

From
The Registrar
CCSHAU, Hisar.

To
All Deans/Directors/ HODs/Officers/ Sections
(including outstations)
CCSHAU, Hisar.

Memo No. Admn. E.1/10/ 4545-4694
Dated: 30/3/10

Subject: Conduct of Departmental Examination in Accounts and General Services for non-teaching ministerial employees of CCSHAU, Hisar.

The syllabus of the Departmental Examinations of Lower/Higher Standard in Accounts and General Services was under review of a committee constituted for the purpose by the Vice-Chancellor. The Committee has recommended deleting of some old components and in their place inserting therein new topics in view of implementation of 6th Pay Commission, RTI Act, 2005, Revised Pension Rules, 2009 etc. etc.

2. The Vice-Chancellor, after considering the recommendations of the committee, has approved the revised syllabus of LS/HS Examinations copy of which is appended herewith. The Vice-Chancellor has further ordered that the departmental examination in LS/HS Examinations for non-teaching ministerial employees will be held in future as per the revised syllabus.

3. This may please be brought to the notice of all the ministerial employees working under control.

R.S. Dalal
28.03.10.
(R.S. Dalal)
Registrar

CC:

1. Secretary to Vice-Chancellor, CCSHAU, Hisar.
2. P.S to Registrar, CCSHAU, Hisar.
3. All Dy. Registrar/Asstt. Registrar (internal)
4. President/General Secretary, HAUNTEA, CCSHAU, Hisar.
5. E.2 & E3 (internal)

Revised Syllabus of Lower Standard Departmental Examinations

LS Paper-1(with books)

1. Haryana and Punjab Agril. Universities Act. 1970 and Statutes framed thereunder as applicable to CCS HAU. (50 marks)
2. Punjab CSR Vol.1, Part-1 excluding the following Chapters: (30 marks)
VI, XI, XII, XIII, XIV and XV
3. CSR Vol.II Part-I (Chapters-III, IV, VI & XI only): (20 marks)
including Haryana Civil Services (Revised Pension) Rules. 2009.

**LS Paper-2 (Without books)
(Precis and Drafting)**

1. English : I) Letter writing.
II) Grammar including change of voice, narration, preposition, prehesion etc. (50 marks)
2. Hindi: I) Precis writing II) Letter writing
III) Knowledge of administrative terminology (50 marks)

LS Paper-3 (with books)

1. CCS HAU TA Rules (30 marks)
2. CCS HAU Account Code Vol. I (40 marks)
3. CCS HAU Account Code Vol. II (30 marks)

Revised Syllabus of Higher Standard Departmental Examinations

H.S. Paper-I (with books)

1. Right to Information Act, 2005. (10 marks)
(compulsory question)
2. Haryana and Punjab Agril. University Act .1970 and Statutes framed thereunder as applicable to CCS HAU. (40 marks)
3. CCS Haryana Agril. University Calendar Vol. II (20 marks)
4. CCS HAU Calendar Vol. III except Chapter-24 (30 marks)

H.S. Paper-II (with books)

1. Punjab CSR Vol.I. Part-I, including Haryana Civil Services (Revised Pay Scales) Rules, 2008 and Haryana Civil Services (Assured Career Progression) Rules, 2008 but excluding the following Chapters:
VI, XI, XII, XIII, XIV & XV. (50 marks)
2. Calculations of Income Tax (practical compulsory question) (20 marks)
3. CCS HAU T.A. Rules (30 marks)

Note: Atleast 50% questions would be practical.

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H.S. Paper-III (without books)

1. English : I) Office Note, Agenda Item etc., II) Grammar including change of voice, narratio preposition, comprehension etc. (50 marks)
2. Hindi: I) Precis writing II) Letter writing
III) Knowledge of administrative terminology (50 marks)

Note: Precis will be out of series of communications of material of about 1500 words.

H.S. Paper-IV (with books)

1. CCS HAU Account Code Vol.I (50 marks)
2. Punjab Budget Manual Chapters 1,2,3,4 (paras 4.1 to 4.4 only) 5,6,7,9,10,11,12,13,14,15 and (30 marks)
3. Punjab Financial Rules Vol.I Chapters-II (excluding Section VI) V, VI,VII, VIII, X(iii), XV and XVII. (20 marks)

H.S. Paper-V (with books)

1. CSR Vol.II. Part-I. Chapters II, III, IV, VI (S, III, A, B, C), VII, VIII, IX & XI, including Haryana Civil Services (Revised Pension) Rules, 2009. (50 marks)
2. Payment of Gratuity Act, 1972- Complete Act. (10 marks)
3. Workmen's Compensation Act 1923-Chapter 1, 2 and 3 only. (10 marks)
4. Employees Provident Fund and Miscellaneous Provisions Act 1952 (Bare Act only-Complete Act). (10 marks)
5. Industrial Disputes Act, 1947-Complete Act. (20 marks)

H.S. Paper-VI (with books)

1. CCS HAU Account Code Vol.II. (50 marks)
2. P.W.D. Code, Chapter II, IV (excluding portion dealing with administration) (20 marks)
3. Manual of Orders of the PWD, B&R, Chapter V, VI, VII, VIII (excluding portion dealing with administration). (30 marks)