

Plan of Written Examination

All the aspirants are informed as under with respect to the written test to be conducted for the recruitment of **Clerk Accounts**:-

- (i) The Exam will be conducted in MCQ (Multiple Choice Questions) format. OMR sheets will be used for answering the questions.
- (ii) There will be negative marking. Each question carries 1 mark. **For every wrong answer, 1/4th mark would be deducted. The question(s) not attempted will receive no credit or discredit.**
- (iii) The test would be of 2 hours duration.
- iv) Pattern of the written competitive examination is as follows:-

Sr. No.	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
1.	Questions from the Subject (Part A of Syllabus)	90	90	MCQs (Multiple Choice Questions)
2.	Questions from General Knowledge, English, Punjabi, Logical Reasoning and Mental ability (Part B of Syllabus)	30	30	
Total		120	120	

- v) Tentative syllabus for the written examination for the recruitment of **Clerk Accounts** is annexed at Annexure-1 and 2.

Annexure-I

Part A-Subject Syllabus (Clerk Accounts)

1. Financial Accounting :

Accounting as a Financial Information System; Impact of Behavioural Sciences. Accounting Standards e.g., Accounting for Depreciation, Inventories, Research and Development Costs, Long-term Construction Contracts, Revenue Recognition, Fixed Assets, Contingencies, Foreign Exchange Transactions, Investments and Government Grants, Cash Flow Statement, Earnings Per Share.

Accounting for Share Capital Transactions including Bonus Shares, Right Shares,

Employees Stock Option and Buy- Back of Securities. Preparation and Presentation of Company Final Accounts. Amalgamation, Absorption and Reconstruction of Companies.

2. Cost Accounting :

Nature and Functions of Cost Accounting. Installation of Cost Accounting System. Cost Concepts related to Income Measurement, Profit Planning, Cost Control and Decision Making.

Methods of Costing: Job Costing, Process Costing, Activity Based Costing.

Volume-cost-Profit Relationship as a tool of Profit Planning.

Incremental Analysis/ Differential Costing as a Tool of Pricing Decisions, Product Decisions, Make or Buy Decisions, ShutDown Decisions etc.

Techniques of Cost Control and Cost Reduction: Budgeting as a Tool of Planning and Control. Standard Costing and Variance Analysis. Responsibility Accounting and Divisional Performance Measurement.

3. Taxation :

Income Tax: Definitions; Basis of Charge; Incomes which do not form Part of Total Income. Simple problems of Computation of Income (of Individuals only) under Various Heads, i.e., Salaries, Income from House Property, Profits and Gains from Business or Profession, Capital Gains, Income from other sources, Income of other Persons included in Assessee's Total Income .

Set - Off and Carry Forward of Loss. Deductions from Gross Total Income.

Salient Features/Provisions Related to VAT and Services Tax.

4. Auditing :

Company Audit: Audit related to Divisible Profits, Dividends, Special investigations, Tax audit.

Audit of Banking, Insurance, Non-Profit Organizations and Charitable Societies/ Trusts/Organizations.

5. Financial Management :

Finance Function: Nature, Scope and Objectives of Financial Management: Risk and Return Relationship.

Tools of Financial Analysis: Ratio Analysis, Funds-Flow and Cash-Flow Statement. Capital Budgeting Decisions: Process, Procedures and Appraisal Methods. Risk and Uncertainty Analysis and Methods.

Cost of capital: Concept, Computation of Specific Costs and Weighted Average Cost of Capital. CAPM as a Tool of Determining Cost of Equity Capital.

Financing Decisions: Theories of Capital Structure - Net Income (NI) Approach,

Net Operating Income (NOI) Approach, MM Approach and Traditional Approach. Designing of Capital structure: Types of Leverages (Operating, Financial and Combined) EBIT- EPS Analysis, and other Factors.

Dividend Decisions and Valuation of Firm: Walter's Model , MM Thesis, Gordon's Model Lintner's Model. Factors Affecting Dividend Policy.

Working Capital Management: Planning of Working Capital. Determinants of Working Capital. Components of Working Capital - Cash, Inventory and Receivables.

Corporate Restructuring with focus on Mergers and Acquisitions (Financial aspects only)

6. Financial Markets and Institutions :

Indian Financial System: An Overview

Money Markets: Participants, Structure and Instruments. Commercial Banks. Reforms in Banking sector. Monetary and Credit Policy of RBI. RBI as a Regulator.

Capital Market: Primary and Secondary Market. Financial Market Instruments and Innovative Debt Instruments; SEBI as a Regulator.

Financial Services: Mutual Funds, Venture Capital, Credit Rating Agencies, Insurance and IRDA.

7. Legal Aspects of Business

Indian Contract Act, 1872, Financial markets: Money market; Capital market, Companies Act, 2013, Information Technology Act, 2000, RTI Act, 2005.

Annexure-2

Part B- General Knowledge, English, Punjabi, Logical Reasoning and Mental Ability.

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1	<p>General Knowledge and Current affairs of National and International importance including:</p> <ul style="list-style-type: none"> (i) Political issues, (ii) Environment issues, (iii) Current Affairs, (iv) Science and Technology, (v) Economic issues, (vi) History of India with special reference to Indian freedom struggle movement. (vii) Sports, (viii) Cinema and Literature. 	10
2	<p>Logical Reasoning & Mental Ability:</p> <p>Verbal reasoning: Coding, Decoding, Analogy, Classification, Series, Direction sense test, relations, mathematical operations, time test, odd man out problems.</p> <p>Non Verbal reasoning : Series, Analogy and Classification.</p> <p>Basic numerical skills, Percentage, Number system, LCM and HCF, Ratio and Proportion, Number series, Average, Problems based on Ages, Profit & Loss, Partnership and Mixture, Simple and Compound Interest, Work and Time, Time and Distance, Mensuration and Data Interpretation.</p>	10
3	<p>English:-</p> <p>Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, Fill in the Blanks, Correction in Sentences, Idioms and their meanings, Spell Checks, Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, etc.</p>	5
4	<p>ਪੰਜਾਬੀ:-</p> <p>ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ,</p>	5

	ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।	
	Maximum Marks	30

Note:-a) The distribution of marks/question in each section is indicative. It may vary slightly.

b) The syllabus is broadly classified as above but may vary to some extent.

