

**SYLLABUS FOR CONDUCT OF LIMITED DEPARTMENTAL EXAMINATION TO THE  
POST OF CIRCLE OFFICER UNDER SOCIAL WELFARE & TRIBAL AFFAIRS  
(WOMEN & CHILD DEVELOPMENT) DEPARTMENT**

Paper	Subject	Marks	Duration
<b>PAPER-I</b>	English Comprehension	<b>20</b>	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Drafting	<b>20</b>	
	English Grammar	<b>30</b>	
	Basic Computer knowledge	<b>30</b>	
	<b>Total</b>	<b>100</b>	

<b>PAPER -II</b>	CCS (Conduct) Rules, 1964	<b>20</b>	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	CCS (Leave) Rules, 1972	<b>20</b>	
	FR & SR Part II (Travelling Allowances)	<b>20</b>	
	FR 9 & 56 and SR 197-203	<b>40</b>	
	<b>Total</b>	<b>100</b>	

PAPER III	SCHEMES UNDER UMBRELLA ICDS		3 hours with compensatory time for 20 minutes per hour for persons with bench marked disabilities
A	ANGANWADI SERVICES		
I.	ICDS Objectives of the Scheme	15	
	ICDS Target beneficiaries		
	ICDS Packages of Service		
II.	Role & responsibilities of Circle Officer/Supervisor	20	
	Role & responsibilities of Anganwadi Worker		
	Role & responsibilities of Anganwadi Helper		
	Anganwadi infrastructure		
III.	Population norms for setting up of AWC	10	
	Setting up of project area		
	Staff Pattern at Project/Block Level		
	Monitoring & Evaluation Mechanism at Block Level		
	MIS Rapid Reporting System (RRS)		
	Guidelines for Field visit to AWC		
B	SCHEME FOR ADOLESCENT GIRLS (SAG)	10	
	Objectives & target beneficiaries of the scheme		
	Role & responsibilities of Circle Officer/Supervisor		
	Anganwadi worker, Sakhi and Saheli		
	Convergence strategy under SAG		

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Paper	Subject	Mark	Duration
C	<b>PRADHAN MANTRI MATRU VANDANA YOJANA (PMMVY)</b>		
	Objectives, target beneficiaries and benefits of the scheme	15	
	Role and responsibilities of Supervisor / Circle Officer		
	Role and responsibilities of Anganwadi Workers and Anganwadi Helpers		
	D		
Mission goals & function		20	
Composition and role of BCP and PRI			
Strategies for Jan Adolan Campaign			
Village Health Sanitation and Nutrition Day (VHSND)			
CBE: 1. Objectives 2. Target beneficiaries 3. Operational guidelines for organising community-based events 4. Themes for community-based events			
E	<b>NATIONAL CRECHE SCHEME:</b>	10	
	Objective and target group		
	Physical infrastructure and other facilities		
	Implementation Guidelines of the scheme		
	Monitoring of Crèches		

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**PAPER IV - CHILD DEVELOPMENT AND ADMINISTRATIVE SKILLS**

SECTION A	CHILD DEVELOPMENT	MARKS	DURATION
Unit -1	Basic concepts and theories	20	3 hours with compensatory time for 20 minutes per hour for persons with bench marked disabilities
	Growth and Development		
	Pre and Post-natal care, development and practices		
	Stages of Child development		
	Nature and Nurture-Importance and Role		
Unit II	Early child care and Education	20	
	Physical, Language, Cognitive, Social, Emotional Development		
	Pre-school- Teaching methods and practices		
	Non- negotiable standards for promoting quality ECCE		
	ECCE- Policy and implementation		
Unit III	Pre School Curriculum		
	Necessity of planning curriculum	20	
	Themes and its importance		
	Component of curriculum in pre-school education		
	Formal and Non-formal education	20	
Unit IV	Community participation		
	Community- meaning and importance		
	Community participation and Mobilization		
	Leadership and networking		
	Participatory Rural Appraisal		
SECTION B	ADMINISTRATIVE SKILLS		
Unit V	Administrative Skills	20	
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	Communication- Verbal and Non- Verbal		
	Office procedures- Drafting, filing of papers, Receipt of Dak, Registration of Dak, forms of communication in office		
	Supervision, monitoring and evaluation		
Total		100	

**Note:** Due procedures shall be followed by the Department which are prescribed in 'Comprehensive instructions on the procedure to be followed by Departmental Promotion Committee in matters relating to conduct of limited departmental examination and issues connected thereto' issued vide No.A-34011/1/2019-P&AR (GSW) dt. 19<sup>th</sup> July, 2019.

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