

No. 3-37/2024/PACE / 658-758  
Government of India,  
Ministry of Communications  
Department of Posts,  
PA Wing, Dak Bhawan  
Sansad Marg, New Delhi.110001

Dated: 19.09.2024


OFFICE MEMORANDUM

Sub : Limited Departmental Competitive Examination- 2024 for AAO grade of IP&TAFS Group-B-reg.

The Examination Notification for the Limited Departmental Competitive Examination-2024 for AAO grade of IP&TAFS Group-B along with annexure 'A' to 'F' is enclosed herewith for wide circulation and further necessary action.

2. The Hindi version will follow.
3. This issues with the approval of the competent authority.

Encls: As above.

  
19/09/2024  
Director (PA-Admn)

Copy to-

1. PSO to Secretary (Posts)/ Secretary (Telecom).
2. PSO to Member (Finance)
3. PSO to DG (Posts)/CGCA
4. PSO to Addl. CGCA & Chairman of Apex Committee (LDCE - 2024)/ Advisor (F) DOT.
5. PSO to AS&FA/Sr. DDG (PAF).
6. PSO to DDG (F&PAA)/DDG (B&A)/DDG (E&T).
7. PSO to Addl. DG APS/ All CPMGS.
8. Sr. PPS to CGM BD & Marketing/Parcel Dte /CGM PLI Dte/Director, RAKNPA.
9. PPS to all Pr.CCA/CCA/Jt. CCA.
10. PPS to all GM (F)/DA(P).
11. Sr. PPS to GM CEPT, Bengaluru with a request for uploading this notification on India Post website.
12. Dy. CGCA (C&A) & Convenor of Apex Committee (LDCE-2024), O/o CGCA, New Delhi with a request for uploading this notification on CGCA website.
13. Under Secretary (SEA) with a request for uploading this notification on DoT website.
14. The OL Section for providing the Hindi version of the notification.
15. Spare/Guard file.

## EXAMINATION NOTIFICATION

No. 3-37/2024/PACE

Date: 19.09.2024

### Limited Departmental Competitive Examination, 2024 for Recruitment to AAO Cadre of IP&TAFS, Group 'B'

**1. Schedule of Examination:**

Date of Notification	19.09.2024 (Thursday)
Last Date for Receipt of Applications for Applicants (Other Than Army Postal Service & On Deputation Out of DoT/DoP)	14.10.2024 (Monday)
Last Date for Receipt of Applications for Applicants of Army Postal Service & On Deputation Out of DoT/DoP	23.10.2024 (Wednesday)
Tentative date of display of vacancy year wise provisional eligibility of applicants*	22.11.2024 (Friday)
Tentative date of issue of Admit Card*	27.12.2024 (Friday)
Tentative date of Commencement of Examination*	08.01.2025 to 11.01.2025 (Wednesday to Saturday)
Duration of Examination	4 days (Depending on number of candidates, paper VI may be held on more than one dates/shifts)

\*May change due to administrative reasons

**2. Eligibility Criteria:**

As per the Indian Posts and Telecommunications Accounts and Finance Service Group 'B', (Accounts Officers and Assistant Accounts officers) Recruitment Rules 2018 (hereinafter referred to as "Recruitment Rules") notified in the Gazette of India, Extraordinary, Part II-Section 3-Sub section (i) on 2<sup>nd</sup> April 2018, the vacancies in the AAO cadre are to be filled up by promotion through Limited Departmental Competitive Examination for employees of Department of Posts



(DoP) and Departments of Telecommunications (DoT) under the Ministry of Communications, Government of India. All candidates satisfying the eligibility conditions mentioned in the Recruitment Rules, as on crucial date for respective years (as stated in 3 below), are eligible to appear for the above examination.

As per Recruitment Rules, only officials of Group-C cadre of Department of Posts and Department of Telecommunications possessing a bachelor's degree from a recognized university or institute (other than Junior Accountants and Sr. Accountants in PAOs of Department of Posts, PAF Wing at Headquarters and various field offices of DoT such as office of CCAs, CGCAs, NICF and DoT Headquarters) with requisite qualifying service are eligible to appear in LDCE- 2024 for AAO Examination. Officials working as Accountants or designated as Accountant in any other establishment of DoP or DoT cannot be equated as JAs/SAs of Accounts & Finance establishment.

However, applicants who were working in Group-B on substantive basis as on date of application shall be considered eligible only for those vacancy years for which they were eligible as on respective crucial cut-off date as stated as para 3 below. Similarly, candidates shall be considered eligible only for those vacancy years for which they were possessing bachelor's degree from recognized University or Institute and having requisite regular qualifying service as on respective crucial cut-off date as stated in para 3 below.

As per Note in Column 11 of Recruitment Rules,

*"where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service or eligibility service by more than half of such qualifying service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have completed such qualifying or eligibility service."*



Any candidate claiming his eligibility in accordance with this note may suitably fill item 10 of application form carefully.

The vacancy year wise provisional eligibility of the applicants shall be displayed on [www.cgca.gov.in](http://www.cgca.gov.in) in due course and 7 (seven) working days' time shall be available to the applicants to represent to respective State Nodal Officer. The revised provisional eligibility list shall be displayed on [www.cgca.gov.in](http://www.cgca.gov.in) subsequently. No representation in this regard shall be entertained thereafter.

### 3. Crucial Date for Determining Eligibility:

The crucial date for eligibility shall be considered for each vacancy year separately as below:

Vacancy Year	Crucial Cut-off Date
2023	01/01/2023*
2024	01/01/2024

\* For the vacancy year 2023, relaxation in the eligibility service will be in accordance with the DoPT OM: AB-14017/17/2018-Estt. RR dated 12<sup>th</sup> August, 2021.

### 4. Syllabus & Pattern of Examination:

Syllabus of examination shall be as per Annexure F to this Notification. **No books/manuals are allowed in the examination hall. Possession of any material/books/notes/diary/photocopy etc. shall amount to unfair means and shall be dealt with accordingly.**

The pattern and schema of the question papers is as follows:

PAPER	PATTERN	SCHEMA
I	<i>Financial Rules and Procedures &amp; Book-keeping</i> Without Books Subjective Type	<ul style="list-style-type: none"><li>• Question paper will have 3 parts.</li><li>• Part A will have 1 compulsory numerical question on Book Keeping. This question may have parts.</li><li>• Part B will have 3 theoretical questions from GFR 2017 &amp; FHB Vol. 1, out of which examinee will</li></ul>

