



OFFICE OF THE CHIEF AUDITOR  
NORTH/SOUTH/EAST DELHI MUNICIPAL CORPORATIONS  
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OFFICE ORDER NO. 26

Dated:- 31.05.2018

The Hon'ble Mayor, North Delhi Municipal Corporation in anticipation of approval of North Delhi Municipal Corporation vide orders dated 30.05.2018 has approved revision of Syllabus in Computer Systems Paper (Theory and Practical) for Section Officers' Grade Examination Part-II from 2018 onwards. Accordingly, the training classes of Computer Systems Paper (Theory and Practical) and the examination of Theory and Practical in Computer Systems Paper of Section Officers' Grade Examination will be held as per the revised syllabus. The revised syllabus of Computer Systems Paper (Theory and Practical) is given as under:-

**PAPER-9 :**  
**COMPUTER SYSTEMS**

**(A)THEORY**

Duration : 2hrs.  
Max Marks : 50

**(A)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.

**(B)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, commonly 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.

**(D)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.

**(E)Security of Information assets:** Security threats to data, hardware and users, common types of hacking, protective measures, backups, etc.

**(F) Familiarity with the provisions of the IT Act 2000** ( including subsequent amendments to the IT Act)

**(G) General awareness about the National e-Governance Plan(NeGP)** Meaning, e-Governance basics and few selected common e Governance Projectlike

Computerization of Land Records, Vahan (Registration of Vehicles) and Sarhi (issue of Driving Licenses), and e-District. (Reference respective web sites of the topics mentioned).

**(HD) 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).
4. Checklist for Involvement of Audit in the System Development Phases of Information Technology Systems printed by the IT Audit Wing (ICISA)
1. IT Audit Manual (Volume -III) Audit Programmed for Specific Applications - (Page 70 to 93).
2. The respective Web sites of the topics mentioned under section G.

**PAPER-9:  
COMPUTER SYSTEMS**

**(B) PRACTICAL**

**Duration : 2hrs.  
Max Marks : 50**

**I WORD 2013**

**(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.

