

File No. PRM0M-L/1/2023-ESTT-I

Dated: 22/11/2024

**OFFICE ORDER NO. 137 of 2024**

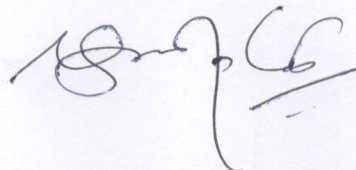
**Subject:** Rules and Regulations for Departmental Qualifying Examination for eligible Multi-Tasking Staff [DQE-MTS] for promotion to the post of LDC in Level-2 erstwhile Pay Band-I with Grade Pay Rs.1900/-, in Directorate General of Commercial Intelligence and Statistics, Kolkata.

The Government of India vide GSR No. 42 dated 23.01.2019 notified the Recruitment Rules [RR] for recruitment to the post of Lower Division Clerk. As per the notified RR, 10% (ten per cent) of the vacancies in the post of LDC is to be filled up by promotion through Departmental Qualifying Examination (DQE), from amongst officials holding the post of Multi-Tasking Staff (MTS) with 3 (three) years regular service in the grade and possessing 12<sup>th</sup> Class or Equivalent (Higher Secondary) educational qualification and qualified in the Departmental Qualifying Examination (DQE-MTS). The rules and regulations for the DQE-MTS shall be as follows.

1. The officials eligible to appear in the Departmental Qualifying Examination (DQE) for promotion from MTS to LDC posts as per the provisions of relevant recruitment Rules, shall have to appear in the DQE-MTS and score minimum 40% (forty percent) of the maximum marks.

***Scheme of Examination***

2. There shall be only One paper and the maximum marks for such paper shall be 100 (One hundred). The duration of examination shall be two (02) hours duration.
3. The paper would be to adjudge the individual capacity or knowledge on the following;
  - (i) Understanding simple instructions and communicating simple ideas,
  - (ii) performing simple mathematical calculations,
  - (iii) knowledge on current events and
  - (iv) simple application and interpretation of rules and regulations relating to various kinds of leave, elementary matters related to pay and allowance, pay fixation
4. The total no. of questions in the paper or from each category as above and the maximum marks to be allotted for each or any question may be decided as per the discretion of the Question and Answer Setting Committee.
5. The Question paper shall be in Bilingual format (English and Hindi) and the same shall be answered in English or Hindi i.e. any one of the languages.
6. The qualifying marks shall be 40% (forty percent) of the total marks set (assigned) for the paper of DQE-MTS.





***Relativity of the Departmental Qualifying Examination***

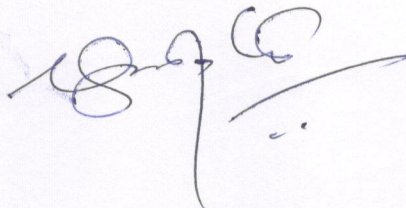
7. The relative inter-se seniority of the candidates appearing for the DQE-MTS shall be relevant for considering them for promotion to the post of LDC against the vacancies for the Departmental Qualifying Exam Quota.
8. The inter-se-seniority of candidates qualified in a particular year of DQE-MTS [i.e. in the same year of DQE-MTS] shall be retained/maintained for considering them for promotion against vacancies of DQE quota.
9. If a junior official has qualified in the earlier year of DQE-MTS he/she shall gain seniority over his/her senior(s), who has/have qualified in the subsequent year(s) of DQE-MTS for promotion against vacancies of DQE quota.

***Notification of the Examination and Application for Appearing***

10. The decision for holding DQE-MTS for a particular year will be taken based on the availability of firm vacancy (ies) and the availability of number of candidates qualified in the DQE-MTS of the previous year(s). In this regard, decision of the Director General, DGCI&S shall be final.
11. The vacancies falling under the Departmental Qualifying Examination (DQE) quota, shall be calculated on Calendar Year basis according to the provisions of relevant Recruitment Rules. The vacancies for each year of DQE-MTS shall be identified as firm vacancies for the period from 1<sup>st</sup> January to 31<sup>st</sup> December.
12. The crucial date for determining the eligibility for appearing in DQE-MTS shall be as per DOPT guidelines.
13. The Director General/ Head of Office/ Head of the Department/ any other authority as decided by the Director General/ Head of the Department, DGCI&S Kolkata [as the case may be] shall issue a Circular for every recruitment year, notifying the firm vacancies meant for each category i.e. SC/ST/PH/UR under DQE-MTS quota and inviting applications from the eligible candidates/officials for appearing in the DQE-MTS on year to year basis, giving at least 7(ten) days' time for submitting applications by the eligible and willing officials. The application shall be to seek information from the candidate(s) on the following issues/items in addition to any other information required.
  - (a) Name of the applicant (as per the service Book and Seniority List).
  - (b) Employee ID.
  - (c) Name and year of Departmental Examination [i.e. DQE-MTS etc.]
  - (d) Whether eligibility criteria prescribed under relevant recruitment Rules for appearing in DQE-MTS have been fulfilled by the applicant.
  - (e) Whether the Candidate is within the prescribed Age Limit i.e. 45 years for UR and 50 for SC/ST as on 1<sup>st</sup> January of the respective year of DQE-MTS.

