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Government of India
Ministry of Communications
Department of Telecommunications
Office of Controller General of Communication Accounts
NICF Campus, Ghitorni, New Delhi – 110047.

No.25-1/2018/Admn

Dated: 12.12.2018

To,

All Pr.CCA/CCA/Jt.CCA

Sub: Departmental Examination for promotion of LDC to Jr. Accountant.

The undersigned is directed to enclose herewith the topic wise bifurcation of marks in the syllabus of examination for departmental Competitive exam for the post of Jr. Accountant in Department of Telecommunication.

This is in continuation of this office letter No. of even dated 29.11.2018.



(S. Anbalagan)

Dy. CGCA

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Copy to:

- ✓ 1. US (SEA-II), Department of Telecommunication, DoT HQ, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001. For uploading the above matter on the DoT official website,

PAPER-I (PRESCIS WRITING, DRAFTING AND GRAMMAR)

Mode of Examination : Theory paper (Without Books)

Maximum Marks : 100

Duration : 2 Hours

S.No.	Chapter/Topic	Marks	
1.	Precis writing	30	i. Precis on any topic
2.	Drafting	20	i. Official letter ii. Preparation of Office Note iii. Demi Official letter
3.	Grammar	50	i. Sentence Corrections ii. Idioms & Phrases iii. Grammar application iv. Antonyms v. Synonyms vi. Vocabulary vii. Arranging sentences in order viii. Comprehensions of passage ix. Prepositions x. Use of helping verbs.



उप महानियंत्रक संचार लेखा / Dy. CGCA
महानियंत्रक संचार लेखा / O/o CGCA
दूरसंचार विभाग / Deptt. of Telecom
एन.आई.सी.एफ. कैंपस घिटोरनी / NICF Campus Ghitorni
नई दिल्ली / New Delhi

PAPER-II (FUNDAMENTAL & SUPPLIMENTARY AND ALLIED RULES

Mode of Examination : Theory paper (With Books)

Maximum Marks : 100

Duration : 3 Hours

S.N o.	Books/Manuals	Marks	Topics
1.	F.R&SR	20	i. Definitions ii. Simple Pay Fixation iii. Simple calculation of TA/DA on Tour/Transfer.
2.	C.C.S.(Pension) Rules	20	i. Calculation of net qualifying service and calculation of pension ii. Family pension including enhanced pension iii. Calculation of service gratuity and death gratuity. iv. Calculation of commuted value of pension
3.	C.C.S.(Leave Rules)	20	i. Calculation of earned leave and half pay leave at credit. ii. Study leave/ special disability leave and other special kind of leave and their admissibility etc.
4.	C.C.S.(J.T) Rules	5	i. Definitions ii. Calculation of joining time
5.	Manual of DDO	5	Pay bill of group 'C' or 'B' or 'A' Preparation of LPC
6.	General Financial Rules	5	Calculation of interest on computer advance and house building building advance.
7.	Income Tax Rules	5	Simple calculation of income tax on salary income
8.	Schedule of financial powers	5	Schedule of financial powers to officers of Department of Telecom.
9.	GPF (CS)Rules 1960	15	Calculation of GPF interest

PAPER –III (BASIC I.T.SKILLS)

Mode of Examination : Practical paper (Without Books)

Maximum Marks : 100

Duration : 2 Hours

S.No.	Topic	Marks	Subject
1.	Basic Computer skills	40	<u>MS Word</u> Word processing basic, opening and closing of documents, text, table handling: Spell check, language setting and thesaurus, printing of word documents.
		30	<u>MS Excel</u> Basics of spreadsheet, manipulation of cells, formula and functions: Editing of spreadsheet, printing of spreadsheet.
		30	<u>MS Power point.</u> Basics of presentation software, creating presentation, slid show, taking print outs of presentation/handouts.



उप महानियंत्रक संचार सेवा
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