		<p>have to attempt 2 questions. These questions may have parts.</p> <ul style="list-style-type: none"> <li>• Part C will have 3 theoretical questions from Accounting Principles, Book Keeping, GAR; out of which examinee will have to attempt 2 questions. These questions may have parts.</li> <li>• The examinee would be expected to answer in a clear &amp; cogent manner and cite references to relevant provision/rules/sections (wherever applicable).</li> </ul> <p><b>Marking Scheme:</b></p> <p>Part A            1 question of 20 marks</p> <p>Part B            2 questions of 20 marks each</p> <p>Part C            2 questions of 20 marks each</p>
<p>II</p>	<p><b>Service Rules</b></p> <p>Without Books</p> <p>Subjective Type</p>	<ul style="list-style-type: none"> <li>• Question paper will have 3 parts.</li> <li>• Part A will have 1 compulsory case study/numerical question on any topic. This question may have parts</li> <li>• Part B will have 3 theoretical questions from FRSR I, II, III, Pension Rules, GPF Rules, CEA, LTC; out of which examinee will have to attempt 2 questions. These questions may have parts.</li> <li>• Part C will have 3 theoretical questions from CCS (CCA) Rules, CCS (Conduct Rules), RTI Act, Constitution of India out of which examinee will have to attempt 2 questions. These questions may have parts.</li> </ul>



		<ul style="list-style-type: none"> <li>The examinee would be expected to answer in a clear &amp; cogent manner and cite references to relevant provision/rules/sections (wherever applicable).</li> </ul> <p><b>Marking Scheme:</b></p> <p>Part A            1 question of 20 marks</p> <p>Part B            2 questions of 20 marks each</p> <p>Part C            2 questions of 20 marks each</p>
III	<p><b>Postal Account</b></p> <p>Without Books</p> <p>Subjective Type</p>	<ul style="list-style-type: none"> <li>Question paper will have 3 parts.</li> <li>Part A will have 1 compulsory case study/numerical question/short notes etc. on any topic.</li> <li>Part B will have 3 questions from Postal Accounts Manual, VOL I, II and Appendix V of Postal Accounts Manual, Vol I out of which examinee will have to attempt 2 questions.</li> <li>Part C will have 3 theoretical questions from DFPR, Financial Powers, FHB VOL II, Internal Audit Questionnaire, out of which examinee will have to attempt 2 questions.</li> <li>The examinee would be expected to answer in a clear &amp; cogent manner and cite references to relevant provision/rules/sections (wherever applicable).</li> </ul> <p><b>Marking Scheme:</b></p> <p>Part A            1 question of 20 marks</p> <p>Part B            2 questions of 20 marks each</p>

		Part C            2 questions of 20 marks each
IV	<p><b>Telecom Accounts, USOF and Taxation</b></p> <p>Without Books</p> <p>Subjective Type</p>	<ul style="list-style-type: none"> <li>• Question paper will have 3 parts.</li> <li>• Part A will have 1 compulsory case study/numerical question on any topic. This question may have parts.</li> <li>• Part B will have 3 theoretical questions out of which examinee will have to attempt 2 questions. These questions may have parts.</li> <li>• Part C will have 3 theoretical questions out of which examinee will have to attempt 2 questions. These questions may have parts.</li> <li>• The examinee would be expected to answer in a clear &amp; cogent manner and cite references to relevant provision/rules/sections (wherever applicable).</li> </ul> <p><b>Marking Scheme:</b></p> <p>Part A            1 question of 20 marks</p> <p>Part B            2 questions of 20 marks each</p> <p>Part C            2 questions of 20 marks each</p>
V	<p><b>Logical, Analytical &amp; Quantitative Abilities and Language Skill</b></p> <p>Without Books</p> <p>MCQ and Subjective</p>	<ul style="list-style-type: none"> <li>• Part A of the paper shall consist of 25 Multiple Choice Questions (MCQs) with 4 options in each question covering various topics under Data Interpretation &amp; Quantitative Ability as above, only one being correct.</li> <li>• Part B of the paper would be set in English as well as Hindi language. The candidate may choose to write in either English or Hindi as per his/her choice.</li> </ul>

		<ul style="list-style-type: none"> <li>Part B Section 1 shall have 15 MCQs covering various topics under Verbal &amp; Reading Abilities.</li> <li>Part B Section 2 shall have 3 questions: <ul style="list-style-type: none"> <li>Q1: Précis of any topic</li> <li>Q2: Drafting Official Letter</li> <li>Q3: Preparation of Office Note</li> </ul> </li> <li>While evaluating the questions on précis and drafting, the candidates would be evaluated for their understanding and ability to express the same in short sentences using simple words. He /She would not be expected to reproduce the passage selectively.</li> </ul> <p><b>Marking Scheme:</b></p> <p>Part A Each question will carry 2 marks for correct response, -1/2 (negative half) mark for incorrect response and 0 for no response.</p> <p>Part B Section 1: Each question will carry 2 marks for correct response, -1/2 (negative half) mark for incorrect response and 0 for no response</p> <p>Section 2:</p> <table data-bbox="673 1596 1185 1753"> <tr> <td>Précis of any topic</td> <td>7 Marks</td> </tr> <tr> <td>Drafting Official Letter</td> <td>7 Marks</td> </tr> <tr> <td>Preparation of Office Note</td> <td>6 Marks</td> </tr> </table>	Précis of any topic	7 Marks	Drafting Official Letter	7 Marks	Preparation of Office Note	6 Marks
Précis of any topic	7 Marks							
Drafting Official Letter	7 Marks							
Preparation of Office Note	6 Marks							
VI	<b>Information Technology</b>	<ul style="list-style-type: none"> <li>Question paper will have 2 parts.</li> </ul>						



	<p>Without Books Practical and MCQ</p>	<ul style="list-style-type: none"> <li>• Questions on Word Processor, Spreadsheet &amp; Presentation; shall be based on Microsoft Office.</li> <li>• Part A will have 15 MCQs and candidates will have to answer them in accordance with instructions given against each question.</li> <li>• Candidate will be required to reproduce the correct response of MCQs in Part A completely in Microsoft Word in accordance with the instruction against each question.</li> <li>• Part B will have 3 practical questions on Microsoft Excel, Word &amp; Power Point; wherein examinee will have to produce the output as instructed.</li> <li>• Examinee will be required to save their responses/output and take printout of their responses/output as per directions provided at the examination centre.</li> </ul> <p><b>Marking Scheme:</b></p> <p>Part A: 15 questions of 2 marks each. There will be no negative marking.</p> <p>Part B: 3 questions of 30 (MS Excel), 20 (MS Word) and 20 (PowerPoint) marks.</p>
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5. Qualifying Marks:

CATEGORY	QUALIFYING MARKS*
For Scheduled Caste, Scheduled Tribe and PwBD Category	30% in each subject
For Other Category	40% in each subject

\* Eligible candidates securing qualifying marks in each of the papers will be considered for preparation of the vacancy year wise merit list.

