



सत्यमेव जयते

कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी) -I, म.प्र.

भोपाल शाखा, 53 अरेरा हिल्स, होशंगाबाद रोड, भोपाल - 462011

दूरभाष : 0755-2554821, 2764037 फैक्स: 0755-2557452 ई-मेल: srdagaebhopal@cag.gov.in



लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth
In Public Interest

क्रमांक नि.वि.1/समूह-2/डी- 2199

दिनांक 31.03.2022

प्रति

वरिष्ठ संभागीय लेखा अधिकारी,
संभागीय लेखा अधिकारी -1
संभागीय लेखा अधिकारी -2
संभागीय लेखापाल

विषय: एस.ए.एस./प्रोत्साहन/सी.पी.डी- I,II & III परीक्षा 2022 के रजिस्ट्रेशन बावत प्राप्त दिशा निर्देश ।

सन्दर्भ: मुख्यालय से प्राप्त पत्र क्र. 158/13-Exam/Examination-1/2022 दिनांक 29.03.2022

उपरोक्त विषयान्तर्गत मुख्यालय से प्राप्त संदर्भित पत्र दिनांक 29.03.2022 की प्रति संलग्न कर सूचित किया जाता है कि वर्ष 2022 के एस.ए.एस./प्रोत्साहन/सी.पी.डी-I,II & III Examination-I के रजिस्ट्रेशन दिनांक 01.04.2022 से 18.04.2022 तक होगी । इस सम्बन्ध में इच्छुक एवं पात्रता प्राप्त सभी अधिकारियों को निर्देशित किया जाता है कि वह अपना रजिस्ट्रेशन निर्धारित तिथि तक अवश्य करें ।

संलग्न: उपरोक्तानुसार

वरिष्ठ लेखा अधिकारी/नि.वि.1

312493 / 2022 / WM-I

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
10 BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110124**

Examination Wing

DFA/159587

No. 158/13-Exam/Examination-1/2022

Dated: 29/03/2022

To

Heads of Department of IA&AD offices
(As per e-mail list)

Subject: SAS/RA/I/CPD-I, II & III Examination-1 of 2022

Madam/Sir,

Letter of exam wing (No.117/13-Exam/Examination-1/2022 dated 08/03/2022) on the subject may kindly be referred.

The registration for the SAS/RA/I/CPD-I, II & III Examination-1 of 2022 will commence on 1st April 2022 and will end on 18th April 2022. The dates and schedule of the examination will be intimated in due course.

A Group Officer may be nominated as Examination Registration Officer (ERO) to manage and supervise the registration process. The basic data i.e. Name, DoB, Category etc as mentioned in Service Books of the fresh candidates may be entered into the first part of the Registration Form by the ERO. Thereafter, the fresh candidates will complete the second part of the Registration Form by themselves. The existing candidates will fill up the second part of the Registration Form after activation by the ERO. The ERO will verify and validate the data entered into the online registration Forms to enable the HoD to approve their candidature. **The onus of correctness of data is completely on the field offices.** The registration process including ERO validation/HoD approval may be completed as soon as possible but latest by 23rd April 2022. The chance of a candidate would be counted once she/he registers and there is no scope for withdrawal.

If any difficulty arises during the registration process, the matter may be reported immediately in excel/word format (not in pdf format) through email only.

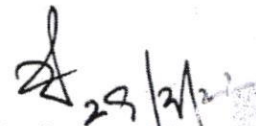
The officials who are on deputation to other offices within the department may submit their willingness/applications directly to their parent offices under intimation to Administration branch/section of the borrowing offices. Such candidates will make all examination related communication with their parent offices directly, for timely completion of registration process/other examination related issues.

The link for Registration is <https://cagi.azurewebsites.net/>. The user id & password of ERO & HoD for registration/approval will be the same as was for Exam-1 of 2021.

All communications will be made through email with email id saoexam@cag.gov.in. Further, for speedy/timely communication, Sr. AOs/AOs who look after the examination matter in field offices may share their Mobile No./Email id with Sr. AO (Exam) to above email id/Mobile No.9899833460.

This issues with the approval of the competent authority.

