

**Syllabus for the Qualifying Examination
for Promotion to
Supervisory Posts in Education Department and Arts Department.**

(Notification No. Exam/1264 C/ Dt. 30.07.1973)

Paper: S-1

**Subject :- Organisation Control and Discipline (Without Books)
(100 Marks)**

Sr. No.	Topics included In the paper	Books prescribed
1.	<p>Organisation of Government State & Central. Delegation of powers, Staff and Line functioning.</p> <p>Avoidance of cross-cross pattern.</p> <p>Avoidance of divided responsibilities.</p> <p>Other organisational weakness</p>	<p>Handbook for Training & Supervisory staff (Ministerial)</p>
2.	Techniques of supervision	
3.	Relations with colleagues and sub-ordinates and superiors.	
4.	Measures for avoidance of delays.	
5.	Case - studies (with practicals)	
6.	Drafting of minutes and reports.	
7.	Study of important Government orders, Government Resolutions, etc.	
8.	Public Relations.	
9.	Inspections.	

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Paper: S-2

**Subject :- Rules and Manuals of General Applications – I (With Books)
(100 Marks)**

Sr. No.	Topics included In the paper	Books prescribed
1.	Bombay Budget Manual.	Book mentioned in col. 2.
2.	Manual of contingent Expenditure	
3.	Financial Publication No.1	
4.	Printing & Stationery Manual.	
5.	Service Regulations	
	<ul style="list-style-type: none"> i. Bombay Civil Services Rules (Volumes I & II) ii. Practical training in maintenance of cash books, preparation of pay bills, Preparation of T.A. statements, preparation of absentee statements, average pay certificate Memo, Provident Fund Schedules, Detailed contingent bills, Income-tax returns. 	<ul style="list-style-type: none"> 1) Book mentioned in col. 2 2) Manual of Contingent Expenditure.

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Paper: S-3

**Subject :- Rules and Manuals of General Applications – (II) (With Books)
(100 Marks)**

Sr. No.	Topics included In the paper	Books prescribed
1. 2. 3.	Bombay Civil Services Conduct, Discipline and Appeal Rules. Manual of Departmental Enquiries. General Knowledge of the Bombay Civil Services Classification and Recruitment Rules (Main Rules and Application “A” to “E” only).	Book mentioned in col. 2.

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Paper: S-4

**Subject:- Rules and Regulations of Education Department. (With Books)
(100 Marks)**

Sr. No.	Topics included In the paper	Books prescribed
1.	A detailed knowledge of the Bombay Educational Manual.	Book mentioned in col. 2.
2.	A detailed knowledge of the Bombay Primary Education Act, 1947, and Bombay Primary Education Rules, 1949.	
3.	A detailed knowledge of grant –in-aid Code and Rules. Grant-in-aid to Educational Institutions.	
4.	Grant-in-aid orders about non Government colleges and Higher Educational Institutions.	

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Paper: S-4(Art)

Subject:- Rules and Regulations of Art Department. (Without Books)

(100 Marks)

Sr. No.	Topics included In the paper	Books prescribed
1.	A detailed knowledge of the Bombay Educational Manual.	
2.	A detailed knowledge of the Art Educational in the State.	
3.	A detailed knowledge of the Cultural activities undertaken by the Director of Art.	
4.	A detailed knowledge of Grant-in-aid code and rules of Grant-in-aid to non-Government Art Institutions.	
5.	A detailed knowledge of the Organisation concerning Art and Art Education at the Centre.	