

Government of India
Ministry of Communication
Department of Telecommunications
O/o Controller General of Communication Accounts,
NICF Campus, Ghittorni, New Delhi – 110047

F. No. 25-1/2018/Admin

Dated: 01.11.2018

To

All Pr. CCA's/CCA's/Jt. CCA's
DG NICF, DDG (E&T) Dot HQ

Sub: Syllabus for Department examination for promotion of LDC to Junior Accountant.

The undersigned is directed to enclose herewith the syllabus for Departmental examination for promotion of LDC to Junior Accountant (copy enclosed) duly approved by the competent authority for wide publicity among the staff of your office.


(S. Anbalagan)

Dy. CGCA

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PAPER-I- (PRECIS WRITING, DRAFTING AND GRAMMER)

Mode of Examination : Theory paper (Without Books)

Maximum Marks : 100

Duration :2 Hours

<u>S.No.</u>	<u>Chapter/Topic</u>	
1.	Precis writing	i. Precies on any topic.
2.	Drafting	i. Official letter ii. Preparation of Office note iii. Demi Official letter
3.	English Grammer	i. Sentence Corrections ii. Idioms & Phrases iii. Grammer applications iv. Antonyms v. Synonyms vi. Vocabulary vii. Arranging sentences in order viii. Comprehensions of Passage ix. Prepositions x. Use of helping verbs.

PAPER-II-(FUNDAMENTAL & SUPPLEMENTARY AND ALLIED RULES)

Mode of Examination: :Theory Paper(With books)

Maximum Marks : 100

Duration :3 Hours

<u>S.No.</u>	<u>Books/manuals</u>	<u>Topics</u>
1.	F.R. &SR	i. Definitions ii. Simple Pay Fixation iii. Simple Calculation of TA/DA on Tour /Transfer
2.	C.C.S. (Pension) Rules	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.

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3.	CCS (Leave Rules)	i. Calculation of Earned leave and Half Pay Leave at credit. ii. Study leave/Special disability leave and other special kinds of leave and their admissibility etc.
4.	CCS (J.T.)Rules	i. <u>Definitions.</u> ii. <u>Calculation of joining time.</u>
5.	Manual of DDO	Pay Bill of Group "C" or "B" or "A"
6.	Manual of DDO	Preparation of LPC
7.	General Financial Rules	Calculation of interest on Computer Advance and House Building Advance
8.	Income Tax Rules	Simple calculation of Income Tax on salary income.
9.	Schedule of financial powers	Schedule of financial powers to officers of Department of Telecom
10.	GPF (CS) Rules 1960	Calculation of GPF Interest

PAPER-III-(BASIC I.T. SKILLS)

Mode of Examination: :Practical Paper (Without Books)
Maximum Marks : 100
Duration :2 Hours

<u>S.No.</u>	<u>Topic</u>	<u>Subjects</u>
	Basic Computer Skills	<u>MS Word</u> 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. <hr/> <u>MS Excel</u> Basics of spreadsheet, Manipulation of cells, Formula and Functions; Editing of spreadsheet, printing of spreadsheet. <hr/> <u>MS Power Point</u> Basics of presentation software, creating presentation, slide show, Taking printouts of presentation/handouts

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