

## Rules and Regulation of Departmental Examination by PSC

All Officers of the Govt. of West Bengal who are recruited directly through PSC (Public Service Commission), West Bengal shall have to pass the departmental examination during the probation period. The main subjects of departmental examination are:

- **Accounts – I**
- **Accounts – II**
- **Hindi/ Bengali**

### Syllabus of Accounts – I

A theoretical paper which mainly deals with the following chapters of “**An introduction to Indian Government Accounts and Audit**”, issued under the authority of the Auditor General of India:

- Chapter VI – the General structure of the Financial Administration in India.
- Chapter VII – Currency and Resources Arrangements.
- Chapter VIII – the Working of a Treasury.
- Chapter X – the Original Records, the Basis of Accounts and Audit.
- Chapter XI – Classification of Receipts and Expenditure in Government Accounts.
- Chapter XIII – Audit of Receipts.
- Chapter XIV – Audit of Expenditure.
- Chapter XXI – Relations between the Audit Department and the Finance Department of the Central and State Governments.
- Chapter XXVII – Contingent Expenditure.
- Chapter XXXVII – Compilation of Accounts.

### Syllabus of Accounts – II (with Books)

- West Bengal Financial Rules: – Chapters 1 to 6, 10 to 12 and Appendix 3.
- West Bengal Treasury Rules:- Part I – Sections IV, V, VII and IX, Part II – Chapter II, section I, sub-sections II to V, and VII to IX, Chapter IV, section I, sub-section I, sections II to V and VII to IX, Chapter VI, section III, Chapter VII- sections I to III, Chapter X – section III, Chapter XI.
- West Bengal Service Rules, Part I – Chapters I to III, V to VII, IX to XI and XV.
- West Bengal Service Rules, Part II – Chapters I to IX, XIII.
- Civil Account Code, Vol. I, Chapter 9.
- Civil Service Regulations, Part IV, Chapter XXV, Part V and Chapter XXXVIII, Part VI.
- West Bengal Audit Manual.
- Account Code, Vol. I.

- Account Code, Vol. II.
- Audit Code (except section IV).
- Public Works Account Code.

### **Syllabus of Hindi – I (Written)**

- Dictation from prescribed Text books
- Translation from English to Hindi
- Translation from Hindi to English
- Letter writing Personal type & Official type

### **Syllabus of Hindi – II (Oral)**

Conversation in Hindi on matters of topical interest and matters connected with official duties of Candidates.

### **Syllabus of Bengali (Lower Standards)**

If the mother tongue of the candidate is other than Bengali then the candidates have to pass in Bengali Papers.

- Dictation from prescribed Text books
- Translation into English from Text books
- Translation into Bengali from simple passages in English
- Viva Voce: – Simple conversation on topics of general interest and reading ordinary manuscript letters.

### **Syllabus of Bengali (Higher Standards)**

- Dictation from selected pieces from outside Text books
- Translation into English from Text books
- Translation into Bengali from passages out of English newspaper and periodicals
- Viva Voce: – Conversation on topics of relating to candidates' official duties and reading of newspaper cuttings, petitions, letters, etc.

### **Other Pertinent Points**

- The departmental examinations shall be held every six months at a single centre in Kolkata, ordinarily in the months of May and November, unless otherwise specified. The dates of the examinations and the time fixed for each paper is announced at the official website of PSC i.e. [www.pscwb.org.in](http://www.pscwb.org.in).
- The Heads of Directorates shall report to the Public Service Commission not later than the third week of February and August, respectively, or two clear months before the examination if held at any other time, the names of officers serving under them who are liable and intends to sit for the

examination. The report shall be given in the form prescribed in Appendix 2B.

- The Public Service Commission shall thereafter prepare a complete list of all officers liable to appear at the examination and forward copies thereof to the Heads of Directorates concerned.
- The Public Service Commission shall appoint separate committees consisting of three members each for conducting the viva voce examinations in Bengali and Hindi in terms of the rules set forth for such examinations.
- Officers whose mother tongue is Bengali shall not have to appear in the examination in Bengali and officers whose mother tongue is Hindi or Urdu shall not have to appear in the examination in Hindi. The Heads of Directorates shall be competent to certify with regard to such exemptions.
- The Public Service Commission shall notify in the official website of PSC i.e. [www.pscwb.org.in](http://www.pscwb.org.in), the names of officers who have passed in the different subjects and also indicate there the subjects in which they have still to pass. The names of those, who obtain distinction i.e. 80 per cent or above of the full marks in a subject will also, be indicated.
- The date of passing the departmental examination shall be the date following the last date on which the examination was held.
- Government Officers undertaking journeys to attend the departmental examinations will be entitled to traveling allowances in terms of rules in Chapter X of the West Bengal Service Rules, Part II.
- No application for leave from an officer liable to the departmental examinations will ordinarily be entertained if the following half-yearly departmental examination takes place before the expiry of the leave applied for, unless the officer gives an undertaking that he will attend the examination.
- If such leave is applied for, the application for leave should be forwarded to the Government in the Public Works Department with the aforesaid particulars so that Government may decide whether for reasons stated the leave should be granted and, if so, on what conditions.
- An officer may sit for the examination in any of the prescribed subjects by lower or higher standard or such other standard as the case may be and if he succeeds in passing in any of the subjects or papers, he shall not again be required to appear at the examination by the same standard in the subject or paper in which he was successful. He shall not, however, be deemed to have passed completely unless he passed in all the prescribed standards, higher or lower or such other standard, as the case may be.
- No probationer will be confirmed until he has passed completely the departmental examination prescribed for him. **Failure to pass the examination within the probationary period will make him liable to discharge.**

### **How to Appear**

At first the employee have to fill up the proforma in following format and seek necessary permission from the head of the department. There are two nos. of proforma. One is for Departmental Examination and another one is for Professional Examination.

Download: [Proforma for Departmental Examination](#), [Proforma for Professional Examination](#)

At the Examination Hall, Letter of Identification is to be produced of which the format is shown below:

Download: [Letter of Identification](#)