

Departmental Examination Rules-Part I applicable to all Gazetted Officers and Part II applicable to Officers of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service

BIHAR

India

Departmental Examination Rules-Part I applicable to all Gazetted Officers and Part II applicable to Officers of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service

Rule

DEPARTMENTAL-EXAMINATION-RULES-PART-I-APPLICABLE-TO-ALL OFFICERS OF 1961

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Departmental Examination Rules-Part I applicable to all Gazetted Officers and Part II applicable to Officers of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil ServicePublished vide Notification No. V/DE-109/61A-13559, dated 18th Asvina 1883/10th October, 1961No. V/DE-109/61A-13559. - In exercise of the powers conferred by Article 309 of the Constitution of India and Rules 6 and 7 of the I.A.S. (Pay) Rules, 1954, the Governor of Bihar is pleased to make the following Rules for the Departmental Examination of Gazetted Officers:-

Part I – General

1. Short title and commencement.

- These Rules may be called the Rules for the Departmental Examination of Gazetted Officers and shall take effect from the date of this notification.

2. Definitions.

- In these Rules, unless there is anything repugnant in the subject or context, -(a)"Government" means the Government of Bihar, (b)"Departmental Examination" of a Gazetted Officer of any service means the Departmental Examination prescribed, or to be prescribed for officers of that service, by the Department of Government concerned under Rule 12(2), and (c)"Committee" means the Central Examination Committee constituted under Rule 3.

3. Central Examination Committee.

- A Central Examination Committee shall be constituted by Government to direct and control the Departmental Examination, in the subjects mentioned in Rule 14. It will consist of a President and of as many members (of whom one shall be Secretary) as Government may think proper to appoint from time to time.

4. Functions and powers of the Central Examination Committee.

- The Central Examination Committee will be responsible for the conduct of the Departmental Examination, which will be held at Patna, Ranchi and at such other places as the Committee may, with the prior approval of Government, decide from time to time.

5.

The Central Examination Committee will, with the prior approval of Government, fix the dates for the Departmental Examination. The first half-yearly examination will usually be held in the months of May or June and the second in October or November. The Central Examination Committee shall notify the dates of the examination in the Bihar Gazette and shall also inform all Departments of Government and Heads of Department about the dates so notified, at least two months in advance of the date fixed, unless, for exceptional reasons to be reported to Government, they are unable to do so.

6.

It shall be the duty of the Central Examination Committee to prepare, previous to each half-yearly examination, the sets of questions to be put to the examinees, to determine the order in which the examination in each paper and subject shall be held, and to arrange all other details for the conduct of the examination and maintenance of the secrecy of the question papers till the hour of the examination.

7.

The Central Examination Committee may lay down rules governing the procedure to be followed in conducting examinations and to ensure a fair and uniform method of ascertaining the proficiency of

the examinees in each subject.

8.

The Central Examination Committee shall select suitable officers of Government to constitute the Board/Boards to hold the viva voce examination of candidates in Hindi at each centre where such an examination is held.

9.

It shall be the duty of the Central Examination Committee to report to Government the names of such officers as, in their opinion, have passed the Departmental Examination in one or more subjects, by the lower/higher standard.

10.

The Central Examination Committee will, with the approval of Government in the Appointment Department appoint Gazetted Officers of Government as Centre Superintendents for the Departmental Examination to be conducted at each centre, who shall function under the supervision of the Committee and comply with the directions issued by its Secretary.

11. Probation.

- Every Gazetted Officer appointed to a service will be put on probation for such period as may be fixed by the Department of Government concerned.

12. Liability of officers.

(1) Every Gazetted Officer is required to pass the Departmental Examination prescribed for members of the service to which he belongs and shall not, ordinarily be confirmed in the service unless he passes the examination prescribed in sub-rule (2) of this Rule. Officers appointed to the Indian Administrative Service may, however, be confirmed after the expiry of their period of probation, even if they have not passed the Departmental Examination completely, as their confirmation is regulated by the provisions of the I.A.S. (Probation) Rules, 1915. (2) All Departments of Government are required to frame rules prescribing the Departmental Examination in respect of officers of the Services controlled by them, on the lines of Part II of these rules, which are applicable to officers of the Bihar Civil Service (Executive Branch) and Bihar Junior Civil Service.

