

**HIGHER QUALIFY DEPARTMENTAL EXAMINATION FOR CLERK-
CUM-TYPISTS AND SENIOR CLERKS IN
YESHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT
ADMINISTRATION, PUNE**

In exercise of the powers conferred by the proviso to Rule 4 of Recruitment and Promotion Rules approved by the Executive Committee YASHADA held on 22/10/1992, the Director General YASHADA is hereby pleased to make the following Rules regarding "**Higher Qualify Departmental Examination**" for the employees in the Cadres of **Clerk-Cum-Typists and Senior Clerks in YASHADA.**

- 1) a) These rules may be called "YASHADA Higher Qualifying Departmental Examination Rules (for Clerk - cum - Typists and Senior Clerks) 1998".
b) They shall come into force w.e.f. the first day of July 1998.
- 2) **Definitions:-** In these Rules unless the context otherwise requires
 - a) **Appendix:-** Shall mean appendix to these Rules.
 - b) **Clerk-Cum-Typists:-** Shall mean Clerk-Cum-Typists on the establishment of YASHADA.
 - c) **Senior Clerks:-** Shall mean Senior Clerks on the establishment of YASHADA
 - d) **Director General :-** Shall mean the Director General of YASHADA.
- 3) **Examination when to be held:-** The examination shall be held by the Director General of YASHADA every six months. However, examination programme shall be announced at least one month before the date of actual holding of the examination.

4) Period and No. of attempts

- a) The Clerk-Cum- Typists, who have passed the Lower Qualifying Departmental Examination within prescribed attempts and who opt for appearing in the Higher Qualifying Departmental Examination, and Senior Clerks on the establishment of YASHADA shall be required to pass the Higher Qualifying Departmental Examination within three attempts.
- b) The Senior Clerks shall be required to pass the Higher Qualifying Departmental Examination within two years from the date of their promotion and within three attempts.
- c) The Director General may, at his discretion, grant any deserving person only one additional attempt and record the circumstances/ reasons under which such additional attempt is granted.. Such additional attempts will not be granted without specific request in writing, by the employee.
- d) Promotion for the Senior Clerks shall be decided strictly according to the date of their passing the examination and seniority. In case of those Senior Clerks who are exempted from passing the examination, the date on which such exemption is granted shall be deemed to be the date of passing the examination.

5) Consequences of failure to pass the examination

If a Senior Clerk does not pass the Higher Qualifying Departmental Examination within the period and number of attempts prescribed under Rule 4 above, he / she shall not be held eligible for further promotion.

6) Exemption from passing the examination

The following shall be exempted from passing the examination :

- a) A Clerk-Cum- Typist and a Senior Clerk who has attained the age of 45 years.

- b) A Clerk-Cum- Typist or a Senior Clerk who has already passed the examination earlier and is reappointed after a break in service.
- 7) **Syllabus :-** Syllabus for the examination and the maximum number of marks for each paper and time allowed for answering each paper shall be as mentioned in the Appendix.
- 8) **About Examination**
1. All the question papers will be of 100 marks;
 2. The examination will be with books as well as without books as specified in the Appendix.
 3. For examination about Computer proficiency, 50% marks will be for theory and 50% for practical.
 4. The employees who have no proficiency in Marathi Language shall have to appear for the Marathi Language prescribed by the Director General YASHADA.
- 9) **Standard for passing :-** The qualifying standard for passing the examination shall be 45 % of the maximum number of marks obtainable in each paper and 50% of the total number of marks obtainable in all papers taken together in aggregate. Five grace marks may be granted at the discretion of the Director General to enable a candidate to pass the examination.
- 10) **Exemption in a subject/s :-** A candidate who has failed in the Examination but has secured 50% or more of the total marks obtainable in any paper (or papers) shall be exempted from appearing for such paper/s in any subsequent attempts provided he I she specially claims for such exemption at the subsequent attempt.

11) Mode of answering:- All the papers, except the papers on Languages, may be answered either in Marathi or in English provided further that whole of the paper will be answered in one language only. No marks will be given for questions answered in language other than that used for answering the question on the first page of the answer book.