



बिहार गजट

असाधारण अंक

बिहार सरकार द्वारा प्रकाशित

12 पौष 1939 (श0)
(सं0 पटना 03) पटना, मंगलवार, 2 जनवरी 2018

केन्द्रीय परीक्षा समिति, राजस्व पर्षद,

अधिसूचना
1 दिसम्बर 2017

सं० 2/परी०-01(राज०)-11/2017-2931—कार्मिक एवं प्रशासनिक सुधार विभाग (सम्प्रति सामान्य प्रशासन विभाग) बिहार, पटना की अधिसूचना संख्या 1883 दिनांक 10.10.1961 द्वारा गठित केन्द्रीय परीक्षा समिति को सामान्य प्रशासन विभाग के अधिसूचना संख्या- 14393 दिनांक 15.11.2017 द्वारा विभिन्न विभागीय परीक्षा आयोजन हेतु प्रदत्त दायित्व के आलोक में सभी राजपत्रित पदाधिकारियों तथा अन्य कर्मियों की विभागीय परीक्षाओं के लिए राजस्व पर्षद, बिहार द्वारा निम्नलिखित निर्णय लिए गए हैं, जो तुरन्त के प्रभाव से प्रवृत्त होंगे :-

1. राजस्व पर्षद, बिहार द्वारा संचालित सभी राजपत्रित पदाधिकारियों तथा अन्य कर्मियों की विभागीय परीक्षाएँ अब पुनरीक्षित पाठ्यक्रम के अनुरूप होगी।
2. सभी परीक्षाएँ पुस्तक सहित होगी।
3. हिन्दी की लिखित परीक्षा सभी के लिए अनिवार्य है।
4. हिन्दी (मौखिक) की आवश्यकता को अब समाप्त किया जाता है।
5. सभी परीक्षाओं में सामान्य श्रेणी के अभ्यर्थी हेतु उत्तीर्ण अंक 50 प्रतिशत होगा तथा अनुसूचित जाति एवं जनजाति हेतु यह 40 प्रतिशत होगा।
6. आशुलेखन एवं टंकणकी परीक्षा को छोड़कर, सभी प्रश्न-पत्रों के पूर्णांक 200 होंगे और सभी परीक्षाओं की अवधि तीन घंटे होगी।
7. आशुलेखन एवं टंकण की परीक्षा क्रमशः 4 मिनट एवं 10 मिनट की होगी जिसमें कुल अधिकतम त्रुटियाँ क्रमशः आशुलेखन में 10 प्रतिशत (अनु०जा०/अनु०जन० हेतु 15 प्रतिशत) एवं टंकण में 1.5 प्रतिशत (अनु०जा०/अनु०जन० हेतु 1.7 प्रतिशत) अनुमान्य होगी।
8. भविष्य में होने वाली राजपत्रित/अराजपत्रित विभागीय परीक्षा इस नए पाठ्यक्रम के तहत की जाएगी।

9. भविष्य में जो नई राजपत्रित सेवाएँ अथवा अन्य सेवाएँ जुड़ेगी उनका पाठ्यक्रम तय करने का अधिकार केन्द्रीय परीक्षा समिति को होगा। केन्द्रीय परीक्षा समिति संबंधित विभाग से विमर्शोपरान्त ऐसा कर सकेगा।
10. केन्द्रीय परीक्षा समिति को यह भी अधिकार होगा कि आने वाले समय में नए अधिनियम तथा योजनाओं को देखते हुए पाठ्यक्रमों को उत्क्रमित (upgrade) कर सके।
11. उस अंतिम अवसर के बाद भी जो राजपत्रित पदाधिकारीयदि एक भी विषय में अनुतीर्ण रह जाते हैं, तो उन्हें इस नए पाठ्यक्रम के अनुसार सभी विषयों में विभागीय परीक्षा देनी होगी।
12. इस नए पाठ्यक्रम के अनुसार सभी विभागों की प्रासंगिक संवर्गीय नियमावली में विभागीय परीक्षा हेतु वर्णित नियम इस हदतक संशोधित समझे जाएंगे।
13. इस नए पाठ्यक्रम में यदि किसी विभाग का कोई विशेष अधिनियम/उपनियम/नियमावली/नीति यदि नहीं है तो संबंधित विभाग वैसे अधिनियम/उपनियम/नियमावली/नीति की जानकारी देने के लिए अपने पदाधिकारियों/कर्मियों की एक दिन अथवा दो दिनों की विशेष कार्यशाला/गोष्ठी आयोजित कर उन्हें प्रशिक्षित करें। उक्त कार्यशाला में संबंधित राजपत्रित पदाधिकारी/अराजपत्रित कर्मी को भाग लेना अनिवार्य होगा।
14. जिन अराजपत्रित कर्मियों को विभागीय परीक्षा में "कम्प्यूटर का व्यावहारिक ज्ञान (कोड- 02)" विषय की परीक्षा उत्तीर्ण करनी है उन्हें सामान्य प्रशासन विभाग के संकल्प ज्ञापांक 1609 दिनांक 24.05.2011 के प्रावधान के तहत कम्प्यूटर सक्षमता जाँच परीक्षा उत्तीर्ण करने की आवश्यकता नहीं होगी।
15. सेवा संवर्ग वार अब किस सेवा को कितने विषयों में विभागीय परीक्षा देनी है, वह इस प्रकार है:-

क्र०	सेवा संवर्ग	विषय
1.	भारतीय प्रशासनिक सेवा	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंडविधि (कोड-03) 4. राजस्व विधि (कोड-04) 5. बिहार लोकल लॉ (कोड-05) 6. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 7. विकास (कोड-08)
2.	भारतीय पुलिस सेवा	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. राजस्व विधि (कोड-04) 5. बिहार लोकल लॉ (कोड-05) 6. सामान्य शासकीय नियम एवं नियमावली (कोड-07)
3.	भारतीय वन सेवा	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. राजस्व विधि (कोड-04) 5. बिहार लोकल लॉ (कोड-05) 6. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 7. भा.व.से./बिहार वन सेवा हेतु विशेष प्रश्नपत्र (कोड-09)
4.	बिहार प्रशासनिक सेवा	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. राजस्व विधि (कोड-04) 5. बिहार लोकल लॉ (कोड-05) 6. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 7. विकास (कोड-08)
5.	बिहार पुलिस सेवा	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. राजस्व विधि (कोड-04) 5. बिहार लोकल लॉ (कोड-05) 6. सामान्य शासकीय नियम एवं नियमावली (कोड-07)
6.	बिहार वित्त सेवा	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02)

		<ol style="list-style-type: none"> 3. बिहार लोकल लॉ (कोड-05) 4. लेखा एवं बैंकिंग (कोड-06) 5. सामान्य शासकीय नियम एवं नियमावली (कोड-07)
7.	बिहार लेखा सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. बिहार लोकल लॉ (कोड-05) 4. लेखा एवं बैंकिंग (कोड-06) 5. सामान्य शासकीय नियम एवं नियमावली (कोड-07)
8.	बिहार राजस्व सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. राजस्व विधि (कोड-04) 5. बिहार लोकल लॉ (कोड-05) 6. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 7. विकास (कोड-08)
9.	बिहार ग्रामीण विकास सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. बिहार लोकल लॉ (कोड-05) 4. लेखा एवं बैंकिंग (कोड-06) 5. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 6. विकास (कोड-08)
10.	बिहार की अभियंत्रण संबंधी सेवाएँ (पथ निर्माण विभाग, भवन निर्माण विभाग, ग्रामीण कार्य विभाग, लोक स्वास्थ्य अभियंत्रण विभाग, जल संसाधन विभाग इत्यादि)	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. बिहार लोकल लॉ (कोड-05) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 5. अभियंत्रिकी संबंधीविशेष प्रश्न-पत्र (कोड-13)
11.	बिहार सहकारिता अंकेक्षण सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. लेखा एवं बैंकिंग (कोड-06) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07)
12.	बिहार शिक्षा सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 4. विकास (कोड-08) 5. शिक्षासंबंधी विधि (कोड-20)
13.	बिहार स्वास्थ्य सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. सामान्य शासकीय नियम एवं नियमावली (कोड-07)
14.	बिहार निबंधन सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. राजस्व विधि (कोड-04) 4. बिहार लोकल लॉ (कोड-05) 5. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 6. निबंधन संबंधी विशेष प्रश्न-पत्र (कोड-18)
15.	बिहार सहकारिता प्रशासनिक सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. बिहार लोकल लॉ (कोड-05) 4. लेखा एवं बैंकिंग (कोड-06) 5. सामान्य शासकीय नियम एवं नियमावली (कोड-07)
16.	बिहार निर्वाचन सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03)

		<ol style="list-style-type: none"> 4. बिहार लोकल लॉ (कोड-05) 5. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 6. निर्वाचन नियमों संबंधी विशेष प्रश्न-पत्र (कोड-17)
17.	बिहार कृषि सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. राजस्व विधि (कोड-04) 5. बिहार लोकल लॉ (कोड-05) 6. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 7. विकास (कोड-08)
18.	बिहार कारा सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. बिहार लोकल लॉ (कोड-05) 5. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 6. कारा सेवा संबंधी विशेष प्रश्न-पत्र (कोड-11)
19.	बिहार श्रम सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. बिहार लोकल लॉ (कोड-05) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 5. श्रम सेवा संबंधी विशेष प्रश्न-पत्र (कोड-14)
20.	बिहार नियोजन सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. बिहार लोकल लॉ (कोड-05) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 5. नियोजन सेवा संबंधी विशेष प्रश्न-पत्र (कोड-19)
21.	बिहार समेकित बाल विकास परियोजना सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 4. विकास (कोड-08)
22.	बिहार माप-तौल सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. राजस्व विधि (कोड-04) 4. बिहार लोकल लॉ (कोड-05) 5. सामान्य शासकीय नियम एवं नियमावली (कोड-07)
23.	बिहार पशुपालन सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 4. विकास (कोड-08) 5. पशुपालन संबंधी विशेष प्रश्न-पत्र (कोड-12)
24.	बिहार सूचना एवं जनसंपर्क सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 4. सूचना सेवा संबंधी विशेष प्रश्न-पत्र (कोड-10)
25.	बिहार उत्पाद सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. बिहार लोकल लॉ (कोड-05) 5. सामान्य शासकीय नियम एवं नियमावली (कोड-07)
26.	बिहार अंकेक्षण सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. लेखा एवं बैंकिंग (कोड-06) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07)

