

Government of India
Ministry of Communications
Department of Posts, PA Wing,
Dak Bhawan, New Delhi-110001

F. No. 03-37/2016-PACE/DE/AAO/178 to 293

Dated: 04 .04.2018

To

1. All GMs (F)/DsA (P), Dept. of Posts
2. All Pr.CsCAs/CsCA, Dept. of Telecom
3. DG (NICF)/GM (F) RAKNPA, Ghaziabad

Subject:- Syllabus for Limited Departmental Competitive Examination (LDCE) for AAO cadre of IP&T AFS Group 'B' under AAO RR, 2018-reg.

Sir/Madam,

Kindly find enclosed herewith a copy of the syllabus for the Limited Departmental Competitive Examination (LDCE) to be held for Assistant Accounts Officers, IP&TAFS Group 'B' cadre of DoT and DoP under the Assistant Accounts Officer Recruitment Rules, 2018. The syllabus is approved by the Competent Authority. As far as other offices under DoT are concerned, the respective CsCA would be the nodal authority to bring the ibid syllabus to the notice of all concerned.

It is intimated that a copy of the syllabus is being placed in the official websites of Department of Posts and Department of Telecommunications.


It is requested that all authorities may kindly give this wide publicity amongst all the aspirants. It is also requested that the authorities who have their own websites/webpages may upload the syllabus to their respective websites under intimation to this office, for wider access.

The receipt of detailed syllabus consisting of one summary sheet and Six Annexures (total 14 pages) may kindly be acknowledged.

This issues with the approval of the Competent Authority.

Encl: As above.

Yours faithfully,


(Julia Mohapatra) 4/4/2018

DDG (F&PA-Admn.)
Phone: 011-2304 4721
011-23096019

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Copy forwarded for information to:-

1. PPS to Secretary (Posts)/ DG (Posts), DoP and PPS to Member (F)/Advisor (F), DoT.
2. PPS to Addl. DG (Coordination), all Members of Postal Services Board, DoP, JS&FA (DoP)
3. All Heads of Circles, Dept. of Posts.
4. All CGMs/Sr. DDsG/DDsG Postal Directorate, DoP.
5. DDG (E&T), DoT with a request to kindly arrange to upload a copy of the syllabus on the website of DoT and endorse copies to recognized Staff Associations and all concerned in DoT Headquarter.
6. Shri Ashok Kumar, GM (F) & Chairman, Examination Committee, Delhi-54.
7. Shri Shivendu Gupta GM (F) Jaipur, Convener of the Committee.
8. General Manager (CEPT), Mysore with a request to upload this on India Post Website.
9. General Secretary AIPAEA , BPAOEA and PTAFOA.
10. Guard File.



(Deepak Kumar)

Director (B&A)

Phone: 011-2304 4741

SUMMARY SHEET**Syllabus for LDCE for AAO cadre of IP&T AFS Group 'B' under AAO RRs, 2018**

Sl. No.	Paper	Name of Paper	Maximum Marks	Duration	Mode of Exam	Details
1.	Paper I	Financial Rules and Procedures & Book-keeping	100	3 hrs.	Open Book	Annexure-I
2	Paper II	Service Rules	100	3 hrs.	Open Book	Annexure-II
3	Paper III	Postal Account	100	3 hrs.	Open Book	Annexure-III
4	Paper IV	Telecom Account,USOF and Taxation	100	3 hrs.	Open Book	Annexure-IV
5	Paper V	Logical, Analytical & Quantitative Abilities and Language Skill	100	3 hrs.	Without Book	Annexure-V
6	Paper VI	Information Technology	100	3 hrs.	Practical, Without Books	Annexure-VI



