

जोडपत्र-G

जा.क्र. 6496/16

Office of Charity Commissioner,  
3<sup>rd</sup> Floor, Dr. Annie Besant Road,  
Worli, Mumbai.

Date : 16 DEC 2016.

Circular No. 496 Dated 16.12.2016

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 15.01.2017. The result shall be declared on 18.01.2017. No officer shall go on leave during the period from 13.01.2017 to 20.01.2017.

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.

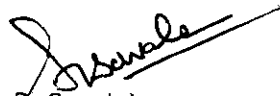
While examining the papers, the officers should observe the following things.

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 writhing words i.e. -हस्य, दिर्घ.

**Approximate allocation of marks can be made as under-**

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

Date :  
Place : Mumbai

  
(S. B. Savale)  
Charity Commissioner,  
Maharashtra State, Mumbai.