27.	बिहार वन सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. राजस्व विधि (कोड-04) 5. बिहार लोकल लॉ (कोड-05) 6. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 7. भा.व.से./बिहार वन सेवा हेतु विशेष प्रश्न-पत्र (कोड-09)
28.	बिहार उद्योग सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 4. उद्योग सेवा संबंधी विशेष प्रश्न-पत्र (कोड-15)
29.	बिहार औद्योगिक प्रशिक्षण सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 4. औद्योगिक प्रशिक्षणसंबंधी विशेष प्रश्न-पत्र (कोड-16)
30.	बिहार योजना सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. लेखा एवं बैंकिंग (कोड-06) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 5. विकास (कोड-08)
31.	बिहार सांख्यिकी सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. लेखा एवं बैंकिंग (कोड-06) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 5. विकास (कोड-08)
32.	बिहार अनुजाति/जनजाति सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 4. विकास (कोड-08)
33.	बिहार अल्पसंख्यक कल्याण सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 4. विकास (कोड-08)
34.	बिहार सहायक कारा अधीक्षक सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. बिहार लोकल लॉ (कोड-05) 5. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 6. कारा सेवा संबंधी विशेष प्रश्न-पत्र (कोड-11)
35.	बिहार प्रोबेशन सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. बिहार लोकल लॉ (कोड-05) 5. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 6. कारा सेवा संबंधी विशेष प्रश्न-पत्र (कोड-11)
36.	बिहार नगर विकास सेवा	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. बिहार लोकल लॉ (कोड-05) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07)
37.	बिहार अभियोजन सेवा (PP/APP)	<ol style="list-style-type: none"> 1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. दंड विधि (कोड-03) 4. राजस्व विधि (कोड-04)

		5. बिहार लोकल लॉ (कोड-05) 6. सामान्य शासकीय नियम एवं नियमावली (कोड-07)
38.	बिहार सचिवालय सेवा	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 4. सचिवालय सहायकों हेतु लेखा संबंधी विशेष प्रश्न-पत्र (कोड-25)
39.	क्षेत्रिय कार्यालयों के लिपिक	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. लेखा एवं बैंकिंग (कोड-06) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 5. लिपिकों हेतु लेखा संबंधी विशेष प्रश्न-पत्र (कोड-21)
40.	वन विभाग के कार्यालयों के लिपिक	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. लेखा एवं बैंकिंग (कोड-06) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 5. वन विभाग के लेखा संबंधी विशेष प्रश्न-पत्र (कोड-23)
41.	कार्य विभागों के कार्यालयों के लिपिक	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. लेखा एवं बैंकिंग (कोड-06) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 5. कार्य विभाग के लेखा संबंधी विशेष प्रश्न-पत्र (कोड-22)
42.	निबंधन विभाग के कार्यालयों के लिपिक	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. लेखा एवं बैंकिंग (कोड-06) 4. सामान्य शासकीय नियम एवं नियमावली (कोड-07) 5. निबंधन विभाग के लेखा संबंधी विशेष प्रश्न-पत्र (कोड-24)
43.	आशुलिपिक/आशुतंकक सचिवालय एवं संलग्न कार्यालय एवं क्षेत्रिय समाहरणालय	1. हिन्दी लिखित (कोड-01) 2. कम्प्यूटर की व्यावहारिक जानकारी (कोड-02) 3. आशुलेखन (कोड-26) 4. टंकण (कोड-27)

16. उपरोक्त विषयों के अनुसार, संबंधित विभागों से विमर्शोपरान्त यथा संशोधित एवं upgraded पाठ्यक्रम की सूची निम्नलिखित है :-

Syllabus for Hindi - Written (with books) - Code- 01

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. The Examination in Hindi (Written in Devnagari Script) will carry 200 marks as under:-
 - i Noting – 50 Marks
 - ii Drafting – 50 Marks
 - iii Translation – 50 Marks
 - iv Correction of Sentences – 50 Marks

Syllabus for Functional Knowledge of Computers (with books) – Code- 02

Marks- 200, Pass Marks- 100, Time-3 Hrs

In this paper, the candidates would be invited to the Board of Revenue's Computer Lab where his functional knowledge of computers and mobile phones would be tested. In the computer lab, computer and/or mobile phone would be provided to him/her. This is aimed at examining whether the candidate is capable of discharging official business through the use of computers/mobile phones.

The candidate would be asked to do the following:-

1. The ability to send and receive e-mails including group e-mails.
2. The ability to send and receive files through e-mails.

3. The ability to type letters (either Hindi or English) and send it as an attachment through e-mail.
4. The ability to use all the features of MS Word.
5. Ability to create departmental statistics in excel file. The use of excel file will also include:-
 - i Creation of tables and spreadsheets.
 - ii Addition, subtraction, multiplication, division etc.
 - iii Drawing graphs using the excel data.
6. Ability to prepare a Power Point presentation.
7. Ability to do Net Browsing and use search engines like google.
8. Ability to use social media including twitter, facebook, whatsapp etc.

Syllabus for Criminal Laws (with books) - Code 03

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Criminal Major Acts –(150 Marks)

- a. Indian Penal Code, 1860(30 Questions X 2)
- b. Criminal Procedure Code, 1973 (30 Questions X 2)
 - i. Including The Criminal Law (Amendment) Act, 2013
- c. Indian Evidence Act, 1872 (15 Questions X 2)

2. Criminal Minor Acts – Part A (50 Marks) (50 Questions X 1)

- i. Dowry Prohibition Act, 1951
- ii. Information Technology Act, 2000
- iii. Motor Vehicles Act, 1988 and Rules.
- iv. Prevention of Corruption Act, 1988
- v. Protection of Human Rights Act 1993 and Rules.
- vi. Limitation Act, 1963
- vii. The SC/ST (Prevention of Atrocities)Act, 1989
- viii. The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013

Syllabus for Revenue Laws (with books) -Code 04

Marks- 200, Pass Marks- 100, Time-3 Hrs

Central Acts—

1. The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013
2. Civil Procedure Code, 1908
3. The General Clauses Act, 1897
4. Disaster Management Act, 2005 and Rules

State Acts—

1. Bihar Tenancy Act, 1885
2. Bihar Land Reforms Act, 1950
3. Bihar Land Tribunal Act, 2009
4. बिहार भूमि दाखिल खारिज अधिनियम, 2011
5. Bihar and Orissa Public Demands Recovery Act, 1914 and Rules.
6. Bihar Special Survey Settlement Act, 2011
7. Bihar Public Land Encroachment Act, 1956 and Rules.
8. Minimum Wages Act and Amendments, 1988
9. Bihar Agriculture Land (Conversion for non Agricultural Purposes) Act, 2010
10. बिहार रैयती भूमि लीज नीति, 2014
11. बिहार राज्य शहरी क्षेत्र (अनुसूचित जाति/अनु0 जनजाति के वासभूमि रहित परिवारों के लिए) वासभूमि नीति, 2014

Syllabus for Bihar Local Laws (with books) - Code 05**Marks- 200, Pass Marks- 100, Time-3 Hrs**

1. Collective Fines (Imposition) Act, 1982
2. Control of Crimes Act, 1981
3. Bihar Police Act, 2007
4. Bihar Prohibition and Excise Act, 2016
5. Bihar Municipal Act, 2007
6. Panchayati Raj (Bihar) Act, 2006
7. Victim Compensation (Bihar) Scheme, 2014
8. Lokayukta Act, 2011
9. Bihar Right to Public Grievance Redressal Act, 2015 and Rules
10. Right to Public Services (Bihar) Act, 2011 and Rules.
11. Bihar Industrial Investment Promotion Act, 2016
12. Additionally, questions will be asked from the SC/ST (Prevention of Atrocities) Act, 1989 will be asked in this paper.

Syllabus for Accounts and Banking (with books) -Code 06**Marks- 200, Pass Marks- 100, Time-3 Hrs**

1. Government of India Audit and Accounts Manual
2. Civil Accounts Code
3. Principles of Audit- by J R Batliboi
4. Advance Accountancy and Book keeping
5. Banking Regulation Act, 1949

Syllabus for General Government Rules & Regulations (with books) -Code 07**Marks- 200, Pass Marks- 100, Time-3 Hrs**

1. Right to Information Act, 2005 and Rules
2. Bihar Right to Public Grievance Redressal Act, 2015 and Rules
3. Right to Public Services (Bihar) Act, 2011 and Rules.
4. Bihar Service Code – All Chapters
5. Bihar Treasury Code- All Chapters
6. Bihar Financial Rules.
7. Rules of Executive Business.
8. Board's Miscellaneous Rules.
9. Rules related to Compassionate Appointment in Government.
10. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
11. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
12. Bihar TA Rules
13. Bihar Pension Rules
14. Bihar GPF Rules
15. Bihar Government Servant Conduct Rules 1976
16. Functional Knowledge of Goods and Services Tax covering Chapters 1,3,6,7,9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2,3,6,8,9 & 16 of Bihar Goods and Services Tax Rules, 2017.

Syllabus for Development (with books) - Code 08**Marks- 200, Pass Marks- 100, Time-3 Hrs**

In this paper, Question will be predominantly asked relating to flagship developmental schemes of the government.

1. MGNREGA- Mahatma Gandhi National Rural Employment Guarantee Act. (Department of Rural Development)
2. Mid-day Meal Scheme. (Department of Education)
3. Rashtriya Krishi Vikas Yojana (Department of Agriculture)
4. Janani Surksha Yojana (Department of Health)

5. National Family Benefit Scheme (Department of Social Welfare)
 6. MSDP (Multi-sectoral Development Programme) Scheme (Department of Minority Welfare)
 7. Mukhyamantri Kanya Surksha Yojana (Department of Social Welfare)
 8. National Rural Livelihood Mission (Department of Rural Development)
 9. Special Component Plan & Schemes of Central Government and State Government relating to SC/ST (Department of SC/ST Welfare)
 10. क्षेत्र विकास योजना (योजना एवं विकास विभाग)
 11. बिहार विकास मिशन द्वारा संचालित कार्यक्रम यथा –
 - i. छात्र एवं युवाओं हेतु योजनाएँ।
 - ii. राज्य के सभी सरकारी नौकरियों में महिला आरक्षण।
 - iii. बिहार के ग्रामीण एवं शहरी क्षेत्र के प्रत्येक घर में बिजली की उपलब्धता।
 - iv. बिहार के ग्रामीण एवं शहरी क्षेत्र में प्रत्येक घर में नल के जल की आपूर्ति।
 - v. सम्पर्क विहीन गाँवों/बसावटों को पक्की सड़क से जोड़ा जाना तथा सभी ग्रामीण एवं शहरी क्षेत्रों में गली/नाली का पक्कीकरण।
 - vi. प्रत्येक घर में शौचालय का निर्माण।
 - vii. जिले/अनुमंडल स्तर पर व्यवसायिक एवं तकनीकी शिक्षा का सुदृढीकरण।
- (सम्पर्क पुस्तिका- बिहार विकास मिशन द्वारा प्रकाशित पुस्तिका 'विकसित बिहार के सात निश्चय')

**Syllabus for Bihar Forest and Environment Laws for IFS & Bihar Forest Service
(with books) - Code 09**

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Indian Forest Act, 1927
2. Forest Conservation Act, 1980
3. Wildlife (Protection) Act, 1972
4. Bihar Saw Mills Act, 1990
5. Bihar and Orissa Forest and Budget Manual
6. Government of India & Government of Bihar schemes and programmes of Forest Department.
7. Forest Account Code.
8. Rules regarding general conduct of business in the Forest Department.