Paper-I Financial Rules and Procedures & Book-keeping

TIME: 03 HOURS

MAXIMUM MARKS: 100

MODE OF EXAM: OPEN BOOK***Syllabus Content:***

<i>Sl. No.</i>	<i>Topic</i>	<i>Chapter</i>
1	<i>General Financial Rules, 2017</i>	Chapter- 1 Introduction Chapter -2 General System of Financial Management Chapter- 3 Budget Formulation and Implementation Chapter- 6 Procurement of Goods and Services Chapter-8 Contract Management
2	<i>FHB Volume-I</i>	Chapter-II General Principles and Rules Chapter-III General Outlines of the Systems of Accounts Chapter-IV Relations with Audit Chapter-V Cash Chapter-VIII Pay and Allowances General Rules Chapter-X Establishment Chapter-XI Contingent Charges Chapter-XIII Loans & Advances to Govt Servant Chapter-XVII Provident & Other Funds
3	<i>Accounting Principles/Book Keeping</i>	Preparation of Trial Balance Preparation and analysis of P & L Account Preparation and analysis of Balance Sheet Provision for Bad Debts/Depreciation /Reserves/ provisions Bank reconciliation statement Receipts & Payments Account Income & Expenditure Account Single entry Correction of Errors
4	<i>List of Major & Minor Heads (LMMH) of Accounts of Union of India as applicable in DOT/DOP</i>	
5	<i>Govt. Accounting Rules 1990 (GAR 1990)</i>	

Recommended readings/reference books

- Swamy's Compilation of General Financial Rules, 2017
- Swamy's Compilation of P&T Financial Handbook Vol. I
- Relevant chapters from NCERT publication on Financial Accounting for CBSE (upto class XII)
- Relevant chapters from NCERT publication on Accountancy – Analysis of financial Statements for CBSE (upto class XII)
- Relevant chapters from Double Entry Book Keeping (Financial Accounting) by T S Grewal (For CBSE Class XI)



- Relevant chapters from Analysis of Financial Statements by T S Grewal (For CBSE Class XII)
- Appendix V to the Postal Account Manual Vol. 1
- Government Accounting Rules, 1990

Books to be allowed in examination hall

- Swamy's Compilation of General Financial Rules, 2017
 - Swamy's Compilation of P&T Financial Handbook Vol. I
 - Appendix V to the Postal Account Manual Vol. 1
 - Government Accounting Rules, 1990
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Paper II : Service Rules

TIME: 03 HOURS

MAXIMUM MARKS: 100

MODE OF EXAM: OPEN BOOK***Syllabus Content :***

<i>Sl. No.</i>	<i>Topic</i>	<i>Chapter</i>
1	<i>FR SR Part-I : General Rules</i>	Chapter-II- Definition Chapter-III General Conditions of Service Chapter-IV- Pay Chapter-VII Dismissal, Removal and Suspension Appendix-3 Delegation made under Fundamental Rule 6 Appendix-10 CCS(Joining Time) Rules ,1979
2	<i>FR SR Part-II : Travelling Allowances</i>	Chapter-I Grades of Government Servants Chapter-II Different kinds of TA Chapter-II T.A. admissible for different class of Journey Chapter-VI Controlling Officers
3	<i>FR SR Part-III : Leave Rules</i>	Chapter-I Preliminary Chapter-II General Conditions Chapter-IV Kinds of Leave due and admissible Chapter-V Special kinds of leave other than studyleave
4	<i>CCS (Pension) Rules , 1972</i>	Chapter-I Preliminary Chapter-II General Conditions Chapter-III Qualifying Service Chapter-IV Emoluments and Average Emoluments Chapter-V Classes of pensions and conditions governing their grant Chapter-VII Regulation of Amount of Pensions Chapter-VIII Determination and Authorization of the Amounts of Pension and Gratuity Chapter-IX Determination and Authorization of Amount of Family Pension and Death Gratuity in respect of Government servants dying while in service. Appendice-1 CCS(Commutation of Pension) Rules ,1981
5	<i>General Provident Fund (Central Services) Rules,1960</i>	Chapter-I Short title and commencement Chapter-II Definitions Chapter-IV Conditions of eligibility Chapter-V Nominations Chapter-VI Subscriber's Account Chapter-VII Conditions of subscriptions Chapter-VIII Rates of subscription Chapter-XII Advances from the Fund Chapter-XV Withdrawals from the fund Chapter-XVI Conditions of withdrawal Chapter-XVI-A Conversion of an advance into a withdrawal



