

Annexure A

Subject: **Syllabus for Written test (Objective Type) for the post of Accounts Assistant (Finance).**

Marks: 120

Time: 02:00 Hours

General Knowledge with special reference to J&K UT **30 Marks**

- (i) Current Events of National and International importance
- (ii) Political & Physical divisions of world & India
- (iii) Indian Culture, Heritage and Freedom Struggle/Movement.
- (iv) Transport & Communication.
- (v) Demography- Census, its feature and functions.
- (vi) Important Rivers & Lakes in India.
- (vii) Weather, Climate, Crops, Means of Transport of India.
- (viii) Environment, Ecology & Bio-diversity.
- (ix) J&K UT
 - a) History
 - b) Economy
 - c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)
 - d) Heritage & Culture
 - e) Important Tourist Destinations
- (x) J&K Reorganisation Act, 2019.

Accountancy and Book Keeping

30 Marks

- (i) Introduction to Financial Accounting and its terms.
- (ii) Accounting equation and Journal.
- (iii) Voucher Approach in Accounting.
- (iv) Bank Reconciliation Statement.
- (v) Financial Management/Statements.
- (vi) Partnership Accounts.
- (vii) Ledger Accounts.
- (viii) Cash Book, Financial Audit.
- (ix) Elements of Double entry Book Keeping.
- (x) Trial Balance.
- (xi) Trading Account.
- (xii) Profit Loss Account and Balance Sheet.
- (xiii) Concept of Social Accounting, Social Audit and cash based single entry system of accounting.
- (xiv) Public Financial Management System (PFMS).
- (xv) Indian Financial Management System.
- (xvi) Taxation, Tax Laws- Direct , Indirect
- (xvii) Cost Management-Budgetary control
- (xviii) Cost Accounting
- (xix) Developments in Accounting



- (i) Tenses
- (ii) Rearranging of jumbled sentences.
- (iii) Narration
- (iv) Modals
- (v) Articles
- (vi) Comprehension with blanks to be filled in with
 - i. Phrases
 - ii. Pronouns
 - iii. Homonyms / homophones.
- (vii) Clauses
- (viii) Synonyms and antonyms
- (ix) Pairs of words and their use in meaningful sentences.
- (x) Idioms and phrases.
- (xi) Uses of Prepositions.
- (xii) Active & Passive Voice

Statistics

- (i) Primary and secondary data.
- (ii) Methods of collecting Primary and Secondary Data
- (iii) Preparation of questionnaires
- (iv) Tabulation and compilation of Data
- (v) Measures of central Tendency
- (vi) Theory of Probability
- (vii) Theory of Attributes- Basic concepts and their applications.
- (viii) Theory of Index Numbers: Tests of Index numbers- Wholesale and consumer price Index numbers.
- (ix) Demography-Census, its features and functions.
- (x) Vital Statistics- Measures of fertility, Crude fertility rates, specific fertility rates, gross and net reproduction rates., Measures of Mortality

Mathematics

- (i) Simple / Compound interest.
- (ii) Linear equations with two variables.
- (iii) Permutations/ Combinations & Binomial Theorem.
- (iv) Limits & Derivatives.
- (v) Set Theory- Basic Concepts and Applications.
- (vi) Relations and Functions
- (vii) Matrices & Determinants
- (viii) Probability
- (ix) Coordinate & Three dimensional Geometry
- (x) Vectors.

General Economics

- (i) Introduction of Economics- Basic concept and Principles.
- (ii) Fiscal & Monetary Policy- Meaning, Scope and Methodology.
- (iii) Theory of consumers demand using indifference curve technique.
- (iv) Demand Analysis
- (v) Factor Pricing –Marginal productivity Theory & Ricardian Theory of Rent

- (vi) Pricing under various forms of Market.
- (vii) Factors of production & Laws of Production.
- (viii) Concept of Economic Growth and its measurement
- (ix) Characteristics and problems of developing economy
- (x) Planning vs Market Economy.
- (xi) Economic Reforms in India
- (xii) Concept & Measurement of National Income.
- (xiii) Role of RBI

General Science

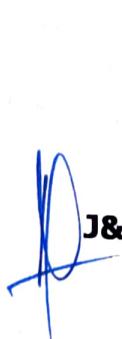
10 Marks

- (i) Newtons Laws of Motion, Mass, Weight, Acceleration, Velocity, Speed etc
- (ii) Electric Current, Power, Energy, Voltage.
- (iii) Chemical Equation, types.
- (iv) Metals, Non-metals- Physical & Chemical properties.
- (v) Various sources of energy; Conventional sources of energy; Biomass and wind energy. Non-conventional sources of energy (Solar energy, Tidal energy).
- (vi) Nutrition and its types, Respiration, Transportation of water, food and minerals in plants.
- (vii) Communicable & Non-Communicable Diseases.
- (viii) Vitamins- Diseases related to vitamin deficiency.
- (ix) Ecosystem – Its components, Food chains and Food webs.
- (x) Environmental pollution. Ozone layer, its depletion, Green House Effect.

Knowledge of Computers

10 Marks

- (i) Basic Applications of Computer and its component.
- (ii) Fundamentals of computer sciences.
- (iii) Concept of Open Source Technologies.
- (iv) Input & output Devices.
- (i) Operating system
- (ii) Knowledge of MS Word, MS Excel, MS Access, MS Powerpoint, PDF Internet and E-mail.
- (iii) Concept of Computer Virus and Anti-Virus.
- (iv) Hardware & Software, Elements of Computers Processing System Hardware , CPU, Peripherals, Storage Media, Software Definition, Role and Categories Firmware and Human-ware.
- (v) Role of Information Technology in Governance.


Sachin Jamwal
07/01/21
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Secretary
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Jammu