6. Calendar of Examination:

TENTATIVE DATE OF EXAM	PAPER	TIMINGS
08.01.2025 (Wednesday)	Paper –I (Financial Rules & Procedures & Book-keeping)	09:30 am to 12:30 pm
	Paper –II (Service Rules)	02:30 pm to 05:30 pm
09.01.2025 (Thursday)	Paper –III (Postal Account)	09:30 am to 12:30 pm
	Paper –IV (Telecom Account, USOF & Taxation)	02:30 pm to 05:30 pm
10.01.2025 (Friday)	Paper –V (Logical, Analytical & Quantitative Abilities & Language Skills)	09:30 am to 12:30 pm
11.01.2025 (Saturday)	Paper –VI (Information Technology) *	09:30 am to 12:30 pm 02:30 pm to 05:30 pm (if required)

\* This paper may be held on additional dates, if required

7. **Vacancies:** Vacancies are as under

Vacancy Year	UR	SC	ST	Total
2023	371	30	41	442
2024	20	2	0	22
<b>Total vacancies</b>	<b>391</b>	<b>32</b>	<b>41</b>	<b>464</b>

Out of the above 464 vacancies, PwBD vacancies are as follows:

Year	PwBD		
	(a)	(b)	(c)
2023	7	7	6
2024	0	0	1
<b>Total vacancies</b>	<b>7</b>	<b>7</b>	<b>7</b>

- (a) for Blindness And Low Vision, (b) for Deaf And Hard Of Hearing and (c) for Locomotor Disability Including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims And Muscular Dystrophy.
- Reservation will be given effect as per extant policy and guidelines of the Government of India.
- The number of vacancies shown above are provisional and subject to outcome of different court cases pending before various Courts of Law. The department reserves the right to fill all/ part/none of the vacancies.

8. **How to Apply:**

- a) The applicants are required to apply in the prescribed application form as at **Annexure A & B**. Blank application form may be printed on A4 size white paper. The candidates are advised to refer to Instructions for filling up Application Form as at **Annexure C**.
- b) The applicants applying for the examination should ensure that they fulfill all eligibility conditions mentioned in the Recruitment Rules as on crucial cut off dates mentioned in 3 above. **Their candidature at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.**

- c) Mere issue of Admit Card to the applicants will not imply that his/her candidature has been finally accepted. Verification of eligibility with reference to original documents & other records will be taken up after the applicant has been declared successful in merit list prepared as per number of vacancies.
- d) The applicants (except those officials who are on Deputation out of DoT/DoP or are on Deputation to APS) will submit filled in Application Forms, duly attested by their controlling officers, **only** to respective Heads of Divisions or Heads of Units (in cases other than postal divisions). **Department will not be responsible for any application(s) submitted to any other authorities, other than the designated ones.** The Heads of Divisions/Units will issue an acknowledgement of receipt of application form to the candidate. The candidate is advised to retain the acknowledgement and also 2 photocopies of the filled in application form for future reference.
- e) The application of all the applicants who are on Deputation out of DoT/DoP or are on Deputation to Army Postal Service (APS) should reach the concerned State Nodal Officer. The acknowledgement of receipt of application form shall be issued by their respective State Nodal Officers.
- f) It's the responsibility of applicant that his duly filled application form reaches Heads of Divisions / Units / SNOs on or before last date of application. The applicants are strongly advised to submit their duly filled application form well before the prescribed deadline. Delays on any account shall not be responsibility of the Department.
- g) The Head of Division/Unit shall get the entries in application form verified by the concerned DDO/custodian of service book and/or any other section as applicable. The Head of Division/Unit and respective DDO/Custodian of Service Book will sign at the designated space in the application form.
- h) The Heads of Divisions / Units will compile a list of applicants from whom he/she has received filled in application form duly attested by respective controlling officers and forward the list along with the application forms to respective State Nodal Officers as detailed in **Annexure E**, after due verification by respective DDO/custodian of Service Book and/or any other section as applicable.



- i) The applicants are allowed to submit only one Application Form. In case of submission of multiple application forms, all applications submitted by the candidate will be rejected. The Candidates must submit filled in application form, duly attested by respective controlling officers, to the Heads of Divisions / Units only. **Submission of application form to any other authority would lead to rejection of such applications.**
- j) In case, no communication is received by the State Nodal Officer from the candidate regarding non-receipt of his/her Admit Card at least 7 days before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her Admit Card.
- k) No candidate will ordinarily be allowed to take the examination unless he/she holds an Admit Card for the examination. Only candidates possessing valid admit card in original will be permitted to enter the examination hall, subject to productions of valid identity proof. The candidates shall be required to produce any of the following currently valid documents in original namely, Departmental ID Card, Passport, Aadhar Card, Pan Card, Driving License or Voter ID Card along with the admit card. The candidates are advised to check the admit card and any discrepancy should be brought to the notice of the State Nodal Officer immediately.
- l) The candidates must ensure that their E-Mail IDs/Mobile nos. given in their applications are valid and active as the Department may use E-Mail IDs/Mobile numbers for contacting them at different stages of examination process including dispatch of Admit Cards in exceptional circumstances.
- m) The applicants are advised to preserve the acknowledgement given by Head of Unit / Division/State Nodal Officer at the time of submission of the form.
- n) The applicants are advised to regularly visit [www.cgca.gov.in](http://www.cgca.gov.in) for examination related information.

**9. Where to Apply:**

	CATEGORY	WHERE TO APPLY
1	Officials on Deputation outside DoT/DoP	Application Form duly attested by controlling authority should reach the concerned State Nodal

		Officer of the state in which official is serving, on or before the last date of submission of application. Department shall not be responsible for any delays. It will be responsibility of the applicant to get entries of the form verified by concerned custodian of records.
2	Officials on Deputation to Army Postal Service (APS)	Application Form duly attested by controlling authority should reach the assigned State Nodal Officer i.e. <b>CCA Maharashtra &amp; Goa</b> , on or before the last date of submission of application. Department shall not be responsible for any delays.
3	Others (including those on Deputation within DoT/DoP)	Application Form duly attested by controlling officer needs to be submitted to the respective Divisional Heads/Head of Unit (in cases other than Postal Divisions), where they are serving, on or before the last date of submission of application, who will further forward it to the respective State Nodal Officer. Department shall not be responsible for any delays. In case of Pr. CCA/CCA offices, Head of Unit is Pr. CCA/CCA.

**10. Last Date for Submission of Applications:**

- a) The filled in application forms by applicants (except those officials who are on Deputation out of DoT/DoP or are on deputation to APS) must be submitted on or before 14.10.2024 (Monday) to respective Heads of Divisions or Heads of Units (in cases other than Postal Divisions).

- b) The filled in application forms by applicants who are on Deputation out of DoT/DoP or are on Deputation to APS, must be submitted on or before 23.10.2024 (Wednesday) to their respective State Nodal Officers.

**11. Admit Cards:**

- a) The Admit Cards will be dispatched by post by the State Nodal Officers of respective states/circles.
- b) In case the candidate does not receive admit card 10 days prior to commencement of examination, he/she is advised to contact the State Nodal Officer along with photocopy of his/her application form and acknowledgement of submission of form to Divisional/Unit (in cases other than Postal Divisions).

**12. Location(s) for Conducting the Examination:**

- a) The list of States/UTs with their tentative exam location and the designated State Nodal Officers is placed at **Annexure E**.
- b) One or more centers of examination may be established in one State/UT, depending upon the number of candidates.
- c) If the number of candidates at one center is very low then the nearest available center may be allotted.
- d) Names and addresses of examination center shall be mentioned in the Admit Card.
- e) The applicants shall not have the option to select any particular examination center/location. The decision of the State Nodal officer in this regard will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.



