

**SYLLABUS FOR WRITTEN TEST
FOR THE POST OF ACCOUNTS OFFICER**

Mental Ability, Reasoning and Mathematical Skills (10%) :

Analogy, series completion, coding-decoding, blood relations, logical venn diagrams, alphabetical test, number ranking and time sequence test, *mathematical* operations, arithmetical *reasoning*, data interpretation.

Mathematics based on tenth standard of CBSE

Computer Awareness (20%) :

Basics of computer, Input and output devices and installation of printers and other input output devices., Introduction to Internet and Internet Applications, MS windows, MS-Word, MS-Excel, MS Power Point, MS Access, Virus and virus protection.

English Language Proficiency (10%) :

English language based on tenth standard of CBSE

Post Specific Content (60%) :

- General Financial Rules 2017 : (a) Works, (b) Procurement of Goods and Services, (c) Inventory Management and (d) Contract management
- Manual for Procurement of Goods and Services
- Fundamental Rules Part 1 (Rule 22 and Rule 26)
- Fundamental Rules Part 2 (Travelling Allowances rules)
- Central Civil Services (Leave Travel Concession Rules)
- Pay and Allowances to Central Govt. Employees and Income tax
- Central Civil Services (Leave) Rules
- New Pension Scheme for Central Government Employees
- Office procedure and RTI Act

