

Office of Charity Commissioner,
3rd Floor, Dr. Annie Besant Road,
Worli, Mumbai.

Date :

CIRCULAR No. 453 Dated 01.02.2016

All the officers will examine the papers of the departmental examination of the staff. This process can be done immediately after the examination, which is being held on 21.2.2016. The result shall be declared on 26.2.2016. No officer shall go on leave during the period from 21.2.2016 to 26.2.2016.

The officers to note that the result of the departmental examination has a direct impact on the career of staff members. Therefore, the paper be examined carefully, cautiously, with application of mind and not in any case mechanically. All the officers are, therefore, requested to study the question bank and answers provided by keys.

While examining the papers, the officers should observe the following things.

1. Whether section is properly mentioned.
2. If the answer is reproduced verbatim, the provision in section, whether any part of it is omitted.
3. Whether candidate has answered the question in his own words correctly.
4. Handwriting of the candidate.
5. Neatness and cleanliness in writing the answers.
6. Whether writing is in conformity with the provisions in Marathi Grammer. Of course, too much importance may not be given to the mode of writing words i.e. ऱहस्व, दिर्य.

Approximate allocation of marks can be made as under.

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|---------------------------------|--------|
| 1. Contents | - 60 % |
| 2. Expression | - 20 % |
| 3. Neatness and cleanliness | - 10 % |
| 4. Correct reference of section | - 10 % |


(S.B.Savale)

Charity Commissioner,
Maharashtra State, Mumbai