**13. Medium of Examination**

Examination papers shall be bilingual i.e. Hindi & English. The candidate may choose to write any examination paper in either English or Hindi as per his/her choice. The candidates are expected to write answers for a particular examination paper in one language (English or Hindi) only.

**14. Admissibility of TA/DA:**

TA/DA is not admissible to any applicant for appearing in the examination. The days on which examinations are held shall **NOT** be considered as 'on duty' and responsibility of getting leave sanctioned by competent authority lies with the applicant.

**15. Tie Breaker:**

In event of two or more candidates securing equal gross marks, the tie will be resolved in following manner:

- a) Age: The candidate older in age shall be given higher rank; failing which,
- b) Marks obtained by the candidate in respective papers in the following order:
  - i. Paper I; failing which,
  - ii. Paper II; failing which,
  - iii. Paper V; failing which,
  - iv. Paper VI; failing which,
  - v. Sum of Paper III & IV.

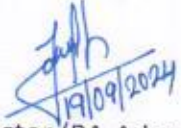
**16. Display of Result:**

The AAO LDCE- 2024 is a qualifying-cum-competitive examination. It is qualifying to the extent that only those candidates who secure qualifying marks in all the papers as indicated in Para 5



above, will be considered for preparation of vacancy year wise Merit List which shall be considered by the Departmental Promotion Committee. The vacancy year wise merit list along with marks obtained by candidates in each Paper will be displayed on [www.cgca.gov.in](http://www.cgca.gov.in). Marks of other candidates appearing in the examination shall also be displayed on [www.cgca.gov.in](http://www.cgca.gov.in) separately. The individual mark sheets will not be sent to applicants.

17. All disputes arising out of the process shall fall under jurisdiction of courts/tribunals at New Delhi.

  
Director (PA-Admn)

**Enclosures:**

1. Annexure A: Application Form
2. Annexure B: Choices of State/Circle for Posting
3. Annexure C: Instructions for Filling the Application Form
4. Annexure D: Codes for filling Application Form
5. Annexure E: List of State Nodal Officers
6. Annexure F: Syllabus

**ANNEXURE - A**  
**APPLICATION FORM**

**Limited Departmental Competitive Examination (LDCE)**  
**for AAO Cadre of IP&TAFS, Gr 'B' 2024**

Please read the 'Annexure C: Instructions for Filling the Application Form' before filling the form

Affix recent passport size color photo.

(To be got attested by the Supervisor /Officer-in-charge of the applicant)

1. Name of Applicant (In Block Letters): Mr./Ms.

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NAME

MIDDLE NAME

SURNAME

2. Father's Name (as in Service Book) (In Block Letters):

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NAME

MIDDLE NAME

SURNAME

3. Date of Birth:   /   /     (DD/MM/YYYY)

4. Gender (Fill appropriate code):  (1 for Male, 2 for Female, 3 for Others)

5. (a) Category (Fill appropriate code):  (1 for SC, 2 for ST, 3 for Others)

(b) Whether PwBD (Fill appropriate code):  (1 for Yes, 2 For No)

(c) If PwBD (Fill appropriate code):

(**'a'** for Blindness And Low Vision, **'b'** for Deaf And Hard Of Hearing, **'c'** for Locomotor Disability Including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims And Muscular Dystrophy)

6. (a) Educational qualification (Fill appropriate Code):

(1 for Graduate and Above, 2 for Not Graduate)

7. (b) If Graduate, date/year of award of degree:   /   /      
(DD/MM/YYYY)

Date of Joining on 1<sup>st</sup> appointment (In Pay Level 1 or above):   /   /      
(DD/MM/YYYY)

8. Pay Level/Scale of 1<sup>st</sup> appointment (As per 7<sup>th</sup> CPC):  (use codes as per Annexure D)

9. (a) Present Designation: .....

(b) Present level of pay (As per 7<sup>th</sup> CPC):  (use codes as per Annexure D)

(c) Whether (b) is on substantive basis or MACP/Officiating basis:

(1 for Substantive, 2 for MACP/ Officiating)

(d) If on MACP/ Officiating basis, state substantive level:

(use codes as per Annexure D)

(e) If on MACP/ Officiating basis, the date of continuous appointment in substantive level as in 9(d) in DD/MM/YYYY format:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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10. (a) Whether you claim eligibility in accordance with Note in Col 11 of RR:   
(1 for Yes, 2 for No) (Refer Sl.No.2: Eligibility of Examination Notification)

(b) Eligibility claimed for which years as per 10(a) above (Tick appropriate Box):

2023:

2024:

(c) If Yes, for 10 (a) above, then Name of the junior official(s) and serial number in the gradation list.

<b>Eligibility Year: 2023</b>	<b>Eligibility Year: 2024</b>
Sl. No of junior in Gradation List    Name	Sl. No of junior in Gradation List    Name

11. Department in which presently working:

a. DOP

b. DOT

c. APS

d. Deputation

12. For applicants belonging to (a) and (b) in Sl. No. 11 above:

a) Name of Circle.....

b) Name of Unit /Division.....

13. Details of unit from which applicant proceeded on Deputation/APS (for applicants belonging to (c) and (d) in Sl. No.11 above:

a) Name of Circle.....

b) Name of Unit /Division.....

14. Details of Divisional/Unit Head (in respect of both 12 & 13)

Designation .....

Department .....

Telephone (with STD code):.....email id (In Block Letters).....

Address .....

..... PIN



- c. I understand that my candidature is liable to be cancelled in case I am found ineligible for the post of AAO as per Recruitment Rules dated 2<sup>nd</sup> April 2018 and also if any information provided above is found incorrect or false at any stage.
- d. I have carefully read and understood the instructions mentioned in the AAO Examination Notification No.....dated ..... September, 2024 and shall abide by the same. I shall also abide by any subsequent amendment/corrigendum/clarification issued in this regard as these will form part of Examination Notification.

Signature of the Applicant

Date.....

**Verification from Service Book/Gradation List (if applicable)**

**(TO BE FILLED BY OFFICE)**

1. It is certified that information at Sl.No. 1-10, and Sl.No. 15-16 of the application form for **Limited Departmental Competitive Examination (LDCE) for AAO Cadre of IP&TAFS , Gr 'B' 2024** as provided by the applicant (Name of the applicant) \_\_\_\_\_ son/daughter of \_\_\_\_\_ has been verified from his/her service book and has been found correct.

