

Sub: Syllabus for the written test for the various posts.

The Question paper should be of 100 Marks (Objective type only).

### **1. JE-Electrical**

Sr.No.	Particular	Marks.
1.	General Knowledge	10
2.	English Language	15
3.	Electrical Engineering related	60
4.	Computer related	15
	Total	100

### **2. JE-Civil**

Sr.No.	Particular	Marks.
1.	General Knowledge	10
2.	English Language	15
3.	Civil Engineering related	60
4.	Computer related	15
	Total	100

### **3. Meter Tester GR-I**

Sr.No.	Particular	Marks.
1.	General Knowledge	10
2.	English Language	10
3.	Meter related+ Diploma Electrical	50
4.	Maths	15
5.	Computer related	15
	Total	100

#### 4. Law Officer.

Sub: Syllabus for the written test for the post of Law Officer.

The Question paper should be of 100 Marks (Objective type only).

The details syllabus for the Examination of Law Officer is as under:

1. Civil Procedure Code 1908 including Law of Limitation - 30 Marks
2. Constitution - 12 Marks
3. Labour Laws (I.D ACT 1947, Factory ACT, W.C ACT, Wages ACT, & other Labour ACT - 12 Marks
4. Indian Contract Act - 10 Marks
5. Electricity Act 2003 - 16 Marks
6. Evidence Act/ADR - 10 Marks
7. Law related G.K - 10 Marks

## 5. Superintendent Accounts.

Sub: Syllabus for the written test for the post of Superintendent Accounts.

The Question paper should be of 100 Marks (Objective type only).

The details syllabus for the Examination of Superintendent Accounts is as under:

1. Final accounts of the company under revised schedule VI. (15 Marks)
2. Various Audits like Internal Audit, Statutory Audit, C&AG Office Audit, Cost audit and Tax Audit (10 Marks)
3. Bank Reconciliation statements, Stock Reconciliation and Debtor Reconciliation. (5 Marks)
4. Passing of various claims like suppliers bills/Claims. (5 Marks)
5. Various taxes like income tax, wealth tax, service tax, VAT, Excise & Custom Act (10 Marks)
6. Various laws like provident fund, ESIS, EDLI, Contract Act, Companies Act, Companies Act-2013, The Electricity Act, Workmen welfare cess. (10 Marks)
7. Financial management including various funds arrangements like CC, Long term loans, short term loans proposal, Deferred Payment Guarantee, Letter of Credit, Bank Guarantee and Fund management. (10 Marks)
8. Project Management (Evaluation of project as per various methods like payback, ARR, IRR, NPV etc) (10 Marks)
9. Costing and Cost Accounting Records (05 Marks)
10. Budget and Budgetary control, Types of budget like Cash/Sales/Purchase/ Flexible etc. (10 Marks)
11. Accounting Standards issued by C.A. Institute of India (10 Marks)