

ANNEXURE - II

Scheme & Syllabus of Examination of Administrative Officer, Finance Officer, Assistant Section Officer, Asstt Engineer , Hindi Translator, Stenographer Gr I, Stenographer Grade II, Senior Secretariat Assistant , Junior Secretariat Assistant & Staff Car Driver (Ordinary Grade) through Direct Recruitment

Tier I : Preliminary (Qualifying) Examination in OMR (Objective) Mode (Except Staff Car Driver)

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part I	General Reasoning	20	60	The test will be of 02 hours duration without any limit for each part of the test individually.
Part II	Numeric Ability	20	60	
Part III	Basic Computer Literacy	20	60	
Part IV	General Knowledge	20	60	
Part V	Language Competency Test (English and Other Modern Indian Languages *- 10 marks each subject	20	60	
	Total	100	300	

*Hindi, Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu, Urdu (candidate has to opt one language out of these 12 other modern Indian Languages)

Tier –II Subject Knowledge Examination (Combination of Pen-paper and OMR Based) for the post of Administrative Officer , Finance Officer, Assistant Section Officer, Asstt Engineer , Hindi Translator, Stenographer Gr I, Stenographer Grade II, Senior Secretariat Assistant & Junior Secretariat Assistant

Component of the Test	No. of questions		Total Marks		Duration of the Test
	Objective	Descriptive	Objective	Descriptive	The test will be of 2 ½ hours duration.
Detailed syllabus given below	60	10	60	40	
Total	70		100		

Tier II : Detailed syllabus for the post of Administrative Officer

1. Office Procedure & Office Management
2. General Financial Rules-2017 as amended from time to time.
3. Fundamental Rules & Supplementary Rules
4. Medical Attendance Rules & CGHS
5. Travelling Allowance Rules
6. LTC Rules
7. CCS Leave Rules
8. CCS (CCA) Rules, 1965
9. CCS (Conduct) Rules, 1964
10. CCS (Pension) Rules-2021 & National Pension System
11. Provident Fund Rules
12. Reservation Policy
13. Recruitment Rules
14. Legal proceedings
15. Quarter Allotment Rules
16. Seniority Rules
17. Promotion Rules
18. Centralized Public Grievance Redress and Monitoring System (CPGRAMS)
19. Condemnation of Articles
20. Right to Information Act 2005
21. Implementation of Rajbhasa
22. Pay Fixation
23. Financial Upgradation under MACP
24. Confirmation and Probation
25. Counting of Past services.
26. POSH & POCSO Acts

Tier III : Interview – 15 Marks

Tier II : Detailed syllabus for the post of Finance Officer

S.No.	Contents
1.	Fundamental accounting concepts
	i) Going concern ii) Accrual basis of accounting iii) Business entity concepts iv) Post Principle v) Matching Principle vi) Materiality concepts vii) Other concepts
2.	Basic Accounting Terms
	i) Fixed Assets (Tangible & Intangible) ii) Current Assets iii) Current Liabilities iv) Revenue Expenditure v) Capital Expenditure vi) Debtors vii) Creditors viii) Capital
3.	Maintenance of Cashbook
	i) Simple cashbook ii) Columnar cashbook iii) Petty cashbook iv) Bank reconciliation statement
4.	Maintenance of Ledger
	i) Format of Ledger ii) Ledger posting iii) Balancing of Ledger
5.	Recording of Financial Transactions through Tally Software
	i) Basic Concepts ii) Receipt Voucher iii) Payment Voucher iv) Journal Voucher v) Contra Voucher
6.	Preparation of Annual Accounts
	i) Fund based Accounting ii) Difference between cash basis accounting and accrual basis of accounting iii) Trial Balance iv) Receipt & Payment Account v) Income & Expenditure Account vi) Balance Sheet vii) Accounting Standards-1,6,9,10,15,29 issued by ICAI
7.	Depreciation
	i) Methods of Depreciation- Straight Line Method (SLM) and Written Down Value Method (WDV)