Yours faithfully,



(HIRAK BAGCHI)

Sr. Administrative Officer (Exam)

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
10 BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110124

Examination Wing

Circular No. 02 of 2021

(Only for IA & AD)

No.58/14-Exam/Syllabus Revision/2018
Dated 3rd March 2021

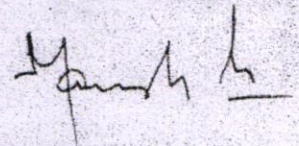
To
Heads of Department of IA&AD offices
(As per standard e-mail list)

Subject: Revised Syllabus of PC-3, Information Technology (Theory)
Paper of Subordinate Audit / Accounts Service Examination

Madam/Sir,

The syllabus of departmental examinations is revised from time to time according to departmental requirement on changed circumstances. In this regard, it is informed that the Competent Authority has revised the syllabus for PC-3, Information Technology (Theory) Paper of Subordinate Audit / Accounts Service Examination. The revised syllabus is enclosed herewith which will be applicable from the Examination-2 of 2021.

Yours faithfully,



(Manish Kumar)
Director General (Exam)

Smt Rajeev Kulkarni
28/3/22

क्रमांक 58/14/EX-STR-145/115/ दिनांक 28.3.22

यसो को सम्बन्धित सम्मानित वरिष्ठ अधिकारी
सम्बन्धित सूत्र प्रेषित।

S.M-121
28/03/2022

Smt. Shylaja
28/3/22 य.ह.
9. अ. अ. वि. क-1 (सम्मानित)

for
28/3/22
ATD/OE

Revised Syllabus of PC-3, Information Technology (Theory) Paper of SAS Examination

Applicable w.e.f. Examination-2 of 2021

1. PC-3: Information Technology (Theory)

1.1. Software and hardware components:

- 1.1.1. Introduction to Computers and their components- Hardware, CPU, Memory devices etc
- 1.1.2. Operating System, its key functions
- 1.1.3. Basic network concepts- LAN/ WAN/ Internet, server infrastructure, endpoint devices.
- 1.1.4. Cloud computing – basic concepts (IAAS, PAAS, SAAS)
- 1.1.5. ERP Systems- basic concepts

1.2. Database Systems

- 1.2.1. Data and database - basic concepts
- 1.2.2. Relational database (Integrity constraints- primary, foreign keys, Relationships)
- 1.2.3. Concept of Joins, views, data manipulation etc.

1.3. Governance and Management of Information Systems in India

- 1.3.1. IT Act 2000 (and subsequent amendments)
- 1.3.2. IT (reasonable security practices and procedures and sensitive personal data and information rules-2011)
- 1.3.3. Guidelines for Indian government websites (GIGW)
- 1.3.4. National e-Governance Plan (NeGP) and associated MMPs (Mission Mode Projects)
- 1.3.5. Digital India Programme, e-Kranti mission

1.4. Protection of Information Assets

- 1.4.1. Basic criteria for information protection - Confidentiality, Integrity and non-repudiability, Availability of data
- 1.4.2. Privacy principles, principles of personally identifiable information (PII)
- 1.4.3. Physical access and environment control
- 1.4.4. Information system attack methods and OWASP Top 10 vulnerabilities

1.5. Information System Auditing Process

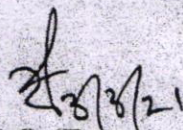
- 1.5.1. CAG's Standing order on auditing in an IT environment (August 2020)
- 1.5.2. Type of controls (Control objective and measures, General and IS specific controls)
- 1.5.3. CAATs, continuous auditing techniques

1.6. Information systems acquisition, development and implementation

- 1.6.1. System Development Life Cycle (SDLC) phases

2. Suggested reading material/ references:

- 2.1. CAG's Standing order on auditing in IT environment
- 2.2. WGITA-IDI handbook on IT audit for Supreme Audit Institutions
- 2.3. For 1.3, acts/ rules can be used for reading material.


Sr. AO (Exam)

PC4 :Information Technology (Practical) (all branches)

Duration 2 hours,

Maximum Marks: 100

I Word 2013

25 Marks

(A) 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,

(B) 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

(A) 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

(B) 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)