

## Syllabus for Departmental Examination of the Cooperative Officers, Manipur

- Note I:** Paper-I to Paper IV will be of Objective Type. Paper V and VI will be of conventional type.
- Note II:** The question papers carrying 100 marks will consists of 100 multiple choice questions (Objective Type) with a duration of 2 (two) hours. Similarly, the question paper(s) carrying 50 marks will consists of 50 multiple choice questions (Objective Type) with a duration of 1 (one) hour.
- Note III:** Paper V & VI 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 for all papers is 50% of full marks.

**Paper I COOPERATIVE LAWS (WITHOUT BOOK) (Full Marks : 100)**

1. The Manipur Cooperative Societies Act, 1976.
2. The Manipur Cooperative Societies Rules, 1977.
3. Report of Committee of Direction.
4. Theory and practice of Cooperation: All India Rural Credit Survey.
5. Departmental Instructions and Circulars,

**Paper II LAND AND CIVIL LAWS (WITH BOOKS) (Full Marks : 100)**

1. Manipur Land Revenue and Land Reforms Act, 1960, Section 2, 59 to 80.
2. Manipur Land Revenue and Land Reforms Rules, 1961-Rule 98-123.
3. Indian Limitation Act, 1908 (IX of 1908) Section 19-21,25, Schedules 57, 59, 60-63, 73-75, 80-83, 115-116, 132, 178-182.
4. Indian Contract Act, 1872 (IX of 1872) Chapter II, IV, VIII and X.
5. Civil Procedure Code (V of 1908) Sections 48 & 145, First Schedule.
6. Transfer of property Act, 1882 (V of 1882) Sections 54, 58, 59, 73, 83,105-108 and 120.
7. Indian Sale of Goods Act, 1930 (III of 1930).

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

1. An introduction of Indian Government Accounts and Audit issued 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 3

**Paper IV ACCOUNTS-II (WITH BOOKS) (Full Marks : 50)**

1. The Fundamental Rules - Chapter II, III, IV, VIII, IX, X (except Rules 94, 100 & 101) and XI.
2. Supplementary Rules framed by the Government of India embodied under the Fundamental Rules.
3. The Civil Services Regulations Part-I, IV, VI & X including Liberalised Pension Rules.
4. The Central Civil Services (Conduct) Rules, 1964.
5. The Central Civil Services (Classification, Control & Appeal) Rules, 1965.
6. General Financial Rules, Vol. I.
7. Civil Accounts Code Vol. I.
8. Compilation of Treasury Rules, Vol. I.
9. Compilation of the Delegation of Financial Power Rules, 1958 as amended from time to time.
10. Compilation of the Financial Power of Heads of Department, Offices and Drawing and Disbursing Officers of the Government under the Delegation of Financial Powers Rules, 1958 as amended from time to time.
11. Hand Book of Establishment Officers.

**Paper-V MANIPURI (without books)  
(Full Marks-50/Pass Marks-25/ Time : 1 ½ hrs)**

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

**Paper-VI HINDI (WITHOUT BOOKS)  
(Full Marks-50/Pass Marks-25/ Time : 1 ½ hrs)**

- |  |   |    |
|--|---|----|
| (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.**