If fulfilling, the applicant must furnish additional details on the following;

- i. Date of Birth of the candidate.
- ii. Age as on Crucial Date (1<sup>st</sup> January of the year in which the DQE-MTS is being conducted).
- iii. Educational qualification possessed by the candidate.
  - ii. Year of passing the essential educational qualification [prescribed under relevant recruitment Rules].
  - iii. Name of University/Board from which essential educational qualification possessed.
- iv. Date from which the post of MTS was held by the applicant.





v. Whether fulfilling the qualifying service as prescribed in the relevant Recruitment Rules.

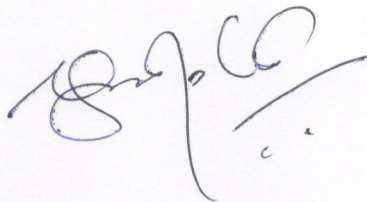
(f) Date of retirement of the applicant (as per Service Book).

- [Illustrative format of application is enclosed as Annexure-A.

14. The duly filled in application shall be submitted to the Receipt and Issue Section, DGCI&S with a forwarding letter addressed to the DG, DGCI&S.
15. After scrutinizing the applications, the officer authorized by the DG/ HOD, DGCI&S, shall, within 7 working days from the Last date of Receipt of Application, issue an Office Order confirming the eligibility or otherwise of the applicants for the DQE-MTS for that recruitment year.
16. Thereafter within 15 working days from the issue of the Office Order as per Para 15 above, the officer authorised by the DG/HOD, DGCI&S shall issue Office Memorandum in respect of each eligible applicants indicating the Name of the applicant, Employee ID, Year of DQE-MTS, Venue, Date and Time of Examination.

#### ***The Question Paper Setting Committee***

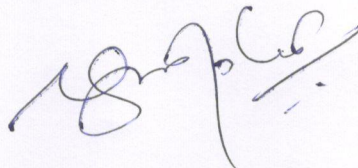
17. A "Question Paper Setting Committee" comprising 3 Officers not below the Rank of Assistant Director shall be constituted for setting of question papers. The Committee Members shall appoint an External Moderator, and with the help of such external Moderator, make arrangements for setting of question paper. The Committee shall provide sufficient number of questions on each topic to the Moderator. The Moderator himself/ herself shall finally prepare the Question Paper on which the DQE-MTS shall be held for a particular year and no Committee Member shall interfere with the process of finalization of question paper. Secrecy and confidentiality shall be maintained at all times to avoid any kind of leakage in respect of question paper.
18. Each question papers shall indicate (i) Name and Year of Examination. (ii) Maximum marks 100 marks, (iv) Maximum marks of each question, (v) Duration of the Examination 02 (two) hours, (vi) Any other important instructions (namely language to be used for writing answers, etc.) These details shall be incorporated suitably at the beginning of the 1<sup>st</sup> page of each of the question paper.
19. Sufficient copies of the question papers shall be taken to cover all the requirements and all such copies shall be kept in sealed covers duly signed by the Moderator and the same shall be kept under the custody of Moderator for distribution to the Committee of Invigilators on the day of the examination. .
20. The sealed cover shall be opened in the Examination Hall by the Moderator just 10 minutes before the commencement of the Departmental Qualifying Examination for distribution amongst the candidates taking the DQE-MTS by the Committee of Invigilators.
21. Till the examination is over, the custody of the Master Copy as well as all its copies shall be with the Moderator. After the examination process is over, the Master copy of the Question Paper (both physical and digitized version) should be kept in safe custody of HOO for a period of at least 5 (five) years.
22. All activities relating to the above shall remain confidential till the particular Examination is over. Source of question papers shall be kept confidential.
23. The Question Paper shall be ready at-least 5 working days prior to the Date of Examination.





