

APPENDIX-I
SYLLABUS FOR THE LIMITED DEPARTMENTAL EXAMINATION
FOR ASSISTANT GRADE

PAPER-I **Full Marks 100** **Duration : 3 Hours**

- a) Central Secretariat Manual of Office Procedure (2015 Edition)
- b) F.R. Vol. I Rules 9-57 and 105-108.
- c) S.R. Rules 17-195 (T.A. Rules) Rules 293-306 (Joining time).

PAPER-II **Full Marks 100** **Duration : 3 Hours**

C.S.R. Volume I and II.

- a) Instruction for submission, receipt and transmission of petitions addressed to the President, etc.
- b) C.C.S. (Temporary Service) Rules, 1965.
- c) C.C.S. (Conduct) Rules, 1964.
- d) C.C.S. (Leave) Rules, 1972.

PAPER-III **Full Marks 100** **Duration : 3 Hours**

1. G.F.R. (2017 Edition)

- a) Essential conditions governing expenditure from public funds.
- b) Sanction of the Expenditure.
- c) Date of effect of sanction.
- d) Lapse of sanction.
- e) Purchase of Store, Office equipment and Stationeries
- f) Keeping account thereof.
- g) Report of losses, defalcation, theft, etc.
- h) Keeping Service Book.
- i) Loans and Advance to Govt. Servant.

2. Treasury Rules.

- a) General Instruction for handling cash.
- b) Receipt of cash.
- c) Granting of receipt against money receipt.
- d) Drawal of money from Treasury/Bank.
- e) Maintenance of Cash book.
- f) Disbursement of money.
- g) Depositing of money into Treasury.
- h) Vouchers for payment.
- i) Contingent charges.
- j) Custody of cash.

PAPER-IV **Full Marks 100** **Duration : 3 Hours**

- a) General English.
- b) Precis Writing.
- c) Drafting.
- d) English Grammar