

**PAPER – I : Precis Writing, Drafting and Computer Basics
(Subjective type)**

Duration : 2 hours

Max. Marks : 100

(A) **Precis Writing and Drafting**

Candidate will be tested in précis writing and drafting letters etc. on subject connected with work in an Income-tax Office.

[50 Marks]

(25 Marks each for Precis Writing and Drafting)

(B) **Computer Basics**

Theory

25 Marks

- Basics of computer – CPU, monitor, keyboard, mouse, printer
- Basics of windows- Creating, copying and renaming files, folders
- Basics functions of MS Office
- Basics functions of ITD Application modules

(ii) **Practical**

25 Marks

- Handling of computers – Booting, Shutting Down, printer.
- Using Windows – Creating, copying and renaming files folders.
- Using MS Word and MS Excel – Creating files, editing and saving.
- Data entry in AST
- Running Query and generating reports in AST, TAS, AIS and other, if any related programs.

SYLLABUS FOR MINISTERIAL STAFF EXAMINATION AS PER NEW DE RULES-2009

**PAPER – II : Office procedure (FR,SR,GFR etc) and calculation of Income Tax
(Subjective type with books)**

Duration : 3 hours

Max. Marks : 100

SECTION –A (50 Marks)

(Office Procedure – FR, SR & GFR etc)

(a) **Fundamental Rules**

- Chapter II - Definition
- Chapter III - General conditions and service.
- Chapter IV - Pay
- Chapter X - Leave
- Chapter XI - Joining Time.

(b) **Supplementary Rules**

- Division III - Medical certificate of fitness on first entry into Government service.
- Division IV - Drawal of compensatory allowance.
- Division VI - Travelling Allowances.
- Division VII - Records of service.
- Division XXII - Amount of joining time admissible.
- Division XII-A - Revised Leave Rules.

(c) **CCS (Revised Pay) Rules 1960.**

(d) **Delegation of Financial Powers Rules 1978.**

(e) **CCS (Conduct) Rules 1964.**

(f) **Following portion of General Financial Rules 2005**

Chapter-I	Introductory		Rule 2 to 6
Chapter-II	General System of Financial Management		Rule 7 to 14
		I. General Principles relating to expenditure & payment of money	Rule 21 to 26
		II. Defalcation & losses	Rule 33, 34, 35
Chapter-III	Budget formulation & Implementation		Rule 42 to 47, 50
		Control of expenditure against budget	Rule 52, 55, 58, 60 & 61
Chapter-IV	Government Accounts		Rule 65 to 73, 77 to 80
		Personal Deposit Account	Rule 88, 89
		Capital and Expenditure Account	Rule 90 to 96.

Syllabus of paper II contd. on next page.

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Chapter-VI	Procurement of goods & services		Rule 137, 144, 145, 146, 150 to 153, 160, 161
Chapter-VII	Inventory Management		Rule 186 to 189, 190, 196
Chapter-XII	Misc.		
		I. Establishment	Rule 253 to 268
		II. Debt and miscellaneous obligation of Govt.	272 to 274
		IV. Security deposits	275 to 277
		VIII. Destruction of records connected with accounts	Rule 289 alongwith Appendix -13
		IX. Contingent & misc. expenditure	290 – 993
List of Forms			Forms GFR 33, GFR 33 (Appendix), GFR 40, GFR 41

NOTE :

The candidate's general knowledge of the rules and order with which the staff in a Government office should be familiar will be tested, without going into detailed questions of interpretation and application of rules in complicated cases.

SECTION –B (50 Marks)

(Calculation of Income Tax)

1. From given particulars, the candidate will be required to work out income of an assessee under various heads, the total income tax payable therein and to fill in all assessments forms including ITNS- 150, ITNS-15A and ITS-7.
2. Calculation of deduction and relief Chapter VIA of the Income Tax Act.
3. Filling in statement of carry forward of losses.
4. Calculation of refunds and tax deductible at source.
5. Calculation of interest chargeable u/s 234A, 234B, 234C, 234D, 201(1A), 220(2)
6. and interest payable u/s 244A of the Income Tax Act.
7. Calculation of penalties u/s 271AA, 271B, 271BB, 272A, 271(1)(c) etc.

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PAPER – III : HINDI TEST
(Subjective Type)

Duration : 2 hours

Max. Marks : 100

Part-I Translation of passage from English to Hindi
(a passage about 200 words)(50 marks : 1 hour).

Part –II Reading of petition and documents written in manuscript in Hindi
(20 marks : 15 minutes).

Part –III Hindi conversation (30 marks : 15 minutes)

NOTE 1 Part –I above will be a common paper whereas parts 2 and 3 will be
conducted locally at the different centres.

NOTE 2 The candidates should be advised to study the following books :-

	<u>Name of the Publisher</u>
(1) Rashtrya Bhasha	Indian Press Ltd., Allahabad
(2)Hindi Rachana, Part I to III	Dakshina Bharat Hindustani Prachar Sabha, Madras.
(3.) Hindi in thirty days	Pt. Dulary Lal Bhargava Ganga Fine Arts Press,Lucknow.
