

**MINISTERIAL ESTABLISHMENT EXAM FOR UDC (General), LDC (General) & LDC (Accounts)**

**PAPER-I**

**(WORKS ACCOUNTS)(MARKS-100)**

1. Chart of Accounts -Vol-I, Part-I
2. **Basic Accounting Principles & Policies Vol-I, Part-II** -  
Part 1 (Basic Accounting principle and policies
  1. Basic Accounting Principles
  2. Accounting Policies (Capital Expenditure & Fixed Assets, Fuel & Material Accounting (Material Accounting))Part 2 (Procedural Matters Relating to Accounting Transaction)
  1. Capital Expenditure & Fixed Assets
  2. Fuel & Material Accounting (Material Accounting)
3. Cash & Bank Manual (Vol- IV): - All Chapters including instruction related to centralized payments and online voucher Package.
4. Expense Accounting Manual- (Vol- VII)
5. Capital Expenditure & Fixed Assets: - Chapter: 1, 2, 3, 4, 5, 6, 7, 17, 18, 20, 28, 29, 30, 31, 32, 33, 34, 35, 37, 38, 39 and 40.
6. PSEB Works Regulation (amended from time to time by PSTCL)
7. PSTCL Purchase Regulations
8. PSTCL Delegation of Powers (amended up to date).

**Notes:**

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-II**  
**(SERVICE RULES AND REGULATIONS)**  
**(MARKS-100)**

1) PSEB MSR-1972 VOL-I PART-I

Chapter-1, 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 XIV (Classification of services, Conduct & discipline), Chapter XV(Authorities which exercise the powers of a competent authority under the various regulations)

AND

PSEB MSR 1975 Vol-I Part-II

Appendix-3 (List of Employees granted Rent Free Accommodation), Appendix-V (Leave Procedure), Appendix VI (Authorities empowered to Grant Leave\_\_\_), Appendix-VIII (Regulation for the grant to Casual and Quarantine leave),

Latest Financial circulars relate to Last PAY REVISION AND PAY FIXATION ALLOWANCES ENTITLEMENT, PAY ANOMALY CASES as available on PSTCL website.

2) PUNJAB CSR VOL-II:

Chapter-I (Extent of Application and Definitions), Chapter-II (General Provisions relating to grant of pensions), 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 PUNISHMENT AND APPEAL REGULATIONS.

7) Employees Conduct Regulations, 1971.

**PAPER-III**

**(ACTS AND LABOUR LAWS)**

**(MARKS-100)**

1. Factory Act -1948. [Chapter-1 (Preliminary), II (Inspection Staff), III (Health), IV (Safety), V. (Welfare), VI (Working Hours of Adults), VIII (Annuals leave with wages) & X (Penalties and Procedure)].
2. Workmen Compensation Act, 1923 [Chapter-I & II (Up to section IX only)]
3. Right to Information Act, 2005 [Chapter-I, Chapter-II & Chapter-V]
4. Micro, Small and Medium Enterprises Act, 2006 (Chapter-I, Chapter-III, Chapter-V & Chapter-VI)
5. Employee Provident Fund Act Account & Miscellaneous (Chapters – 1, 2 , 5 , 6 , 7 , 8 & 14)

**Notes:**

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 AND COMPUTER KNOWLEDGE)**

**(MARKS-100)**

1. Precs. **(Marks – 20)**
2. Drafting like preparation of Agenda, Public notices and notice inviting tenders, Circulars, Drafting of Advertisements and Officials letters /Sanction Memos. **(Marks-20)**
3. Grammar: The area of "Grammar" may include punctuation, Direct & indirect speech, active & passive voice, correct and incorrect sentences, preposition, articles, idioms & phrases. **(Marks-20)**
4. Computer Knowledge: Introduction: Functions and Classification of Computers **(Marks-40)**
  - I. Overview of software and hardware, input and output devices, Computer Memory: RAM & ROM, Introduction to Operating System Windows, Working with files and folders, understanding the control panel, opening and exiting windows application, copying & moving information between Windows & learning other basic functions of Windows.
  - II. Introduction to MS-Word:-Basic features, starting and exiting Word. Creating, Editing & Saving a Word document. Inserting pictures and symbols. Working with text, creating a table, formatting documents, Preview & Printing documents & short cut commands etc.
  - III. Introduction to MS-Excel: - Creating spread sheets by entering text, Formulas & Numbers. Introduction to Financial Functions in Excel & short cut commands etc.
  - IV. Introduction to MS-Power Point: - Creating Slides.
  - V. E-office & Cyber Security circulars as available on PSTCL website.