



# फॉरेस्ट डेव्हलपमेंट कॉर्पोरेशन ऑफ महाराष्ट्र लिमिटेड

(महाराष्ट्र शासनाचा उपक्रम)

CIN : U45200 MH 1974 SGC 017206

एफडीसीएम भवन, ३५९-बी, हिंणगा रोड, अंबाझरी, नागपूर-४४००३६

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क्रमांक : प्रशा/आस्था-३/प्र.क्र.२७६/२०२३-२४/ २३२८

नागपूर, दिनांक: 11 OCT 2023

प्रति,

महाव्यवस्थापक,  
नागपूर प्रदेश, नागपूर

प्रादेशिक व्यवस्थापक (सर्वी),  
एफडीसीएम लिमिटेड


विषय :- एफडीसीएम लिमिटेड मधील सरळसेवेने भरलेले सहाय्यक व्यवस्थापक वनपरिक्षेत्र अधिकारी, लेखापाल व लिपीक/टंकलेखक यांची विभागीय परीक्षा.

एफडीसीएम लिमिटेडची विभागीय परीक्षा घेण्याचे नियोजित आहे. त्या अनुषंगाने आपल्या प्रदेशात जे सरळसेवेने भरलेले सहाय्यक व्यवस्थापक, वनपरिक्षेत्र अधिकारी, लेखापाल व लिपीक/टंकलेखक विभागीय परीक्षेस बसण्यास पात्र आहेत, अशा परीक्षार्थी सहाय्यक व्यवस्थापक, वनपरिक्षेत्र अधिकारी, लेखापाल व लिपीक/टंकलेखकांची नावे खालील प्रपत्रात दिनांक २०.१०.२०२३ पर्यंत या कार्यालयास कळवावी. परीक्षेचे स्थळ व वेळापत्रक वेगळ्याने कळविण्यात येईल.

अ. क्र.	नाव व पदनाम	कार्यरत विभागाचे नाव	पदावर रुजू झाल्याची तारीख	परीक्षेत बसण्याची संधी	परीक्षेतील कोणत्या विषयाच्या पेपरला बसावयाचे आहे	सुट मिळालेले विषय/पेपर	शेरा
१	२	३	४	५	६	७	८

२.० वरील प्रपत्रात नावे पाठविताना कोणत्याही पात्र परीक्षार्थी अधिकारी/कर्मचाऱ्यांचे नाव वगळले जाणार नाही याची दक्षता घ्यावी. विभागीय परीक्षेसंबंधी नियम, परीक्षेचे विषय व पेपर्स याबाबतची माहिती परीक्षेला बसणाऱ्या संबंधित परीक्षार्थी यांना देण्यात यावी, जेणेकरून परीक्षेची तयारी करण्यासाठी त्यांना पुरेसा वेळ मिळेल.

सहपत्र :- वरीलप्रमाणे

  
(विकास गुप्ता)  
व्यवस्थापकीय संचालक



# फॉरेस्ट डेव्हलपमेंट कॉर्पोरेशन ऑफ महाराष्ट्र लिमिटेड

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एफडीसीएम भवन, ३५९-बी, हिंणगा रोड, अंबाझरी, नागपूर-४४००३६

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क्रमांक : प्रशा/आस्था-३/प्र.क्र.२८१/२०२२-२३/ ३०३३

नागपूर, दिनांक: 18 NOV 2022

## परिपत्रक

विषय :- एफडीसीएम लिमिटेड मधील सरळसेवेने भरती केलेल्या सहाय्यक व्यवस्थापक यांचे विभागीय परीक्षेचे अभ्यासक्रम आणि नियमावली विहित करणेबाबत.

संदर्भ :- कंपनी सचिव, एफडीसीएम लिमिटेड यांचे पत्र क्रमांक सीएसएल/बीएम-२०५/ १५०, नागपूर दिनांक १७.११.२०२२

संचालक मंडळाच्या दिनांक २९.०९.२०२२ रोजी झालेल्या २०५ व्या सभेत बाब क्रमांक १० नुसार सरळसेवेने भरती केलेल्या सहाय्यक व्यवस्थापक यांचे विभागीय परीक्षेचे अभ्यासक्रम आणि नियमावली समाविष्ट करणेबाबत ठराव संमत करण्यांत आला आहे. यासोबत नियमावली व विभागीय परीक्षेचे अभ्यासक्रम सहपत्रीत करण्यांत येत आहे.

