

SYLLABUS FOR ENGINEER OFFICERS EXAM (ELECTRICAL/CIVIL)

PAPER-1 (WORKS ACCOUNTS)

Max.Marks-100

(For Electrical/Civil candidates)

- A. Manual on Capital Expenditure and Fixed Assets: Except Chapter-XXI to XXIV
- B. Manual on Damaged Transformers: Salient Feature Chapter 4 to 8 & 18 to 21.
- C. I.U.T. Manual: Chapter-1 except Para-10, Chapter-2 except Para-9, Chapter-3 to 7.
- D. Expense Accounting Manual: Chapter-18.
- E. Cash and Bank Manual: Chapter-11, 13 to 17.
- F. Chart of Accounts
- G. Manual on CAS-Basic Accounting Principle & Policies:(Except Part-C)

Miscellaneous Topics

1. Works Regulations, 1997
2. Basic Principles of Management (Introductory).Purchase Regulation 1981.
3. Manufacturing Accounts, Projects Estimates & Administrative Approval.

Note: The instructions /Amendments, relating to the above subject, issued by different branches from time to time, shall also be applicable. However no cognizance of any amendment issued within 6 months of the commencement of examination shall be taken.

SYLLABUS FOR ENGINEER OFFICERS EXAM (ELECTRICAL/CIVIL)

PAPER-II (SERVICE RULES & REGULATIONS)

Max.Marks-100

(For Electrical/Civil candidates)

1. MAIN SERVICE REGULATIONS, 1972 Vol. I PART-I.

Chapter-II (Definitions), Chapter-III (General Conditions of Service), Chapter-IV (Pay), Chapter-V (Additions to Pay), Chapter-VII (Dismissal, Removal, Suspension & Resignation), Chapter-VIII (Leave), Chapter-IX (Joining Time), Chapter-XII (Record of Service), Chapter-XV (Competent Authority under various regulations).

2. MAIN SERVICE REGULATION, 1975, VOL.1 PART -II.

Appendix-3 (List of Board Employees granted Rent Free Accommodation.), Appendix-V (Leave Procedure), Appendix- VIII (Regulation for the grant of Casual and Quarantine leave).

3. MAIN SERVICE REGULATIONS 1972 Vol. III (T.A. Regulations).

4. PUNJAB C.S.R. Vol. II

Chapter-III (Service Qualifying for Pension) Chapter-IV (Reckoning of Service for pension), Chapter-V (Different kinds of Pensions and conditions for their grant), Chapter VI (Amount of Pension), Chapter-IX (Determination and Authorization of the amounts of Pension and Gratuity), Chapter-X (Payment of Pensions).

5. PSEB EMPLOYEES CONDUCT REGULATIONS-1971.

6. PSEB EMPLOYEES P&A REGULATIONS-1971.

7. PSEB PROVIDENT FUND REGULATIONS-1960 & NPS Scheme.

8. PSEB, DELIGATION OF POWERS (Amended from time to time by PSTCL).

9. PUNJAB BUDGET MANUAL.

Chapter-1	Rule 1.7 to 1.17 (Preparation of Budget) Rule 1.23 (Communication and Distribution of Grants) Rule 1.24 to 1.34 (Control of Expenditure)
Chapter-II	Rule 2.3 to 2.43 (Definitions)
Chapter-III	Rule 3.1 to 3.8 (Preparation & Submission of the Departmental Estimates)
Chapter-IV	Rules 4.1 to 4.4 (Estimates of Revenue and Receipts).
Chapter-V	Rule 5.1 to 5.11 (Estimates of ordinary Expenditure)
Chapter-VI	Rule 6.1 to 6.4 (Performance Budget)
Chapter-VII	Rule 7.1 to 7.12 (Estimates of New Expenditure).
Chapter-XII	Rule 12.1 to 12.24 (Appropriation in Estimates & Watch over Progress of Expenditure).
Chapter-XIV	Rule 14.1 to 14.32 (Expenditure not provided for in the Budget Estimates, Reappropriation- Supplementary Estimates and Excess grants).

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SYLLABUS FOR ENGINEER OFFICERS EXAM (ELECTRICAL/CIVIL)

PAPER-III (COMMERCIAL ACCOUNTING AND OTHER MISCELLANEOUS TECHNICAL KNOWLEDGE)

(For Electrical candidates only)

Max.Marks-100

A. COMMERCIAL ACCOUNTING SYSTEM:

- i) Manual on Material Accounting:
 - a) Salient Features.
 - b) Basic Accounting Policies & Procedures at P-1 to 3 of the Manual.
 - c) Chapters: 11 to 14, 17 to 25,29,30,32 to 38,41,42,50 to 56.

Basic Knowledge about the following:

- B. ARR, its components & preparation.
- C. PSERC Regulations & CERC Regulations.
- D. Open Access Regulations.
- E. Availability Based Tariff.
- F. Boundary Metering.
- G. Grid Code
- H. Electricity Supply Code and related matters regulations, 2007.

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SYLLABUS FOR ENGINEER OFFICERS EXAM (ELECTRICAL/CIVIL)

PAPER-IV (ACTS AND LABOUR LAWS)

Max.Marks-100

(For Electrical/Civil candidates)

1. FACTORIES ACT. 1948

Chapter-1 (Preliminary), II (Inspecting Staff), III (Health), IV (Safety), V(Welfare), VI (Working Hours of Adults), VIII (Annual leave with wages).

2. INDUSTRIAL DISPUTES ACT. 1947

Chapter-I (Preliminary), II (Authorities under this Act.), V (Strikes and Lock-outs, V-A (Lay off and Retrenchment).

3. PSEB/PSTCL/PSPCL STANDING ORDERS APPLICABLE TO WORK-CHARGED AND DAILY WAGED WORKERS.

4. EMPLOYEES STATE INSURANCE ACT. 1948.

Chapter-1(Preliminary), IV. (Contributions), V. (Benefits) and the employees Insurance Scheme framed under the Act.)

5. WORKMEN COMPENSATION ACT. 1923.

Chapter-I & II (Up to section IX only).

6. THE ELECTRICITY ACT, 2003.

7. AIR (PREVENTION AND CONTROL OF POLLUTION) ACT. 1981.

Chapter-I (Preliminary), IV (Prevention and Control of Air Pollution), VI (Penalties and Procedure).

8. RIGHT TO INFORMATION ACT, 2005.

9. PAYMENT OF GRATUITY ACT, 1972.

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