

## SYLLABUS FOR ENGINEER SUBORDINATE EXAM (ELECTRICAL)

### PAPER-1 (WORKS ACCOUNTS)

Max.Marks-100

1. Preparation of estimates complete with chargeable heads of accounts.  
Competency regarding administrative & Technical Sanction for these estimates:-

- i) Replacement of Damaged Power Transformer.
- ii) Dismantlement of Idle Lines
- iii) Augmentation & Deaugmentation on Technical Grounds.
- iv) Shifting of HT lines on Technical Grounds.
- v) Annual Estimates for Grid Sub-Stations
- vi) Turkey Projects, Deposit Work/contributory Work.

### **2. Maintenance of Accounts**

Use and Knowledge of: -

- i) Stock Measurement Book, Electrical Measurement Book (CA-25) Small Measurement Book (PW-20 Large) and Standard Measurement Book (PW-20 Small).
- ii) Works T&P and Office T&P.
- iii) Instructions regarding mtc. of Imprest Accounts & Muster Rolls.
- iv) IUT Bills and Suppliers/contractors bills and verifications thereof.
- v) Mtc. of MAT-28 (PWA Form-4) & Initial Works Register (IWR) its preparation and finalization.
- vi) Elementary knowledge for the mtc.of General Cash Book.

### **3. Maintenance of Technical Record**

Use and Knowledge of: -

- i) Patrolling Book, equipment mtc. register, Line mtc.Register.
- ii) Vehicle Log Book, Mtc. Register, Out Turn and average consumption of vehicle.
- iii) Dismantlement Register and Scrap Register.
- iv) PTWs Telephone message book.

### **4. Miscellaneous**

- i) Workcharge Establishment, its employment and retrenchment procedure, EPF deduction and its repayment.
- ii) Payment of compensation to workcharged and regular employees against Fatal/Non Fatal Accident.
- iii) Instructions to deal with shortage of material received from supplier and replacement of defective material.
- iv) Procedure for carrying out Turnkey Projects, Deposit Works and Contributory Works.
- v) Instructions regarding Survey off Vehicles & other unserviceable items.
- vi) Knowledge regarding returns/Reports submitted by Sub Divn. to Divn. every month.
- vii) Commencements of work in anticipation of sanctioned Estimate. Excess over estimates.
- viii) Procedure for disposal of unserviceable T & P and Material.
- ix) Use and knowledge of Stock Cards, Store Value Ledger, Store Requisition, Indent, Store Challan, Store Return Warrant and Stock Verification Report.
- x) Indian Electricity Rules relating to Transmission & Distribution System and Safety precautions.

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.

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### **PAPER-II (Banking Instructions, Technical Knowledge, Acts & Labour Laws)** **Max.Marks-100**

#### **1. Banking and other Instructions:**

- I. Accounting of unpaid wages of w/c Establishment and subsequent payment thereof.
- II. Procedure for remitting Board's money into the bank and precautions to be observed against loss in transit or non-credit into Board's Account.
- III. Handling and Safe Custody of Cash.

#### **2. Technical Knowledge & Acts and Labour Laws**

i. Knowledge of Connected Load, Power Factor, Contract Demand, Load Factor & Demand Factor.

##### **ii. FACTORIES ACT. 1948**

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

##### **iii. INDUSTRIAL DISPUTES ACT. 1947**

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

##### **iv. ERSTWHILE PSEB/PSTCL/PSPCL STANDING ORDERS APPLICABLE TO WORK-CHARGED AND DAILY WAGED WORKERS.**

##### **v. EMPLOYEES STATE INSURANCE ACT. 1948.**

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

##### **vi. WORKMEN COMPENSATION ACT. 1923.**

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

##### **vii. THE ELECTRICITY ACT 2003**

##### **viii. AIR (PREVENTION AND CONTROL OF POLLUTION) ACT. 1981.**

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

##### **ix. PSEB EMPLOYEES CONDUCT REGULATIONS-1971.**

##### **x. RIGHT TO INFORMATION ACT, 2005.**

##### **xi. GRID CODE**

##### **xii. PSERC REGULATIONS**

##### **xiii. BOUNDARY METERING**

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