सहपत्र :- वरीलप्रमाणे

(विकास गुप्ता)  
व्यवस्थापकीय संचालक  
१५-११-२०२२

प्रति,

महाव्यवस्थापक,

नागपूर प्रदेश, नागपूर

प्रादेशिक व्यवस्थापक (सर्व),

एफडीसीएम लिमिटेड

प्रतिलिपी :- विभागीय व्यवस्थापक (सर्व), एफडीसीएम लिमिटेड यांना माहिती व उचित कार्यवाहीस्तव अग्रेषित. त्यांनी वरीलप्रमाणे विभागीय परीक्षेचे अभ्यासक्रम आणि नियमावली सर्व संबंधीत सहाय्यक व्यवस्थापक यांचे निदर्शनास आणावे.

प्रतिलिपी :- व्यवस्थापकीय संचालक, कार्यालयातील संबंधीत सहाय्यक व्यवस्थापक यांना माहितीकरीता अग्रेषित.

प्रतिलिपी :- विभागीय व्यवस्थापक (रोपवन वस्तुसूची घटक), एफडीसीएम लिमिटेड, नागपूर यांना योग्य त्या कार्यवाहीस्तव अग्रेषित. एफडीसीएम लिमिटेड स्तरावरील माहिती संकेतस्थळावर उपलब्ध करण्याच्या अनुषंगाने परिपत्रक प्रसारित करणेस्तव अग्रेषित.

प्रतिलिपी :- एफडीसीएम लिमिटेडचे संकेतस्थळ [www.fdcn.in](http://www.fdcn.in)

## **Rules of Departmental Examination for Assistant Manager (Direct Recruit)**

### **Rule No 1: Title, Extent of Application and Date of Commencement.**

- (1) These Rules may be called " **The Rules of Departmental Examination for Assistant Manager (Direct Recruit), 2022.**"
- (2) These Rules shall apply to direct recruited Assistant Manager.
- (3) These Rules shall come into force from the date of approval of the Board.

### **Rule No 2: Definitions :**

In these Rules, unless there is anything repugnant in the subject or context,

- (1) **Assistant Manager** means all Assistant Manager, directly recruited by the Company.
- (2) **Board** means Board of Directors of the Company.
- (3) **Company** means the Forest Development Corporation of Maharashtra Limited, incorporated under the Companies Act, 1956.
- (4) **Managing Director** means the Managing Director of the Company.
- (5) **Departmental Examination** means Departmental Examination prescribed from time to time by the Company under these Rules.
- (6) **Examinee** means the Assistant Manager, appearing for the Departmental examination.

### **Rule No 3: Inevitability of Passing the Departmental Examination and Effects.**

- (1) Every Assistant Manager shall appear in the Departmental Examination, whenever they are conducted by the Company, unless specifically exempted by the Managing Director

Provided that, such exemption shall only be given by the Managing Director, when he is satisfied that there are circumstances beyond the control of the Examinee, due to which he will not be in position to appear in the Departmental Examination.

- (2) Until the Assistant Manager passes the Departmental Examination, neither his annual increment shall be released nor he shall be considered for the promotion to the next higher grade.

Provided that, this rule shall not be applicable to the Assistant Managers who have already recruited before these rules come into force.

- (3) The Assistant Managers shall be required to pass the Departmental Examination in maximum of three attempts, failing which he shall be liable to be proceeded departmentally.

**Rule No 4:** Departmental Examination shall be conducted once an year and the schedule of the same shall be determined by the Managing Director.