Syllabus for Principles of Journalism for Bihar Information Service (with books) - Code 10

Marks- 200, Pass Marks- 100, Time-3 Hrs

(GROUP ONE: PRINCIPLES OF JOURNALISM)

- (i) What is journalism? Freedom fairness and impartiality.
- (ii) Qualities of a journalist, his duties modeling of public opinion and discrimination of information.
- (iii) Evolution of the concept of mass media, history and growth of the press as a responsible organ, the concepts as prevalent and in practice today in various walks of life.
- (iv) Guidelines for objective new coverage fair comments-Distinct of propoganda and publicity rights and responsibilities of journalist. Basic code of journalism, press council, its power and limitation.
- (v) Freedom of press, freedom of expression, limitation, of the press freedom survey of the fight for freedom of the press.
- (vi) State versus the press.
- (vii) Restriction : Self imposed by law
- (viii) Relation of the press to the State.

(GROUP TWO REPORTING)

- (i) Writing the report to the newspaper style, How to find out the news value, factors determining news value, requirement of writing a news the structure of the report and the language of the report.
- (ii) Function, duties and responsibilities of the reporter.
- (iii) News sense and news value
- (iv) Sources of news and types of news items.
- (v) Factual reporting of public events, meetings and press conferences.
- (vi) Covering Government functioning and day to day politics. Parliamentary and State legislature coverage, lobbying and personnel news carrying.
- (vii) Interpretation of reporting by senior special correspondent.
- (viii) The news agencies, reporting for the news agencies (English or Hindi) or for the Radio and T.V. etc. structure and functioning of news agencies, writing press telegraph and cable copies.

(GROUP THREE EDITING)

- (i) The Editorial desk and its set up, duties of the Sub-Editor, Chief Sub-Editor and news Editor.
- (ii) Editing various types of copies
- (iii) The news writing style, difference between news writing and other forms of writing.
- (iv) Norms of new paper style.
- (v) Headlines
- (vi) Editing, the Editor's page and letter to the Editor.

(TEXT BOOKS: PRINCIPLES OF JOURNALISM)

- (i) Samachar Parton ka Itihas – By Pt. Ambika Prasad Vajpayee
- (ii) Mass Media – By Willion L. Rivers
- (iii) Professional Journalism – By M.K. Kamath (vikas)

(REFERENCE BOOKS)

- (i) Mans field's complete journalist – By. F.T. Wansfield (...)
- (ii) Hindi Patrakarita – Sodh Granth – Dr. Shyam Behari Mishra
- (iii) Hindi Patrakarita – Vividh Ayam – Sampadak Dr. Ved Pratap Vaidik

(TEXT BOOKS REPORTING)

- (i) Reporting by Mitchell – V. Charnbey (Holt, Rinchart and lisustan)
- (ii) Active Reporter – By James Livirs
- (iii) Samachar Sankalan – By N. K. Tirkha (Hindi Sansthan Hindi Bhawan Lucknow)
- (iv) Patrika Sampadan Kala – By Dr. Ram Chandra Tiwary (Adaka Prakashon Delhi)

(REFERENCE BOOKS)

- (i) The Report of Press Commissioner, 1954 (Govt. of India Publication)
- (ii) Indian Journalism – By. N.K. Murty (Mysore University Publication)
- (iii) Sampadan Prakar – By Lakshmi Shankar Vyas
- (iv) Sampurn Patrika – By Heraman Mishra (Varansi)

Group 4 The question for this paper will be selected from the following subjections—

1. Use of modern audio – visual media in prevailing system of public relations.
2. Akashvani – Its structure functions and news reporting
3. Doordarshan – Its structure and functioning in present working set up.
4. Movies – Primary knowledge of movie camera from different angles and elementary knowledge about film making.
5. Video – Techniques of Videography, angles and vision scope.
6. Sound Recording – Its working and techniques.
7. Public Address System – Primary Knowledge of its smooth working in V.I.P. meetings, techniques in modern purview, setting up of column system.
8. Photography – Primary knowledge of handling of still cameras is in different angles.
9. Management of Exhibition – Attractive decoration and other principles for making it and effective medium of publicity at present.

TEXT BOOK

1. Radios Radio – The fifth State by Walter
2. News by Radio – By Charnley
3. Hand Book of Broadcasting – By Waldo Abbot and Richards Rider (Mc. Graw and Hill)
4. Technique of Television production – By rudy Bretz (Mc Graw Hill)
5. Broadcasting in 3rd world – By Elihu Katz and George Edeed.
6. Programming potential of India television – By M.R. Dun (Communication Publication)
7. Themes in Indian Communication – By. M R Dua (Metropolitan Book company)
8. The Arts of the Film – By E. Lind Grom (Allen and Unwin)
9. The Films till now – By P. Rotha (Spring Books)
10. Photo journalism manual – By D. P. Bergin (Morgan and Morgan)

Syllabus (with books) for

1. Bihar Jail Service, 2. Bihar Assistant Jail Superintendent Service,
3. Bihar Probation Service Code 11

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Bihar Prison Manual, 2012 -Remission & Release (Rules 403 to 439 & 457 to 487)
2. Reformatory Schools Act, 1897 (including Borstal School)
3. Child Marriage Act, 2006
4. Bihar Commission for Child Right Rules, 2010
5. Suppression of Immoral Traffic Act, 1956
6. Probation of Offenders Act, 1958 & Probation of under Rules 1959.
7. Bihar Probation Service Rule, 2014
8. The Juvenile Justice (Care and Protection of Children) Act, 2015
9. The Bihar Juvenile Justice (Care and Protection of Children) Rule, 2017
10. The Protection of Human Rights Act, 1993
11. अपराध पीड़ित कल्याण न्यास नियमावली-2012
12. बिहार कैदी (अस्थायी निर्मुक्ति) नियमावली, 1973
13. Case Law- Upendra Nath Chaudhary Vs. the High Court of Judicature at Patna (19.04.2007)
14. Probation – System, Objects, Scope and its Applicability (Allahabad Law Books)
15. Criminology and Penology by J.L. Gillin
16. Probation and Parole by David Dressler
17. Criminal Psychology by Richard W Nice
18. Contemporary Correction by Paul W. Tappah
19. Prisons Act, 1894.
20. Prisoners Act, 1900.
21. Reformatory School Act, 1897.
22. Preventive Detention Act, 1950.
23. Identification of Prisoners Act, 1920.
24. Rules and Guidelines related to Probation, Parole, Rehabilitation and Counseling of offenders.

Syllabus for Bihar Animal Husbandry Service (with books) -Code 12

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Civil Veterinary Manual
2. Schemes relating to Animal Husbandry Sector
3. Livestock and Poultry – Management, Nutrition, Breeding , Disease – Prevention, Control and treatment. (Vaccination)
4. Statistics Livestock & Major Livestock Products. (Livestock census)
5. Rules and Guidelines related to various legal provisions for Animal Protection.
6. Veterinary Public Health – Milk and meat hygiene. Zoonotic disease& Control.
7. Semen quality, Preservation and Artificial Insemination.

8. Major schemes of Govt. of India –
 - (i) Livestock Health & Disease Control
 - (ii) National Livestock Mission
9. Livestock Insurance.

Syllabus for Bihar Engineering Service (with books) -Code 13

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. **Bihar Irrigation Act, 1997.**
Power of Officer, Irrigation, Drainage and Prevention of Water logging, Embankment works, Private Irrigation Works, Navigation Works, Village Channels, The Supply of Water, Water Rates and Toll, Levy of Betterment Contribution, Offences and Penalties, Obtaining Labour and Materials for Irrigation Work in Emergency, Jurisdictions, Miscellaneous.
2. **Bihar Irrigation, Flood Management & Drainage Rules, 2003.**
3. बिहार नहर चाट/भूमि बन्दोबस्ती नियमावली, 2016
4. **Bihar Public Works Dispute Arbitration Tribunal Act.**
5. **Right to Fair Compensation and Transparency in Land Acquisition Rehabilitation and Resettlement Act, 2013 and its Rules.**
Salient features of the new law, Determination of Social Impact and Public Purpose, Special Provision to safe guard Food Security, Notification and Acquisition, Rehabilitation and Resettlement Award, Establishment of Rehabilitation and Resettlement Authority etc.
6. **Bihar Raiyati Land Lease Policy, 2014.**
7. **Bihar Public Works Department Code.**
Duties of Officers of the Public Works Department, Advance and Compensation, Temporary Establishment, Work-charge Establishment, Preparation of Projects, Basic Rules applicable to all works executed by the Public Works Department, Execution of Works, Tenders, Disposal of Estimates, Supplementary and Revised Estimates, Completion Reports Certificates and Plans, Advance to Contractors etc.
8. **Bihar Public Works Account Code.**
General outlines of system of Accounts, Relations with Accountant General Appropriations, Cash, Stores, Revenue Receipts, Works Accounts etc.
9. **Environment & Forest Clearance Rules.**
10. **Bihar Land use Registration Act, 1948**
11. **Bihar Underground Pipe line, Acquisition of Right of User Land Act, 2011**

