

AE/ Electrical & Civil

Paper – I

(WORKS ACCOUNTS)(100 Marks)

(For Electrical/Civil candidates)

- A. Manual on Capital Expenditure and Fixed Assets: - Except Chapter- XIX , XXI to XXIV & XXVI
- B. Manual on Damaged Transformers: - Salient Feature, All chapters & relevant Format.
- C. I.U.T. Manual: - Distinctive Features, Chaper-1 except Para-10, Chaper-2 except Para-9, Chapter-3, 6, 11 & 13 and relevant formats of mentioned chapters.
- D. Expense Accounting Manual:- Salient Features, Chapter- 10 & 18 & relevant formats.
- E. Cash and Bank Manual: Chapter- 8, 11, 13 to 17 & relevant formats.
- F. Chart of Accounts
- G. Manual on Personnel Accounting:- Salient Features, Sub code- 13, 14, 17, 19, 24 & 25 & relevant Formats.
- H. Works Regulations, 1997 (Amended upto date)
- I. Purchase Regulation of PSTCL amended upto date.

Note: The instructions /Amendments, relating to the above subject, issued by different branches from time to time, shall also be applicable. However no cognizance of any amendment issued within 6 months of the commencement of examination shall be taken.

Paper – II

(SERVICE RULES & REGULATIONS)(100 Marks)

(For Electrical/Civil candidates)

1. PSEB MSR-1972 VOL-I PART-I

Chapter-II (Definitions), Chapter-III (General conditions of service) Chapter-IV (Pay), Chapter-V (Additions to Pay), Chapter-VII (Dismissal, Removal, Suspension & Resignation), Chapter-VIII (Leave), Chapter-IX (joining Time), Chapter- XII (Record of Service), Chapter XIV (Classification of services, Conduct & discipline), Chapter XV(Authorities which exercise the powers of a competent authority under the various regulations)

AND

PSEB MSR 1975 Vol-I Part-II

Appendix-3 (List of Employees granted Rent Free Accommodation), Appendix-V (Leave Procedure), Appendix VI (Authorities empowered to Grant Leave-----), Appendix-VIII (Regulation for the grant to Casual and Quarantine leave), Latest Financial circulars relate to Last PAY REVISION AND PAY FIXATION ALLOWANCES ENTITLEMENT, PAY ANOMLY CASES as available on PSTCL website.

2. PSEB MSR 1972, Vol-III (T.A REGULATIONS)

3. PUNJAB CSR VOL-II:

Chapter-I (Extent of Application and Definitions), Chapter–II (General Provisions relating to grant of pensions), Chapter-III (Service Qualifying for Pension), Chapter-IV (Reckoning of service for pension), Chapter-V (Different Kinds of Pension and condition for their grant). Chapter-VI (Amount of Pension), Chapter-IX (Determination and Authorization of the amounts of Pension and Gratuity), Chapter-X (Payment of Pension)

4. PSEB Provident Fund & Regulation 1960 & NPS scheme

5. Employees Conduct Regulations, 1971.

6. PSEB Punishment and Appeal Regulations.

7. PSTCL Delegation of Powers (amended from time to time by PSTCL).

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Paper – III

(COMMERCIAL ACCOUNTING AND OTHER MISCELLANEOUS TECHNICAL KNOWLEDGE) (100Marks)

(For Electrical candidates only)

A. Material Accounting Manual :-

- Salient Features
- Basic Accounting Policies & Procedures at P-1 to 3 of the Manual.
- Chapters: 1, 2, 3, 5 to 8, 11 to 14, 17 to 23, 25 to 30, 32 to 38, 41, 42, 50, 51, 54 to 57 & related formats.

PSERC REGULATION

1. PSERC (Terms and Conditions for Determination of Generation, Transmission, Wheeling and Retail Supply Tariff) Regulations, 2019
2. PSERC (Punjab State Grid Code) Regulations, 2013
3. PSERC (Terms & Conditions for Intra-State Open Access) Regulations, 2011
4. PSERC (Income of Other Businesses) Regulations, 2005
5. PSERC (Fee) Regulations, 2005
6. PSERC (Procedure for filing Appeal before the Appellate Authority), Regulations, 2005

CERC REGULATION

1. Fees and Charges of Regional Load Dispatch Centre and other related matters Regulations, 2015
2. Standards of Performance of inter-State transmission licensees Regulations, 2012
3. Terms and Conditions of Tariff Regulations, 2014
4. Sharing of Inter-State Transmission Charges and Losses) Regulations, 2010 Related Orders
5. Open Access in inter-State Transmission Regulations, 2008

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Paper –IV

(ACTS AND LABOUR LAWS) (100 MARKS)

(For Electrical/Civil candidates)

1. Factory Act -1948. [Chapter-1 (Preliminary), II (Inspection Staff), III (Health), IV (Safety), V. (Welfare), VI (Working Hours of Adults), VIII (Annuals leave with wages) & X (Penalties and Procedure)].
2. Industrial dispute act, 1947(Chapter I-Preliminary, Chapter II-Authorities under this Act, Chapter V- Strike and lockouts, Chapter VA – Lay Off and Retrenchment)
3. Employees State Insurance ACT 1948 – Chapter 1, 4, 5 & The Employees insurance scheme frame under this act.
4. Workmen Compensation Act, 1923 [Chapter-I & II (Up to section IX only)]
5. The Electricity Act, 2003 [Part I (Definition), Part-V (Transmission of Electricity) , Part-VII (Tariff)]
6. Right to Information Act, 2005 [Chapter-I, Chapter-II & Chapter-V]
7. Payment of Gratuity Act 1972
8. Micro, Small and Medium Enterprises Act, 2006 (Chapter-I, Chapter-III, Chapter-V & Chapter-VI)
9. Arbitration & Conciliation Act 1996

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