

**JE (ELECTRICAL & COMMUNICATION)**

**PAPER-I**

**(WORKS ACCOUNTS) MARKS-100**

1. Cash & Bank Manual - Chapters 7, 8, 11, 16, 17, relevant Formats and instruction of the preface of cash book.
2. Capital Expenditure & Fixed Assets:- Chapter: 1, 2, 4, 6, 7, 9, 11, 12, 13, 14, 15, 17, 18, 27, 28, 29, 30, 31, 32, 35, 37, 38 and 39 (duties of JE relevant to transmission only).
3. Material Accounting Manual:- Chapter 1,2,3, 5 to 8, 11 to 14, 17 to 23, 25 to 30, 35 to 37, 41, 42, 51, 54 to 57 & related formats.
4. Expense Accounting manual :- Chapter 18
5. Manual on Personnel Accounting :- Chapter 17, 19 & 25
6. Chart of Account :- GH 10 to 16, 22, 31, 32, 37, 42 , 43 , 46, 74 to 79
7. Replacement of Damaged Transformer:- Chapter 2, 3, 4, 8, 16, 18 & 26
8. IUT Manual – Sub code 1 & 2
9. Miscellaneous
  - (i) Types of measurement books & registers and general instruction for maintenance & upkeep of these books
  - (ii) Various types of estimates, preparation of estimates, their validity and procedure of dealing with excess over estimates
  - (iii) Procedure of accounting of works T&P and office T&P
  - (iv) Patrolling Book, equipment mtc. register, Line mtc. Register
  - (v) Vehicle Log Book, Mtc. Register, Out Turn, average consumption of vehicle.
  - (vi) Dismantlement Register and Scrap Register.
  - (vii) Permit to works, Telephone message book
  - (viii) Deposit Works and Contributory Works

**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.

**JE (ELECTRICAL & COMMUNICATION)**

**PAPER-II**

**(Service Rules, Acts & Labour Law) Marks-100**

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)  
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),
2. PSEB MSR 1972, Vol-III ( T.A REGULATIONS)
3. PSEB PUNISHMENT AND APPEAL REGULATIONS.
4. Right to Information Act, 2005 [Chapter-I, Chapter-II & Chapter-V]
5. PSTCL Delegation of Powers (amended from time to time by PSTCL).
6. PSEB Works Regulation -1997(amended upto date)
7. PSTCL Purchase Regulations
8. Employees Conduct Regulations, 1971.
9. 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)].
10. Workmen Compensation Act, 1923 [Chapter-I & II (Up to section IX only)]
11. Industrial Disputes Act, 1947 (Chapter-I Preliminary, Chapter-II Authorities under this Act, Chapter V- Strike and lockouts, Chapter VA – Lay Off and Retrenchment)

Note: The name of PAPER-II (Banking Instruction, Technical Knowledge, Acts & Labour Laws is renamed as (Service Rules, Acts & Labour Law)