Syllabus for Bihar Labour Service -Code 14

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. सेवा शर्त विनियमन
 - i. बाल श्रम (प्रतिषेध एवं विनियमन) अधिनियम, 1986
 - ii. बिहार दुकान प्रतिष्ठान अधिनियम 1953
 - iii. ठेका मजदूर (उन्मूलन एवं विनियमन) अधिनियम 1970
 - iv. बीड़ी एवं सिगार कामगार (नियोजना की शर्त) अधिनियम 1966
 - v. कारखाना अधिनियम 1948
2. मजदूरी अधिनियम
 - i. न्यूनतम मजदूरी अधिनियम 1948
 - ii. बोनस मजदूरी अधिनियम 1965
 - iii. मजदूरी भुगतान अधिनियम 1936
 - iv. समान पारिश्रमिक अधिनियम 1976
3. औद्योगिक संबंध
 - i. औद्योगिक विवाद अधिनियम 1947
 - ii. श्रमिक संघ अधिनियम 1926
 - iii. औद्योगिक अधिनियम (स्थायी आदेश) 1946
4. सामाजिक सुरक्षा
 - i. कर्मचारी प्रतिकर अधिनियम 1923

- ii. उपदान भुगतान अधिनियम 1972
- iii. मातृत्व लाभ अधिनियम 1961
- 5. कल्याणकारी योजना**
- i. बिहार शताब्दी असंगठित कार्यक्षेत्र कामगार एवं शिल्पकार सामाजिक सुरक्षा योजना 2011
- ii. बिहार प्रवासी मजदूर दुर्घटना अनुदान योजना 2008
- iii. बिहार भवन एवं अन्य सन्निर्माण कर्मकार कल्याण बोर्ड द्वारा निर्माण मजदूरों के लिए संचालित योजनायें।

Syllabus for Bihar Industries Service - Code 15

Marks- 200, Pass Marks- 100, Time-3 Hrs

- 1. Industrial Development (with books)
 - (i) Industrial Policy
 - (ii) The process of establishment of a new industrial unit
 - (iii) Process of Banking Economy
 - (iv) Industrial Problem and its Solution
 - (v) Policy to Save Sick Industry and their Rehabilitation
- 2. Industrial and Labor Laws (with books)
 - (i) Bihar Industrial Investment Promotion Act, 2016 and Rules.
 - (ii) Companies Act (with latest Amendments)
 - (iii) Factory Act, 1948 (as Amended)

Syllabus for Bihar Industrial Training Service (with books) - Code 16

Marks- 200, Pass Marks- 100, Time-3 Hrs

- 1. The Apprentice Act, 1961
- 2. Amending Acts
 - i. Repealing and Amending Act, 1964 (52 of 1964)
 - ii. Central Laws (Extension to Jammu and Kashmir) Act, 1968 (25 of 1968)
 - iii. Apprentices (Amendment) Act, 1973 (27 of 1973)
 - iv. Apprentices (Amendment) Act, 1986 (41 of 1986)
 - v. Apprentices (Amendment) Act, 1996 (4 of 1997)
 - vi. Apprentices (Amendment) Act, 2007 (36 of 2007)
 - vii. Apprentices (Amendment) Act, 2014 (29 of 2014)
- 3. The Apprenticeship Rules, 1992
- 4. The Central Apprenticeship Council Rules, 1962
- 5. Training Manual for ITIs published by DGE&T.

Syllabus for Bihar Election Code (with books) - Code 17

Marks- 200, Pass Marks- 100, Time-3 Hrs

- i. Constitution of India
- ii. The Representation of the People Act, 1950
- iii. The Registration of Electors Rules, 1960
- iv. Delimitation of Constituencies Act, 2002 and Delimitation Order, 2007
- v. The Representation of the People Act, 1951
- vi. The Conduct of Election Rules, 1961
- vii. The Election Symbols (Reservation and Allotment Order, 1968)
- viii. The Bihar Control of the use and play of Loud Speakers Act, 1955
- ix. The Bihar Prevention of the Defacement of Property Act, 1985 (with latest Amendments)
- x. The Motor Vehicles Act, 1988
- xi. Different aspects of the Representation of the People Act, 1950, The Registration of Electors Rule, 1960, Delimitation of constituencies Act, 2002 and Delimitation order, 2007, The Representation of the People Act, 1951, The Conduct of Election Rules, 1961, The Election Symbols (Reservation and Allotment) Order, 1968, Indian Penal Code, 1860, The Parliament (Prevention of Disqualification) Act, 1959.

- xii Handbook for Retuning Officers, Handbook for Electoral Registration Officers, Handbook for Candidates, Handbook for Presiding Officers on expenditure monitoring in elections as updated and issued by the Election Commission of India.
- Xiii Compendiums published by Election Commission of India in book form and Policy instructions issued by the Commission from time to time and published on its website along with their subsequent amendments.

Note:- Along with their subsequent Amendments

**Syllabus for Bihar Registration Manuals/Procedure (with books) -Code 18
Marks- 200, Pass Marks- 100, Time-3 Hrs**

1. Bihar Registration Manual
2. Societies Registration Act, 1860
3. Societies Registration Rules
4. Indian Stamp Act, 1899
5. General Clauses Act
6. Code of Civil Procedure, 1908 (along with latest Amendments)
7. Bihar and Orissa Records Manual 1927
8. Various Rules and Guidelines of the Govt. of India/ State Govt.

Syllabus for Bihar Employment Service (with books) - Code 19

Marks- 200, Pass Marks- 100, Time-3 Hrs

A. ACTS

1. Employment Exchange (Compulsory Notification of Vacancies Act, 1959 & Rules, 1960)
2. Over view of E.E. (CNV) Act, Implementation & Implication on Employment Market
3. Various General Instructions

B. POLICES AND PROCEDURES OF EMPLOYMENT EXCHANGES

1. Background of Employment Exchanges, Roles & Responsibilities
2. Employment Assistance methods – Registration, Submission & Placement Activities.
3. National Industrial Classification Code (N.I.C. Code) & National Classification of Occupation Code (N.C.O. Code)
4. Entrepreneurships and information needs for Self Employment
5. Public Relation and Publicity

C. EMPLOYMENT MARKET INFORMATION

1. Construction of Employers Register
2. Collection of Employment Information
3. Preparation of Employment Market Reports & Dissemination of Employment Information
4. Study & Development of Employment Opportunities
5. Reports & Returns

A. VOCATIONAL GUIDANCE PROGRAMME

1. Organization And Functions
2. Tools For Guidance
3. Guidance Procedure
4. Related Activities
5. Collection of Occupational Information
6. Placement and Admission
7. Plan of Guidance Work and other General Instructions.

B. PORTAL MANAGEMENT

1. Online service management system
2. Overview of Model Career Center and Career Information Centers.
3. Report generation

Syllabus for Bihar Education Service (with books) - Code 20

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. शिक्षा संबंधी विधि

- i. बिहार शिक्षा संहिता
- ii. बिहार विद्यालय परीक्षा समिति अधिनियम एवं उसके अंतर्गत बने नियम।
- iii. बिहार माध्यमिक शिक्षा पर्षद अधिनियम (निरसन अधिनियम सहित)।
- iv. बिहार हाई स्कूल कन्ट्रोल एवं एडमिनिस्ट्रेशन अधिनियम।
- v. एल0 एस0 जी0 ऐक्ट, 1954
- vi. पंचायती राज ऐक्ट, 2006
- vii. म्यूनिसिपल ऐक्ट, 2007
- viii. शिक्षा विभाग द्वारा समय-समय पर निर्गत नियमावली, विनियमावली, आदेश, आदि।

2. शैक्षिक विकास

Syllabus for Accounts for Clerks of Field Offices (with books) - Code 21

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Bihar Service Code – All Chapters
2. Bihar Treasury Code- All Chapters
3. Bihar Financial Rules.
4. Board's Miscellaneous Rules.
5. Rules related to Compassionate Appointment in Government
6. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
7. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
8. Bihar TA Rules
9. Bihar Pension Rules
10. Bihar GPF Rules
11. Functional Knowledge of Goods and Services Tax covering Chapters 1, 3, 6, 7, 9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2, 3, 6, 8, 9 & 16 of Bihar Goods and Services Tax Rules, 2017.

Syllabus for Accounts for Clerks of Works Departments (with books) - Code 22

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Procedure of Contracts and Tenders
2. Tender Regulation as per PWD Manual
3. General Instructions for Works Department like Road Construction Department & Building Construction Department, Rural Works Department, PHED & Irrigation
4. Bihar Financial Rules- Volume I and II (Appendences 1 to 9)
5. Right to Public Service Act and Rules.
6. Rules related to Compassionate Appointment in Government.
7. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
8. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
9. Bihar TA Rules
10. Bihar Pension Rules
11. Bihar GPF Rules
12. Functional Knowledge of Goods and Services Tax covering Chapters 1, 3, 6, 7, 9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2, 3, 6, 8, 9 & 16 of Bihar Goods and Services Tax Rules, 2017.

Syllabus for Accounts for Clerks of Forest Departments (with books) -Code 23

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Forest Manual
2. Forest Account Code

3. Forest Department Code
4. Bihar Service Code – All Chapters
5. Bihar Treasury Code- All Chapters
6. Bihar Financial Rules.
7. Rules related to Compassionate Appointment in Government.
8. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
9. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
10. Bihar TA Rules
11. Bihar Pension Rules
- 12- Bihar GPF Rules
- 13- Functional Knowledge of Goods and Services Tax covering Chapters 1, 3, 6, 7, 9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2, 3, 6, 8, 9 & 16 of Bihar Goods and Services Tax Rules, 2017.

Syllabus for Accounts for Clerks of Registration Department (with books) -Code 24

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Registration Processes
2. Registration Manual & Registration Act & Bihar Registration Rules.
3. Functions of BISCORE & DISCORE
4. Societies Registration Act
5. Indian Stamp Act and Rules.
6. Bihar Service Code – All Chapters
7. Bihar Treasury Code- All Chapters
8. Bihar Financial Rules.
9. Rules related to Compassionate Appointment in Government.
10. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
11. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
12. Bihar TA Rules
13. Bihar Pension Rules
14. Bihar GPF Rules
15. Functional Knowledge of Goods and Services Tax covering Chapters 1, 3, 6, 7, 9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2, 3, 6, 8, 9 & 16 of Bihar Goods and Services Tax Rules, 2017.

Syllabus for Accounts for Assistants in Secretariat and attached

Offices (with books) - Code 25

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Secretariat Manual and related Instructions
2. Bihar Secretariat Service Act, 2007 (Bihar Act 3, 2008)
3. Bihar Service Code – All Chapters
4. Bihar Treasury Code- All Chapters
5. Bihar Financial Rules.
6. Board Miscellaneous Rules.
7. Rules related to Compassionate Appointment in Government.
8. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
9. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
10. Bihar TA Rules
11. Bihar Pension Rules
12. Bihar GPF Rules
13. Functional Knowledge of Goods and Services Tax covering Chapters 1, 3, 6, 7, 9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2, 3, 6, 8, 9 & 16 of Bihar Goods and Services Tax Rules, 2017.