13. Repeal and Saving.

- These Rules, will supersede any rules corresponding to them and in force immediately before the commencement of these Rules, in so far as such rules are in conflict with the Rules hereby published : Provided that any order made or action taken under the Rules so superseded, shall be deemed to

have been made or taken under the corresponding provisions of these Rules.

Part II – Rules applicable to officers of the Bihar Civil Service (Executive Branch) and Bihar Junior Civil Service

14. Subjects of examination.

(1)The Departmental Examination for officers of the Bihar Civil Service (Executive Branch) and Bihar Junior Civil Service shall consist of examination in the following subjects:-(a)Law Part I or Criminal Law and Law of Evidence (with and without books),(b)Law Part II or Revenue Law (with and without books),(c)Accounts,(d)Hindi, and(e)Development.(2)The syllabus for the examination will be as detailed in Appendix I.

15. Liability of officers of the Bihar Civil Service (Executive Branch) and Bihar Junior Civil Service.

- Every officer of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service is required to pass the Departmental Examination specified in Rule 14 above.

16.

Every officer of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service shall undergo the treasury training specified in Appendix II and obtain the certificate mentioned therein. He may, however, appear at the examination in Accounts even before undergoing treasury training but, in such a case, he will be deemed to have passed the examination in Accounts only on the date the treasury training certificate has been signed by the prescribed authority, if this date is subsequent to the date of actually passing the examination.

17.

Every officer of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service is required to prepare a full, complete and careful record of two cases tried by a first class Magistrate relating to offences under the Indian Penal Code and two defended cases tried by a Sessions Judge, Additional Sessions Judge or an Assistant Sessions Judge of which one shall be a contested criminal appeal. The record should consist of-(a)a summary of the evidence with notes on it, showing its admissibility and applicability to the offence charged, and(b)notes on the procedure with reference to the Codes, for example, to such matters as the rules as to cross-examination, re-examination, drawing up of charge, and taking the statement of the accused.It should be understood that value will be given to useful notes based on annotated editions of the Criminal Procedure Code, Indian Penal Code, Evidence Act, Woodman's Digest and recognised text books.The record of each case should be prepared during or after attendance in court as the trial proceeds. The records should be submitted by the officer concerned to his immediate superior who will forward them to the Legal

Remembrancer through proper channel. The Legal Remembrancer will report to Government his opinion whether the records have been satisfactorily prepared. The date of submission of the case records prepared under this Rule will be the date on which they are received by the immediate superior to whom the officer concerned submits the records.

18.

(1) Any officer of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service posted in the areas mentioned in Part I of Appendix III will have to pass the examination in the tribal language mentioned therein against the district in which he is posted, by the lower standard within a period of eighteen months from the date on which he is posted to that district. If he fails to do so, his increments will be stopped until such time as he passes the examination: Provided that if an officer is prevented from passing the examination by circumstances beyond his control, Government may grant him such further time for passing the examination as they consider fit. (2) An officer whose increments have been stopped for failure to pass the compulsory examination in a tribal language shall get his increments, as soon as he is transferred to a district outside the areas mentioned in Part I of Appendix III, or as soon as he crosses the age of 50 years, whichever is earlier. (3) The stoppage of increments under sub-rule (1) or sub-rule (2) of this Rule shall not have cumulative effect. (4) An officer of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service posted in Bihar outside the areas mentioned in Part I of Appendix III will be eligible to appear at the optional examination in the tribal language mentioned in Part II of Appendix III.

19. Procedure for appearance at the examination.

- Any officer desirous of appearing in the Departmental Examination is required to send to his District Officer, Head of the Department or Department of Government, through proper channel, but not later than the 1st of May in the case of the first half-yearly examination, and the 1st of September in the case of the second half-yearly examination, an intimation in the form given in Appendix IV, of his intention to appear at the examination.

20.

