

## SYLLABUS FOR YOUNG PROFESSIONAL SELECTION

<b>Admn. syllabus</b>	
1	Administration: Basic Office Procedures, Noting and Drafting, File Handling and Movement of Files, Record Keeping, e-Office System, Official Correspondence (Letters, Office Memorandum, Email), Office Discipline and Conduct.
2	Establishment & Service Matters: Basic Service Rules, Attendance Management, Recruitment Process (Basic Understanding), Deputation, Contractual Engagement, Reservation Policy (Overview).
3	General Administration: RTI Act (Basic Provisions), Public Grievance Handling, Conduct Rules (Overview), Parliament/Assembly Questions (Basic Process)
4	Procurement & Stores (Basic Level): Introduction to Government Procurement, GeM Portal (Basic Concept), Tendering Process (Overview), Inventory/Stock Maintenance, Record of Assets.
5	Coordination & Communication: Meeting Procedures, Agenda & Minutes Preparation, Inter-departmental Communication, Report Writing.

<b>Accounts syllabus</b>	
1	Book Keeping: Credit Entry, Debit Entry, Classification, Contra Entry, Cash Balance, Bank Balance, Transfer Entry
2	Income -Expenditure a/c: Income Components, Expenditure Components, Suspense account, Clearance of suspense account, Adjustment entries
3	Profit and Loss accounts: Profit Components, Loss Components, Demarages, Liabilities, Depreciation, Appreciation, debtors/sundry debtors, Creditors/Sundry creditors, carry forward, Writing off loss
4	Financial Accounting
5	Tallying balance sheet, Cash Balance, Bank balance, Bank Statement Reconciliation, Financial Statements, Schedules, Annexure

<b>Legal syllabus</b>	
1	International Environmental Laws - Treaties, Conventions, Agreements, Declarations, Protocols, Principles
2	Indian Environmental Laws - Acts, Rules and Regulations related to Forests, Wildlife, Air, Biodiversity, Environment etc,
3	Constitutional provisions related to Environment Protection
4	Mandates of NBA/SBBs/UTBCs
5	Important Environmental Law cases in India
6	Indian Patent Laws

<b>Scientific syllabus</b>	
1	Conventions and Protocols related to Biodiversity and Multilateral Environmental Agreements
2	Rio Conventions
3	Biological Diversity Act and Rules made thereunder
4	Environment, Forest and Wildlife-related Acts, Rules and Regulations
5	Mandates of NBA/SBBs/UTBCs
6	Biodiversity of India
7	Traditional Knowledge
8	Kumming-montreal Global Biodiversity framework (KM-GBF)
9	National Biodiversity Strategy and Action plan (NBSAP) and State Biodiversity Strategy and Action Plan (SBSAP's)