

Accounts Officer Exam

(Scheme & Syllabus)

PART – I

Total duration of the Exam : 02 hours (120 Mins.)

Total No. of Questions : 120 Questions

S.No	Topics	Marks per item	No. of Item
1.	Part – I : Accounts Topics are to be covered 1. Indian Accounting Standards 2. Costing- Marginal costing, standard costing, ratio Analysis 3. Budgeting 4. Finalization of Accounts 5. Maintenance of cash book 6. Preparation of Bank Reconciliation Statement 7. Posting of Ledger Accounts 8. Preparation of trial Balance and Final Accounts 9. Principles of Auditing 10. Audit 11. General Financial Rules related to Purchase of General Stores/Services and award of contract etc. 12. Fundamental Rules and Supplementary Rules 13. CCS (Pension Rules) 14. T.A. /LTC Rules 15. Medical Attendance rules 16. Provident Fund Rules / CPF Rules 17. Advances / Allowances 18. GST/ST/Income Tax/SC 19. Delegation of Financial Powers & Norms to various Authorities under Export Inspection Council fund	01 mark per question <u>(0.25 MARKS TO BE DEDUCTED FOR EVERY WRONG ANSWERS)</u>	120 questions

PART – II

Total duration of the Exam : 01 hours (60 Mins.)
 Total No. of Questions : 60 Questions

S.No	Topics	Marks per item	No. of Item
1.	<p><u>Part – II: General Aptitude / General Knowledge</u></p> <p>1. Current Affairs/events of National and international importance</p> <p>2. History of India and Indian Nation Movements</p> <p>3. Indian and World geography Physical, Social, economic geography of India and the World etc.</p> <p>4. Indian Polity and Governance- Constitution, Political System, Panchayati raj, Public issues, Articles, Rights tec.</p> <p>5. Economic and Social Development-Sustainable development, Poverty, Inclusion, Demographics, Social Sector Initiatives etc.</p> <p>6. General Issues on Environment, Ecology, Bio-diversity, Climate change, General Science and general Computer & computer Literacy</p> <p><u>Reasoning Aptitude</u></p> <p>1. General Mental/Analytical Ability</p> <p>2. Verbal/Logical reasoning, Relations & Hierarchies</p> <p>3. Analogies, Assertion, Truth Statements</p> <p>4. Coding & Decoding, situational Reasoning</p> <p>5. Series and Patterns involving words & Alphabets</p> <p><u>Quantitative Aptitude</u></p> <p>1. Two and three dimensional/Venn Diagrams based questions</p> <p>2. Number patterns, Series Sequences, Basic Numeracy (Number & their relations, orders or magnitude etc.)</p> <p>3. Arithmetic's aptitude, Data interpretation (Charts, Graphs or Tables, Data sufficiency etc.)</p> <p>4. Direction sense, Analysis and Interpretation in various contexts</p> <p><u>General Hindi & General English</u></p> <p>Proficiency related to the Language, Elements of Language, pedagogy of language, developments, Communication and comprehension abilities, speaking listening, reading & writing proficiencies etc.</p>	<p>01 mark per question</p> <p><u>(0.25 MARKS TO BE DEDUCTED FOR EVERY WRONG ANSWERS)</u></p>	<p>15 questions</p> <p>15 questions</p> <p>15 questions</p> <p>15 questions</p>