	ii) Difference between SLM & WDV iii) Provision for Depreciation/Accumulated Depreciation iv) Profit or Loss on disposal of Assets
8.	Taxation
	i) Deduction of Tax at source under various sections (192,194C, 194J etc.) of Income Tax Act. 1961 as amended from time to time ii) Deduction of Tax at source under GST Act. as amended from time to time iii) Filing of various TDS returns under Income Tax Act. and GST Act. iv) Penalty provisions due to Non Deduction of Tax / Non Filing of TDS returns under Income Tax Act. and GST Act and calculation of Income Tax etc.
9.	Basic Principles of Auditing
10.	General Financial Rules 2017 as amended from time to time. Procurement of goods and services through GeM. Funds remittance through PFMS/TSA.
11.	Pay Fixation Rules
12.	CCS (Pension Rules) 2021, CCS(Commutation of Pension Rules, 1981) & National Pension System(NPS).
13.	TA Rules & LTC Rules
14.	Medical Attendance Rules & CGHS Rules
15.	Fundamental Rules and Supplementary Rules.
16.	Provident Fund Rules
17.	Payment of Gratuity Act 1972 as amended from time to time

Tier III : Interview 15 marks

Tier II : Detailed syllabus for the post of Assistant Section Officer

1. CCS (CCA) Rules 1965 – Basic concept
2. CCS (Conduct) Rules 1964 - Basic concept
3. CCS (Leave) Rules
4. Pay & Allowances- HRA, Transport Allowance, Dress Allowance, Conveyance Allowance, Cash Handling Allowance, Tough Location Allowances, Children Education allowance, Joining time pay, increments etc.
5. Pension Rules 2021 & National Pension System
6. Medical Attendance Rules & CGHS
7. Provident Fund Rules
8. Noting and Drafting
9. Advances
10. Financial Upgradation under MACP
11. Legal Proceedings- Basic concepts
12. Implementation of Rajbhasa
13. Seniority Rules
14. Promotion Rules
15. Quarter Allotment Rules
16. Income Tax- Calculation, TDS as per Income tax & GST
17. Auditing & Accounting – Basic concepts
18. GFR- 2017 related to procurement of Goods and services through GeM
19. Travelling Allowance Rules.
20. Leave Travel Concession Rules.
21. Fundamental Rules and Supplementary Rules
22. Pay Fixation Rules.

There will be no interview for the post of Assistant Section Officer

Tier II : Detailed syllabus for the post of Assistant Engineer

1) Building Material/Building Construction/Building maintenance – Masonry material (stones, bricks, mortar), Timber and Miscellaneous material (glass, plastic, fibre, aluminium steel, galvanized iron, bitumen, PVC, CPVC, PPF, FRP and Ceramics), Properties/Classification/Testing/selection criteria of various building material. Building maintenance- cracks/ seepage/ settlement/ special repair (causes/ type /repair method)
2) Structural and Geotechnical Engineering- Theory of structures, Concrete technology, Reinforced concrete design, Design of steel structures Soil Mechanics, Soil exploration, Properties/type/classification/testes of Soil, Permeability & Seepage, Compressibility, Consolidation and earth pressure theories and stress distribution in soil. Foundation Engineering- type of foundation & selection criteria, Bearing capacity, settlement analysis, Design and testing of shallow and deep foundation, Earth retaining structures
3) Construction Planning and management/ Estimation costing /Contracts management Construction- Planning and management using various tools, Site investigation and planning, Quality control, land acquisition Preparation of detailed project report (DPR), Labor safety and welfare laws Types of engineering contracts, Tender and tender document, payment, specifications, Contract management Estimation and costing- Types of estimates, mode of measurements and rate analysis
4) Surveying/ Building planning and drawing Classification of survey, various methodologies, instrument & analysis of measurement of distances, elevation and plan, Global positioning system (GPS), geographical information system (GIS), Remote sensing concept, Photogrammetry, Computer aided Design- CAD software, CAD command, Generation of plan, elevation, section, site plan, area statement, SD view Building Drawing- Conventions (type of lines, symbols), Planning of building (principle of planning for residential, administrative and school building, rules and bylaws) Green building norms, fire safety norms

Tier-III : Interview 15 Marks

Tier II : Detailed syllabus for the post of Hindi Translator

Language Proficiency Test

General English

(Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases.)