		Chapter-XXXI Final withdrawal of accumulations in the Fund Chapter-XXXII Retirement of subscriber Chapter-XXXIII Procedure on death of a subscriber Chapter-XXXIV Manner of payment of amount in the Fund Chapter-XXXIX Annual statement of accounts to be supplied to subscriber
6	<i>CEA Rules</i>	
7	<i>LTC Rules</i>	
8	<i>CCS (CCA) Rules</i>	Chapter-I Part-III Appointing Authority Part-IV Suspension Part-V Penalties and Disciplinary Authorities Part-VI Procedure for Imposing Penalties Part-VII Appeals Part-VIII Revision and Review Chapter-II Suspension ----- A Digest Chapter-III Suspension ----- General Orders Chapter-IV Suspension ----- Entitlements Chapter-VII Unauthorized Absence Chapter-XV Orders regarding grant of T.A. to various persons during disciplinary proceedings
9	<i>CCS (Conduct) Rules</i>	Rule-II Definitions Rule-III General Rule-III-C Prohibition of sexual harassment of working women Rule-VI Joining of associations by Government servants Rule-VII Demonstration and strikes Rule-IX Criticism of Government 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-XXI Restriction regarding marriage Rule-XXII Consumption of intoxicating drinks and drugs Appendices-IV The Prevention of Corruption Act,1988
10	<i>RTI Act 2005</i>	Knowledge of various provisions of RTI Act-2005
11	<i>Constitution of India</i>	General Principles of Natural Justice

Recommended readings/reference books

- Swamy's Compilation of FR SR Part-I : General Rules
- Swamy's Compilation of FR SR Part-II : Travelling Allowances
- Swamy's Compilation of FR SR Part-III : Leave Rules
- Swamy's Pension Compilation
- Swamy's Compilation of GPF Rules
- Upto date relevant orders of 7 CPC
- Swamy's Handbook for Central Govt. Staff
- RTI Act-2005
- Constitution of India-(Preamble of the Constitution, Article 14, 21, 22, 32, 226, 227 & 311).



Books to be allowed in examination hall

- Swamy's Compilation of FR SR Part-I : General Rules
- Swamy's Compilation of FR SR Part-II : Travelling Allowances
- Swamy's Compilation of FR SR Part-III : Leave Rules
- Swamy's Pension Compilation
- Swamy's Compilation of GPF Rules
- RTI Act-2005
- Constitution of India



Paper-III Postal Account

TIME: 03 HOURS

MAXIMUM MARKS: 100

MODE OF EXAM: OPEN BOOK***Syllabus Content:***

<i>Sl. No.</i>	<i>Topic</i>	<i>Chapter</i>
1	Postal Accounts Manual Vol-I	Chapter-I Definitions and General Systems of Accounts Chapter-II Organization and Control (except Para 2.10,2.11,2.12,2.13,2.14,2.18,2.19 and 2.22 Chapter-III Postal Account Work Chapter-IV Book and Compilation Chapter-V Remittance Chapter-VII Transfer Entries Journal & Ledger Chapter-XV Internal Check Inspections
2	Postal Accounts Manual Vol-II	Chapter-II Post Office Certificates Chapter-III Indian Money Order Chapter IV Indian Postal Order Chapter-VIII Savings Bank
3	Delegation of Financial Power Rules,1978	
4	Schedule of Financial Powers of Head of Circle, Regional PMGs, SSPO/SPOs	
5	FHB-Volume-II	Chapter-II Supply of Stamps Chapter-III Revenue Receipts Chapter-IV Post Office Accounts Chapter-V Railway Mail Service Accounts Chapter-VII Pension Payments

Recommended readings/reference books

- Postal Account Manual Vol-I
- Postal Account Manual Vol-II
- Swamy's compilation of DFPR,1978
- Schedule of Financial Powers
- FHB-Volume-II

Books to be allowed in examination hall

- Postal Account Manual Vol-I
- Postal Account Manual Vol-II
- Swamy's compilation of DFPR,1978
- Schedule of Financial Powers
- FHB-Volume-II



