

**Syllabus for Departmental Examination for Class-II Officers/ Officials
of the H.P.Board of School Education (Section Officers & above of the Board)**

Paper-I FINANCIAL ADMINISTRATION:

- (I) Maintenance of Cash and Accounts
- (ii) Himachal Pradesh Financial and Accounts Rules
- (iii) Himachal Pradesh Traveling Allowance rules

Paper-II ADMINISTRATION AND GENERAL:

- (I) Service Rules applicable in Himachal Pradesh
- (ii) Fundamental and Supplementary Rules
- (iii) Central Civil Services (Conduct) Rules, 1964
- (iv) CCS (CCA) Rules, 1965

Paper-III BOARD ACT AND REGULATIONS:

- (I) H.P.Board of School Education Act No. 14 of 1968
alongwith latest amendments.
- (ii) Examination Regulations of the Board
- (iii) General Regulations of the Board

**SYLLABUS FOR DEPARTMENTAL EXAMINATION OF ENGINEERING OFFICERS
(ELECTRICAL) OF THE H.P STATE ELETRICITY BOARD LTD.**

(A)	PAPER A (100 marks Open Book): Rules ,Regulations, Procedures and Acts	(B)	PAPER B (PART 1- 100 MARKS-OPEN BOOK): Consumers/Company accounts and accounting procedures
(A1)	Fundamentals Rules and Supplementary Rules- General Rules (FRSR) including HP- TA Joining LTC and Leave Rules.	(Ba1)	General Financial Rules,2017 and HP Financial Rules,1971 Hand book Vol 1 and Vol 2.
(A2)	GPF Rules	(Ba2)	Accounts Coode Vol. III.
(A3)	Pension/CPF Rules	(Ba3)	HPSEB Budget Manual
(A4)	CCS (Conduct) Rules	(Ba4)	Manual for Banking Operation
(A5)	C.C.S (CCA) Rules	(Ba5)	HP Handbook on Personnel Matters Vol 1,2,3
(A6)	Medical Attendance Rules	(Ba6)	Manual of Instructions regarding maintenance and upkeep of Store Accounts.
(A7)	Temporary Service Rules	(Ba7)	Manual of purchase and material Management.
(A8)	HPSEB Manual of Office Procedure	(Ba8)	Punjab PWD-Code
(A9)	HPSEB Industrial Estt. Standing orders.	(Ba9)	Delegations of Financial Powers of HPSEB Ltd.
(A10)	HPSEB Delegation of Administrative/ disciplinary powers.	(Ba10)	HPSEB Commercial Accounting Manual.
(A11)	The Indian Electricity Act, 2003 with the Electricity Rules, 2005	(Ba11)	Classification (charts) of Accounts.
(A12)	CEA Safety and Metering Regulations	(Ba12)	Budget.
(A13)	HPSEB Ltd Safety Code.	(Ba13)	Revenue(Commercial) Accounts
(A14)	The Workmen's Compensation Act, 1923	(Ba14)	Sales Manual Part1, II, and III.
(A15)	The Factories Act, 1948.	(Ba15)	Company accounts(Accounts Manual)
(A16)	The Forest (Conservation) Act, 1980.		
(A17)	The Arbitration and Conciliation Act, 1996.	(C)	PAPER B-(PART2-100 marks-No Book allowed) : Electrical Engineering Basics
(A18)	The Indian Contract Act, 1872.	(Bb1)	Basic of Electrical Engineering: (Electrostatics, Magnetism & Electro Magnetism, AC (3 Ph & 1 Ph), DC Circuits.
(A19)	The Land Acquisition Act, 1894	(Bb2)	Basics of Electrical Devices: Transformers, Motors, Generators etc.
(A20)	The Companies Act, 2013.	(Bb3)	Basics of Power Systems: Basics of Power System Protection, Basics of Load Flow.
(A21)	HPERC Regulations, Codes and Standards and GoI/GoHP Rules under the Electricity Act,2003.	(Bb4)	Basics of Electrical Distribution and Transmission (Lines/ Sub stations) System Components.
		(Bb5)	Basics of Computers: Hardware and Microsoft office (Word/Excel/Powerpoint/Access.)

