

SYLLABUS FOR HARYANA STATE ACCOUNTS SERVICES EXAMINATION

(PART-I)

S.No.	Subject	Topics/Books prescribed
1	Précis & Drafting (Without Books) Hours : 3 Marks : 100	1. English (i) Letter Writing (ii) Grammar (iii) Translation from English to Hindi 2. Hindi (i) Letter Writing (ii) Précis Writing (iii) Translation from Hindi to English 3. Knowledge of administrative terminology.