

**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 "Lower Qualifying Departmental Examination" for the Course Assistants in YASHADA.

- 1)
  - a) These rules may be called "YASHADA Lower Qualifying Departmental Examination Rules (for Course Assistants) 1998".
  - b) These rules shall come into force w.e.f. first day of July, 1998.
  
- 2) **Definitions:-** In these Rules unless the context otherwise requires:-
  - a) **Appendix:-** Shall mean appendix to these Rules.
  - b) **Course Assistant:-** Shall mean Course Assistants on the establishment of YASHADA.
  - c) **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) A Course Assistant on the establishment of YASHADA shall be required to pass the Lower Qualifying Departmental Examination within three attempts from the date of his/her appointment as Course Assistant.
  - b) 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.

- c) Promotion for the Course Assistants shall be decided strictly according to the date of their passing the examination and seniority. In case of those Course Assistants 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 Course Assistant does not pass the 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 Course Assistant who has attained the age of 45 years.
- b) A Course Assistant who has already passed the examination earlier and is re-appointed 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 examination prescribed by the Director General, Y ASHADA.
- 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.

**Paper No. 06**  
**(ENGLISH)**

Marks : 100

Time : 3 hrs.

1. Essay of about 500 words on one of the given subjects. The candidate will be expected to write a narrative or a descriptive essay for judging manner of presentation of matter in correct English and volume of information of the candidates.

(25 Marks)

2. Letter / Application and Report Writing

The candidates will be asked to write a personal letter to his parents or to his friend on the given topic, or to write application on the given topic for judging knowledge and manner of presentation and observance of formal requirements for letter/application writing.

In Report-writing, the candidate will be asked to write a report on a given topic, for judging ability to grasp the important points to be reported and manner of presentation of the matter.

(20 Marks)

3. Precis- writing

A passage of about 475 to 500 words will be set for Precis-writing. The passage will be such as will be within the comprehension of a XII standard student. The purpose will be to assess the ability of the candidate to grasp the central ideal of the passage and to reduce the passage effectively to about one -third of its original length, in own words and to answer questions on the passage.

(20 Marks)

4. Grammar

- 1) Use of tenses;
- 2) Direct and indirect form of narration

- 3) Punctuation;
- 4) Transformation;
- 5) Idioms and phrases.

(20 Marks)

5. Translation of a paragraph of about 150 to 200 words from Marathi in to English

(15 Marks)