**SYLLABUS FOR DEPARTMENTAL EXAMINATION OF ENGINEERING OFFICERS
(CIVIL/MECHANICAL) OF THE H.P STATE ELECTRICITY BOARD LTD.**

A	PAPER A (100 marks- Open Book): Rules, Regulations, Procedures and Acts.
(A1)	Fundamental Rules and Supplementary Rules General Rules (FRSR) including HP-TA, Joining, LTC and Leave Rules.
(A2)	GPF Rules
(A3)	Pension/CPF Rules
(A4)	CCS (Conduct) Rules
(A5)	C.C.S (CCA) Rules
(A6)	Medical Attendance Rules
(A7)	Temporary Service Rules
(A8)	HPSEB Manual of Office Procedure
(A9)	HPSEB Industrial Estt. Standing orders.
(A10)	HPSEB Delegation of Administrative/ disciplinary powers.
(A11)	The Indian Electricity Act, 2003 with the Electricity Rules, 2005
(A12)	HPSEB Ltd Safety Code.
(A13)	The Workmen's Compensation Act, 1923
(A14)	The Factories Act, 1948.
(A15)	The Forest (Conservation) Act, 1980
(A16)	The Arbitration and Conciliation Act, 1996.
(A17)	The Indian Contract Act, 1872
(A18)	The Land Acquisition Act, 1894
(A19)	The Companies Act, 2013.
(A20)	HPERC Regulations, Codes and Standards and GoI/GoHP Rules under the Electricity Act, 2003
(A21)	HP Handbook on Personal matters Vol 1, 2, 3
B	PAPER B-(PART 1- 100 Marks-Open Book) Consumer/Company accounts and accounting procedures
(Ba1)	General Financial Rules, 2017 and HP Financial Rules, 1971 Hand book Vol 1 and Vol 2.
(Ba2)	Accounts Code Vol. III.
(Ba3)	HPSEB Budget Manual
(Ba4)	Manual for Banking Operations
(Ba5)	Manual Of Instruction regarding maintenance and upkeep of store accounts.
(Ba6)	Manual of purchase and material Management.
(Ba7)	Punjab PWD-Code.
(Ba8)	Delegations of Financial Powers of HPSEB Ltd
(Ba9)	HPSEB Commercial Accounting Manual.
(Ba10)	Classification (charts) of Accounts.
(Ba11)	Budget.
(Ba12)	Revenue (Commercial) Accounts.
(Ba13)	Company Accounts(Accounting Manual)
C	PAPER B- (Part 2-100 Marks- Open Book): Civil Engineering
(Bb1)	CBIP Manual on Development of Small Hydroelectric Projects (Pub No 305).
(Bb2)	Manual on Barrages and weirs on permeable foundation (Publication No 179) - October, 1985.
(Bb3)	CBIP Manual on Rock Mechanics (Pub. No. GP-310)-2010.
(Bb4)	Manual of Planning & Design of Hydraulic Tunnels (Publication No. GP 178)- December, 1984 .
(Bb5)	Manual on Irrigation & Power Channels (Publications No 171) – March, 1984.
(Bb6)	Handbook of Hydroelectric Engineering By P.S. Nigam.
(Bb7)	Specification for items of civil works.

	MECHANICAL ENGINEERING
(Bb8)	CWC Manual on Design, Fabrication, Erection and Maintenance of Steel Penstocks.
(Bb9)	IS 4410 (Part 16 /Sec I): 1981 Glossary of Terms relating to river valley projects Part 16 Gates and Valves – Section I Gates and terms related with Gates.
(Bb10)	IS 4410 (Part 16/Sec 2): 1981 Glossary of Terms relating to river valley projects Part 16 Gates and Valves – Section 2 Valves.
(Bb11)	IS 4410 (Part 23): 1999 Glossary of Terms relating to river valley projects Part 23 Hoists, Cranes and other related terms.
(Bb12)	IS 4622:2003 Recommendations for structural design of fixed-wheel gates (Third Revision)
(Bb13)	IS 4623:2000 Recommendations for structural design of radial gates (Third revision)
(Bb14)	IS 6938:2005 Design of rope drum and chain hoist for hydraulic gates – code of practice (second revision)

Note:- Paper-B Part-2 shall have option in all questions w.r.t. Civil engineering and Mechanical engineering, so that candidate can attempt any question of his discipline of engineering Viz Civil or Mechanical engineering or as per his choice.

SYLLABUS FOR DEPARTMENTAL EXAMINATION OF SR.MANAGERS IN HPTDC

Total Marks: 100

Time : 3 Hrs.