**Syllabus of Shorthand for Stenotypist/Stenographer in Secretariat & Field Offices
(with books) - Code 26**

Marks- 200, Pass Marks- 100, Time-3 Hrs

Computer based test for Shorthand will be taken in either Hindi or English or both of about 320 words in 4 minutes.

**Syllabus Of Typing for Stenographer/Stenotypist in Secretariat & Field Offices
(with books) -Code 27**

Marks- 200, Pass Marks- 100, Time-3 Hrs

A computer based Typing test in either Hindi or English or both will be conducted for 300 words in 10 minutes.

17. केन्द्रीय परीक्षा समिति की अधिसूचना संख्या 24-71/70-3 दिनांक 20.11.1970 इस हद तक संशोधित समझी जाएगी।

17. अधिसूचना पर सामान्य प्रशासन विभाग की सहमति प्राप्त है।

केन्द्रीय परीक्षा समिति
राजस्व पर्षद, बिहार के आदेशानुसार,
मोहम्मद सलीम,
सचिव,
राजस्व पर्षद, बिहार।

The 1st December 2017

No2/pari-01(Raj)-11/2017-2931—In exercise of the powers conferred vide notification No. 1883 dated 10.10.1961 by Personnel and Administrative Reforms Department (Presently, General Administration Department), the Central Examination Committee in the Board of Revenue, as per GAD Notification No. 14393 dated 15.11.2017, hereby notifies, with immediate effect, the following, in connection with the Departmental examinations of all Gazetted Officers and other employees:-

1. Departmental Examinations conducted by Board of Revenue for all Gazetted Officers and other personnel will now be held as per the revised curriculum.
2. All examinations will be with books.
3. The written test of Hindi language is mandatory for all.
4. The requirement of Hindi Viva (oral) is now eliminated.
5. In all the examinations, 50 marks will be considered for the General Category candidates and 40 percent for Scheduled Castes and Scheduled Tribes.
6. Except for the test of Shorthand and Typing, all the papers will be 200 marks and the duration of all the exams will be three hours.
7. Examination of Shorthand and Typing will be of 4 minutes and 10 minutes respectively, in which the maximum 10 errors will be allowed in the Shorthand (15 percent for SC/ST) and 1.5 percent errors in Typing (1.7 percent for SC/ST) respectively.
8. All Departmental Exams for Gazetted/Non-Gazetted Employees will be as per new curriculum.
9. The Central Examination Committee shall be competent to decide the curriculum of Departmental Exams for any new Government service or any other service included in future, in consultation with the said Department.
10. The Central Examination Committee will also be competent to upgrade curriculum of the Departmental Examinations in future depending upon the new Acts and schemes.
11. Even after this last opportunity, if the Gazetted Officer fails to pass his pending papers, he will have to take Departmental Examination in all subjects according to this new curriculum.
12. All the Cadre Rules of the concerned Departments regarding the Departmental exams shall stand amended to this extent.

13. If any Department finds that any special Act/bye Laws/Rules/policies regarding their functions is not reflected in this new curriculum, then the said Department can organize a special one/two day work shop about the said Act/bye Laws/Rules/Policies/Policies. It shall be mandatory to for the concerned Gazetted Officers / non-Gazettedemployees to participate in such work shop.
14. Non GazettedOfficers who have to pass the subject “Functional Knowledge of Computer (Code-02)” need not pass the Computer Competency Test as prescribed in GAD Notification No. 1609 dated 24.05.2011.
15. Each service shall now be required to appear in the Departmental exams as per the following :-

S. N.	Service Cadre	Subject
1.	Indian Administrative Service	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Revenue Laws (Code-04) 5. Bihar Local Laws (Code-05) 5. General Govt. Rule & Regulations (Code-07) 6. Development (Code-08)
2.	Indian Police Service	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Revenue Laws (Code-04) 5. Bihar Local Laws (Code-05) 6. General Govt. Rule & Regulations (Code-07)
3.	Indian Forest Service	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Revenue Laws (Code-04) 5. Bihar Local Laws (Code-05) 6. General Govt. Rule & Regulations (Code-07) 7. Special Paper for IFS/Bihar Forest Service (Code-09)
4.	Bihar Administrative Service	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Revenue Laws (Code-04) 5. Bihar Local Laws (Code-05) 6. General Govt. Rule & Regulations (Code-07) 7. Development (Code-08)
5.	Bihar Police Service	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Revenue Laws (Code-04) 5. Bihar Local Laws (Code-05) 6. General Govt. Rule & Regulations (Code-07)
6.	Bihar Finance Service	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Bihar Local Laws (Code-05) 4. Accounts & Banking (Code-06) 5. General Govt. Rule & Regulations (Code-07)
7.	Bihar Account Service	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Bihar Local Laws (Code-05) 4. Accounts & Banking (Code-06) 5. General Govt. Rule & Regulations (Code-07)

8.	Bihar Revenue Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Revenue Laws (Code-04) 5. Bihar Local Laws (Code-05) 6. General Govt. Rule & Regulations (Code-07) 7. Development (Code-08)
9.	Bihar Rural Development Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Bihar Local Laws (Code-05) 4. Accounts & Banking (Code-06) 5. General Govt. Rule & Regulations (Code-07) 6. Development (Code-08)
10.	Services of Bihar Engineering (Road Construction Department, Building Construction Department, Rural Works Department, PHED, Water Resources Department)	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Bihar Local Laws (Code-05) 4. General Govt. Rule & Regulations (Code-07) 5. Special paper for Engineering Service (Code-13)
11.	Bihar Co-operative Account Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Accounts & Banking (Code-06) 4. General Govt. Rule & Regulations (Code-07)
12.	Bihar Education Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. General Govt. Rule & Regulations (Code-07) 4. Development (Code-08) 5. Education Law (Code-20)
13.	Bihar Health Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. General Govt. Rule & Regulations (Code-07)
14.	Bihar Registration Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Revenue Laws (Code-04) 4. Bihar Local Laws (Code-05) 5. General Govt. Rule & Regulations (Code-07) 6. Special Paper for Registration Service (Code-18)
15.	Bihar Co-operative Administrative Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Bihar Local Laws (Code-05) 4. Accounts & Banking (Code-06) 5. General Govt. Rule & Regulations (Code-07)
16.	Bihar Election Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Bihar Local Laws (Code-05) 5. General Govt. Rule & Regulations (Code-07) 6. Special Paper for Election Service (Code-17)
17.	Bihar Agriculture Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Revenue Laws (Code-04)

		<ul style="list-style-type: none"> 5. Bihar Local Laws (Code-05) 6. General Govt. Rule & Regulations (Code-07) 7. Development (Code-08)
18.	Bihar Jail Service	<ul style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Bihar Local Laws (Code-05) 5. General Govt. Rule & Regulations (Code-07) 6. Special Paper for Jail Service (Code-11)
19.	Bihar Labor Service	<ul style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Bihar Local Laws (Code-05) 4. General Govt. Rule & Regulations (Code-07) 5. Special Paper for Labor Service (Code-14)
20.	Bihar Employment Service	<ul style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Bihar Local Laws (Code-05) 4. General Govt. Rule & Regulations (Code-07) 5. Special Paper for Employment Service (Code-19)
21.	Bihar ICDS Service	<ul style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. General Govt. Rule & Regulations (Code-07) 4. Development (Code-08)
22.	Bihar Weight & Measurement Service	<ul style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Revenue Laws (Code-04) 4. Bihar Local Laws (Code-05) 5. General Govt. Rule & Regulations (Code-07)
23.	Bihar Animal Husbandry Service	<ul style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. General Govt. Rule & Regulations (Code-07) 4. Development (Code-08) 5. Special Paper for Animal Husbandry (Code-12)
24.	Bihar Information & Public Relation Service	<ul style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. General Govt. Rule & Regulations (Code-07) 4. Special Paper for Information Service (Code-10)
25.	Bihar Excise Service	<ul style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Bihar Local Laws (Code-05) 5. General Govt. Rule & Regulations (Code-07)
26.	Bihar Audit Service	<ul style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Accounts & Banking (Code-06) 4. General Govt. Rule & Regulations (Code-07)
27.	Bihar Forest Service	<ul style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Revenue Laws (Code-04) 5. Bihar Local Laws (Code-05) 6. General Govt. Rule & Regulations (Code-07) 7. Special Paper for IFS/Bihar Forest Service (Code-09)
28.	Bihar Industry Service	<ul style="list-style-type: none"> 1. Hindi Written (Code-01)

		<ol style="list-style-type: none"> 2. Functional Knowledge of Computers (Code-02) 3. General Govt. Rule & Regulations (Code-07) 4. Special Paper for Industry Service (Code-15)
29.	Bihar Industrial Training Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. General Govt. Rule & Regulations (Code-07) 4. Special Paper for Industrial Training Service (Code-16)
30.	Bihar Yojana Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Accounts & Banking (Code-06) 4. General Govt. Rule & Regulations (Code-07) 5. Development (Code-08)
31.	Bihar Statistic Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Accounts & Banking (Code-06) 4. General Govt. Rule & Regulations (Code-07) 5. Development (Code-08)
32.	Bihar SC/ST Welfare Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. General Govt. Rule & Regulations (Code-07) 4. Development (Code-08)
33.	Bihar Minor Welfare Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. General Govt. Rule & Regulations (Code-07) 4. Development (Code-08)
34.	Bihar Assistant Jail Superintendent Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Bihar Local Laws (Code-05) 5. General Govt. Rule & Regulations (Code-07) 6. Special Paper for Jail Service (Code-11)
35.	Bihar Probation Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Bihar Local Laws (Code-05) 5. General Govt. Rule & Regulations (Code-07) 6. Special Paper for Jail Service (Code-11)
36.	Bihar Urban Development Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Bihar Local Laws (Code-05) 4. General Govt. Rule & Regulations (Code-07)
37.	Bihar Prosecution Service(PP/APP)	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Criminal Laws (Code-03) 4. Revenue Laws (Code-04) 5. Bihar Local Laws (Code-05) 6. General Govt. Rule & Regulations (Code-07)
38.	Bihar Secretariat Service	<ol style="list-style-type: none"> 1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. General Govt. Rule & Regulations (Code-07) 4. Special Accounts Paper for Bihar Secretariat Service (Code-25)