General Hindi

व्याकरण : मुहावरे , कहावते, विलोम शब्द , समानार्थी शब्द , वाक्य शुद्धि
संदेश लेखन , अनुच्छेद लेखन (किसी विषय पर)

Computer Literacy

(Characteristics of Computers, Computer

Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, information Kiosks)

राजभाषा नियमों / अधिनियमों की जानकारी

Translation from Hindi to English; and -English to Hindi

Official translation

Literacy translation

Tier III : Interview 15 marks

Tier II : Detailed syllabus for the post of Stenographer Grade I

Language Proficiency Test General English (Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases.) General Hindi (गद्यांश आधारित प्रश्न, तत्सम, तद्भव, पर्यायवाची, विलोम, मुहावरे और लोकोत्तिायँ, शुद्ध अशुद्ध वाक्य, संधि-विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और वाक्य के लिए एक शब्द) General Awareness General Knowledge (Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current India & World) Computer Literacy (Characteristics of Computers, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, information Kiosks) Office Procedure Noting and Drafting

SKILL TEST (Stenographer Grade I)

Shorthand Test Dictation 10 minutes @ 80 w.p.m. Transcription : 50 minutes English, / 65 minutes Hindi, on computer	Qualify the shorthand and typing test
Typing Test Typing Test only on computer Net typing speed English- 40 w.p.m. or Hindi - 35 w.p.m	
Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point and internet.	100 marks.

There will be no interview for the post of Stenographer-I.

Skill test will be qualifying in nature and candidates have to obtain minimum 40% marks in Computer Proficiency Test and also qualify the shorthand and typing test taken together.

Tier II : Detailed syllabus for the post of Stenographer Grade II

Language Proficiency Test

General English

(Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases.)

General Hindi

(गदयांश आधारित प्रश्न, तत्सम, तद्भव, पर्यायवाची, विलोम, मुहावरे और लोकोत्तियाँ, शुद्ध अशुद्ध वाक्य, संधि-विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और वाक्य के लिए एक शब्द)

General Awareness

General Knowledge

(Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current India & World)

Computer Literacy

(Characteristics of Computers, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, information Kiosks)

Office Procedure

Noting and Drafting

SKILL TEST (Stenographer Grade II)

Shorthand Test Dictation 10 minutes @ 80 w.p.m. Transcription : 50 minutes English, / 65 minutes Hindi, on computer	Qualify the shorthand and typing test
Typing Test Typing Test only on computer Net typing speed English- 40 w.p.m. or Hindi - 35 w.p.m	
Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point and internet.	100 marks.

There will be no interview for the post of Stenographer-II.

Skill test will be qualifying in nature and candidates have to obtain minimum 40% marks in Computer Proficiency Test and also qualify the shorthand and typing test taken together.

Tier II : Detailed syllabus for the post of Senior Secretariat Assistant

1. CCS (CCA) Rules 1965 – Rule 1,2,3,10 & 11
2. CCS (Conduct) Rules 1964
 - Rule 1 to 10
3. CCS (Leave) Rules
4. Pay & Allowances- HRA, Transport Allowance, Dress Allowance, Conveyance Allowance, Cash Handling Allowance, Tough Location Allowances, Children Education allowance, Joining time pay, increments etc.
- 5 Pension Rules 2021 & National Pension System
6. Medical Attendance Rules & CGHS
7. Provident Fund Rules
8. Noting and Drafting
9. Advances
10. Financial Upgradation under MACP.
11. Implementation of Rajbhasa.
12. Seniority Rules
13. Promotion Rules
14. Quarter Allotment Rules
15. Maintenance of Cash Book
16. Bank Reconciliation Statement.
17. Audit
18. Income Tax- Calculation, TDS as per Income Tax and GST
19. Basic Accounting concepts
20. GFR- 2017 related to procurement of Goods and services through GeM
21. Pay Fixation Rules.

There will be no interview for the post of Senior Secretariat Assistant.

Tier II : Detailed syllabus for the post of Junior Secretariat Assistant

General Knowledge

(Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current India & World)

Logical Reasoning

(Analogies-Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and difference, word building, relationship concepts, Arithmetic number series-Semantic Series, Number Series, Coding and decoding- Small & Capital letters/numbers coding, decoding and classification)

Computer Literacy

(Characteristics of Computers, Computer

Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, information Kiosks)

SKILL TEST (Junior Secretariat Assistant)

Typing Test Typing Test only on computer Net typing speed English- 35 w.p.m. or Hindi - 30 w.p.m.	Qualify the typing test.
Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point and internet.	100 marks. .

There will be no interview for the post of JSA.

Skill test will be qualifying in nature and candidates have to obtain minimum 40% marks in computer Proficiency Test and also qualify in the typing test as per prescribed norms.

