

## Revised syllabus for Assistant Personnel Officer Grade (Level – 8 of Pay Matrix)

**Passing Criteria: - General Category – 45% in each paper and 50 % in aggregate; SC/ST Category – 35% in each paper and 40% in aggregate**

**Exemption criteria for each paper – General Category – 60% or more; SC/ST category – 55% or more**

<b><u>PAPER – I (PART-I) Theory Without books</u></b> <b><u>(Marks – 50 marks)</u></b> <b><u>Time – One and half hour (1 ½ hour)</u></b>	<b><u>PAPER – II (PART-I) Theory Without books</u></b> <b><u>(Marks – 50 marks)</u></b> <b><u>Time – One and half hour (1 ½ hour)</u></b>	<b><u>PAPER – III (Without books)</u></b> <b><u>(Marks – 100 marks)</u></b> <b><u>Time – Three hour (3 hour)</u></b>	<b><u>PAPER – IV (Without books)</u></b> <b><u>(Marks – 100 marks)</u></b> <b><u>Time – Three hour (3 hour)</u></b>
<ol style="list-style-type: none"> <li>1. Fundamental Rules &amp; Supplementary Rules</li> <li>2. CCS (Leave) Rules, 1972</li> <li>3. CCS (LTC) Rules</li> <li>4. CS(MA) Rules, 1944 &amp; Contributory Health Service Scheme</li> <li>5. Merit Promotion Scheme for S&amp;T personnel</li> <li>6. Reservation in Services – SC/ST/PWD/OBC/ EWS</li> <li>7. DPC proceedings and procedures</li> <li>8. MACP</li> </ol>	<ol style="list-style-type: none"> <li>1. CCS (Pension) Rules, 1972, including CCS (Commutation of Pension) Rules, 1981 and National Pension System</li> <li>2. Exercise of Financial Power (DAE) Rules as amended from time to time</li> <li>3. General Financial Rules (latest edition)</li> <li>4. GPF Rules</li> <li>5. CPF Rules</li> <li>6. GST</li> <li>7. Domain knowledge on Information Technology</li> <li>8. Personnel Management - Organizational Behavior               <ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Conflict Resolutions</li> <li>• Emotional Intelligence</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Noting and Drafting (candidate would be required to prepare a Note/ draft on a given subject)</li> <li>2. Precis writing</li> <li>3. Office Procedure</li> <li>4. Parliament Procedure</li> <li>5. Constitution of India (General Knowledge of the Constitution with special reference to the chapters on Articles relating to Services, Property, Contracts, Finance and Comptroller and Auditor General, Public Service Commission)</li> <li>6. Security Instructions</li> <li>7. Knowledge of Organization and activities of DAE and its various units</li> <li>8. Transaction of Business Rules</li> <li>9. Allocation of Business Rules</li> <li>10. Official Language Act &amp; Rules</li> </ol>	<ol style="list-style-type: none"> <li>1. General knowledge of Acts (Bare Acts allowed)               <ol style="list-style-type: none"> <li>i) Indian Contract Act, 1872</li> <li>ii) Payment of Wages Act, 1936</li> <li>iii) Minimum Wages Act, 1948</li> <li>iv) Industrial Disputes Act, 1947</li> <li>v) Workmen’s Compensation Act, 1923</li> <li>vi) Atomic Energy Act, 1962</li> <li>vii) Factories Act, 1948</li> <li>viii) Trade Unions Act, 1926</li> <li>ix) Administrative Tribunals Act, 1985 (as applicable to Central Govt. employees)</li> <li>x) Contract Labour (Regulation &amp; Abolition) Act, 1970</li> <li>xi) Right to Information Act, 2005</li> <li>xii) FRBM Act 2003 with latest updation</li> <li>xiii) Central Govt. Employee’s Group Insurance Scheme, 1980</li> <li>xiv) Civil Liability for Nuclear Damage Act 2010</li> <li><b>xv)</b> Atomic Energy (Arbitration Procedure) Rules 1983</li> <li><b>xvi)</b> JCM Scheme</li> </ol> </li> <li>2. CCS (Conduct) Rules, 1964</li> <li>3. CCS (CCA) Rules, 1965</li> </ol>
<b><u>PAPER – I (PART-II) – Practical With books</u></b> <b><u>(Marks – 50 marks)</u></b> <b><u>Time – One and half hour (1 ½ hour)</u></b> Practical questions based on theory portion as for Part-I of Paper-I	<b><u>PAPER – II (PART-II)</u></b> <b><u>(Marks – 50 marks)</u></b> <b><u>Time – One and half hour (1 ½ hour)</u></b> Practical questions based on theory portion as for Part-I of Paper-II		