

ARUNACHAL PRADESH PUBLIC SERVICE COMMISSION ITANAGAR

No. No. APPSC-12/37/2024

Dated: Itanagar, the 8th October 2025

NOTIFICATION

In continuation to Advertisement issued earlier vide even number; Date: 29th September 2025, the scheme and syllabus of Written Examination (Objective Type) for recruitment to the post of **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/ Constitution of India (Objective)	80
3	FR & SR/GFR/CCS(CCA) (Objective)	100
4	ACR Grading of last 5 years	20
5	Viva Voce	40
6	Total	340

(2) General English

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

(3) AP Secretariat Manual of Office Procedure Drafting

- (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

(4) Constitution of India

- (i) Part III Fundamental Rights with specific reference to Art 15 & 16
- (ii) Part IV & IVA Directive Principles of State Policy & Fundamental Duties
- (iii) Part XIV relating to Services of the Union & States
- (iv) Part XV Election Commission
- (v) Part V Union Government
- (vi) Part VI State Government
- (vii) Part IX Local Bodies
- (viii) Part XVI Special Concession

Arubachal Pradesh
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(5) 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 and Additions to Pay i.e., Honorarium etc.
- (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 Fees.
- (x) SR & GFR Service Book Maintenance
- (xi) Incentives for Hindi and serving in remote areas Appendix
- (xii) Special Pay /Allowances & Concessions for Sportsmen Appendix
- (xiii) SR Leave Rules
- (xiv) SR Joining Time Rules
- (xv) SR (Part II) Travelling Allowance Rules

(6) CCA Rule

- (i) Art 310 & Art 311 of the Constitution of India
- (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

(7) **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) Contract Management
- (x) Grant in aid and Loans
- (xi) External Aid
- (xii) GEM Portal and miscellaneous subject

(Priytarshny P) IAS Secretary, APPSC