39.	Accounts for Clerk Field Offices	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Accounts & Banking (Code-06) 4. General Govt. Rule & Regulations (Code-07) 5. Special Accounts Paper for Clerk of Field Offices (Code-21)
40.	Accounts for Clerk of Forest Department	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Accounts & Banking (Code-06) 4. General Govt. Rule & Regulations (Code-07) 5. Special Accounts Paper for Clerk of Forest Department (Code-23)
41.	Accounts for Clerk of Works Department	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Accounts & Banking (Code-06) 4. General Govt. Rule & Regulations (Code-07) 5. Special Accounts Paper for Clerk of Works Department (Code-22)
42.	Accounts for Clerk of Registration Department	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Accounts & Banking (Code-06) 4. General Govt. Rule & Regulations (Code-07) 5. निबंधनविभाग के लेखा संबंधी विशेषप्रश्न-पत्र (कोड-24) Special Accounts Paper for Clerk of Registration Department (Code-24)
43.	Steno/Steno-Typist of Secretariat & field Office	1. Hindi Written (Code-01) 2. Functional Knowledge of Computers (Code-02) 3. Shorthand (Code-26) 4. Typing (Code-27)

16. The amended and upgraded syllabus, prepared in consultation with the concerned departments, as per the above subjects, is as under:-

Syllabus for Hindi - Written (with books) - Code- 01

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. The Examination in Hindi (Written in Devnagari Script) will carry 200 marks as under:-
 - i Noting – 50 Marks
 - ii Drafting – 50 Marks
 - iii Translation – 50 Marks
 - iv Correction of Sentences – 50 Marks

Syllabus for Functional Knowledge of Computers (with books) – Code- 02

Marks- 200, Pass Marks- 100, Time-3 Hrs

In this paper, the candidates would be invited to the Board of Revenue's Computer Lab where his functional knowledge of computers and mobile phones would be tested. In the computer lab, computer and/or mobile phone would be provided to him/her. This is aimed at examining whether the candidate is capable of discharging official business through the use of computers/mobile phones.

The candidate would be asked to do the following:-

1. The ability to send and receive e-mails including group e-mails.
2. The ability to send and receive files through e-mails.
3. The ability to type letters (either Hindi or English) and send it as an attachment through e-mail.
4. The ability to use all the features of MS Word.
5. Ability to create departmental statistics in excel file. The use of excel file will also include:-

- i Creation of tables and spreadsheets.
- ii Addition, subtraction, multiplication, division etc.
- iii Drawing graphs using the excel data.
- 6. Ability to prepare a Power Point presentation.
- 7. Ability to do Net Browsing and use search engines like google.
- 8. Ability to use social media including twitter, facebook, whatsapp etc.

Syllabus for Criminal Laws (with books) - Code 03

Marks- 200, Pass Marks- 100, Time-3 Hrs

1.Criminal Major Acts –(150 Marks)

- a. Indian Penal Code, 1860(30 Questions X 2)
- b. Criminal Procedure Code, 1973 (30 Questions X 2)
 - i. Including The Criminal Law (Amendment) Act, 2013
- c. Indian Evidence Act, 1872 (15 Questions X 2)

2. Criminal Minor Acts – Part A (50 Marks) (50 Questions X 1)

- i. Dowry Prohibition Act, 1951
- ii. Information Technology Act, 2000
- iii. Motor Vehicles Act, 1988 and Rules.
- iv. Prevention of Corruption Act, 1988
- v. Protection of Human Rights Act 1993 and Rules.
- vi. Limitation Act, 1963
- vii. The SC/ST (Prevention of Atrocities)Act, 1989
- viii. The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013

Syllabus for Revenue Laws (with books) -Code 04

Marks- 200, Pass Marks- 100, Time-3 Hrs

Central Acts—

- 1. The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013
- 2. Civil Procedure Code, 1908
- 3. The General Clauses Act, 1897
- 4. Disaster Management Act, 2005 and Rules

State Acts—

- 1. Bihar Tenancy Act, 1885
- 2. Bihar Land Reforms Act, 1950
- 3. Bihar Land Tribunal Act, 2009
- 4. बिहार भूमि दाखिल खारिज अधिनियम, 2011
- 5. Bihar and Orissa Public Demands Recovery Act, 1914 and Rules.
- 6. Bihar Special Survey Settlement Act, 2011
- 7. Bihar Public Land Encroachment Act, 1956 and Rules.
- 8. Minimum Wages Act and Amendments, 1988
- 9. Bihar Agriculture Land (Conversion for non Agricultural Purposes) Act, 2010
- 10. बिहार रैयती भूमि लीज नीति, 2014
- 11. बिहार राज्य शहरी क्षेत्र (अनुसूचित जाति/अनु० जनजाति के वासभूमि रहित परिवारों के लिए) वासभूमि नीति, 2014

Syllabus for Bihar Local Laws (with books) - Code 05

Marks- 200, Pass Marks- 100, Time-3 Hrs

- 1. Collective Fines (Imposition) Act, 1982
- 2. Control of Crimes Act, 1981
- 3. Bihar Police Act, 2007
- 4. Bihar Prohibition and Excise Act, 2016
- 5. Bihar Municipal Act, 2007
- 6. Panchayati Raj (Bihar) Act, 2006

7. Victim Compensation (Bihar) Scheme, 2014
8. Lokayukta Act, 2011
9. Bihar Right to Public Grievance Redressal Act, 2015 and Rules
10. Right to Public Services (Bihar) Act, 2011 and Rules.
11. Bihar Industrial Investment Promotion Act, 2016
12. Additionally, questions will be asked from the SC/ST (Prevention of Atrocities) Act, 1989 will be asked in this paper.

Syllabus for Accounts and Banking (with books) -Code 06

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Government of India Audit and Accounts Manual
2. Civil Accounts Code
3. Principles of Audit- by J R Batliboi
4. Advance Accountancy and Book keeping
5. Banking Regulation Act, 1949

Syllabus for General Government Rules & Regulations (with books) -Code 07

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Right to Information Act, 2005 and Rules
2. Bihar Right to Public Grievance Redressal Act, 2015 and Rules
3. Right to Public Services (Bihar) Act, 2011 and Rules.
4. Bihar Service Code – All Chapters
5. Bihar Treasury Code- All Chapters
6. Bihar Financial Rules.
7. Rules of Executive Business.
8. Board's Miscellaneous Rules.
9. Rules related to Compassionate Appointment in Government.
10. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
11. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
12. Bihar TA Rules
13. Bihar Pension Rules
14. Bihar GPF Rules
15. Bihar Government Servant Conduct Rules 1976
16. Functional Knowledge of Goods and Services Tax covering Chapters 1,3,6,7,9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2,3,6,8,9 & 16 of Bihar Goods and Services Tax Rules, 2017.

Syllabus for Development (with books) - Code 08

Marks- 200, Pass Marks- 100, Time-3 Hrs

In this paper, Question will be predominantly asked relating to flagship developmental schemes of the government.

1. MGNREGA- Mahatma Gandhi National Rural Employment Guarantee Act. (Department of Rural Development)
2. Mid-day Meal Scheme. (Department of Education)
3. Rashtriya Krishi Vikas Yojana (Department of Agriculture)
4. Janani Surksha Yojana (Department of Health)
5. National Family Benefit Scheme (Department of Social Welfare)
6. MSDP (Multi-sectoral Development Programme) Scheme (Department of Minority Welfare)
7. Mukhyamantri Kanya Surksha Yojana (Department of Social Welfare)
8. National Rural Livelihood Mission (Department of Rural Development)
9. Special Component Plan & Schemes of Central Government and State Government relating to SC/ST (Department of SC/ST Welfare)
10. क्षेत्र विकास योजना (योजना एवं विकास विभाग)
11. बिहार विकास मिशन द्वारा संचालित कार्यक्रम यथा –

- i. छात्र एवं युवाओं हेतु योजनाएँ।
 - ii. राज्य के सभी सरकारी नौकरियों में महिला आरक्षण।
 - iii. बिहार के ग्रामीण एवं शहरी क्षेत्र के प्रत्येक घर में बिजली की उपलब्धता।
 - iv. बिहार के ग्रामीण एवं शहरी क्षेत्र में प्रत्येक घर में नल के जल की आपूर्ति।
सम्पर्क विहीन गाँवों/बसावटों को पक्की सड़क से जोड़ा जाना तथा सभी ग्रामीण एवं शहरी क्षेत्रों में गली/नाली का पक्कीकरण।
 - v. प्रत्येक घर में शौचालय का निर्माण।
 - vi. जिले/अनुमंडल स्तर पर व्यवसायिक एवं तकनीकी शिक्षा का सुदृढीकरण।
- (सम्पर्क पुस्तिका— बिहार विकाश मिशन द्वारा प्रकाशित पुस्तिका 'विकसित बिहार के सात निश्चय')

**Syllabus for Bihar Forest and Environment Laws for IFS & Bihar Forest Service
(with books) - Code 09**

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Indian Forest Act, 1927
2. Forest Conservation Act, 1980
3. Wildlife (Protection) Act, 1972
4. Bihar Saw Mills Act, 1990
5. Bihar and Orissa Forest and Budget Manual
6. Government of India & Government of Bihar schemes and programmes of Forest Department.
7. Forest Account Code.
8. Rules regarding general conduct of business in the Forest Department.

Syllabus for Principles of Journalism for Bihar Information Service (with books) - Code 10

Marks- 200, Pass Marks- 100, Time-3 Hrs

(GROUP ONE: PRINCIPLES OF JOURNALISM)

- (i) What is journalism? Freedom fairness and impartiality.
- (ii) Qualities of a journalist, his duties modeling of public opinion and discrimination of information.
- (iii) Evolution of the concept of mass media, history and growth of the press as a responsible organ, the concepts as prevalent and in practice today in various walks of life.
- (iv) Guidelines for objective new coverage fair comments-Distinct of propaganda and publicity rights and responsibilities of journalist. Basic code of journalism, press council, its power and limitation.
- (v) Freedom of press, freedom of expression, limitation, of the press freedom survey of the fight for freedom of the press.
- (vi) State versus the press.
- (vii) Restriction : Self imposed by law
- (viii) Relation of the press to the State.