PAPER-1

(Accounts & Administration)

Part-1 : HPTDC Accounting Manual (without book)

(50 Marks)

Part-II :

(50 Marks)

1. CCS (CCA) Rules, 1965 (With reference books).
2. HPFR 2009 (with reference books)
3. HPTDC staff Regulation, 1972 (without books)
4. FRSR Vol. I & II with HP Govt. instructions from time to time (with reference books).
5. Leave Travel Concession Rules (with reference books).
6. EPF Act (with reference books).
7. Medical Attendance Rules,1944 (with reference books)
8. CCS (Leave Rules, 1972) (with reference books).
9. CCS (Joining Time Rules, 1979) (with reference books).
10. RTI Act, 2005 (without books).

PAPER-II (WITH BOOKS)

(Hotel Management)

(100 Marks)

1. Hotel Housekeeping Operations & Management (G.Raghubalan) (Assession No.3390)
Publisher-OXFORD
2. Food Production Operations (Parvinder S.Bali)
(Assession No.4364) Publisher-OXFORD
3. Food and Beverage Service (R.Singaravelavan)
(Assession No.4390) Publisher-OXFORD
4. Hotel Front Office Operations & Management (Jatashankar R.Tewari) (Assession
No.4414) Publisher-OXFORD

SYLLABUS FOR DEPARTMENTAL EXAMINATION OF ASSTT.ENGINEERS (C) IN HPTDC

Total Marks: 100

Time : 3 Hrs.

PAPER-1

(Accounts & Administration)

Part-1 : HPTDC Accounting Manual (without book)

(50 Marks)

Part-II :

(50 Marks)

1. CCS (CCA) Rules, 1965 (With reference books).
2. HPFR 2009 (with reference books)
3. HPTDC staff Regulation, 1972 (without books)
2. FRSR Vol. I & II with HP Govt. instructions from time to time (with reference books).
3. Leave Travel Concession Rules (with reference books).
4. EPF Act (with reference books).
5. Medical Attendance Rules, 1944 (with reference books)
6. CCS (Leave Rules, 1972) (with reference books).
7. CCS (Joining Time Rules, 1979) (with reference books).
8. RTI Act, 2005 (without books).

PAPER-II (WITH BOOKS)

(Project Management & Engineering)

PAPER-2 (RULES AND ACTS)

(100 Marks)

(1) Departmental Financial Rules (Financial Hand Book No. 3 relating to Public Works Department portion only).

- i) Chapter-I (Introductory)
- ii) Chapter-II (General system of Accounts and Financial Control).
- iii) Chapter - III (Cash Transaction and their record).
- iv) Chapter -IV Stores.
- v) Chapter -V (Deposits and Suspense Accounts).
- vi) Chapter-VI Works.
- vii) Chapter - VII (Accounts and Accounts Returns of Sub-Divisional and Divisional offices).
- viii) Chapter-IX Powers of HPTDC Officers/MD.
- ix) Powers of Admn. Department.

(2) Public Works Department Code:

- i) Chapter -I Establishment
- ii) Chapter-II Works.
- iii) Chapter-III Public Buildings.
- iv) Chapter-IV Misc. Rules regarding Office Work.
- v) Powers of Sanction in HPTDC.

(3) (i) Limitation Act.

- Indian Contract Act.
- Arbitration Act.
- Land Acquisition act.
- Workmen's Compensation act.
- H.P. Road Side Land Control Act.
- H.P. Aerial Ropeway Act.
- H.P. Mechanical Vehicles Act.
- (Bridge Tolls) Act-1968.
- National Highway Act.
- H.P. Motor Vehicle Taxation Act, 1972.
- Indian Forest Conservation Act.
- HP Miner Canal Act, 1976
- H.P. Water Supply Act.
- H.P. Essential Service (Maintenance) Act.
- HP Town and Country Planning act, 1977.

(ii)

- HP Housing Board Act.
- HP Urban Rent Control Act.
- HP Land Preservation Act, 1978.
- HP Slum Areas Act 1979.
- HP Urban Estates Act, 1977.

Himachal Pradesh Administrative History and development w.r.t. climatic, geographical topographical conditions, resources for plan, scope for medium and minor irrigation, water supply, flood control and road development of Himachal Pradesh including tribal development programmes knowledge about various programmes for weaker sections of society.
