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Office of the Comptroller & Auditor General of India
New Delhi -110 124

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Circular No.23 - Staff (App 1)/2017

No.865- Staff (App 1)/14-2017

Dated 25.05.2017

To

1. All Heads of Department in the IA&AD
2. Director General (Government Accounts)
3. Director General (Examination)
4. Director (P)

Subject: Revision of Syllabus of paper IE-3 [Information Technology (Theory)] and IE-4 Information Technology (Practical)] of Incentive Examination for Sr. Accounts Officers, Accounts Officers and Assistant Accounts Officers.

Sir/Madam,

The Competent Authority has decided to revise the syllabus of IE-3 [Information Technology (Theory)] and IE-4 [Information Technology (Practical)] papers of Incentive Examination for Sr. Accounts Officers, Accounts Officers and Assistant Accounts Officers.

2. The revised syllabus of papers IE-3 [Information Technology (Theory)] and IE-4 [Information Technology (Practical)] of Incentive Examination for Sr. Accounts Officers, Accounts Officers and Assistant Accounts Officers is enclosed as Annexure to this Circular.

3. The revised syllabus of aforesaid papers (IE-3 and IE-4) of Incentive Examination for shall be applicable/effective from Incentive Examination for Sr. Accounts Officers, Accounts Officers and Assistant Accounts Officers 2017 (Main) Examination.

4. It is requested that wide publicity may be given to revision of syllabus so that all eligible candidates desirous of appearing in Incentive 2017 (Main) Examination are aware of revision of syllabus well before the commencement of the examination

5. The receipt of this circular may be acknowledged

Yours faithfully,

Encls.: As above.

(Naveen Singhvi)

Assistant Comptroller & Auditor General (N)

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Wide publicity

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प्रधान महालेखाकार (लेखा एवं हक.) सचिवालय
सी.ए.जी. मिस./ डी.ओ./ क्वैरी/ गोपनीय/
प्रावृत्ति संख्या..... दिनांक.....
Pr Accountant General (A&E) Sectt

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Annexure

Revised Syllabus for IE 3 and IE 4 papers of Incentive Examination

IE 3 : Information Technology (Theory)

Duration 2 hours,

Maximum Marks: 100

- (C) **Operating system:** What is an OS, What are its key functions, the evaluation of OS, what are the popular types of OS. basics of UNIX and Windows. advantages of open source OS like Linux, Networks OS.
- (D) **Application Software:** Concepts. basic application, specific use applications, Development of customized applications, Payroll and Accounting applications, Inventory management applications in PSUs, ERPs. Basic concepts of ERP, Types of ERP Systems , advantages of ERP, factors to be considered for implementing for ERP. and causes of failure of ERP .
- (C) **Networks:** Basic concepts, uses of networks in sharing of resources, Backups, common types of networks; LAN/WAN/Internet, server based networks, client server model, P2P network media, wireless networks, Threats to networks, the internet world. Cloud and cloud computing.
- (E) **Basic concepts of database management:** understanding simple databases, advantages of working with a database, RDBMS; Basic concepts SAP-ERP and Oracle Financials, common corporate database systems.
- (I) **Security of Information assets:** Security threats to data, hardware and users, common types of hacking, protective measures, backups, etc.
- (J) **Familiarity with the provisions of the IT Act 2000** (including subsequent amendments to the IT Act)
- (K) **General awareness about the National e-Governance Plan(NeGP)** Meaning, e-Governance basics and few selected common e Governance Projects like Computerization of Land Records, Vahan (Registration of Vehicles) and Sarthi (issue of Driving Licenses), and e-District. (Reference respective web sites of the topics mentioned),
- (H) **IT Audit**
1. **IT Controls**
 - General Controls
 - Application Controls
 - Risk area and IT security.
 2. **System Development Life Cycle**
 - Audit of systems under development.

Books Suggested:-

1. IT Act, 2000.
2. "Introduction to Computers" by Peter Norton, published by Tata McGraw-Hill Education Private Limited, New Delhi
3. Information Technology Audit Manual Volume- I .Section 1 -Introduction (Pages 6-8), Section 7-Controls (Pages 37 to 43), Section-8 (Audit of General Controls) (pages 44-71) and Section 9 (Audit of Application Controls) (pages 72-84).
7. Checklist for Involvement of Audit in the System Development Phases of Information Technology Systems printed by the IT Audit Wing (iCISA)
8. IT Audit Manual (Volume -III) Audit Programmed for Specific Applications - (Page 70 to 93).
9. The respective Web sites of the topics mentioned under section G.