Paper – IV Telecom Account, USOF and Taxation

TIME: 03 HOURS

MAXIMUM MARKS: 100

MODE OF EXAM: OPEN BOOK***Syllabus Content:***

<i>Sl. No.</i>	<i>Topic</i>	<i>Chapter/Documents</i>
1	<i>License Agreements and NIA</i>	i) Financial Conditions of various License Agreements ii) Provision regarding Spectrum Usage Charges & Bank Guarantees in NIA 2010,2012,2013,2014,2015,2016 iii) Reconciliation of revenue shown in AGR (Adjusted Gross Revenue) and P & L Account
2	<i>USOF</i>	i) Schemes sponsored by USOF ii) Financial conditions in various Agreements
3	<i>GST</i>	i) Provision for registration under GST Act ii) Requirement of Monthly/quarterly return under GST Act iii) Time line for depositing amount due under GST Act
4	<i>Income Tax</i>	i) Provision of Income Tax on salaried employees (including pensioners) ii) Provision of TDS on salaried employees (including pensioners) iii) Monthly/Quarterly /Annual Returns to be submitted by DDOs under Income Tax Act iv) Admissible deduction to be allowed by DDO to salaried employees(including pensioners)
5	<i>New Pension Scheme</i>	

Recommended readings/reference books

- License Agreements/NIAs available on <http://dot.gov.in/>
- USOF Agreements available on <http://www.usof.gov.in>
- GST Act and relevant notifications
- Income Tax Act
- Swamy's Compilation of New Pension Scheme

Books to be allowed in examination hall

- Swamy's Compilation of New Pension Scheme
- Income Tax Act (Bare Act with Amendments only)
- GST Act (Bare Act with Amendments only)



Paper-V Logical, Analytical & Quantitative Abilities and Language Skill

TIME: 03 HOURS

MAXIMUM MARKS: 100

MODE OF EXAM: WITHOUT BOOK***Syllabus Content:***

<i>Sl. No.</i>	<i>Section</i>	<i>Sub Section</i>
Part A : Logical, Analytical & Quantitative Abilities		
1	<i>Data Interpretation</i>	i) Data Tables ii) Linear Graphs iii) Pie Charts iv) Bar Charts v) Venn Diagram
2	<i>Quantitative ability</i>	i) Number systems ii) Decimals & Fractions iii) Simple Equation iv) Ratio-Proportion-Variation v) Percentages vi) Profit & Loss vii) Simple Interest and Compound Interest viii) Average/Weighted Averages ix) Discount x) Time & Work
Part B : Language Skills -English		
1	<i>Verbal and Reading Abilities</i>	i) Verbal Reasoning ii) Sentence corrections iii) Idioms and phrases iv) Grammar Applications v) Antonyms vi) Synonyms vii) Vocabulary viii) Arranging sentences in order ix) Comprehension of passage
2	<i>Drafting and Writing Abilities</i>	i) Précis of any topic ii) Drafting official letter iii) Preparation of Office Note



भाग-ब : भाषाज्ञान		
हिन्दी		
1	मौखिक एवं पढ़ने की क्षमता	i) अशुद्ध वाक्य शोधन ii) मुहावरे व लोकोक्तियाँ iii) विलोम शब्द iv) समानार्थक शब्द v) अपठित गद्यांश
2	रचना एवं लेखन क्षमता	i) किसी भी विषय का सारांश ii) कार्यालय पत्रों की रचना iii) कार्यालय टिप्पणी तैयार करना

Recommended readings/reference books

- NCERT books on Mathematics upto Class X

Books to be allowed in examination hall

No books shall be allowed in Examination Hall



Paper –VI Information Technology

TIME: 03 HOURS

MAXIMUM MARKS: 100

MODE OF EXAM: PRACTICAL WITHOUT BOOK***Syllabus Content:***

<i>Sl. No.</i>	<i>Topic</i>	<i>Details</i>
1	<i>Introduction to Windows</i>	1) What is an operating system and basics of Window? 2) The User Interface <ol style="list-style-type: none"> Using Mouse and Moving Icons on the screen The My Computer Icon The Recycle Bin Status Bar, Start and Menu & Menu-selection Running an Application Windows Explorer Viewing of File, Folders and Directories Creating and Renaming of files and folders Opening and closing of different Windows. 3) Windows Setting <ol style="list-style-type: none"> Control Panels Concept of menu Using Help 4) Advanced Windows <ol style="list-style-type: none"> Using right Button of the Mouse Creating Short cuts Basics of Window Setup Notepad
2	<i>Word Processor/Word</i>	1) Word Processing Basic <ol style="list-style-type: none"> An Introduction to Word Processing Opening Word processing Package The Menu Bar Using the Help Using the Icons below menu bar 1) Opening Documents and Closing documents <ol style="list-style-type: none"> Opening Documents Save and Save as Page Setup Printing of Documents Display/Hiding of Paragraph Marks and Inter Word Space 2) Moving Around in a Documents <ol style="list-style-type: none"> Scrolling the Documents Scrolling the line/paragraph Fast Scrolling and Moving Pages