### *The Committee of Invigilators*

24. A "Committee of Invigilators" comprising 2(two) officers, not below the rank of Assistant Director shall be constituted and the committee shall be responsible for the following:
- (a) Procuring/setting blank Answer Papers Booklet containing at-least ten (10) pages including the front page.
  - (b) The Page Numbers should be printed on all the pages. They (i.e. committee members) shall arrange for sufficient copies of Blank Answer Papers Booklet for distribution to the candidates in the Examination Hall. The Store and Purchase Section should provide necessary assistance in this regard.
  - (c) The 1<sup>st</sup> half of the front page (1<sup>st</sup> page) of the Blank Answer Paper Booklet shall contain (printed) the following with space against each Item, for filling up by the candidate.
    - (i) Name of Examination (ii) Employee ID of the candidate
    - (iii) Year of Examination, (iv) Language used for writing answers, (vi) the total number of Answer sheets used by the candidates (including pages of Blank Answer Paper Booklet) shall be indicated by the invigilator (vii) Signature of the Invigilator.
  - (d) All additional blank answer sheets given by the Invigilator(s) to the candidate(s) for answering, must bear the signature of any one of the Invigilators. The candidate(s) may demand for additional blank Answer sheet on completion of /after answering /writing in all the 10(ten) pages of Blank Answer Paper Booklet.
25. The invigilator(s) shall do/attend the duties mentioned at Rule No. 24 above and supervise the examination in the Examination Hall. The invigilator shall distribute the Blank Answer Papers Booklets to the candidates 15(fifteen minutes before the commencement of respective examination. After the sealed cover containing question paper is opened by the Moderator in their presence 10(ten) minutes before the commencement of examination, the members of the Committee of Invigilators shall proceed to distribute the same to the candidates 5(five) minutes before the commencement of the DQE-MTS. The invigilator will also verify as to whether the candidates have filled the required particulars properly in the 1<sup>st</sup> page of Answer paper Booklet.
26. The invigilator shall detect the candidates who are/were misbehaving /misbehaved in the Examination Hall. Any untoward tactic/activities like copying the answer from answer written by other candidate, copying from book, mobile SMS (Message) and other aids etc. exhibited by any candidate, shall also be treated as misconduct/misbehavior. If the misconduct exhibited by a candidate in the Examination Hall is grave/serious, the Invigilators, in consultation with each other, shall submit in writing to the Director General/ Head of the Department (HOD) on the same day.
27. At the end of examination, the invigilator shall see each page of Answer Paper of each candidate and all the blank portion in the answer sheet shall be scored out by drawing a line. The Invigilator shall indicate the total number of pages used by the candidate for writing the answer, in the 1<sup>st</sup> page before his/her signature.
28. The invigilator shall also prepare the list of candidates who appeared in the examination and the ones who are absent from taking the examination.

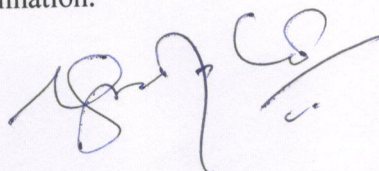




29. In the absence of any member of the Committee of Invigilator due to any unforeseen and unavoidable emergent situation and properly communicated to the Director General at least 2 (two) hours prior to the commencement of the DQE-MTS, an Officer of DGCI&S, not below the rank of Assistant Director, may be declared as an Invigilator and he/she shall attend job of invigilator as above.