IE 4 : Information Technology (Practical)

620

Duration 2 hours,

Maximum Marks: 100

I Word 2013

25

Marks

(C) Basic and Mid-level

Creating and managing documents, Formatting a document, Customizing Options and Views for Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections, Creating Tables and Lists, Creating and Modifying a List, Applying References, Inserting and Formatting Objects,

(D) Advanced Topics

Managing and Sharing Documents: Managing Multiple Documents, Preparing Documents for Review, Managing Document Changes and Designing Advanced Documents: Applying Advanced formatting, Applying Advanced Styles, Creating Advanced References: Create and Manage Indexes, Creating and Managing Reference Tables and Manage forms, Fields, and Mail Merge Operations.

II EXCEL 2013

35 Marks.

(C) Basic and Mid-Level

Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through Worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views For Worksheets and Workbooks and Configuring Worksheets and Workbooks to Print Or Save. Cells and Ranges: Inserting Data in Cells and Ranges, Formatting Cells and Ranges and Ordering and Grouping Cells and Ranges. Tables: Creating and Modifying Table. Formulas and Functions: Applying Cell Ranges and References in Formulas and Functions. Charts and Objects: Creating and Formatting A Chart and Inserting and Formatting an Object

(D) Advanced Topics

Managing and Sharing Workbooks: Managing Multiple Workbooks, Preparing A Workbook For Review and Managing Workbook Changes. Applying Custom Formats and Layouts: Applying Custom Data Formats, Applying Advanced Conditional Formatting and Filtering, Applying Custom Styles and Templates. Creating Advanced Formulas: Applying Functions in Formulas: Look Up Data With Functions, Applying Advanced Date and Time Functions and Creating Scenarios. Creating Advanced Charts and Tables: Creating Advanced Chart Elements, Creating and Managing Pivot Tables and Creating and Managing Pivot Charts.

III Access 2013 Basic (Awareness)

25 Marks

Creating and Managing a Database: Creating a New Database, Managing Relationships and Keys, Navigating Through a Database, Protecting and Maintaining a Database and Printing and Exporting a Database: Building Tables: Creating a Table, Formatting a Table, Managing Records and Creating and Modifying Fields. Creating and Modifying Queries: Creating a Query, Modifying a Query, and Utilizing Calculated Fields and Grouping within a Query. Creating Forms: Creating a Form, Setting Form Controls and Formatting a Form. Creating Reports: Creating a Report, Setting Report Controls and Formatting a Report.

IV Power Point 2013

15 Marks

Create and Manage Presentations: Creating A Presentation, Formatting A Presentation Using Slide Masters, Customizing Presentation Options and Views, Configuring Presentations to Print or Save and Configuring and Present Slideshows. Inserting and Formatting Shapes and Slides: Inserting and Formatting Slides, Inserting and Formatting Shapes and Ordering and Grouping Shapes and Slides. Creating Slide Content: Inserting and Formatting Text, Inserting and Formatting Tables, Inserting and Formatting Charts, Inserting and Formatting Smart Art, Inserting and Formatting Images and Inserting and Formatting Media. Applying Transitions and Animations: Applying Transitioning Between Slides, Animating Slide Contents and Setting Time for Transitions and Animations. Managing Multiple Presentations: Merging Content from Multiple Presentations, Tracking Changes and Resolving Differences and Protecting and Sharing Presentations.

Reference Books :

1. Microsoft Word 2013 Step by Step (Lambert & Cox)
2. Microsoft Word 2013: Fast and Easy (Edward Jones)
3. Word 2013 In Depth (Faith Wempen)
4. Microsoft Excel 2013 Step by Step (Frye)
5. Microsoft Excel 2013 All-In-One for Dummies (Greg Harvey)
6. Excel 2013 In Depth (Bill Jelen)
7. Microsoft Access 2013 Step by Step (Lambert & Cox)
8. Learning Microsoft Access 2013 Beginner Level 1: Build Databases with Microsoft Access (Richard Rost)
9. Microsoft Power point 2013 Step by Step (Lambert. & Cox)
10. Microsoft Power point 2013 All-In-One for Dummies (Greg Harvey)

कायलिय महालेखाकार (लेखा व सक्), राजस्वना, जयपुर
क्रमांक प्रशा.र/SAAS/RE/CPD.र/परीक्षा/के-107/2013-17 टिंक

उतिलिपि निम्न को सूचना एवं आवश्यक कार्रवाही हेतु डे।बिते हैं।

- (1) स० ले० अ० / ISW, वेबसाइट पर अपलोड करने हेतु।
- (2) स० ले० अ० / जी.जी. (दो.अति) सूचना पट्ट पर चस्था हेतु।
- (3) स० ले० अ० / समस्त अनुभाग, कृपया आप अपने स्तर से अपने अनुभाग में पदनापित अधिकारी / कर्मचारी को संबंधित पाठ्यक्रम से आवश्यक रूप से अवगत करावें।

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