

SSC Assistant Section Officer (ASO) / Assistant Grade LDCE Recruitment 2025-2026

Syllabus, Recommended Books & Preparation Strategy

Exam Pattern

Paper	Subject	Marks	Duration
Paper-I	General Awareness, Constitution & Government	150	2 Hours
Paper-II	Office Procedure, Service Rules & Financial Rules	150	2 Hours
Total	Computer Based Test	300	4 Hours

Negative Marking: 0.25 mark deducted for every incorrect answer.

Paper-I Syllabus

- Current Affairs (National & International)
- Government Schemes & Initiatives
- Science & Technology, Economy, Environment
- Indian Constitution: Preamble, Fundamental Rights & Duties, DPSP
- Parliament, President, PM, Judiciary, Election Commission
- Government Administration, Ministries & Departments
- Cabinet Secretariat, Central Secretariat System
- Administrative Reforms, e-Governance, Digital India, Mission Karmayogi, RTI

Paper-II Syllabus

- Manual of Office Procedure (MOP)
- File Management, e-Office, Noting & Drafting
- General Financial Rules (GFR), DFPR, Budget & Procurement
- Fundamental Rules (FR), Supplementary Rules (SR)
- CCS Leave, Conduct, CCA and Pension Rules
- Official Language Rules
- RTI Act, 2005
- Vigilance, Ethics, Secretariat Working, Parliamentary Questions

Recommended Books

Subject	Book
Constitution	M. Laxmikanth – Indian Polity
Current Affairs	Monthly Government Current Affairs Magazine

Office Procedure	Manual of Office Procedure (Latest Edition)
Financial Rules	General Financial Rules (GFR) 2017
Service Rules	Swamy's Compilation of FR & SR and CCS Rules
RTI	RTI Act, 2005 with Commentary
Official Language	Handbook on Official Language Policy

Preparation Strategy

- Study the Manual of Office Procedure thoroughly.
- Focus on FR/SR, CCS Rules, GFR and DFPR.
- Revise Indian Constitution and Government schemes regularly.
- Practice previous LDCE papers.
- Read current affairs related to governance and administration daily.
- Revise consistently and prepare short notes for important rules.