

Revised syllabus for Assistant Grade (Level – 7 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

<u>Paper-I (Without books)</u> <u>(Marks – 100 marks)</u> <u>Time – Three hour (3 hour)</u>	<u>Paper-II Without books</u> <u>(Marks – 100 marks)</u> <u>Time – Three hour (3 hour)</u>	<u>Paper-III (With books)</u> <u>(Marks – 100 marks)</u> <u>Time – Three hour (3 hour)</u>	<u>Paper-IV (With books)</u> <u>(Marks – 100 marks)</u> <u>Time – Three hour (3 hour)</u>
<ol style="list-style-type: none"> 1. Noting and Drafting 2. Precis writing 3. General Knowledge (will include questions on current events and matters of every day observations and experience) 4. Knowledge of Organization and Activities of DAE and its Units 5. Personnel Management - Organizational Behavior <ul style="list-style-type: none"> • Communication Skills • Conflict Resolutions • Emotional Intelligence 6. Domain knowledge of Information Technology 	<ol style="list-style-type: none"> 1. Manual of Office Procedure (Practice in Central Secretariat) 2. Parliamentary Procedure (with specific reference to handling of VIP references) 3. Security Instructions 4. CCS (Conduct) Rules, 1964 5. CCS (CCA) Rules, 1965 6. Constitution of India [(General knowledge of the Constitution with special reference to the Chapters on Articles relating to Services, Property, Contracts, Finance, Comptroller and Auditor General, Public Service Commission (procedural details will be excluded)] 7. Right to Information Act, 2005 8. Official Language Act & Rules 9. Allocation of Business Rules 10. Transaction of Business Rules 	<ol style="list-style-type: none"> 1. Fundamental Rules (Extent of application, Definitions, General conditions of Service, Pay, Addition to Pay, Combination of Appointment, Deputation out of India, Dismissal, Removal and Suspension, Retirement, Foreign Service and CCS (Joining Time) Rules, 1979 2. Supplementary Rules (Travelling Allowances, Medical Certificate of fitness of first entry into Government Service, Additions to Pay, Fees, Records of Service and Foreign Service) 3. CCS (Leave) Rules, 1972 4. CCS (LTC) Rules, 1988 5. Reservation in Services – SC/ST/PWD/OBC/EWS 6. DPC proceedings and procedures 	<ol style="list-style-type: none"> 1. Pension Rules 1972, including CCS (Commutation of Pension) Rules, 1981 including National Pension System 2. Exercise of Financial Powers (DAE) Rules, 1978 3. General Financial Rules (latest edition) with particular reference to advances 4. GPF Rules 1960 5. CPF Rules 1962 6. Domain knowledge on Contract Rules and GST 7. Central Govt. Employee's Group Insurance Scheme, 1980