

SYLLABUS OF WRITTEN TEST FOR THE POST OF ACCOUNTS OFFICER

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

Mental Ability, Reasoning and Mathematical Skills : **10 %**

Verbal and non-verbal types. analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. Number System, Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

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, Data security / Cyber security, working with email and official communication through emails.

English Language Proficiency : **10 %**

Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc.

DOMAIN SKILL TEST FOR THE POST OF ACCOUNTS OFFICER

| Topics | Total Marks : 50 |
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| The candidate should be able to demonstrate proficiency in : 1. Preparation of appropriate noting / calculations on given financial cases / pay fixation, etc. 2. Usage of MS-Excel, MS-Access for data management / calculations. 3. Preparation of presentation using MS- PowerPoint. | Domain skill test is qualifying in nature, and candidate must score a minimum of 40% marks. |



Dean (A & F)