

Tier II : Detailed syllabus for the post of Assistant Section Officer

1. CCS (CCA) Rules 1965 – Basic concept
2. CCS (Conduct) Rules 1964 - Basic concept
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. Legal Proceedings- Basic concepts
12. Implementation of Rajbhasa
13. Seniority Rules
14. Promotion Rules
15. Quarter Allotment Rules
16. Income Tax- Calculation, TDS as per Income tax & GST
17. Auditing & Accounting – Basic concepts
18. GFR- 2017 related to procurement of Goods and services through GeM
19. Travelling Allowance Rules.
20. Leave Travel Concession Rules.
21. Fundamental Rules and Supplementary Rules
22. Pay Fixation Rules.