**Rule No 5:** The Departmental Examination shall comprise of four Question Papers, details of question papers, the mode and the Syllabus prescribed in that regard is as under. :-

Question Paper	Syllabus
	Land Revenue and Criminal Law
<b>Paper : I</b> <b>( With Books )</b>  <b>Duration: 3.00 Hrs</b>  <b>Maximum Marks: 100</b>	<b>1. The Indian Penal Code 1860 :-</b> Chapter I, II, III, IV ( Section 91 - 106 ), V ( Section 107 - 110 ), VA, VIII, IX, X, XI, XVI, XVII ( Section 378 - 402, 405 - 409, 441 - 462 ), Chapter XXI, XXII, XXIII.
	<b>2. The Criminal Procedure Code 1973 :-</b> Chapter I, II, III ( Section 26, 28 - 31 ), V, VI, VII, XII, XIV, XV, XVI, XVII, XVIII, XIX, XX, XXI, XXXIII, XXXIV, XXXVI.
	<b>3. The Indian Evidence Act 1872 :-</b> Chapter I, II ( Section 17 - 31 ), III, IV, V ( Section 74 - 90A ), VII, VIII, IX and X
	<b>4. Labour Laws :-</b> The Industrial Dispute Act, 1947, The Payment of Gratuity Act 1972, The Trade Unions Act, 1926, The Payment of Wages Act, 1936, Minimum Wages Act, 1948, Factories Act, 1948, Compensation Act, The Contract Labour ( Regulation & Abolition Act, 1970, The Employees Compensation Act, 1923
	<b>5. The Sexual Harassment of Women at Workplace ( Prevention, Prohibition and Redressal ) Act, 2013.</b>
	<b>6. The Employees Provident Funds &amp; Miscellaneous Provision Act, 1952, Employees Pension Scheme 1995.</b>
	<b>7. Companies Act, 2013 :-</b> Chapter VIII, IX, X, XII, XIV, XXIII, XXIX
	<b>8. The Right to Information Act, 2005</b>
<b>Paper : II</b> <b>( With Books )</b>  <b>Duration: 3.00 Hrs</b>  <b>Maximum Marks: 100</b>	<b>Forest Laws</b>
	<b>1. Indian Forest Act ( XVI of 1927 ) as applicable to the State of Maharashtra.</b>
	<b>2. Maharashtra Forest Rules, 2014</b>
	<b>3. Wild Life ( Protection ) Act, 1972</b>
	<b>4. Forest ( Conservation ) Act, 1980</b>
	<b>5. Scheduled Tribes and Other Traditional Forest Dwellers Recognition of Forest Rights ) Act, 2006 &amp; Rules, 2008 ( Amendment 2012 )</b>
<b>6. Panchayat ( Extension to Scheduled Areas ) Act, 1996.</b>	

<b>Paper : III</b> ( Without Books ) Duration: 3.00 Hrs Maximum Marks: 100	<b>Procedure and Accounts</b>
	1. FDCM Digest and the orders issued by the Managing Director on relevant subjects from time to time. 2. Primary Knowledge of Accounts, Budget & Taxation
<b>Paper : IV</b> ( Without Books ) Duration: 3.00 Hrs Maximum Marks: 100	<b>Technical Subjects</b>
	1. Silviculture
	2. Forest Fire Prevention Measures.
	3. Depot and Nursery Management
	4. Working Plan Code - 2014
5. Planting Techniques, Plantation & Afforestation	

**Rule No 6: General**

- (1) The Examinees shall have to secure at least 50% marks in each question paper to pass the Departmental Examination.
- (2) Examinees, securing 75% or more marks as aggregate shall be declared as " Successful with Distinction ". An entry to that effect shall be recorded by the Reporting Authority in the Annual Confidential Report of the Assistant Manager.
- (3) The examinee who secures 60% or more marks in any paper shall be exempted in that paper, unless he claims the same in application.