		<ul style="list-style-type: none"> 3) Using a Document/Help Wizard 4) Text Creation and Manipulation <ul style="list-style-type: none"> a. Paragraph and Tab Setting b. Text Selection c. Cut, Copy and Paste d. Font and Size selection e. Bold, Italic and Underline f. Alignment of Text; Center, Left, Right and Justify. 5) Formatting the Text <ul style="list-style-type: none"> a. Changing font, Size and Color b. Paragraph indenting c. Bullets and Numbering d. Use of Tab and Tab setting e. Changing case 6) Handling Multiple Documents <ul style="list-style-type: none"> a. Opening and closing of Multiple documents b. Cut, Copy and Paste across the documents c. Saving of Clip boards 7) Table Manipulation <ul style="list-style-type: none"> a. Concept of table: Rows Columns and Cells b. Draw Table c. Changing Cell Width and Height d. Alignment of Text in Cell e. Copying of cell f. Delete/insertion of row and columns g. Borders for Table 8) Printing <ul style="list-style-type: none"> a. Printing b. Print Preview c. Print a selected page
3	<i>Spreadsheet/Excel</i>	<ul style="list-style-type: none"> 1) Elements of Electronics Spread Sheet <ul style="list-style-type: none"> a. Application/usage of Electronic Spread Sheet b. Opening of Spread Sheet c. The menu bar d. Creation of cells and addressing of cells e. Cell inputting 2) Manipulation of Cells <ul style="list-style-type: none"> a. Enter text numbers and dates b. Enter texts numbers and dates c. Creation of tables d. Cell Height and Widths 3) Providing Formulas <ul style="list-style-type: none"> a. Using basic functions/formalism a cell b. Sum () function c. Average d. Percentage



		<p>4) Spread sheets for Small accountings</p> <ol style="list-style-type: none"> a. Maintaining invoices/budgets b. Totaling of various transactions
4	<i>Presentation/PowerPoint</i>	<ol style="list-style-type: none"> 1) Basic <ol style="list-style-type: none"> a. Using Power Point b. Opening a Power Point Presentation c. Using Wizard for creating a presentation 2) Creation of Presentation <ol style="list-style-type: none"> a. Title b. Text Creation c. Fonts and Sizes d. Bullets and indenting e. Moving to Next Slide 3) Preparation of Slides <ol style="list-style-type: none"> a. Selection of type of Slides b. Importing text from word documents c. Moving to next Slide d. The Slide manager 4) Providing aesthetics <ol style="list-style-type: none"> a. Slide Designs b. Background and Text colors c. Making your own slide format d. Footnotes and slide numbering 5) Slide Manipulation and Slide Show 6) Presentation of the Slides <ol style="list-style-type: none"> a. Using the Slide Show b. Printing the Slides and Handouts c. Slide Sorter d. Title Sorter 7) Inserting and Formatting Tables 8) Inserting and Formatting Charts 9) Inserting and Formatting Media 10) Inserting and Formatting Images 11) Applying Transitions and animations 12) Applying Transitions between Slides 13) Animating Slide Contents and Setting Time for Transitions and Animations
6	<i>E-mail</i>	<ol style="list-style-type: none"> 1) Basic of electronic mail <ol style="list-style-type: none"> a. What is an Electronic mail b. E-mail addressing c. Mailbox: Inbox and outbox 2) Using E-mails <ol style="list-style-type: none"> a. Viewing an email b. Sending an E mail c. Saving mails d. Sending same mail to various users



		3) Document handling a. Sending soft copy as attachment b. Enclosures to E- Mail c. Sending a Portion of document as e mail
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Recommended readings/reference books

- C.S. French “Data Processing and Information Technology” BPB Publications
- P.K. Sinha “Computer Fundamentals” BPB Publications
- Guy Hart-Davis “The ABCs of Microsoft Office 97 Professional edition”, BPB Publications
- Karl Schwartz, “ Microsoft Windows 98 Training Guide”

Books to be allowed in examination hall

No books shall be allowed in Examination Hall