2. Total Qualifying Service of the applicant {excluding dies non in **YY/MM/DD** format}:

as on 01/01/2023      

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as on 01/01/2024      

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3. In case the applicant is claiming eligibility through item 10 of the Application Form:

“It is certified that applicant has successfully completed probation period (if any) for promotion to the next higher grade along with their juniors who have completed such qualifying or eligibility service”

4. It is further certified that applicant is not undergoing any punishment due to disciplinary action as per service records, Or

It is further certified that applicant is undergoing punishment of \_\_\_\_\_

and its currency is upto \_\_\_\_\_(Date)

Signature and seal of DDO/Head of Office

Countersigned

Signature and Seal of Divisional Head /Unit Head

Affix same photo as in  
Application Form  
(To be got attested by  
the Supervisor/Office-in-  
charge of the Applicant)

**ADMIT CARD**

**Name of Applicant**

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NAME

MIDDLE NAME

SURNAME

Signature of the Applicant in Box

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**For Office Use Only**

**ROLL NO:**

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**Admit Card shall be submitted by the candidate to the Invigilator in the last shift on the last day of the examination.**

<b>Centre for Paper I to V</b>	
<b>Centre for Paper VI</b>	<b>Date &amp; Time for Paper VI</b>

<b>Signature &amp; Stamp of the Issuing Officer</b>
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<b>Question Paper</b>	<b>Signature of the Applicant with Date (to be done only in the presence of Invigilator in the Exam Hall)</b>	<b>Signature of the Invigilator with Date</b>
I		
II		
III		
IV		
V		
VI		





**Annexure B**

**Choice of Circle/State for Posting**

Choice No.	Circle/State Code (as per Annexure D)
1	
2	
3	
4	
5	
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10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Signature of the Applicant:

Name of the Applicant: .....

<b>21</b>	
<b>22</b>	
<b>23</b>	
<b>24</b>	
<b>25</b>	
<b>26</b>	

Signature of the Applicant:

Name of the Applicant: .....

**Acknowledgement**

The application form for LDCE AAO 2024 submitted by  
Mr./Ms. \_\_\_\_\_ Son/Daughter of  
\_\_\_\_\_ is hereby acknowledged.

Date:

Signature and Seal of Divisional Head /Unit Head/SNO

## Annexure C

### Instructions for Filling the Application Form

1. The applicants should submit only **one form** to their Head of Division/Unit for onward submission to State Nodal Officer. In case of submission of multiple application forms, all applications submitted by the Applicant will be rejected.
2. Applications incomplete in any respect are liable to be rejected at any stage of the examination process without any notice.
3. The print out of the Application Form (including Admit Card portion & Annexure B: Choice of Circle/States for Posting) must be taken **back-to-back** (on both sides of A4 size paper). In this way there will be **only 5 sheets** of paper (Page 1-9 of the Application Form). **Acknowledgment part should be printed separately which shall be returned to the applicant by Divisional Head/Unit Head/SNO (in case of persons on deputation out of DoT or DoP).**
4. The photographs must be **pasted** (not stapled). Both the photographs should be got attested by Controlling Officer in such a manner that the face is completely visible. Application Forms bearing unattested photographs will be summarily rejected without any notice.
5. The Application Form and Admit Card (relevant portions only) are to be filled in **blue ball point pen** only.
6. There should be **no overwriting** anywhere on the form. Use of **correction fluids** is prohibited. Any such application shall be rejected.
7. No salutations and titles like Late/Doctor/Shri etc. should be used in the boxes at Sl. No. 1 and 2.
8. The name and address must be filled in **BLOCK LETTERS (CAPITAL)** only.
9. **Leave a blank box** between each part of name and address.
10. Dates should be filled in **DD/MM/YYYY** format only.
11. **Email/Mobile Number** of the applicant should be valid and active as they **may** be used to communicate with the applicant.
12. **Applicants marking themselves as Graduate and Above** in Column 6 of the Application Form, must ensure that verification in respect of graduation has been completed and the same has been entered into their Service Book before the submission of their Application Form to the respective Head of Division/Unit.
13. The applicant should **retain the Acknowledgement Slip and two copies** of the application form till the process is over.
14. The officials who are on Deputation within DoT or DoP should also mark (d) in item number 11. Officials currently posted in India Post Payments Bank (IPPB) will be considered as being on deputation within DoP.

15. The **Admit Card in original** must be carried by the applicant to the exam hall for each shift of the examination. It shall be the responsibility of the applicant to submit the Admit Card to the Invigilator in the last shift on the last day of examination.
16. Examination papers shall be bilingual i.e. Hindi & English. The Applicants may choose to write any examination paper in either English or Hindi as per his/her choice. The applicants are expected to write answers for a particular examination paper in one language (English or Hindi) only.
17. Applicants are advised to submit duly filled in application form at the earliest without waiting for last date of submission.
18. The applicants are advised to regularly visit [www.cgca.gov.in](http://www.cgca.gov.in) for examination related information.

**Annexure-D**

**For Sl. No. 8 & 9 use code as**

- 1 for Pay Level 1
- 2 for Pay Level 2
- 3 for Pay Level 3
- 4 for Pay Level 4
- 5 for Pay Level 5
- 6 for Pay Level 6
- 7 for Pay Level 7
- 8 for Pay Level 8
- 9 for Pay Level 9

**For Sl. No. 18**

<b>Circle/State</b>	<b>Code</b>
Andaman & Nicobar	01
Andhra Pradesh	02
Assam	03
Bihar	04
Chhattisgarh	05
Delhi	06
Gujarat	07
Haryana	08
Himachal Pradesh	09
Jammu & Kashmir	10
Jharkhand	11
Karnataka	12
Kerala	13
Madhya Pradesh	14
Maharashtra	15
NE I	16
NE II	17

Odisha	18
Punjab	19
Rajasthan	20
Tamil Nadu	21
Telangana	22
Uttar Pradesh (East)	23
Uttar Pradesh (West)	24
Uttarakhand	25
West Bengal	26

- ❖ In some of the Circles, there are multiple offices functioning both in DoP and DoT. Once choice for those circles is given, they may be posted in any establishment.
- ❖ The Circles have also got Regional Offices at different locations and posting in the Regional Offices shall be carried out by Head of the PAO or Head of the CCA as per administrative requirement.
- ❖ All the applicants have to fill up the Annexure B mentioning their choice from Sl. No. 1 to Sl. No. 26, failing which they may be posted anywhere in India in accordance to the availability of vacancies.