From the applications referred to in Rule 19 above, each District Officer/ Head of Department or Department of Government concerned, will prepare and send a consolidated statement showing the particulars of the officers and the subjects and standards in which they intend to appear, along with their applications, to the Secretary to the Central Examination Committee latest by the 16th May/16th September for the first/second half-yearly examination.

21.

On receipt of such applications, the Secretary to the Central Examination Committee shall take necessary steps to inform the Centre Superintendents about the candidates permitted to appear at each centre and may also issue admit cards to the candidates for this purpose.

22. Confirmation.

- An officer of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service will be confirmed in the service after-(a)he has rendered two years of continuous service as a Deputy Collector,(b)he has passed the Departmental Examination completely by the higher standard, and(c)Government consider the officer as suitable in all respects for confirmation in the service.

23.

An officer of the Bihar Junior Civil Service appointed on a period of probation of two/four years will be confirmed in the service after-(a)he has rendered two/four years of continuous service as a Sub-Deputy Collector,(b)he has passed the Departmental Examination in Law (Parts I and II) and Hindi by the Lower Standard and in Accounts and Development, and(c)Government consider the officer as suitable in all respects for confirmation in the Bihar Junior Civil Service.

24. Regulation of Increments.

- An officer of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service will be entitled to draw his first increment one year after the date of his appointment to the Service, or on the date of passing the departmental examination in Law (Parts I and II) and Hindi by the Lower Standard and in Accounts and Development, whichever be later. An officer who has rendered himself eligible to the first increment will be entitled to draw the second increment on completion of two years of service. He will be entitled to the third increment on completion of three years of service, on confirmation and on submission of records of cases, whichever be later:Provided that an officer appointed on a period of probation of four years will, on rendering himself eligible for the first and second increments, be entitled to the third increment on completion of three years of service, and to the fourth increment on completion of four years of service, on confirmation and on submission of records of cases, which ever be later:Provided further that if the passing of the Departmental Examination or the confirmation of the officer or the submission of records of cases be delayed, the officer will be entitled, on fulfilling the conditions mentioned above, to draw pay at that stage in the time-scale to which he would have been entitled, had there been no delay in passing of the Departmental Examination or in his confirmation or in the submission of records of cases.

25.

An officer of the Bihar Civil Service (Executive Branch) or the Bihar Junior Civil Service will be entitled to draw pay at the third stage from the starting point in the respective time-scale of pay as soon as he passes the Departmental Examination completely in Law (Parts I and II) and Hindi by the Higher Standard and in Accounts and Development and on submission of records of cases, irrespective of his length of service; he will continue to draw pay at the third stage in the time-scale till he becomes eligible, for the next stage in the respective time-scale according to Rule 24. Appendix I(See Rule 14)Syllabus for the Departmental ExaminationSection A-Law

1. The examination in law shall be directed as far as may be feasible to points which frequently arise in practical work; and the papers to be answered with the aid of books shall be such as will thoroughly test the capacity of the examinees to understand the bearing of facts and to ascertain the law and apply it. The question should be confined as much as possible to cases commonly arising in the ordinary routine of the office of a Magistrate and Collector. Certain facts of probable occurrence in real practice should be stated, and the examinee required to find and apply the law applicable to such facts. Only unannotated editions of Acts or Codes and Manuals issued by authority will be allowed in answering this paper.

2. For the purpose of the examination of these officers, law is sub-divided into the following two parts:-

Law Part I-Criminal Law, and the Law of Evidence. Law Part II-Revenue Law.

3. There will be four sets of question papers in the examination in law, viz., one in each part to be answered with, and another without the aid of books.

4. The scale of marks fixed and the time allowed are as follows:-

Subject of Examination	Maximum marks	Number of marks required to pass by the-	Time allowed	
	Lower Standard		Higher Standard	
1	2	3	4	5
Without Books	100	40*	60	Hours.1
With Books	100		60	1/2 1/2

* Officers are not required to pass by the Lower Standard in the paper with books. N.B. - No officer will be deemed to have passed by the Higher Standard in either part unless at the same examination he obtains at least 60 marks in the examination with, and also in that without books, provided that a Sub-Deputy Collector who obtains pass marks in the paper with or without books in either part at any examination will not be required to take that paper at a subsequent examination.