(GROUP TWO REPORTING)

- (i) Writing the report to the newspaper style, How to find out the news value, factors determining news value, requirement of writing a news the structure of the report and the language of the report.
- (ii) Function, duties and responsibilities of the reporter.
- (iii) News sense and news value
- (iv) Sources of news and types of news items.
- (v) Factual reporting of public events, meetings and press conferences.
- (vi) Covering Government functioning and day to day politics. Parliamentary and State legislature coverage, lobbying and personnel news carrying.
- (vii) Interpretation of reporting by senior special correspondent.

- (viii) The news agencies, reporting for the news agencies (English or Hindi) or for the Radio and T.V. etc. structure and functioning of news agencies, writing press telegraph and cable copies.

(GROUP THREE EDITING)

- (i) The Editorial desk and its set up, duties of the Sub-Editor, Chief Sub-Editor and news Editor.
(ii) Editing various types of copies
(iii) The news writing style, difference between news writing and other forms of writing.
(iv) Norms of new paper style.
(v) Headlines
(vi) Editing, the Editor's page and letter to the Editor.

(TEXT BOOKS: PRINCIPLES OF JOURNALISM)

- (i) Samachar Parton ka Itihas – By Pt. Ambika Prasad Vajpayee
(ii) Mass Media – By Willion L. Rivers
(iii) Professional Journalism – By M.K. Kamath (vikas)

(REFERENCE BOOKS)

- (iv) Mans field's complete journalist – By. F.T. Wansfield (...)
(v) Hindi Patrakarita – Sodh Granth – Dr. Shyam Behari Mishra
(vi) Hindi Patrakarita – Vividh Ayam – Sampadak Dr. Ved Pratap Vaidik

(TEXT BOOKS REPORTING)

- (i) Reporting by Mitchell – V. Charnbey (Holt, Rinchart and Iustan)
(ii) Active Reporter – By James Livirs
(iii) Samachar Sankalan – By N. K. Tirkha (Hindi Sansthan Hindi Bhawan Lucknow)
(iv) Patrika Sampadan Kala – By Dr. Ram Chandra Tiwary (Adaka Prakashon Delhi)

(REFERENCE BOOKS)

- (i) The Report of Press Commissioner, 1954 (Govt. of India Publication)
(ii) Indian Journalism – By. N.K. Murty (Mysore University Publication)
(iii) Sampadan Prakar – By Lakshmi Shankar Vyas
(iv) Sampurn Patrika – By Heraman Mishra (Varansi)

Group 4 The question for this paper will be selected from the following subjections—

1. Use of modern audio – visual media in prevailing system of public relations.
2. Akashvani – Its structure functions and news reporting
3. Doordarshan – Its structure and functioning in present working set up.
4. Movies – Primary knowledge of movie camera from different angles and elementary knowledge about film making.
5. Video – Techniques of Videography, angles and vision scope.
6. Sound Recording – Its working and techniques.
7. Public Address System – Primary Knowledge of its smooth working in V.I.P. meetings, techniques in modern purview, setting up of column system.
8. Photography – Primary knowledge of handling of still cameras is in different angles.
9. Management of Exhibition – Attractive decoration and other principles for making it and effective medium of publicity at present.

TEXT BOOK

1. Radios Radio – The fifth State by Walter
2. News by Radio – By Charnley
3. Hand Book of Broadcasting – By Waldo Abbot and Richards Rider (Mc. Graw and Hill)
4. Technique of Television production – By rudy Bretz (Mc Graw Hill)
5. Broadcasting in 3rd world – By Elihu Katz and George Edeed.
6. Programming potential of India television – By M.R. Dun (Communication Publication)
7. Themes in Indian Communication – By. M R Dua (Metropolitan Book company)
8. The Arts of the Film – By E. Lind Grom (Allen and Unwin)

9. The Films till now – By P. Rotha (Spring Books)
10. Photo journalism manual – By D. P. Bergin (Morgan and Morgan)

Syllabus (with books) for

**2. Bihar Jail Service, 2. Bihar Assistant Jail Superintendent Service,
3. Bihar Probation Service Code 11**

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Bihar Prison Manual, 2012 -Remission & Release (Rules 403 to 439 & 457 to 487)
2. Reformatory Schools Act, 1897 (including Borstal School)
3. Child Marriage Act, 2006
4. Bihar Commission for Child Right Rules, 2010
5. Suppression of Immoral Traffic Act, 1956
6. Probation of Offenders Act, 1958 & Probation of under Rules 1959.
7. Bihar Probation Service Rule, 2014
8. The Juvenile Justice (Care and Protection of Children) Act, 2015
9. The Bihar Juvenile Justice (Care and Protection of Children) Rule, 2017
10. The Protection of Human Rights Act, 1993
11. अपराध पीड़ित कल्याण न्यास नियमावली-2012
12. बिहार कैदी (अस्थायी निर्मुक्ति) नियमावली, 1973
13. Case Law- Upendra Nath Chaudhary Vs. the High Court of Judicature at Patna (19.04.2007)
14. Probation – System, Objects, Scope and its Applicability (Allahabad Law Books)
15. Criminology and Penology by J.L. Gillin
16. Probation and Parole by David Dressler
17. Criminal Psychology by Richard W Nice
18. Contemporary Correction by Paul W. Tappah
19. Prisons Act, 1894.
20. Prisoners Act, 1900.
21. Reformatory School Act, 1897.
22. Preventive Detention Act, 1950.
23. Identification of Prisoners Act, 1920.
24. Rules and Guidelines related to Probation, Parole, Rehabilitation and Counseling of offenders.

Syllabus for Bihar Animal Husbandry Service (with books) -Code 12

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Civil Veterinary Manual
2. Schemes relating to Animal Husbandry Sector
3. Livestock and Poultry – Management, Nutrition, Breeding , Disease – Prevention, Control and treatment. (Vaccination)
4. Statistics Livestock & Major Livestock Products. (Livestock census)
5. Rules and Guidelines related to various legal provisions for Animal Protection.
6. Veterinary Public Health – Milk and meat hygiene. Zoonotic disease& Control.
7. Semen quality, Preservation and Artificial Insemination.
8. Major schemes of Govt. of India –
 - (i) Livestock Health & Disease Control
 - (ii) National Livestock Mission
9. Livestock Insurance.

Syllabus for Bihar Engineering Service (with books) -Code 13

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Bihar Irrigation Act, 1997.

- Power of Officer, Irrigation, Drainage and Prevention of Water logging, Embankment works, Private Irrigation Works, Navigation Works, Village Channels, The Supply of Water, Water Rates and Toll, Levy of Betterment Contribution, Offences and Penalties, Obtaining Labour and Materials for Irrigation Work in Emergency, Jurisdictions, Miscellaneous.
2. **Bihar Irrigation, Flood Management & Drainage Rules, 2003.**
 3. बिहार नहर चाट/भूमि बन्दोबस्ती नियमावली, 2016
 4. **Bihar Public Works Dispute Arbitration Tribunal Act.**
 5. **Right to Fair Compensation and Transparency in Land Acquisition Rehabilitation and Resettlement Act, 2013 and its Rules.**
Salient features of the new law, Determination of Social Impact and Public Purpose, Special Provision to safe guard Food Security, Notification and Acquisition, Rehabilitation and Resettlement Award, Establishment of Rehabilitation and Resettlement Authority etc.
 6. **Bihar Raiyati Land Lease Policy, 2014.**
 7. **Bihar Public Works Department Code.**
Duties of Officers of the Public Works Department, Advance and Compensation, Temporary Establishment, Work-charge Establishment, Preparation of Projects, Basic Rules applicable to all works executed by the Public Works Department, Execution of Works, Tenders, Disposal of Estimates, Supplementary and Revised Estimates, Completion Reports Certificates and Plans, Advance to Contractors etc.
 8. **Bihar Public Works Account Code.**
General outlines of system of Accounts, Relations with Accountant General Appropriations, Cash, Stores, Revenue Receipts, Works Accounts etc.
 9. **Environment & Forest Clearance Rules.**
 10. **Bihar Land use Registration Act, 1948**
 11. **Bihar Underground Pipe line, Acquisition of Right of User Land Act, 2011**

Syllabus for Bihar Labour Service -Code 14

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. सेवा शर्त विनियमन
 - i. बाल श्रम (प्रतिषेध एवं विनियमन) अधिनियम, 1986
 - ii. बिहार दुकान प्रतिष्ठान अधिनियम 1953
 - iii. ठेका मजदूर (उन्मूलन एवं विनियमन) अधिनियम 1970
 - iv. बीड़ी एवं सिगार कामगार (नियोजना की शर्त) अधिनियम 1966
 - v. कारखाना अधिनियम 1948
2. मजदूरी अधिनियम
 - i. न्यूनतम मजदूरी अधिनियम 1948
 - ii. बोनस मजदूरी अधिनियम 1965
 - iii. मजदूरी भुगतान अधिनियम 1936
 - iv. समान पारिश्रमिक अधिनियम 1976
3. औद्योगिक संबंध
 - i. औद्योगिक विवाद अधिनियम 1947
 - ii. श्रमिक संघ अधिनियम 1926
 - iii. औद्योगिक अधिनियम (स्थायी आदेश) 1946
4. सामाजिक सुरक्षा
 - i. कर्मचारी प्रतिकर अधिनियम 1923
 - ii. उपदान भुगतान अधिनियम 1972
 - iii. मातृत्व लाभ अधिनियम 1961
5. कल्याणकारी योजना
 - i. बिहार शताब्दी असंगठित कार्यक्षेत्र कामगार एवं शिल्पकार सामाजिक सुरक्षा योजना 2011
 - ii. बिहार प्रवासी मजदूर दुर्घटना अनुदान योजना 2008

- iii. बिहार भवन एवं अन्य सन्निर्माण कर्मकार कल्याण बोर्ड द्वारा निर्माण मजदूरों के लिए संचालित योजनायें।

Syllabus for Bihar Industries Service - Code 15

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Industrial Development (with books)
 - (i) Industrial Policy
 - (ii) The process of establishment of a new industrial unit
 - (iii) Process of Banking Economy
 - (iv) Industrial Problem and its Solution
 - (v) Policy to Save Sick Industry and their Rehabilitation
2. Industrial and Labor Laws (with books)
 - (i) Bihar Industrial Investment Promotion Act, 2016 and Rules.
 - (ii) Companies Act (with latest Amendments)
 - (iii) Factory Act, 1948 (as Amended)

Syllabus for Bihar Industrial Training Service (with books) - Code 16

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. The Apprentice Act, 1961
2. Amending Acts
 - i. Repealing and Amending Act, 1964 (52 of 1964)
 - ii. Central Laws (Extension to Jammu and Kashmir) Act, 1968 (25 of 1968)
 - iii. Apprentices (Amendment) Act, 1973 (27 of 1973)
 - iv. Apprentices (Amendment) Act, 1986 (41 of 1986)
 - v. Apprentices (Amendment) Act, 1996 (4 of 1997)
 - vi. Apprentices (Amendment) Act, 2007 (36 of 2007)
 - vii. Apprentices (Amendment) Act, 2014 (29 of 2014)
3. The Apprenticeship Rules, 1992
4. The Central Apprenticeship Council Rules, 1962
5. Training Manual for ITIs published by DGE&T.