**Annexure E**

**List of State Nodal Officers (SNOs)**

<b>Sl. No.</b>	<b>State/UT</b>	<b>Tentative Exam Location</b>	<b>Designation</b>	<b>Postal Address</b>
1.	Andhra Pradesh	Vijayawada	CCA Andhra Pradesh	2nd Floor, Microwave Building, P & T Gandhi Colony, M.G.Road, Vijaywada-520010
2.	Assam	Guwahati	DAP Assam	Director of Accounts (Postal), A K Azad Road, Rehabari, Guwahati, Assam-781008
3.	Bihar	Patna	GM (F) Bihar	GM( Finance), Patna, GPO Complex, Patna - 800001
4.	Chhattisgarh	Raipur	Jt. CCA Chhattisgarh	3rd Floor, Door Sanchar Bhawan, GE Road, Adjacent to Ial Ganga Shopping Mall, Raipur-492001
5.	Delhi, NICF, DoT HQ, DoP HQ, TEC	Delhi	CCA Delhi	O/o Pr.CCA Delhi, Prasad Nagar, Karol Bagh, New Delhi, Delhi, 110005
6.	Gujarat, Daman, Diu, Dadra & Nagar Haveli	Ahmedabad	CCA Gujarat	7th floor, P & T Administrative Building, near Khanpur, Old City, Khanpur, Ahmedabad, Gujarat-380001
7.	Haryana	Ambala	CCA Haryana	107, The Mall Road, Ambala Cantt- 133001
8.	Himachal Pradesh	Shimla	CCA Himachal Pradesh	Controller of Communication Accounts, Claremont Building, Near Vidhan Shabha, Chaura Maidan, Shimla - 171004
9.	Jammu & Kashmir	Jammu	Jt CCA, O/o CCA Jammu & Kashmir	HUDCO Bhawan, Rail Head Complex, Jammu (J&K)- 180012



10.	Jharkhand	Ranchi	DAP Ranchi	A/212, Rameshwaram, Sarhul Nagar, Ranchi, Jharkhand 834001
11.	Karnataka	Bangalore	GM (F) Karnataka	3 <sup>rd</sup> Flood, General Post Office, Rajbhawan Road, Banglore-560001
12.	Kerala & Lakshadweep	Thiruvananthapuram	CCA Kerala	5th Floor, Door Sanchar Bhawan, PMG Junction, Vikas Bhawan, Trivandrum-695033
13.	Madhya Pradesh	Bhopal	GM (F) Bhopal	Dak Bhawan, Hoshangabad Road, Bhopal-462012
14.	Maharashtra, Goa & APS	Mumbai, Nagpur	CCA Maharashtra & Goa	BSNL Administrative Building, 3 <sup>rd</sup> Floor, C-Wing, Juhudanda Telecom Complex, Juhu Tara Road, Santacruz (West), Mumbai-400054
15.	North East (Except Assam & Sikkim)	Shillong	CCA NE I	2nd Floor, CTO Building, Shillong- 793001
16.	Odisha	Bhubaneshwar	CCA Odisha	4th Floor, CPMG Building, Bhubaneshwar- 751001
17.	Punjab & Chandigarh	Chandigarh	DAP Punjab	Department of Post, O/o Director of Accounts (Postal), Punjab Dak Lekha Bhawan, Seenpura Mohalla, Kapurthala - 144601.
18.	Rajasthan	Jaipur	CCA Rajasthan	Sanchar Lekha Bhawan, Jhalana Doongri, jaipur (Raj)-302004
19.	Tamil Nadu	Chennai	GM (F), Chennai	O/o GM (F), Postal Accounts Office, Tamil Nadu Circle, Chennai- 600002

20.	Telangana	Hyderabad	CCA Telangana	O/o Principal Controller of Communication Accounts, Sanchar Lekha Bhawan, Chikkdapally, Hyderabad - 500020
21.	Uttarakhand	Dehradun	DAP Uttarakhand	Department of Post, O/o The Director of Accounts (Postal), Uttarakhand Circle, GPO Campus, Dehradun - 248001
22.	Uttar Pradesh & RAKNPA	Lucknow	GM (F) Lucknow	Sector C, Chandralok, Lucknow, Uttar Pradesh 226024
23.	West Bengal, Sikkim & A&N	Kolkata, Sri Vijaya Puram (Port Blair)	CCA West Bengal	10th Floor, MSO Building, Nizam Palace, 234/4 AJC Bose Road, Kolkata- 700020

**Annexure F**

**Syllabus for AAO LDCE, 2024**

Syllabus shall cover the following topics including amendments, rules or orders issued up to three months before the date of Notification of AAO LDCE, 2024-

**Paper I: Financial Rules and Procedures & Book-keeping**

<b>Sl. No</b>	<b>Topic</b>	<b>Chapter</b>
1	General Financial Rules, 2017	Chapter- 1 Introduction Chapter -2 General System of Financial Management Chapter- 3 Budget Formulation and Implementation Chapter- 6 Procurement of Goods and Services Chapter- 8 Contract Management
2	FHB Volume-I	Chapter-II General Principles and Rules Chapter-III General Outlines of the Systems of Accounts Chapter-IV Relations with Audit Chapter-V Cash Chapter-VIII Pay and Allowances General Rules Chapter-X Establishment Chapter-XI Contingent Charges Chapter-XIII Loans & Advances to Govt Servant Chapter-XVII General Provident Fund
3	Accounting Principles/Book Keeping	Preparation of Trial Balance Preparation and analysis of P & L Account Preparation and analysis of Balance Sheet Provision for Bad Debts/Depreciation /Reserves/ provisions Bank reconciliation statement Receipts & Payments Account Income & Expenditure Account Single entry Correction of Errors
4	Government Accounting Rules, 1990 (Revised Edition)	

**Paper II: Service Rules**

<b>Sl No</b>	<b>Topic</b>	<b>Chapter</b>
1	FR SR Part-I : General Rules	Chapter-II Definition Chapter-III General Conditions of Service Chapter-IV Pay Chapter-VII Dismissal, Removal and Suspension Appendix-3 Delegation made under Fundamental Rule 6 Appendix-10 CCS (Joining Time) Rules ,1979
2	FR SR Part-II : Travelling Allowances	Chapter-I Grades of Government Servants Chapter-II Different kinds of TA Chapter-II T.A. admissible for different class of Journey Chapter-VI Controlling Officers
3	FR SR Part-III : Leave Rules	Chapter-I Preliminary Chapter-II General Conditions Chapter-IV Kinds of Leave due and admissible Chapter-V Special kinds of leave other than study leave
4	CCS (Pension) Rules, 2021	Chapter-I Preliminary Chapter-II General Conditions Chapter-III Qualifying Service Chapter-IV Emoluments and Average Emoluments Chapter-V Classes of pensions and conditions governing their grant Chapter-VI Premature Retirement and Voluntary Retirement Chapter-VII Regulation of Pension and Gratuity Chapter-VIII Family Pension Chapter-IX Dearness Relief Chapter-X Determination and Authorization of the Amounts of Pension and Gratuity Chapter-XI Determination and Authorisation of the amounts of family pension and gratuity in respect of a Government Servant who dies or goes missing while in service Chapter-XII Sanction of family pension and residuary gratuity in respect of deceased or missing pensioners or family Pensioner CHAPTER-XIII Payment of Pensions CHAPTER-XIV Miscellaneous
5	General Provident Fund (Central Services) Rules,1960	Chapter-I Short title and commencement Chapter-II Definitions Chapter-IV Conditions of eligibility Chapter-V Nominations Chapter-VI Subscriber's Account Chapter-VII Conditions of subscriptions