Scheme & Syllabus for the post of Staff Car Driver (Ordinary Grade) through Direct Recruitment

The Examination for recruitment to the post of Staff Car Driver (Ordinary Grade) will consist of two stages:

TIER I Written (Preliminary) Examination (Objective Type Multiple Choice Questions):

(a) The Written (Preliminary) Examination is a test for shortlisting of candidates for the Skill/Trade Test, and will be of objective type, bilingual in Hindi and English except for language subjects. It consists of only one paper of 100 marks (Duration of 2 hours) which will contain questions on subjects as indicated below:

Sl. No.	Subject/Topic	Number of Questions	Marks
1.	General Awareness	15	15
2.	General Intelligence	15	15
3.	Elementary Mathematics	15	15
4.	General English (Language)	10	10
5.	General Hindi (Language)	10	10
6.	Driving Techniques, Traffic Regulations and basic Mechanical Knowledge of vehicles.	35	35
TOTAL :		100	100

(b) Syllabus for Written (Preliminary) Examination:

(i) General Awareness: Current Affairs/Events (National), Culture, Important Days, Science (Inventions & Discoveries), Abbreviations, Geography, Awards & Honors, History (Indian), Sports & Games, Indian Constitution, Books & Authors, General Politics.

(ii) General Intelligence: Direction/distance, Blood relations, missing number, puzzles, series, non-verbal reasoning, verbal reasoning, alphabet/number series, decision making.

(iii) Elementary Mathematics: Fundamental arithmetic operations, discount/percentage, profit & loss, simple interest, time & work, LCM & HCF, time & distance, number system, ratio, average, fractions, decimals etc.

(iv) General English (Language): Synonyms, Antonyms, use of correct verbs, choosing appropriate words, phrases, fill in the blanks, spelling errors/ spot the error, one word substitution voice, tense, articles etc.

(v) सामान्य हिंदी भाषा : (शब्द ज्ञान एवं प्रयोग, समानार्थी एवं विरोधार्थी शब्द, वाक्यांश के लिए एक शब्द, लोकोक्ति एवं मुहावरे, रिक्त स्थान भरो, वर्तनी एवं वाक्य शुद्धि, व्याकरण, अलंकार, समास, पर्यायवाची, लिंग, संज्ञा, सर्वनाम, काल, क्रिया, अनेकार्थी शब्द इत्यादि .

(vi) Driving Techniques, Traffic Regulations and basic Mechanical knowledge of vehicles:

Questions on Driving Techniques, Traffic Regulations and basic Mechanical knowledge of vehicles shall aim at testing the candidate's knowledge of driving skills and procedures, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, etc.

Tier II - Skill/Trade Test:

(a) This Skill Trade Test will be of 100 marks.

(b) Skill/Trade Test shall be conducted by Regional Transport Authority/ authorized agency. The Skill/Trade Test will be of 100 marks to assess candidate's driving skills including his/her knowledge of Traffic Regulations and basic Mechanical knowledge of vehicles.

Important Note (s):

- (i) Tier-1 except for Staff Car Driver will be screening test to shortlist the candidates for Tier-2 in the ratio of 1:10 (relative to notified vacancies). For Staff Car Driver the ratio will be 1:3. Candidates securing marks equal to the last candidate in the range of 1:10/1:3 under each category will also be shortlisted.
- (ii) Tier-1 will be conducted in 13 languages i.e. English + 12 other Bhartiya Bhasha – (Hindi, Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu). Candidates have to opt for the medium of language in which they intend to attend the Tier-1 from these 13 languages.
- (iii) Tier-2 will be bilingual: Hindi & English except for staff car driver. For the post of TGT(Sanskrit), language for Tier II will be Sanskrit.

- (iv) There will be negative marking for wrong answers in Tier-1; 1/4th marks will be deducted for each wrong answer.
- (v) For Tier-3 i.e. Interview, candidates will be shortlisted from Tier-2 in the ratio of 1:3 (relative to notified vacancies). Candidates securing marks equal to the last candidate in the range of 1:3 under each category will also be shortlisted.
- (vi) Taking into account the performance of the candidates in Tier-2 and Tier-3 both, merit list will be prepared by giving weightage of 85% and 15% to the marks obtained in Tier-2 and Tier-3 respectively. **However, the mode of selection will be the sole discretion of CBSE and may change.**
- (vii) The merit list will be prepared on the basis of marks obtained in Tier II for the posts where there is no element of interview as per scheme of examination.
- (viii) For the post of Staff Car Driver, the merit list will be prepared on the basis of marks scored in Tier-I and Tier II by giving weightage of 60% and 40% respectively.