

पत्रिका - 4

477

MINISTERIAL ESTABLISHMENT(GENERAL) EXAM. SYLLABUS)

PAPER-I (WORKS ACCOUNTS)

MAX.MARKS 100

1. CAS-Capital Expenditure & Fixed Assets Vol.VI
Capter: 1,II,III,VII,IX, to XX,XXVII,XXIX to XXXVIII
(including Formats referred to in the abcve chapters, if any).
2. CAS-Chart of Accounts. Vol.-I,Part-I
3. CAS -Basic Accounting Principles & Policies-Vol.I,Part-II.
(Except part-3).
4. CAS-Cash & Bank Manual Vol.IV
Chapter 11,13 to 17 & Accounting Entries.
5. CAS-Expense Accounting Manual-Vol. VII.
Chapter :Subject Code-04,06,11 to 14,18 to 20.
6. Miscellaneous Topics
i) PSEB Works Regulations-1997.
ii) PSEB Purchase Regulations-1981.
iii) PSEB Delegation of Powers.

Paper-II (SERVICE RULES AND REGULATIONS)

MAX. MARKS :100

- 1) PSEB, MSR-1972 VOL.I PART-I
Chapter-II (Definitions), Chapter-III (General conditions of service) Chapter-IV (Pay),Chapter-V (Additions to Pay),Chapter-VII (Dismissa , Removal, Suspension & Resignation), Chapter-VIII,(Leave), Chapter-IX (Joining Tirne),Chapter-XII (Record of Service).

AND

Appendix-3(List of Employees granted Rent Free Accommodation.) Appendix-V(Leave Procedure),Appendix-VIII(Regulation for the grant of Casua and Quarantine leave).
PAY REVISION AND PAY FIXATION ALLOWANCES ENTITLEMENT,PAY ANOMLY CASES.

- 2) PUNJAB CSR VOL.II

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

3. PSPCL PROVIDENT FUND REGULATIONS-2010.
4. PSEB MSR,1972, Vol.III (T.A. REGULATIONS)
5. NEW PENSION SCHEME.
6. PSEB EMPLOYEES CONDUCT REGULATION-1971.
7. PSEB PUNISHMENT AND APPEAL REGULATIONS.
8. INSTRUCTIONS REGARDING RECURITMENT AND RESERVATIONS.

9. Debat provided instructions regarding service regulation of Various Categories.

Answer

[Handwritten signatures and dates]
14/6

47/6

PAPER-III (ACTS AND LABOUR LAWS) Max.Marks-100

1. FACTORIES ACT.1948 Chapter-1 (Preliminary),II (Inspecting Staff).III ((Health), IV (Safely), V.(Welfare).VI (Working Hcurs of Adults) VIII (Annual leave with wages).
2. PSEB STANDING ORDERS APPLICABLE TO WORK-CHARGED AND DAILY WAGED WORKERS.
3. WORKMEN COMPENSATION Act.1923.
Chapter-I & II (Up to section IX only).
4. AIR (PREVENTION AND CONTROL OF POLLUTION)ACT.1981.
Chapter-I(Preliminary),IV(Prevention and Control of Air Pollution),VI (Penalties and Procedure).
5. EMPLOYEE PROVIDENT FUND ACT
6. ELECTRICITY ACT 2003.
7. RIGHT TO INFORMATION ACT.
8. CONSUMER PROTECTION ACT.
9. MICRO SMALL AND MEDIUM ENTERPRISES ACT.

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.

PAPER-IV: (Drafting & Computer Knowledge) Max. Marks-100

- 1) Précis (15)
- 2) Drafting like preparation of Memorandum, public notices and notice inviting tenders, circulars, drafting of advertisement and official letters/sanctions (20)
- 3) Grammar: (15)
The area of "Grammar" may include punctuations, direct, & indirect voice, active & passive voice, correct and incorrect sentences, idioms & phrases.
- 4) Preparation of noting, preparation of order, preparation of letters/sanction, memos.
- 5). COMPUTER KNOWLEDGE (Marks 50)
 - (i) Computer: Introduction, Functions and Classification of Computer, Overview of Software and Hardware, Input and Output devices, Computer Memory : RAM, ROM, Number System and its Inter Conversion, Introduction to Operating System, DOS and WINDOWS, Working with files and folder, Understanding the control panel, Opening and Existing Windows application, Copying and moving information between windows and learning other basic functions of windows.
 - (ii) Introduction to MS Word : Basic Features, Starting and existing word, Creating, Editing and Saving a Word document, inserting Pictures and symbols, Working with text, Creating a Table, Formatting Documents, Previewing and Printing Documents.
 - (iii) Introduction to MS Excel: Creating spread sheets by entering text formulas and numbers, Introduction to financial functions in Excel.

Amulya

14/11/13

14/11/13

14/11/13