

**Syllabus for the post Recruitment Departmental Examination
for
Clerks/Clerks-cum-Typist/Typist in the Department of Education and
Arts.**

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

Paper: C-1

Subject –Office Organisation (Without Books)

(100 Marks)

Sr. No.	Subject topics included In the paper	Book prescribed as Training material
1.	Organisation of the Education Department.	General Subject Handbook for training of Ministerial Staff (Clerical) Part I
2.	Important Organisational concepts. <ul style="list-style-type: none"> i. Levels of authority ii. Delegation of powers. iii. Channels of Communication and why they are necessary. iv. Control of Mechanism: Muster Roll, Worksheet, 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 “2” above to the working of the Education Department.	
4.	B.S.C. Conduct (Discipline & Appeal) Rules.	

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Paper: C-2

Subject:- Office Procedure, Noting and Drafting (Without Books)

(100 Marks)

Sr. No.	Subject topics included In the paper	Book prescribed as Training material
<p>Section – I</p> <p>Office Procedure of the Education Department.</p> <p>(50 Marks)</p>	<p>i) Receipts Registration and distribution of tapal. ii) Receipt in Branch and registration in worksheet. iii) Action to be taken by noting and manner of putting up a case. iv) Forms of communications (D. O. letter, Reminder, Telegrams, Telephone Message, etc.) v) Dispatch of Communications. vi) Collection of Tabulates. vii) Classification, Weeding and destruction of records. viii) Await Cases. ix) Functions of Record Section. x) Typing & Comparing. xi) Functions and Powers of Superintendents and Heads of Branches.</p> <p>Other Matter relating to Office procedure.</p> <p>i) Hand files ii) Library iii) Economy iv) Filling system</p>	<p>Hand book of Ministerial Staff (Clerical) Part II & III</p>
<p>Section – II</p> <p>Noting and Drafting</p> <p>(50 Marks)</p>	<p>1. How to draft official communications 2. Noting Drafting and related matters. i) Notes on different types of cases. ii) Different forms of communications and how to use them. iii) Papers for meeting. iv) Special instructions regarding applications to Government. v) How to call for information. vi) Handling of periodical returns.</p>	<p>Part III & III A of the Hand Book Training for Ministerial Staff (Clerical)</p>

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Paper: C-3

Subject:- Rules and Manuals of General Application

(Without Books)

(100 Marks)

Sr. No.	Subject topics included In the paper	Book prescribed as Training material
1.	General Provident Fund.	Part-IV of the Handbook for Training of Ministerial Staff (Clerical)
2.	Manual of Contingent Expenditure.	
3.	Bombay Budget Manual	
4.	Departmental and Language Examinations Rules.	
5.	Bombay Civil Services Rules, Vol. I & II	
6.	Bombay Civil Services Classification and Recruitment Rules.	
7.	Printing and Stationery Manuals.	
8.	Bombay Financial Rules -1959.	

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Paper: C-4

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

Sr. No.	Subject topics included In the paper	Book prescribed as Training material
1.	Secondary Schools Code.	Book Mentioned in Columns 2.
2.	Bombay Primary Education Act 1947 and Bombay Primary Education Rules 1949.	
3.	Maharashtra Zilla Parishad's and Panchayat Samitis Act. 1961 and Rules there under.	

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Paper: C-5

**Subject:- Organisation of the Department of Education. (Without Books)
(100 Marks)**

Sr. No.	Subject topics included In the paper	Book prescribed as Training material
1. 2. 3. 4. 5.	Organisation of the Department of Education. Bombay Educational Manual. Organisation of various Examinations of Education Department. Rules and Regulations of Scholarships and other Educational concessions. Miscellaneous Activities undertaken by the Education Department.	Books mentioned in Col.2 Booklet prepared by the Director of Education.

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Paper: C-4(Arts)

Subject:- Rules and Regulations of the Department of Arts. (With Books)

(100 Marks)

Sr. No.	SUBJECT INCLUDED IN THE PAPER	BOOK RESCRIBED
1. 2. 3.	Grant –in-aid code for the non-Government Art Institutions in Maharashtra State. A General Knowledge of Higher Art Education in the State. A General Knowledge about the organisational set up of Government Art Institutions - Recruitment Rules for the various teaching and non-teaching posts in Government Art Institutions.	

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Paper: C-5(Arts)

Subject:- Organisation of the Department of Art. (Without Books)

(100 Marks)

Sr. No.	SUBJECT INCLUDED IN THE PAPER	BOOK RESCRIBED
1.	Organisation of Drawing Grade Examinations and Higher Art Examination.	
2.	Organisation of Cultural Activities like the State Art Exhibition / Child Art Competitions.	
3.	Rules and Regulation about Scholarship and other educational concessions.	
4.	Art in General Education	
5.	Organisation looking after 'Art' and 'Art Education' as the Centre.	