		<p>Chapter-VIII Rates of subscription</p> <p>Chapter-XII Advances from the Fund</p> <p>Chapter-XV Withdrawals from the fund</p> <p>Chapter-XVI Conditions of withdrawal</p> <p>Chapter-XVI-A Conversion of an advance into a withdrawal</p> <p>Chapter-XXXI Final withdrawal of accumulations in the Fund</p> <p>Chapter-XXXII Retirement of subscriber</p> <p>Chapter-XXXIII Procedure on death of a subscriber</p> <p>Chapter-XXXIV Manner of payment of amount in the Fund</p> <p>Chapter-XXXIX Annual statement of accounts to be supplied to subscriber</p>
6	CEA Rules	
7	LTC Rules	
8	CCS (CCA) Rules	<p>Chapter-I</p> <p>Part-III Appointing Authority</p> <p>Part-IV Suspension</p> <p>Part-V Penalties and Disciplinary Authorities</p> <p>Part-VI Procedure for Imposing Penalties</p> <p>Part-VII Appeals</p> <p>Part-VIII Revision and Review</p> <p>Chapter-II Suspension ----- A Digest</p> <p>Chapter-III Suspension ----- General Orders</p> <p>Chapter-IV Suspension ----- Entitlements</p> <p>Chapter-VII Unauthorized Absence</p> <p>Chapter-XV Orders regarding grant of T.A. to various persons during disciplinary proceedings</p>
9	CCS (Conduct) Rules	<p>Rule-II Definitions</p> <p>Rule-III General</p> <p>Rule-III-C Prohibition of sexual harassment of working women</p> <p>Rule-VI Joining of associations by Government servants</p> <p>Rule-VII Demonstration and strikes</p> <p>Rule-IX Criticism of Government</p> <p>Rule-XV Private trade or employment</p> <p>Rule-XVI Investments, Lending and borrowing</p> <p>Rule-XVII Insolvency and habitual indebtedness</p> <p>Rule-XVIII Movable, immovable and valuable property</p> <p>Rule-XXI Restriction regarding marriage</p> <p>Rule-XXII Consumption of intoxicating drinks and drugs</p> <p>Appendices-IV The Prevention of Corruption Act,1988</p>
10	RTI Act 2005	Knowledge of various provisions of RTI Act 2005
11	Constitution of India	General Principles of Natural Justice (Preamble to Constitution of India, Article 14, 21, 22, 32, 226, 227, 311)

**Paper III: Postal Account**

Sl. No.	Topic	Chapter
1	Postal Accounts Manual Vol-I	Chapter- I Definitions & General System of Accounts Chapter- II Organisation and Control Chapter- III Postal Accounts Work Chapter- IV Compilation of Accounts Chapter- V Remittances Chapter- VI Account Current Section Chapter-VII Transfer Entries, Journal and Ledger Chapter- IX Budget& Budgetary Control Chapter-X Capital Accounts Chapter-XI Principles & Procedures regarding Expense Coverage Ratio Chapter-XIII Pension Chapter-XV General Provident Fund Chapter-XVIII Internal Audit Chapter-XXI Premium Product Services-Checks & Balances Chapter-XXII Remotely Managed Franking System Chapter-XXIV Postal Life Insurance & Rural Postal Life Insurance Chapter-XXV Western Union International Money Transfer Chapter-XXVI India Post Payment Bank Appendix-I to IV
2	Postal Accounts Manual Vol-II	Chapter-I Electronic Money Orders, Foreign Money Orders, Value Payable Money Orders Chapter-II Postal Office Cash Certificates Chapter-III Indian Postal Orders, e-Indian Postal Orders Chapter-VI Savings bank (Para 6.01 to 6.13) Chapter-VIII Custom Duty Chapter-IX Goods and Service tax-DOP perspective Chapter-X India Post Passenger Reservation System
3	Appendix –V to Postal Accounts Manual Vol-I	
4	Delegation of Financial Power Rules, 2024	
5	Schedule of Financial Powers of Head of Circle, Regional PMGs, SSPOs/SPOs	

6	FHB –Volume –II	Chapter- II Chapter-III Chapter-IV Chapter-V Chapter-VII	Supply of Stamps Revenue Receipts Post Office Accounts Railway Mail Service Accounts Pension Payments
7	Manual of Internal Audit Questionnaire	Chapter- I Chapter- II Chapter-III Chapter-V Chapter-XII	Postal and RMS Units Circle Office and Regional Offices Postal Stores Depot Postal Life Insurance Civil & Electrical Wing

**Paper IV: Telecom Account, USOF and Taxation**

<b>Sl. No.</b>	<b>Topic</b>	<b>Chapter/Documents</b>
1	License Agreements and NIA	i) Financial Conditions of various License Agreements ii) Provision regarding Spectrum Usage Charges & Bank Guarantees in NIA 2010 onwards iii) Reconciliation of revenue shown in AGR (Adjusted Gross Revenue) and P & L Account
2	USOF	i) Schemes sponsored by USOF ii) Financial conditions in various Agreements
3	GST	i) Provision for registration under GST Act ii) Requirement of Monthly/quarterly return under GST Act iii) Time line for depositing amount due under GST Act
4	Income Tax	i) Provision of Income Tax on salaried employees (including pensioners) ii) Provision of TDS on salaried employees (including pensioners) iii) Monthly/Quarterly /Annual Returns to be submitted by DDOs under Income Tax Act iv) Admissible deduction to be allowed by DDO to salaried employees (including pensioners)
5	National Pension System (NPS)	



**Paper V: Logical, Analytical & Quantitative Abilities and Language Skills**

Sl. No.	Section	Sub Section
<b>Part A: Logical, Analytical &amp; Quantitative Abilities</b>		
1	Data Interpretation	i) Data Tables ii) Linear Graphs iii) Pie Charts iv) Bar Charts v) Venn Diagram
2	Quantitative ability	i) Number systems ii) Decimals & Fractions iii) Simple Equation iv) Ratio-Proportion-Variation v) Percentages vi) Profit & Loss vii) Simple Interest and Compound Interest viii) Average/Weighted Averages ix) Discount x) Time & Work
<b>Part B: Language Skills -English</b>		
1	Verbal and Reading Abilities	i) Verbal Reasoning ii) Sentence corrections iii) Idioms and phrases iv) Grammar Applications v) Antonyms vi) Synonyms vii) Vocabulary viii) Arranging sentences in order ix) Comprehension of passage
2	Drafting and Writing Abilities	i) Précis of any topic ii) Drafting official letter iii) Preparation of Office Note
<b>भाग ब: भाषा ज्ञान - हिंदी</b>		
1	मौखिक एवं पढ़ने की क्षमता	<ul style="list-style-type: none"><li>• अशुद्ध वाक्य शोधन</li><li>• मुहावरे व लोकोक्तियाँ</li><li>• विलोम शब्द</li><li>• समानार्थक शब्द</li><li>• अपठित गद्यांश</li></ul>
2	रचना एवं लेखन	<ul style="list-style-type: none"><li>• किसी भी विषय का सारांश</li></ul>

	<i>क्षमता</i>	<ul style="list-style-type: none"><li>• <i>कार्यालय पत्रों की रचना</i></li><li>• <i>कार्यालय टिप्पणी तैयार करना</i></li></ul>
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## Paper VI: Information Technology

