

Syllabus for Departmental Examination for officers of IAS, MCS and SDC/Jr. MCS

- Note I:** Paper-I to Paper VI will be of Objective Type. Paper VII and VIII will be of conventional type.
- Note II:** The question papers carrying 100 marks will consist of 100 multiple choice questions (Objective Type) with a duration of 2 (two) hours. Similarly, the question paper(s) carrying 50 marks will consist of 50 multiple choice questions (Objective Type) questions with a duration of 1 (one) hour.
- Note III:** Paper VII & VIII will carry 50 marks (30 for Written Exam and 20 for Viva-voce) with duration of 1 ½ hours for written exam.
- Note IV:** Pass Marks – 60% for IAS & MCS and 50% for SDC/Jr. MCS.

Paper –I CRIMINAL LAW AND PROCEDURE (WITH BOOKS) (Full Marks : 100)

1. The Indian Penal Code.
2. The Indian Evidence Act, 1872.
3. The Code of Criminal Procedure.

The officers will be tested regarding their ability to apply the laws; (in case of) commonly arising in the course of duties of a Magistrate, to record and assess evidence, to frame charge sheets and write judgment.

Paper-II LAND LAWS (WITH BOOKS) (Full Marks : 100)

1. The Manipur Land Revenue and Land Reforms Act, 1960. (Central Act 33 of 1960) and Rules made there under.
2. The Manipur Land Revenue and Land Reforms (Allotment of Land) Rules, 1962.
3. The Manipur (Village Authority in Hill Areas) Act, 1956.
4. The Manipur Hill People Regulation, 1947.
5. Baden Powel's Short Account of the Land Revenue and its Administration in British India.

The officers will be tested regarding their ability to apply the laws; (in case of) commonly arising in the course of duties of a Revenue Officer, to record and assess evidence, to frame issue and to write judgment.

Paper-III CIVIL LAW AND PROCEDURE (WITH BOOKS) (Full Marks : 100)

1. Code of Civil Procedure.
2. The Transfer of Property Act.
3. The Indian Contract Act.
4. The Indian Limitation Act.

The officers will be tested the ability to apply the laws; (in case of) commonly arising in the course of duties of Munsiff or Revenue Officer, to record and assess evidence, to frame issues and write judgment.

Paper-IV GENERAL LAWS, ACTS AND REGULATIONS (WITH BOOKS) (Full Marks : 100)

1. The Arms Act, 1959.
2. The Punjab Security of the State Act, 1953 as amended by the Punjab Security of the State (Amendment) Act, 1954.
3. The Motor Vehicle Act, 1988.
4. The Public Gambling Act, 1867.

5. The Cattle Trespass Act, 1871.
6. The Indian Stamps Act, Act-II of 1894.
7. The Court Fees Act, Act-VII of 1870.
8. The Agriculturists Loan Act, 1884 (Act XII of 1884)
9. The Revenue Recovery Act, 1890 (Act I of 1890)
10. The Army Act, 1950 and Rules framed there under (Chapters) VI, IX, X, XI of the Army Act and Chapter V of the Army Rules.

The officers will be tested the ability to apply the laws; (in case of) commonly arising in the course of duties of Magistrate and Revenue Officer to record and assess evidence, to frame issues and charge sheets and to write judgment.

Paper-V ACCOUNT-I (WITH BOOKS) (Full Marks : 50)

1. An introduction to Indian Government Accounts and Audit issue under the authority of the Auditor General of India.

Part-II	Chapter 6-8, 10-11.
Part-III	Chapter 13,14 & 21.
Part-IV	Chapter 27
Part-V	Chapter 37

Paper-VI ACCOUNTS-II (WITH BOOKS) (Full Marks : 100)

1. The Fundamental and Supplementary Rules, Vol. I & II.
2. The Civil Service Regulation- Parts I, IV, VI, X including liberalized Pension Rules.
3. The Central Civil Services (Conduct) Rules, 1964.
4. The Central Civil Services (Classification, Control & Appeal) Rules, 1965.
5. Hand Book of Establishment Officers.
6. General Financial Rules, Vol. I.
7. Civil Account Code Vol. I.
8. Compilation of Treasury Rules, Vol. I.

Paper-VII MANIPURI (Without Book) (Written: 30 Marks, Viva-voce: 20)

(a) Translation from Manipuri to English and vice-versa	-	20
(b) Essay/ Letter Writing	-	10
(c) Conversation/ Viva-Voce	-	20

Paper-VIII HINDI (Without Book) (Written: 30 Marks, Viva-voce: 20)

(a) Translation from Hindi to English and vice-versa	-	20
(b) Essay/ Letter Writing	-	10
(c) Conversation/ Viva-voce	-	20

Note: Manipuri and Hindi paper are meant only for those who did not have these languages as a subject in their Matriculation Examination.