

Syllabus of Examination for Recruitment of Accountant

Part A (General)

Mental ability, reasoning and mathematical skills

Analogy, series completion, coding-decoding, blood relations, logical venn diagrams, alphabetical test, number ranking and time sequence test, mathematical operations, arithmetical reasoning, data interpretation, data sufficiency, cubes and dice, construction of sequences and triangles.


Mathematics based on tenth standard of CBSE.

Computer awareness

Components of a computer system, specifications of a computer system, input & output devices, 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, Computer Networking, Computer shortcut keys, virus and virus protection and operating systems types.


English Language Proficiency

English language based on tenth standard of CBSE.


19/4/22
Sv ADU

Part B (Post specific and qualification based)

| Sr. No. | Rules |
|----------------|--|
| 1. | GFR 2017 Chapter 2,5,6,7,8 |
| 2. | Fundamental Rules (Pay fixation, suspension and increment) |
| 3. | Supplementary Rules (Travelling allowance Rules) |
| 4. | LTC Rules |
| 5. | CCS Pension Rules (1972) |
| 6. | NPS Rules |
| 7. | Allowances to Central Government employees |
| 8. | Income tax TDS from Salary and pension |
| 9. | GST |
| 10. | Budget |
| 11. | Audit |
| 12. | Agreement |
| 13. | Investment |
| 14. | Financial Report generation |
| 15. | ERP |
| 16. | Medical benefits |
| 17. | Insurance |
| 18. | English Language Proficiency |


19/4/24
Sr ADO