10

16. If a candidate fails to pass in any of the parts in either standard he shall not be deemed to have passed by the lower or the higher standard, as the case may be.

17. The following syllabus is prescribed for the examination---

(i) Lower Standard

Text-books---

(i) 'Kishalaya' for Class III---omitting the portion on Arithmetic---published by the Education Directoratenof the West Bengal Government.

(ii) 'Patha Parichaya Part IV' pages 1-13, 43-48, 62-68, 88-102, by Rabindranath---published by the Vishwabharati.

Recommended as help to the study of the language---'Byakaranika' by Samadhis Chandra Mukhopadhyay---published by Mahajati Prakashak, 13 Bankim Chatterjee Street, Calcutta-12.

(ii) Higher Syandard

Text-books---

- (i) 'Chandranath' by Sarat Chandra Chatterjee.
- (ii) 'Kapalkundala' by Bankim Chandra Chatterjee, Abridged Edition by Dr. Bijon Behari Bhattacharyya---published by Asutosh Library, 5 Bankim Chatterjee Street, Calcutta-12.

Books and publications recommended as help to the study of the language---

- (i) 'Desh'---a weekly magazine of Calcutta.
- (ii) 'Madhya Bangla Byakaran' by Dr. Suniti Kumar Chatterjee and Dr. Sukumar Sen---published by Bani Mandir, 14 College Square, Calcutta.

(c) Examination in Hindi

18. The examination in Hindi shall be held in two parts, viz., Part I---Written, and Part II---Oral. Candidates passing in one part shall be exempted from appearing a he same part again.

19. Details regarding the two parts of the examination are given below---

(i) Part I - Written

Details of Subject	Time	Full Marks	Pass Marks
(a) Dictation from prescribed text books	10 minutes for dictation and 10 minutes for revision.	20	
(b) Translation from English to Hindi.		15	35
(c) Translation from Hindi to English.		15	
(d) Letter-writing	2 hours.		
(i) Personal type		10	
(ii) Official type		10	
	Total ...	<hr/>	<hr/>
		70	35

(ii) Part II--Oral

Conversation in Hindi on matters of topical interest and matters connected with official duties of candidates. 30 15

20. (1) The following books are prescribed:---

- (i) 'Nibandha Kusumkar'—published by Bangiya Hindi Parishad, 15 Bankim Chatterjee Street, Calcutta-12.
- (ii) 'Saptosaroj'—by Prem Chand.

(2) The following books are recommended as help books---

- (i) 'Rashtrabhasa Prabesh'—by Bidh Bhusan Das Gupta.
- (ii) 'Rajbhasa Bodhini'—by Debdut Bidyarthi—published by Akhil Bharatiya Hindi Parishad, New Delhi.
- (iii) 'Gaban' (abridged)—a novel by Prem Chand.

Note 1.—All these books are obtainable from the Bangiya Hindi Parishad, 15 Bankim Chatterjee Street, Second floor, Calcutta-12.

Note 2.—Candidates are advised to listen to the broadcasts in Hindi by the All India Radio.

(d) *Examination in Accounts*

21. The examination in Accounts shall consist of two papers—Paper I and Paper II—both in the higher standard. An officer will not be adjudged to have passed in accounts unless he has passed in both the papers.

22. During the examination candidates will not be allowed to consult any book in answering Accounts, Paper I. In answering Accounts, Paper II, they will be allowed to consult unannotated printed copies of Rules and Codes.

23. The questions in Accounts, Paper I, will be more of a theoretical nature; while those in Accounts, Paper II, will, generally speaking, relate to practice and procedure and will be intended to test candidates' ability to apply rules to facts and circumstances within the range of common experience.

24. (1) The questions for both papers will be set by the Accountant General, West Bengal, or by Accounts Officer selected in consultation with him.

(2) The statement below shows the full marks, the pass marks and the time allotted for each of the two papers in Accounts:--

Subject	Full Marks	Pass Marks	Time
Accounts, Paper I	50	25	1½ hrs.
Accounts, Paper II	100	60	2½ hrs.