Sl. No.	Topic	Details
1	Introduction to Windows 11	<ol style="list-style-type: none"><li>1) What is an operating system and basics of Windows 11?</li><li>2) The User Interface<ol style="list-style-type: none"><li>a. Using Mouse and Moving Icons on the screen</li><li>b. The My Computer Icon</li><li>c. The Recycle Bin</li><li>d. Status Bar, Start and Menu &amp; Menu-selection</li><li>e. Running an Application</li><li>f. Windows Explorer Viewing of File, Folders and Directories</li><li>g. Creating and Renaming of files and folders</li><li>h. Opening and closing of different Windows.</li></ol></li><li>3) Windows 11 Settings<ol style="list-style-type: none"><li>a. Control Panels</li><li>b. Concept of menu Using Help</li></ol></li><li>4) Advance Features in Windows 11<ol style="list-style-type: none"><li>a. Using right Button of the Mouse</li><li>b. Creating Short cuts</li><li>c. Basics of Window Setup</li><li>d. Notepad</li></ol></li></ol>
2	Word Processor/Word	<ol style="list-style-type: none"><li>1) Word Processing Basic<ol style="list-style-type: none"><li>a. An Introduction to Word Processing</li><li>b. Opening Word processing Package</li><li>c. The Menu Bar</li><li>d. Using the Help</li><li>e. Using the Icons below menu bar</li></ol></li><li>2) Opening Documents and Closing documents<ol style="list-style-type: none"><li>a. Opening Documents</li><li>b. Save and Save as</li><li>c. Page Setup</li><li>d. Printing of Documents</li><li>e. Display/Hiding of Paragraph Marks and Inter Word Space</li></ol></li><li>3) Moving Around in a Documents<ol style="list-style-type: none"><li>a. Scrolling the Documents</li><li>b. Scrolling the line/paragraph</li><li>c. Fast Scrolling and Moving Pages</li></ol></li><li>4) Using a Document/Help Wizard</li><li>5) Text Creation and Manipulation<ol style="list-style-type: none"><li>a. Paragraph and Tab Setting</li></ol></li></ol>

		<ul style="list-style-type: none"> <li>b. Text Selection</li> <li>c. Cut, Copy and Paste</li> <li>d. Font and Size selection</li> <li>e. Bold, Italic and Underline</li> <li>f. Alignment of Text; Center, Left, Right and Justify.</li> </ul> <p>6) Formatting the Text</p> <ul style="list-style-type: none"> <li>a. Changing font, Size and Color</li> <li>b. Paragraph indenting</li> <li>c. Bullets and Numbering</li> <li>d. Use of Tab and Tab setting</li> <li>e. Changing case</li> </ul> <p>7) Handling Multiple Documents</p> <ul style="list-style-type: none"> <li>a. Opening and closing of Multiple documents</li> <li>b. Cut, Copy and Paste across the documents</li> <li>c. Saving of Clip boards</li> </ul> <p>8) Table Manipulation</p> <ul style="list-style-type: none"> <li>a. Concept of table: Rows Columns and Cells</li> <li>b. Draw Table</li> <li>c. Changing Cell Width and Height</li> <li>d. Alignment of Text in Cell</li> <li>e. Copying of cell</li> <li>f. Delete/insertion of row and columns</li> <li>g. Borders for Table</li> </ul> <p>9) Printing</p> <ul style="list-style-type: none"> <li>a. Printing</li> <li>b. Print Preview</li> <li>c. Print a selected page</li> </ul>
3	Spreadsheet/Excel	<p>1) Elements of Electronic Spread Sheet</p> <ul style="list-style-type: none"> <li>a. Application/usage of Electronic Spread Sheet</li> <li>b. Opening of Spread Sheet</li> <li>c. The menu bar</li> <li>d. Creation of cells and addressing of cells</li> <li>e. Cell inputting</li> </ul> <p>2) Manipulation of Cells</p> <ul style="list-style-type: none"> <li>a. Enter text numbers and dates</li> <li>b. Enter texts numbers and dates</li> <li>c. Creation of tables</li> <li>d. Cell Height and Widths</li> </ul> <p>3) Providing Formulas</p> <ul style="list-style-type: none"> <li>a. Using basic functions/formalism a cell</li> <li>b. Sum () function</li> <li>c. Average</li> <li>d. Percentage</li> </ul> <p>4) Spread sheets for Small accountings</p>

		<ul style="list-style-type: none"> <li>a. Maintaining invoices/budgets</li> <li>b. Totaling of various transactions</li> </ul>
4	Presentation/PowerPoint	<ul style="list-style-type: none"> <li>1) Basic <ul style="list-style-type: none"> <li>a. Using Power Point</li> <li>b. Opening a Power Point Presentation</li> <li>c. Using Wizard for creating a presentation</li> </ul> </li> <li>2) Creation of Presentation <ul style="list-style-type: none"> <li>a. Title</li> <li>b. Text Creation</li> <li>c. Fonts and Sizes</li> <li>d. Bullets and indenting</li> <li>e. Moving to Next Slide</li> </ul> </li> <li>3) Preparation of Slides <ul style="list-style-type: none"> <li>a. Selection of type of Slides</li> <li>b. Importing text from word documents</li> <li>c. Moving to next Slide</li> <li>d. The Slide manager</li> </ul> </li> <li>4) Providing aesthetics <ul style="list-style-type: none"> <li>a. Slide Designs</li> <li>b. Background and Text colors</li> <li>c. Making your own slide format</li> <li>d. Footnotes and slide numbering</li> </ul> </li> <li>5) Slide Manipulation and Slide Show</li> <li>6) Presentation of the Slides <ul style="list-style-type: none"> <li>a. Using the Slide Show</li> <li>b. Printing the Slides and Handouts</li> <li>c. Slide Sorter</li> <li>d. Title Sorter</li> </ul> </li> <li>7) Inserting and Formatting Tables</li> <li>8) Inserting and Formatting Charts</li> <li>9) Inserting and Formatting Media</li> <li>10) Inserting and Formatting Images</li> <li>11) Applying Transitions and animations</li> <li>12) Applying Transitions between Slides</li> <li>13) Animating Slide Contents and Setting Time for Transitions and Animations</li> </ul>
6	E-mail	<ul style="list-style-type: none"> <li>1) Basic of electronic mail <ul style="list-style-type: none"> <li>a. What is an electronic mail</li> <li>b. E-mail addressing</li> <li>c. Mailbox: Inbox and outbox</li> </ul> </li> <li>2) Using E-mails <ul style="list-style-type: none"> <li>a. Viewing an email</li> <li>b. Sending an E mail</li> <li>c. Saving mails</li> </ul> </li> </ul>

		<ul style="list-style-type: none"><li>d. Sending same mail to various users</li></ul> <p>3) Document handling</p> <ul style="list-style-type: none"><li>a. Sending soft copy as attachment</li><li>b. Enclosures to E- Mail</li><li>c. Sending a Portion of document as e mail</li></ul>
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