5. The Acts and Regulations from which questions will be set are shown below:-

Laws and Regulations in the Examination (Without Books)

Part I – Criminal Law and the Law of Evidence

Serial No.	Regulation of Act	Subject or short title
1	2	3
1.	Act XLV of 1860	... The Indian Penal Code.
2.	Act I of 1872	... The Indian Evidence Act (omitting Chapters VIII and X).
3.	Act V of 1898	... The Code of Criminal Procedure Chapters 4-9, 13-21 and 24- 26.
4.	Act V of 1861	... The Police Act.
And all amending Acts.		
Law Part 1-With Books.		
1.	Act XLV of 1860	... The Indian Penal Code.
2.	Act I of 1872	... The Indian Evidence Act.
3.	Act I of 1871	... The Cattle Trespass Act.
4.	Act X of 1873	... The Indian Oaths Act.
5.	Act XI of 1878	... The Indian Arms Act.
6.	Act XVIII of 1879	... The Legal Practitioners Act.
7.	Act VIII of 1897	... The Reformatory Schools Act.
8.	Act V of 1898	... The Code of Criminal Procedure.
9.	Act XVIII of 1860	... The Judicial Officer's Protection Act.
10.	Act VI of 1908	... The Explosive Substances Act.
11.	Act XIV of 1908	... The Indian Criminal Law Amendment Act.
And all amending Acts.		
12.	Act XXVI of 1953	... Bihar Maintenance of Public Order Act.
13.	Act II of 1947	... The Prevention of Corruption Act.

14.	Act XXXVII of 1850	...	The Public Servants (Enquiries) Act.
15.	Bihar Act XVII of 1947	...	The Bihar Weights and Measures Act.
16.	The Bihar Police Manual, Chapters III, IV, VI (Rules 110 to 112), IX, X and XII.
17.	Act IV of 1915	...	The Bihar and Orissa Excise Act.
18.	Act IV of 1950	...	Preventive Detention Act, 1950.

Part II-Revenue Law-Without Books.

1.	Act VIII of 1885	...	The Bihar Tenancy Act, 1885.
2.	Bengal Act VI of 1908	...	The Chotanagpur Tenancy Act, 1908.
3.	Bihar and Orissa Act IV of 1914	...	The Bihar and Orissa Public Demands Recovery Act, 1914.
4.	Bihar Act XIV of 1949	...	The Santal Parganas Tenancy (Supplementary Provisions) Act, 1949.
5.	Bihar Act XXX of 1950	...	The Bihar Land Reforms Act, 1950.

And all amending Acts

Section B-Law Part II-Revenue Law-With Books.

CENTRAL ACTS

1.	Act IX of 1883	...	The Land Improvement Loans Act, 1883.
2.	Act XII of 1884	...	The Agriculturists' Loans Act, 1884.
3.	Act I of 1894	...	The Land Acquisition Act, 1894.
4.	Act II of 1899	...	The Indian Stamp Act, 1899.
5.	Act X of 1897	...	

STATE ACTS AND REGULATIONS.

The General Clauses Act, 1897.

1.	Regulation I of 1793	...	The Bengal Permanent Settlement Regulation.
2.	Regulation VIII of 1793	...	The Bengal Decennial Settlement (Regulation).
3.	Regulation II of 1819	...	The Bengal Land Revenue Assessment (Resumed) Land Regulations.
	Regulation III of 1828	...	
4.	Regulation VII of 1822	...	The Bengal Land Revenue Settlement Regulations.
	Regulation IX of 1825	...	
	Regulation IX of 1833	...	
5.	Act VII of 1876	...	The Land Registration Act, 1876.
6.	Act V of 1875	...	The Bengal Survey Act, 1875.
7.	Regulation XI of 1825	...	The Bengal Alluvion and Diluvion Regulation, 1825.
8.	Act IX of 1847	...	The Bengal Alluvion and Diluvion Land Act, 1847.
9.	Bihar and Orissa Act V of 1922	...	The Bihar Private Irrigation Works Act, 1922.
10.	Act IX of 1880	...	The Cess Act, 1880.
11.	Act VIII of 1885	...	The Bihar Tenancy Act, 1885.
12.	Bengal Act VI of 1908	...	The Chotanagpur Tenancy Act, 1908.
13.	Bihar Act XIV of 1949	...	The Santhal Parganas Tenancy (Supplementary Provisions) Act, 1949.