## For Range Forest Officers (RFO's)

### Rules No.5 :

There will be examination in 3 papers carrying 100 marks each. Question papers and their syllabus shall be as under-

Question Paper No.	Subject	Syllabus
1	<b>Forest Act (without books)</b>	1.The Indian Forest Act (XVI of 1927) as modified up-to-date with all the rules and orders thereunder, published and in force for the time being under that Act. 2.Maharashtra Forest Manual (Vol.II) 3.Other Forest Acts implemented by Government of India and State Government. 4.The Wildlife Protection Act, 1972 as modified upto date and rules thereunder.
2	<b>Accounts and Procedure (with books)</b>	1) Industrial Dispute Act. 2) Payment of Wages Act. 3) Indian Penal Code. 4) Criminal Procedure Code. 5) Primary Knowledge of Banking. 6) Information about Insurance. 7) Provident Fund Act. 8) Negotiable Instrument Act. 9) FDCM Service Condition Rules, e.g. leave rules. T.A.rules etc.
3	<b>Technical Subject (without books)</b>	1) Silviculture. 2) Forest Management 3) Wild Life Management 4) Working Plan Code 5) Planting Techniques and Nurseries. 6) Plantation and Afforestation. Questions will be asked on similar type of technical subjects and on practical field works.

### Rule No. 6 :

- A) Examinee securing 50% or more marks in every subject will be declared successful in the examination.
- B) Examinee whose aggregate marks in all subjects are 75% and more will be declared as "successful with distinction"

## APPENDIX - I

## Syllabus for The Examination For Accountant

Paper	SUBJECT	Books Prescribed
<b>I</b> (Without Books) 100 Marks	Section 'A' : 50 Marks Method of conducting official correspondence. Précis writing & drafting. Translation from English to Marathi & vice-versa. Section 'B' : 50 Marks Forest Act & Forest Working	M.F.M. Vol. I & II
<b>II</b> (Without Books) 100 Marks	Service Rules (Theory & Practical)	1. M.C.S.(Pay) Rules 1981 2. M.C.S. (Leave) Rules,1981 3. M.C.S.(General conditions of Service) Rules,19 81. 4. D.E. Manual 5. Digest of FDCM. 6. E.P.F. Scheme.
<b>III</b> (Without Books) 100 Marks	Book Keeping & Accountancy Fundamental principles of accounting final accounts, depreciation reserves, Receipt & Payment Accounts, Income & Expenditure Accounts, Company Balance Sheet.	Advance Accounts by M.C. Shukla & T.S Agrawal (1978 Edition) Chapter I,II,VI and Sections & Schedule relating to Accounts and Audit of Company's Act, 1956.
<b>IV</b> (With Books) 100 Marks	Acts and Rules 1. Industrial Dispute Act & Rules. 2. Payment of Bonus Act. 3. Payment of Gratuity Act. 4. Minimum Wages Act. 5. Workman Compensation Act. 6. Sales Tax Act/General 7. Income Tax Act. 8. Professional Tax 9. Purchase of Stores, P.W. Accounts Estimates, Sanctions, Muster Rolls, Measurement Books, Bill.	Maharashtra Cont. Expenditure Rules, Appendix-VI, F.D.C.M.Ltd. Digest. Maha. Public Works Manual Chapter-III Section A to I, K, RI & S. Chapter-VI Appendix 8,10,11,21,22 and 29

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**APPENDIX : II**

Syllabus for the Post Recruitment Departmental Examination for Accounts Assistants and Promotional Examination for Clerk/ Typist in Forest Development Corporation of Maharashtra Limited.

<b>Paper No.</b>	<b>SUBJECT</b>	<b>Books Prescribed.</b>
I (Without Books) 100 Marks	Section 'A':- 50 Marks 1. Method of conducting official correspondence. 2. Precise writing & drafting.  3. Translation from English to Marathi & Vice – versa.  Section 'B':-50 Marks. General Knowledge of Forestry Operations.	Govt. of Maharashtra G.A.D's Hand Book for Training of Ministerial Cadre.     M.F.M. Vol. I & II
II (Without Books) 100 Marks	Rules and Manuals of General Application (Theory)	1. F.D.C.M. Digest. 2. M.C.S.(Pay) Rules 1981 3. M.C.S.(Leave) Rules 1981 4. Mah. Contingent Expdt. Rules.
III (Without Books) 100 Marks	Elements of Double Entry Rules for Journalising, Cash Book, Banking Transactions Journal etc.	Double Entry Book Keeping by J.R. Batloboi ( Chapter I,II,V,VI & VIII)