

Government of India  
Department of Atomic Energy  
Centralised Cadre Section

Anushakti Bhavan,  
C.S.M. Marg,  
Mumbai – 400 001.

No.12/1/2019-CCS/ 9123

November 19, 2020

OFFICE MEMORANDUM

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Subject: Revision of the Syllabi for Departmental Examination to posts included in the Centralised Administrative / Accounts Cadre of the Department of Atomic Energy.

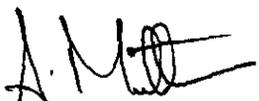
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Syllabi of the various written examinations were prescribed taking into account the rules/statutes in vogue during 1996. Since then, various Government service rules / regulations have undergone many changes. Even there has been a tremendous change in the activities and programmes of the Department with significant diversification into areas in related sectors. As such, to keep pace with the overall changes and to judge the actual working knowledge of the candidates, it was felt necessary to revise the existing syllabus for the Limited Departmental Examination for the following group B posts:-

Section Officer	Annexure A
Assistant Personnel Officer	Annexure B
Assistant Accounts Officer	Annexure C
Assistant	Annexure D
Assistant Accountant	Annexure E
Personal Assistant	Annexure F
Private Secretary	Annexure G

2. A committee was constituted in the Department for reviewing the existing syllabi and suggesting changes therein as may be necessary. The recommendations of the Committee were placed before the Competent Authority in the Department and it has been decided to modify the syllabi as per the Annexures (A) to (G) attached. The modifications in the existing passing criteria, exemption criteria and the time limit for writing examinations are also shown in the same annexures. The revised syllabi will be applicable to examinations to the above posts hereafter.

4. Study materials for the newly introduced topics such as "Domain knowledge of Information Technology" and "Personnel Management & Organizational Behavior" have been displayed on the DAE website with the new head "Syllabus & Study Material for the Departmental Examinations" under the column "DAE Secretariat Matters". However, the study materials will not be allowed while writing examinations.

  
(M. Sankaranarayanan)  
Director (Cadre)

To:-  
All Administrative Heads of units  
Under Secretary (Admin), DAE  
Head, CISD – request to upload on DAE Website