14.	Bihar Act IV of 1948	...	The Bihar Privileged Persons Homestead Tenancy Act, 1948.
15.	Act I of 1917	...	The Bihar and Orissa General Clauses Act, 1917.
16.	Bihar and Orissa Act IV of 1914	...	The Bihar and Orissa Public Demands Recovery Act, 1914.
17.	Bihar Act XXX of 1950	...	The Bihar Land Reforms Act, 1950.
18.	Bihar Act XXII of 1954	...	The Bihar Bhoodan Yagna Act, 1954.
19.	Bihar Act VII of 1948	...	The Bihar Panchayat Raj Act 1947.
20.	Bihar Land Reforms Rules (amended up-to-date).		
21.	Consolidation of Holdings and Prevention of Fragmentation Act, 1956.		

Section C-Accounts

6. The examination in accounts will be in two papers, each carrying 100 marks. There will be only one standard, with 50 per cent as the pass mark. The following course has been prescribed :-

Paper I-Without Books-Duration 1 ½ Hours (i) "An introduction to Indian Government Accounts and Audit" - (Second edition), published in 1940, under the authority of the Auditor-General of India. Chapters 6, 7, 8, 9 (paragraphs 138 to 164, 170, 179, 187 and 192 only) 10, 11, 13 to 19 and 27. (ii) The Bihar Treasury Code, Volume I - Chapters I to IV and Chapter V (Sections I, II and III only). Paper II-With Books-Duration 1 ½ Hours (i) The Bihar Service Code, Chapters VI (Sections I and VIII only) and VII. (ii) Bihar Treasury Code, Volume I. (iii) Bihar T.A. Rules. (iv) Bihar Pension Rules, Chapters III, VIII (Section 1), X, XI (Sections I and II) and XII. N.B.-No officer will be held to have passed the examination in accounts until the Collector of the district to which he is attached has given the prescribed certificate for training in treasury work.

7. (a) There will be only one written paper in Hindi (in Devnagri script) carrying 200 marks. The duration of the examination will be three hours. The marks will be distributed as below:-

(i) Noting-50. (ii) Drafting-50. (iii) Translation-80 (Hindi to English-40 and English to

Hindi-40).(iv)Correction of Sentences-20.Officers securing 50 per cent and above in the written paper will be declared to have passed by the lower standard and officers securing 60 per cent and above would be declared to have passed by the higher standard.(b)The viva voce examination in Hindi will carry 100 marks. The topics for viva voce will be as follows:-(i)Conversion on general topics-40 marks.(ii)Testing knowledge of technical words and expressions generally used-30 marks.(iii)Reading of Hindi manuscripts and their oral translation into English and reading of passages in English and their translation into Hindi- 30 marks.(c)The minimum marks required for passing in the viva voce by the lower and higher standard will be 50% and 60% respectively. An officer has to obtain the minimum pass marks separately in the written examination and viva voce for being declared to have passed in Hindi by either standard.(d)The following books are recommended:-(i)Navin Hindi Praveshika.(ii)Prashikshan Vyakhyan Mata, Parts I and II.Section E-Development

8. There shall be a paper of two hours duration on 'Development carrying 200 marks'. The examination in that subject will be by only one standard and the pass mark will be 50 percent.

The following course has been prescribed for the examination in this paper:-(i)The First Five-Year Plan (Peoples' Edition), Chapters I to VIII.(ii)The Second Five-Year Plan (Summary), Chapters I to VIII.(iii)A Guide to Community Development by Dr. D. Ensminger (Minister of Community Development Publication).(iv)Constitution of India. From the beginning up to the end of Part X, and also Parts XIV and XVI.Appendix II(See Rule 16)

1. Every officer shall undergo training in treasury work and shall for that purpose be placed in charge of a district treasury, under the general supervision of the officer ordinarily in charge of the treasury, for a period of not less than three weeks continuously. This shall be immediately followed by a week's training in one of the non-banking treasuries or sub-treasuries, if any, in the district. Not more than four officers shall be allowed to undergo training, at a time, in any treasury.

