

SYLLABUS FOR DEPARTMENTAL EXAM

(V) SYLLABUS FOR DEPARTMENTAL EXAM TO THE POST OF SECTION OFFICER

Total Marks : 300 Qualifying marks- 120

Sl. No.	Subject	Full Mark
1.	English, Drafting and Noting	100
2.	NU Statutory Rules	100
3.	Administrative Rules & Financial Rules	100

Details of Syllabus

Detailed syllabus for the above-mentioned paper shall be as follows :

1. English and Drafting/Noting skills
 - a) Grammar
 - b) Comprehension
 - c) Composition
 - d) Essay Writing
 - e) Précis
 - f) Letter Writing
 - g) Drafting of letters, notings etc.

2. NU Statutory Rules
 - a) Acts & Statutes
 - b) Ordinances
 - c) Rules and regulations

3. Administrative Rules & Financial Rules
 - a) CCS Conduct Rules
 - b) CCS(CCA) Rules Chapter 10
 - c) LTC Rules
 - d) General Financial Rules, 2005, Chapter 6, 7, 8
 - e) Receipts and Payment Rules Part III Section I



 20.08/11/12

 Received

(VIII) SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF PRIVATE SECRETARY / SENIOR PERSONAL ASSISTANT

- English Stenography
- i) 120 words per minute for 3 minutes dictation given by an expert in English Stenography.
 - i) 10 minutes for reconciliation.
 - ii) 30 minutes for typing.
 - iii) Maximum permissible error : 10%

NOTE : There will be a provision for relaxation in qualifying marks in the departmental promotion examination or lowering the standard of evaluation where there are clear reserved posts against the categories of SC/STs.

However, the percentage of relaxation will be the sole discretion of the appointing authority, in effecting the selection/appointment of the reserved post i.e. SC/ST vide GOI DOPT. OM No. 36012/23/96-Estt (Res) Vol. II dt. 3.10.2000.

A. 30/11/12

Ramesh

(IX) SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF PERSONAL ASSISTANT

- English Stenography : i) 100 words per minute for 5 minutes dictation given by the expert in English Stenography.
- ii) 10 minutes for reconciliation.
- iii) 30 minutes for typing.
- iv) Maximum permissible error : 10%

NOTE : There will be a provision for relaxation in qualifying marks in the departmental promotion examination or lowering the standard of evaluation where there are clear reserved posts against the categories of SC/STs.

However, the percentage of relaxation will be the sole discretion of the appointing authority, in effecting the selection/appointment of the reserved post i.e. SC/ST vide GOI DOPT. OM No. 36012/23/96-Estt (Res) Vol. II dt. 3.10.2000

g B/12 *Revised*

DEPARTMENTAL EXAM

(VI) ASSISTANT

Total marks : 300, Qualifying marks: 120

Sl. No.	Subject	Marks
1.	Statutory Rules	100
2.	Administrative Rules & Financial Rules	100
3.	English & Drafting/Noting skills	100

Details of Syllabus :

1. **Statutory Rules**
 - a) Nagaland University Act & Statutes
 - b) Nagaland University Ordinances

2. **i) Administrative Rules**
 - a) CCS Conduct Rules
 - b) Medical Attendance Rules
 - c) CCS(Leave) Rules, 1972
ii) Financial Rules
 - a) GPF(Central Service) Rules, 1960
 - b) CCS (Pension) Rules, 1972 & New Pension Scheme
 - c) TA Rules
 - d) LTC Rules
 - e) General Rules on Pay and Allowance

3. **English and Drafting/Noting skills**
 - a) Simple Grammar- Objective type
 - b) Précis writing
 - c) Drafting of letters, notings etc.

28/11/12
Revised

DEPARTMENTAL EXAM

(VII) UPPER DIVISIONAL CLERK (UDC)

Total marks : 300, Qualifying marks: 120

Sl. No.	Subject	Marks
1.	Statutory Rules	100
2.	Administrative Rules & Financial Rules	100
3.	English & Drafting/Noting skills	100

Details of Syllabus :

1. **Statutory Rules**
Nagaland University Act and Statutes
2. **i) Administrative Rules**
 - a) CCS Conduct Rules
 - b) CCS(Leave) Rules, 1972
ii) Financial Rules
 - a) Pay Rules
 - b) TA Rules
 - c) LTC Rules
3. **English and Drafting/Noting skills**
 - a) Simple Grammar- Objective type
 - b) Précis writing
 - c) Drafting of letters, notings etc.

(VIII) SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF PRIVATE SECRETARY / SENIOR PERSONAL ASSISTANT

- English Stenography : _____ i) 120 words per minute for 3 minutes dictation given by an expert in English Stenography.
- i) 10 minutes for reconciliation.
 - ii) 30 minutes for typing.
 - iii) Maximum permissible error : 10%

NOTE : There will be a provision for relaxation in qualifying marks in the departmental promotion examination or lowering the standard of evaluation where there are clear reserved posts against the categories of SC/STs.

However, the percentage of relaxation will be the sole discretion of the appointing authority, in effecting the selection/appointment of the reserved post i.e. SC/ST vide GOI DOPT. OM No. 36012/23/96-Estt (Res) Vol. II dt. 3.10.2000.

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