Syllabus for Bihar Election Code (with books) - Code 17

Marks- 200, Pass Marks- 100, Time-3 Hrs

- i. Repealing and Amending Act, 1964 (52 of 1964)
- ii. Central Laws (Extension to Jammu and Kashmir) Act, 1968 (25 of 1968)
- iii. Apprentices (Amendment) Act, 1973 (27 of 1973)
- iv. Apprentices (Amendment) Act, 1986 (41 of 1986)
- v. Apprentices (Amendment) Act, 1996 (4 of 1997)
- vi. Apprentices (Amendment) Act, 2007 (36 of 2007)
- vii. Apprentices (Amendment) Act, 2014 (29 of 2014)
- i. Constitution of India
- ii. The Representation of the People Act, 1950
- iii. The Registration of Electors Rules, 1960
- iv. Delimitation of Constituencies Act, 2002 and Delimitation Order, 2007
- v. The Representation of the People Act, 1951
- vi. The Conduct of Election Rules, 1961
- vii. The Election Symbols (Reservation and Allotment Order, 1968)
- viii. The Bihar Control of the use and play of Loud Speakers Act, 1955
- ix. The Bihar Prevention of the Defacement of Property Act, 1985 (with latest Amendments)
- x. The Motor Vehicles Act, 1988
- xi. Different aspects of the Representation of the People Act, 1950, The Registration of Electors Rule, 1960, Delimitation of constituencies Act, 2002 and Delimitation order, 2007, The Representation of the People Act, 1951, The Conduct of Election Rules, 1961, The Election Symbols (Reservation and Allotment) Order, 1968,

- Indian Penal Code, 1860, The Parliament (Prevention of Disqualification) Act, 1959.
- xii Handbook for Retuning Officers, Handbook for Electoral Registration Officers, Handbook for Candidates, Handbook for Presiding Officers on expenditure monitoring in elections as updated and issued by the Election Commission of India.
- Xiii Compendiums published by Election Commission of India in book form and Policy instructions issued by the Commission from time to time and published on its website along with their subsequent amendments.

Note:- Along with their subsequent Amendments

Syllabus for Bihar Registration Manuals/Procedure (with books) -Code 18

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Bihar Registration Manual
2. Societies Registration Act, 1860
3. Societies Registration Rules
4. Indian Stamp Act, 1899
5. General Clauses Act
6. Code of Civil Procedure, 1908 (along with latest Amendments)
7. Bihar and Orissa Records Manual 1927
8. Various Rules and Guidelines of the Govt. of India/ State Govt.

Syllabus for Bihar Employment Service (with books) - Code 19

Marks- 200, Pass Marks- 100, Time-3 Hrs

A. ACTS

1. Employment Exchange (Compulsory Notification of Vacancies Act, 1959 & Rules, 1960)
2. Over view of E.E. (CNV) Act, Implementation & Implication on Employment Market
3. Various General Instructions

B. POLICES AND PROCEDURES OF EMPLOYMENT EXCHANGES

1. Background of Employment Exchanges, Roles & Responsibilities
2. Employment Assistance methods – Registration, Submission & Placement Activities.
3. National Industrial Classification Code (N.I.C. Code) & National Classification of Occupation Code (N.C.O. Code)
4. Entrepreneurships and information needs for Self Employment
5. Public Relation and Publicity

C. EMPLOYMENT MARKET INFORMATION

1. Construction of Employers Register
2. Collection of Employment Information
3. Preparation of Employment Market Reports & Dissemination of Employment Information
4. Study & Development of Employment Opportunities
5. Reports & Returns

D. VOCATIONAL GUIDANCE PROGRAMME

1. Organization And Functions
2. Tools For Guidance
3. Guidance Procedure
4. Related Activities
5. Collection of Occupational Information
6. Placement and Admission
7. Plan of Guidance Work and other General Instructions.

E. PORTAL MANAGEMENT

1. Online service management system
2. Overview of Model Career Center and Career Information Centers.
3. Report generation

Syllabus for Bihar Education Service (with books) - Code 20

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. शिक्षा संबंधी विधि

- i. बिहार शिक्षा संहिता
- ii. बिहार विद्यालय परीक्षा समिति अधिनियम एवं उसके अंतर्गत बने नियम।
- iii. बिहार माध्यमिक शिक्षा पर्षद अधिनियम (निरसन अधिनियम सहित)।
- iv. बिहार हाई स्कूल कन्ट्रोल एवं एडमिनिस्ट्रेशन अधिनियम।
- v. एल0 एस0 जी0 ऐक्ट, 1954
- vi. पंचायती राज ऐक्ट, 2006
- vii. म्यूनिसिपल ऐक्ट, 2007
- viii. शिक्षा विभाग द्वारा समय-समय पर निर्गत नियमावली, विनियमावली, आदेश, आदि।

2. शैक्षिक विकास

Syllabus for Accounts for Clerks of Field Offices (with books) - Code 21

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Bihar Service Code – All Chapters
2. Bihar Treasury Code- All Chapters
3. Bihar Financial Rules.
4. Board's Miscellaneous Rules.
5. Rules related to Compassionate Appointment in Government
6. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
7. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
8. Bihar TA Rules
9. Bihar Pension Rules
10. Bihar GPF Rules
11. Functional Knowledge of Goods and Services Tax covering Chapters 1, 3, 6, 7, 9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2, 3, 6, 8, 9 & 16 of Bihar Goods and Services Tax Rules, 2017.

Syllabus for Accounts for Clerks of Works Departments (with books) - Code 22

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Procedure of Contracts and Tenders
2. Tender Regulation as per PWD Manual
3. General Instructions for Works Department like Road Construction Department & Building Construction Department, Rural Works Department, PHED & Irrigation
4. Bihar Financial Rules- Volume I and II (Appendences 1 to 9)
5. Right to Public Service Act and Rules.
6. Rules related to Compassionate Appointment in Government.
7. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
8. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
9. Bihar TA Rules
10. Bihar Pension Rules
11. Bihar GPF Rules
12. Functional Knowledge of Goods and Services Tax covering Chapters 1, 3, 6, 7, 9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2, 3, 6, 8, 9 & 16 of Bihar Goods and Services Tax Rules, 2017.

Syllabus for Accounts for Clerks of Forest Departments (with books) -Code 23

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Forest Manual
2. Forest Account Code

3. Forest Department Code
4. Bihar Service Code – All Chapters
5. Bihar Treasury Code- All Chapters
6. Bihar Financial Rules.
7. Rules related to Compassionate Appointment in Government.
8. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
9. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
10. Bihar TA Rules
11. Bihar Pension Rules
12. Bihar GPF Rules
13. Functional Knowledge of Goods and Services Tax covering Chapters 1, 3, 6, 7, 9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2, 3, 6, 8, 9 & 16 of Bihar Goods and Services Tax Rules, 2017.

Syllabus for Accounts for Clerks of Registration Department (with books) -Code 24
Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Registration Processes
2. Registration Manual & Registration Act & Bihar Registration Rules.
3. Functions of BISCORE & DISCORE
4. Societies Registration Act
5. Indian Stamp Act and Rules.
6. Bihar Service Code – All Chapters
7. Bihar Treasury Code- All Chapters
8. Bihar Financial Rules.
9. Rules related to Compassionate Appointment in Government.
10. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
11. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
12. Bihar TA Rules
13. Bihar Pension Rules
14. Bihar GPF Rules
15. Functional Knowledge of Goods and Services Tax covering Chapters 1, 3, 6, 7, 9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2, 3, 6, 8, 9 & 16 of Bihar Goods and Services Tax Rules, 2017.

Syllabus for Accounts for Assistants in Secretariat and attached Offices (with books) - Code 25

Marks- 200, Pass Marks- 100, Time-3 Hrs

1. Secretariat Manual and related Instructions
2. Bihar Secretariat Service Act, 2007 (Bihar Act 3, 2008)
3. Bihar Service Code – All Chapters
4. Bihar Treasury Code- All Chapters
5. Bihar Financial Rules.
6. Board Miscellaneous Rules.
7. Rules related to Compassionate Appointment in Government.
8. बिहार पदों एवं सेवाओं की रिक्तियों में आरक्षण (अनुसूचित जातियों, अनुसूचित जन-जातियों एवं अन्य पिछड़े वर्गों के लिए) अधिनियम, 1991 एवं नियमावली।
9. बिहार सरकारी सेवक (वर्गीकरण, अपील एवं नियंत्रण) नियमावली, 2005
10. Bihar TA Rules
11. Bihar Pension Rules
12. Bihar GPF Rules
13. Functional Knowledge of Goods and Services Tax covering Chapters 1, 3, 6, 7, 9 & 10 of Bihar Goods and Services Tax Act, 2017 and Chapters 2, 3, 6, 8, 9 & 16 of Bihar Goods and Services Tax Rules, 2017.

**Syllabus of Shorthand for Stenotypist/Stenographer in Secretariat & Field Offices
(with books) - Code 26**

Marks- 200, Pass Marks- 100, Time-3 Hrs

Computer based test for Shorthand will be taken in either Hindi or English or both of about 320 words in 4 minutes.

**Syllabus Of Typing for Stenographer/Stenotypist in Secretariat & Field Offices
(with books) - Code 27**

Marks- 200, Pass Marks- 100, Time-3 Hrs

17. A computer based Typing test in either Hindi or English or both will be conducted for 300 words in 10 minutes. The Notification No. 24-71/70-3 dated 20.11.1970 issued by the Central Examination Committee, Bihar shall stand amended to this extent.

18. This notification issues with the approval of the General Administration Department, Bihar.

**Central Examination Committee,
Board of Revenue Bihar,
MOHAMMED SALIM,
Secretary, Board of revenue.**

—
अधीक्षक, सचिवालय मुद्रणालय,
बिहार, पटना द्वारा प्रकाशित एवं मुद्रित,
बिहार गजट (असाधारण) 03-571+10-डी0टी0पी0।
Website: <http://egazette.bih.nic.in>