2. If there is no non-banking treasury or sub-treasury in the district, the fourth week will also be spent at the district treasury. The trainee should familiarise himself thoroughly with the manuals named below:-

(1)Bihar Treasury Code, Volumes I and II.(2)Account Code, Volume II.

3. No officer will be deemed to have passed the examination in Accounts until the Collector of the district in which the officer is or was posted, furnishes a certificate that the officer has satisfactorily undergone his treasury training, for the period of four weeks. The Additional Collector may,

in the unavoidable absence of the Collector furnish the abovementioned certificate. The Collector/Additional Collector will see that the certificate is signed within three days of the satisfactory completion of the period of training and sent to the Secretary of the Central Examination Committee.

Appendix III(See Rule 18)Study of Tribal Languages

Part I – Compulsory examination in tribal languages

1. An officer posted in the areas mentioned below must pass the compulsory examination in the tribal language noted against the district in which he is posted:-

(1)Hazaribagh-Santhali.(2)Ranchi-Mundari.(3)Palamau-Oraon.(4)Singhbhum-Ho.(5)Sarithal Parganas-Santhali.(6)Dhanbad (only Chas and Chandan Kiari police-stations of Baghmara Sub-Division of the district of Dhanbad)-Santhali.

2. The tests which a candidate must undergo at the compulsory examination are as follows:-

(a)he must be able to converse freely with the people of the tribe, to understand and to make himself understood by them;(b)he must write down sentences spoken in the tribal language by one of the tribes and must explain the sentences correctly in English or Hindi; and(c)he must translate from English or Hindi into the tribal language sentences, not of more difficult nature than those described in clause (b) and the translation must be substantially correct and intelligible to people of the tribe in whose language it is written.

3. (a) The standard prescribed for the compulsory examination is the lower standard. In order to pass by this standard, the examinee must obtain not less than 50 percent of the marks allotted to each branch of examination and 66 2/3 percent of the aggregate.

(b)The examinee shall be declared to have passed by the higher standard, if he obtains not less than 60 per cent of the marks allotted to each branch of the examination and 75 percent of the aggregate. Passing by the higher standard shall be optional for all officers. An officer who passes by the lower standard shall be eligible to re-appear at the examination for the higher standard, while an officer who passed by the higher standard shall be declared to have passed by that standard even though he has not previously passed by the lower standard.

- 4. Notwithstanding anything contained in paragraphs 2 and 3 above, the compulsory examination in the case of officers who have put in 15 years or more of service, shall consist only of an oral test, in which the examinee must be able to converse freely with the people of the tribe, to understand and to make himself understood by them. In this test the examinee shall be declared to have passed, if he secures not less than 50 percent of the marks.**
- 5. If an officer is posted to one of the districts named in paragraph 1 of this Appendix and duly passes the examination in the tribal language prescribed for that district, and is subsequently posted to another district named in the same paragraph, for which a different tribal language is prescribed, it shall not be necessary for him to pass the examination in the tribal language of the latter district.**
- 6. If an officer knows one of the languages mentioned in paragraph 1 of this Appendix as his mother tongue, and is posted to a district for which that very language has been prescribed as the compulsory tribal language, he shall not be required to pass the compulsory examination in that language. If, however, he is posted to a district for which the prescribed tribal language is different from the tribal language which he knows as his mother tongue, he shall be required to pass the compulsory examination in the tribal language of that district.**
- 7. Examinations in the tribal languages shall be held once in six months, in January and June each year. The Commissioners of Chotanagpur and Bhagalpur Divisions will be responsible for conducting these examinations. There shall be uniformity in the standard of examinations held in both the Divisions. The same set of question papers shall be set for examination in one particular language to be held on a particular date. The examination shall be held at the district headquarters and the District Officer shall, under the supervision and control of the Commissioner, be made responsible for conducting the examination. In case the District Officer has himself to appear at a particular examination, he will go to the divisional headquarters to appear at the examination in the presence of the Commissioner, and arrangements for holding the examination at the district headquarters will be supervised by the Additional Collector. If the Additional Collector himself has to appear at the examination, it should be so arranged that he and the District**

Officer appear on different dates. Different sets of question papers will be set for the examinations held on different dates.