***The Committee for Evaluation of Answer Paper and Declaration of Result***

30. A "Committee for Evaluation of Answer Paper and Declaration of Result" comprising 2(two) officers, not below the rank of Deputy Secretary, shall be constituted and the committee shall be responsible for the following;
- (a) The Committee shall make confidential arrangement for getting the Answer Papers evaluated
  - (b) The Committee must clearly tabulate the marks obtained by the candidate against each question with the following details;
    - (i) Question No. (ii) Marks allotted for that Question (iii) Marks obtained by the candidate (iv) Total Marks Obtained by the Candidate against the Total Marks Allotted i.e 100. Both the members of the Committee shall put their signature to the answer sheet after thoroughly checking the tabulation of marks. If any discrepancy is noted, the same must be resolved in consultation with each other.
  - (c) After evaluation of the Answer Sheets are complete, the Evaluated Answer Sheet along with the Table of Marks shall be handed over to the Moderator appointed by the Question Setting Committee.
  - (d) The Moderator will once again thoroughly check the evaluation and tabulation of marks. If the Moderator upon re-evaluation feels necessary, he/she may change the marks obtained by a candidate against any question and shall clearly indicate the same in the Table of Marks affixing his/her signature. The decision of the Moderator in this regard shall be Final. The Moderator thereafter shall return the Answer Sheets and the Table of Marks back to the Committee upon which the Committee shall take necessary action(s) to declare the result as per rules and regulations made under these Rules.
  - (e) The result shall be declared by the end of December of each year during which DQE-MTS is held from the year 2024 onwards.
  - (f) The result and score of candidates shall be declared through an Office Order by the Committee, in association with Head of Office of DGCI&S. Such result shall contain marks scored by each candidate and should clearly indicate against the marks of each candidate whether the candidate has qualified in the DQE-MTS of that year.
  - (g) After declaration of the Result, the Answer Sheets and Table of Marks (both physical and digitized) of all the candidates must be kept in the custody of the Head of Office for 5 years.
31. Within the next three days after declaring the result of DQE-MTS the Head of Office shall publish the inter-se-seniority of all candidates qualified in the DQE-MTS.
32. Request for Re-evaluation of paper shall not be entertained.
33. Only re-counting of marks would be entertained provided the candidate has made a proper application to the Director General, DGCI&S. The application made in this regard should contain justification and the same will be considered on merit.
34. Appointment through the DQE-MTS shall be treated as promotion and hence, all DPC formalities shall be applicable and followed in respect of each promotion through Departmental Examination.





### ***Miscellaneous General Rules***

35. Legible and clear hand-writing in answer papers may be appreciated by the Committee for Evaluation of Answer Paper and Declaration of Result.
36. Any misbehavior/misconduct in the Examination Hall as well as within the premises of the examination centre by any candidate or others shall be viewed seriously and necessary departmental action would be initiated.
37. Misbehavior /misconduct by any candidate within the premises of Examination Hall and Centre shall liable him/her debar from appearing in the DQE-MTS of the concerned year, besides initiating of disciplinary action against such candidate.
38. The following untoward activities exhibited by any candidate shall be treated as misconduct.
  - i. Obtaining support of others for his/her candidature or writing answer etc. by any means,
  - ii. impersonating,
  - iii. Procuring impersonation by any person,
  - iv. Using unfair means in the examination hall,
  - v. Violating of any of the instructions given by the invigilator or contained in these rules and regulations,
  - vi Taking away answer papers from the Examination Hall.
39. The members of various Committees, constituted under this instant Departmental Qualifying Examination Rules and the staff and officers engaged and involved in smooth conducting of Departmental Qualifying Examinations shall be given suitable honorarium at the discretion of Director General / Head of the Department (HOD), DGCI&S as the case may be. However, the honorarium shall not be less than Rs.2500 /- (Two Thousand Five Hundred) subject to the upper ceiling of Rs. 5000/- (Five Thousand Rupees).
40. Mobile phone/pagers and other electronic gadgets are banned within the premises of the Examination Centres. Possessing of such equipment by the candidates [whether in use or in switch off mode] in the examination hall will be considered as misbehavior.

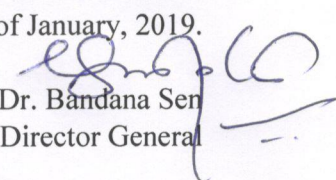
### ***Interpretation of Rules and Regulations etc.***

41. If any doubt expressed by any one in interpretation of any provision or sentence or word(s) of these Rules, the matter would be referred to the Director General, DGCI&S and the interpretation given by the Director General, DGCI&S shall be final.

### ***Power to amend, delete, add and/or substitute any provision and/or Rule***

42. The Director General, DGCI&S shall be the Competent authority to amend, delete, add and/or substitute any rule, provision, sentence, word in/from these Rules. Such addition, deletion, amendment, substitution shall be by way of issuing an Office Order signed by an officer not below the rank of SAG i.e. Deputy Director General.

This rules are in compliance with instructions/regulations/rules contained in the Recruitment Rules of the post of Lower Division Clerk in DGCI&S notified in the month of January, 2019.

  
Dr. Bandana Sen  
Director General

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