

**No. 33-01/2017-R&E
Government of India
Ministry of Communication
Department of Telecommunications
Sanchar Bhawan, 20 Ashoka Road, New Delhi – 110001.**

Dated: 09/03/2018

To

All Pr.CCA/CCA
DG, NICF

Sub: Syllabus for confirmation examination of Jr. Accountants – reg

The undersigned is directed to enclose herewith the syllabus for Confirmation Examination (copy enclosed) duly approved by the Competent Authority for wide publicity among the staff of your office.

Singh
9/3/18
(Neha Singh)
Under Secretary (SEA)
011 – 2337 2251

Paper 1: Telecom Finance and E-Governance in CCA offices

Mode of Examination: Open Book Theoretical Paper for Telecom Finance
And a Practical Test for e-governance

Maximum Marks: 150 (100 + 50)

Duration: 3 Hours (2 Hours + 1 Hour)

Sr.No	Topic	Subjects
(1)	Licensing Finance	Financial Conditions of Unified License Agreement (Access Service Providers & Internet Service Providers)
(2)	USOF Schemes	Current schemes sponsored by USOF (Bharat Net/NOFN, Mobile Services in LWE Areas, 25000 WiFi Hotspots in BSNL Rural Exchanges, Rural Wireline Broadband, NVPT, E-Chaupal, Wifi Hotspots at Rural Railway Stations), with special emphasis on the financial conditions of the respective agreements, and Roles and Responsibilities of CCA.
(3)	IT Applications in CCA offices	1. PFMS (a) DDO wise budget allocation at the DH level user in Pay & Accounts office (b) DH-Bill Receive and Pass/Return (c) Printing of Cheque (d) Creation and approval of sanction for Nil Bill by PD user (e) Registration of Program Division (PD) and its functions (f) Processing of NIL Bill in PFMS (g) Issue of Cheques; reprocess failed transaction; challan entry7 and transfer entry at DH level 2. Compact (a) Introduction; About compact; General Provident Fund and Pension Utilities (b) Direct payment of GPF Advance and withdrawal to BSNL Employees 3. PVA Software 4. NTRP 5. GEM (a) Vision & Purpose of Government e-Marketplace (b) Introduction to GeM (evolution of Government e-Marketplace and its salient features)
(4)	Basic Computer Skills	1. E-mail and other basic communication and collaboration tools using internet Basics of electronic mail; getting an email account; sending and receiving emails; Accessing sent emails; Using Emails (Replying to All, Reply, Forwarding to all etc) Document Collaboration

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	2. MS Word
	Word Processing Basics; Opening and closing of documents; Text creation and Manipulation; Formation of Text; Table handling; Spell Check, language setting and thesaurus; Printing of word document
	3. Ms Excel
	Basics of spreadsheet; Manipulation of cells; Formulae and Functions; Editing of spreadsheet, printing of spreadsheet
	4. Ms Powerpoint
	Basics of presentation software; creating Presentation; Slide Show; Taking printouts of presentation/handouts

Paper 2: General Administration and Finance**Mode of Examination:** Open Book Theoretical Paper**Maximum Marks:** 100 Marks**Duration:** 2 Hours

Sr.No	Book/Manual	Chapter/Topic
(1)	General Financial Rules' 2017	Chapter – 1 Introduction
		Chapter – 2 General System of Financial Management
		Chapter:– 3 Budget Formulation and Implementation
		Chapter – 4 Government Accounts
		Chapter – 6 Procurement of Goods and Services
(2)	Financial Handbook Vol – I	Chapter – 2 General Principles and Rules
		Chapter – 3 General outlines of the Systems of Accounts
		Chapter – 5 Cash
		Chapter – 8 Pay and Allowances: General Rules
(3)	FR SR Part-I : General Rules	Chapter – 2 Definition
		Chapter – 3 General Conditions of service
		Chapter – 4 Pay
		Chapter – 9 Retirement
(4)	FR SR Part-II: Travelling Allowances	Chapter – 1 Grades of Government Servants
		Chapter – 2 Different kinds of TA
		Chapter – 3 T.A admissible for different class of journey
		Appendix-5 Transport Allowance
(5)	FR SR Part III: Leave Rules	Chapter – 1 Preliminary
		Chapter – 2 General Conditions
		Chapter – 4 Kinds of Leave due and admissible
		Chapter – 5 Special kinds of leave other than study leave
		Chapter – 6 Study Leave
(6)	Central Civil Services (Pension) Rules, 1972	Chapter – 1 Preliminary
		Chapter – 2 General conditions
		Chapter – 3 Qualifying Service
		Chapter – 4 Emoluments and Average Emoluments
		Chapter – 5 Classes of pensions and conditions governing their grant
		Chapter – 7 Regulation of Amount of Pensions
		Chapter – 8 Determination and Authorization of the Amounts of Pension and Gratuity
		Chapter – 9 Determination and Authorization of Amount of Family Pension and Death Gratuity in respect of Government servants dying while in service

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(7)	General Provident Fund (Central Civil Services) Rules, 1960	Chapter – 1 Short Title and Commencement
		Chapter – 2 Definitions
		Chapter – 4 Conditions of Eligibility
		Chapter – 5 Nominations
		Chapter – 6 Subscriber's Account
		Chapter – 7 Conditions of Subscriptions
		Chapter – 8 Rates of Subscriptions
		Chapter – 12 Advances from the Fund
		Chapter – 13 Recovery of Advances
		Chapter – 16 Conditions of withdrawal
(8)	Leave Travel Concession Rules	Leave Travel Concession Rules
(9)	New pension Scheme Rules	New pension Scheme Rules https://npscra.nsdcl.co.in/index.php http://pensionersportal.gov.in/faqs-nps-f.asp
(10)	CCA (Conduct) Rules	Rule-II Definitions Rule-III General Rule-III-C Prohibition of sexual harassment of working women Rule-IV Employment of near relatives of Government servants in companies or firms Rule-VI Joining of associations by Government servants Rule-VII Demonstration and strikes Rule-IX Criticism of Government Rule-XIII Gifts Rule-XV Private trade or employment Rule-XVI Investments, Lending and borrowing Rule-XVII Insolvency and habitual indebtedness Rule-XVIII Movable, Immovable and valuable property Rule-XXII Consumption of intoxicating drinks and drugs
(11)	Swamy's Manual on office Procedure	Part A – Manual of office procedure
		Chapter-IV Dak – Receipt, Registration, and Distribution
		Chapter-V Receipts – Submission and Diarisation
		Chapter-VI Action on receipts
		Chapter-VIII Forms and Procedure of Communication (Forms of written communication and methods of delivery)
		Chapter-IX Drafting of Communications
		Chapter-XI File Numbering System
		Chapter-XII Records Management
		Chapter-XIII Security of official information and documents
		Chapter-IV Office Management
		Chapter-VIII Financial Sanctions

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Paper 3: Verbal Abilities and Quantitative Aptitude

Mode of Examination: Without Book Theoretical Paper
Maximum Marks: 100 Marks
Duration: 2 Hours

Sr.No	Topic	Chapter/Topic
(1)	Quantitative Ability	1. Number System
		2. Decimals & Fractions
		3. Simple Equation
		4. Ratio-Proportion-Variation
		5. Percentages
		6. Profit & Loss
		7. Simple Interest and Compound Interest
		8. Average/Weighted Averages
		9. Discount
		10. Time & Work
(2)	Comprehension, Drafting and Writing Abilities	1. Precis of any topic
		2. Drafting official communication
		3. Preparation of Official Note
		4. Comprehension
		5. Grammar

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