8.

The prescribed text books in the different tribal languages are the following:-

Name of Language.	Name of prescribed text book.
1. Santhali	Santhali praveshika parts I and II by Shri Doman Sah, 'Samir' Editor of the "Hor Sambad" published by Santhal Paharia, SevaMandal, Deoghar.
2. Mundari	A Mundari Grammer with Exercises by Rev. J. Hoffman S.J. Catholic Mission, Ranchi.
3. Oraon	Kath Ara Kath Billin Id-u, by Dr. Christ Michael Tiga, K.B. Kadru, Ranchi.
4. Ho	Ho Kaji, by Shri Bhim Ram Sulanki, Chaibassa.

9. Rewards will be given as mentioned below to candidates who pass the examination mentioned in paragraph 1 of this Appendix, within the stipulated time, subject to the condition that from all rewards granted, any rewards previously drawn for the same language will be deducted:-

	Lower Standard	Higher Standard
	Rs.	Rs.
Officers of Class I 750	1,000
Officers of Class II 500	800
Officers of Class III 250	400

Note I. - An officer, who appears only at the oral test, as provided in paragraph, 4 above, shall not be entitled to any reward. Note II. - No reward shall be given to any officer for proficiency in a second language of the same group. The groups are-Group I-Ho, Mundari, Santhali; Group II-Oraon, Rajmahal Paharia; Group III-Nepalese Paharia or Khas Kura.

10. The Commissioners conducting the examination will report to Government the names of officers declared to have passed by each standard.

Part II – Rules for the optional study of tribal languages

11. Officers posted outside the areas mentioned in Part I of this Appendix will be eligible to appear at the optional examination in the languages noted below:-

Group I-Ho, Mundari, Santhali, Group II-Oraon, Rajmahal Paharia, Group III-Nepalese Paharia or Khas Kura.

12. The tests which a candidate must undergo shall be as in Part I of this Appendix. In addition, the examination in Nepalese Paharia shall include a test in which the examinee must transliterate and translate into English or Hindi a paper in the current written (not printed) form of character of the language.

13. The standards of the optional examination and the percentage of marks required for passing by each standard shall be the same as for the compulsory examination in other tribal languages laid down in paragraph 3 of this Appendix.

14. The examination shall be conducted under the control of the Commissioners, Chotanagpur and Bhagalpur Divisions, who will convene local committees for the purpose.

Commissioner of Bhagalpur-Group I-Santhali. Group II-Rajmahal Paharia. Group III-Nepalese Paharia. Commissioner of Chotanagpur-Group I-Ho and Mundari. Group II-Oraon.

15. The rewards to be given to successful candidates will be as detailed below subject to the condition that from all rewards granted, any rewards previously drawn for the same language are deducted:-

	Lower Standard Rs.	Higher Standard Rs.
For all languages except Nepalese Paharia		
Officers of Class I 750	1,000
Officers of Class II 500	800
Officers of Class III 250	400
For Nepalese Paharia		
Officers of Class I 250	500
Officers of Class II 150	300
Officers of Class III 50	100

16. The Commissioners, Chotanagpur and Bhagalpur Divisions will report to Government the names of officers declared to have passed by each standard.

Appendix IV(See Rule 19)(Form of application)No.....From.....To.....Dated.....19S
reference to Rule 19 of the Rules for the Departmental Examination of Officers of the Bihar Civil Service (Executive Branch) and the Bihar Junior Civil Service, I have to report my intention to appear at the departmental examination to be held at (a) from the (b)..... 19.....in the following subjects:-

Subject	Lower Standard	Higher Standard
(1)(2)(3)(4)(5)		
To be clearly written.	{ Yours faithfully, Full signature with name and designation.....	Office.....Dis

Note. - Candidates should state for what standard they intend to appear:-(a)Name of centre-(b)Date-