No. No. APPSC-12/37/2024

Dated: Itanagar, the 8th October 2025

NOTIFICATION

In continuation to Advertisement issued earlier vide even number; Date: 25th September 2025, the scheme and syllabus of Written Examination (Objective Type) for recruitment to the post of **Assistant Section Officer** through Limited Departmental Competitive Exam is hereby notified below:

(1) Scheme of Examination

Sl No.	Subject/Paper	Marks
1	General English (Objective)	100
2	AP Secretariat Manual of Office Procedure Drafting (Objective)/ General Knowledge (Objective)	80
3	FR & SR/GFR/CCS(CCA) (Objective)	100
4	ACR Grading	20
5	Viva Voce	40
6	Total	340

(2) Syllabus of Written Examination (Objective Type)

(a) General English:

Questions in this section will be designed to test fundamental language skills, Grammar rules, vocabulary skills, reading and comprehension.

(b) Arunachal Pradesh Secretariat Manual of Office Procedure

- (i) Questions on Administrative Set up i.e., Governor, Council of Ministers & Transaction of Business
- (ii) The Secretariat set up and the functions of its Officers
- (iii) Receipts of Daks, Action on Receipts, Noting & Drafting, Inter Departmental correspondences, Filing procedure and Record maintenance, classification of records / security.
- (iv) Check on delay and inspections.
- (v) Types of correspondence and Procedure for correspondence.
- (vi) Dealing with Parliament & Assembly questions
- (vii) e-Governance and e-Office

(c) General Knowledge:

This part shall check the candidate's awareness of the world around. It shall cover current news, recent developments in Polity, Legal, Economic, Science and Art & Culture and everyday issues of International, National and Regional level with special reference to Arunachal Pradesh.

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(d) FR & SR

- (i) Definitions FR 9
- (ii) General conditions of Service Medical Fitness; Lien; Unauthorized absence etc.
- (iii) Pay Fixation; Regulation of Increments; Advance increments; Reduction to lower stage
- (iv) Combination of Appointments
- (v) Deputation within India and abroad Appendix to FR
- (vi) Regulation of Pay and regularization of service on dismissal; Removal and suspension
- (vii) Different kinds of retirement
- (viii) SR Medical Fitness Certificate
- (ix) SR & GFR Service Book Maintenance
- (x) SR Leave Rules
- (xi) SR Joining Time Rules

(e) CCA Rules

- (i) Classification
- (ii) Appointing Authority & Disciplinary Authority
- (iii) Suspension & Deemed Suspension
- (iv) Penalties
- (v) Major Penalty proceedings, Framing of Charge sheet, Inquiry, Action on Inquiry Report as per Rule 14
- (vi) Minor Penalty proceedings
- (vii) Special Procedure under Rule 19
- (viii) Action on Borrowed and Lent Officers
- (ix) Appeal and Revision

(f) GFR

- (i) General system & Financial Management
- (ii) General Principles on Expenditure & Payment
- (iii) Defalcation and losses
- (iv) Budget formulation & Expenditure of allocations made
- (v) Government Accounts
- (vi) Works
- (vii) Emphasis on Procurement of Goods & Services
- (viii) Inventory Management
- (ix) GEM Portal

This issues with the approval of the Commission.

(Priytarshny P) IAS Secretary, APPSC