

Tier II : Detailed syllabus for the post of Senior Secretariat Assistant

1. CCS (CCA) Rules 1965 – Rule 1,2,3,10 & 11
2. CCS (Conduct) Rules 1964
- Rule 1 to 10
3. CCS (Leave) Rules
4. Pay & Allowances- HRA, Transport Allowance, Dress Allowance, Conveyance Allowance, Cash Handling Allowance, Tough Location Allowances, Children Education allowance, Joining time pay, increments etc.
5. Pension Rules 2021 & National Pension System
6. Medical Attendance Rules & CGHS
7. Provident Fund Rules
8. Noting and Drafting
9. Advances
10. Financial Upgradation under MACP.
11. Implementation of Rajbhasa.
12. Seniority Rules
13. Promotion Rules
14. Quarter Allotment Rules
15. Maintenance of Cash Book
16. Bank Reconciliation Statement.
17. Audit
18. Income Tax- Calculation, TDS as per Income Tax and GST
19. Basic Accounting concepts
20. GFR- 2017 related to procurement of Goods and services through GeM
21. Pay Fixation Rules.

