

Test type: Written Exam (Multiple Choice Questions)

Test period: 2 Hours

Total marks: 100

Syllabus for the post of Junior Accounts Officer

Subject	Topic	Weightage
General English	Vocabulary, Shuffling of sentence elements, Sentence Rearrangement, One phrase substitutions, Sentence construction, Comprehension, Error Correction, Fill within the Blanks, Synonyms, Antonyms, Grammar, Unseen Passages Idioms & Phrases, Topic-Verb Settlement. And so forth.	10 Questions each 01 Mark [10]
Arithmetic	Number system, HCF, LCM, Simplification, Decimal Fractions, Ratio and Proportions, Unitary Method, Percentage, Time and Distance, Time and Work, Profit and Loss, Average, Simple and Compound Interest, Menstruation (2 D and 3 D), Algebra, Data Interpretation.	20 Questions each 01 Mark [20]
Advance Accounting	Relationship of Finance to Accounting and Audit, The organization of Finance Function, Goals of Financial Management, Key activities of Financial Management, Analyzing financial performance, Financial ratios, Applications of financial analysis, Problems in financial statements and analysis, Trading and Profit & Loss account and Balance sheets, Bills of Exchange, Self Balancing Ledger and Sectional Balancing, Capital & Revenue, Receipts and Payment, Income and Expenditure, Branch and Departmental Accounts, Double Entry System, Rectification of Errors, Balance Sheets format and Classification. Trial Balance, Depreciation on Fixed Assets, Internal Audit of Accounts.	30 Questions each 01 Mark [30]
Auditing and Income Tax	The object of Audit, Verification and vouching, Rights, Duties and Liabilities of Auditors, Income Tax, Provisions about income from salary and Provisions related to Chapter –IV of Income Tax Act 1961.	20 Questions each 01 Mark [20]

Subject	Topic	Weightage
General Studies	General Science, India's history, Indian National Movement, Indian Politics, Economy & Culture, Indian agriculture, Commerce and Trade & Population, Ecology and urbanization, World Geography, India's Geological & Natural Resources, The current national, main international events.	10 Question each 01 Mark [10]
Computer Literacy	Characteristics of Computer, computer Organization including RAM, ROM, File System, Input Devices, Computer Software. Relationship between Hardware and Software Operating System, MS- Office (exposure of Work, Excel / spread sheet, Power point), Tally Package and M.S. Excel Computer Application in Accounting, Digital Signatures, Application of information technology in government for E-governance.	10 Questions each 01 Mark [10]