25. The syllabus for the examinations in Accounts shall be as follows:--

Accounts, Paper I (without books)

Questions will be of a theoretical nature and will have reference to the matter dealt with in the following chapters of "An introduction to Indian Government Accounts and Audit", issued under the authority of the Auditor General of India—Latest Edition 1950:--

Part II—Chapter 6—The General structure of the Financial Administration in India. Chapter 7—Currency and Resources Arrangements. Chapter 8—The Working of a Treasury. Chapter 10—The Original Records. The Basis of Accounts and Audit. Chapter 11—Classification of Receipts and Expenditure in Government Accounts.

Part III—Chapter 13—Audit of Receipts. Chapter 14—Audit of Expenditure. Chapter 21—Relations between the Audit Department and the Finance Department of the Central and State Governments.

Part IV—Chapter 27—Contingent Expenditure.

Part V—Chapter 37—Compilation of Accounts.

Accounts, Paper II (Office procedure) (with books)

(i) Bengal Financial Rules, First Edition (Reprint), 1930. Chapters 1 to 6, 10 to 12 and Appendix 3

(ii) Treasury Rules, Bengal, and the Subsidiary Rules, Volume I—

Part I—Sections IV, V, VII and IX.

Part II—Chapter II, section I, sub-sections II to V, and VII to IX.

Chapter IV, section I, sub-section I, sections II to V and VII to IX

Chapter VI, section III.

Chapter VII, sections I to III.

Chapter X, section III.

Chapter XI.

- (iii) West Bengal Service Rules, Part I—Chapters I to III, V to VII, IX to XI and XV.
- (iv) West Bengal Service Rules, Part II—Chapters I to IX, XIII.
- (v) Civil Account Code, Vol. I, Chapter 9.
- (vi) Civil Service Regulations, Part IV and Chapter XXV, Part V and Chapter XXXVIII
(Part VI).
- (vii) Bengal Audit Manual.
- (viii) Account Code, Vol. I.
- (ix) Account Code, Vol. I.
- (x) Audit Code (except section IV).
- (xi) (a) Public Works Account Code.
(b) Bengal Financial Rules, Chapters 8 to 9.

PROFORMA

APPENDIX-B

List of officers who will appear at the Half-Yearly Departmental Examination to be held by the Public Service Commission, West Bengal, in May and November.

(Rule 4, Chapter II of the Training & Examination Rules)				
Sl No.	Name of officers and his service with date of appointment (reference to current Civil list to be supplied)	District and Division where posted	Subject with standard in which liable to examination	Subject with standard in which officer passed in previous examination with dates thereof

Subject with standard in which officers intends to appear	To be filled up in cases of officers who have been exempted from passing in any subject or paper		Further details to be supplied for officers of the Indian Administrative Service, West Bengal Civil Service(Executive) and West Bengal Junior Civil Services Only	
	Subject or paper from which exempted	Reasons for exemption	Whether Treasury Training certificate submitted	Whether case records submitted by the officers and accepted by Legal Remembrancer

LETTER OF IDENTIFICATION

(TO BE PRODUCED AT THE EXAMINATION HALL)

This is to certify that Shri / Smt. _____

(Designation)

is an employee of this Department / Directorate. His / Her signature is attested below.

(Signature of the issuing officer with designation seal and date)

Full name of the candidate in block letters _____

(Signature of the candidate)

<p>NO ELECTRONIC GADGET, MOBILE PHONE, PAGER etc. SHALL BE ALLOWED INSIDE THE EXAMINATION HALL. THE COMMISSION WILL ALSO TAKE NO REPONSIBILITY FOR SAFE CUSTODY OF SUCH ELECTRONIC ITEMS DURING THE EXAMINATION HOURS. VIOLATION OF ANY OF THE NORMS WILL ATTRACT STERN MEASURES INCLUDING CANCELLATION OF CANDIDATURE.</p>
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Attested

(Signature of the attesting officer with designation seal and date)