

# Rajasthan Public Service Commission, Ajmer

## **RAJASTHAN STATE AND SUBORDINATE SERVICES COMBINED COMPETITIVE EXAMINATION**

### **SYLLABI OF THE PAPER/SUBJECTS PRESCRIBED FOR THE MAIN EXAMINATION**

#### **OPTIONAL SUBJECT**

#### **COMMERCE & ACCOUNTANCY PAPER-I (Code No. 07) (AUDITING AND ACCOUNTING)**

1. Auditing :
  - (i) Meaning and objects of auditing. Internal check and internal audit; programming and procedure of audit work; vouching; verification and valuation of assets and liabilities.
  - (ii) Appointment, removal, remuneration, rights, duties and liabilities of company auditors; Broad outlines of company audit with reference to share capital transactions and Statutory Report : Audit of Government companies under Section 619 of the Companies Act; Cost Audit under Section 233 (B) of the Companies Act.
2. Financial Accounting :
  - (i) Accounting- a financial information system; Partnership Accounts: admission, retirement and dissolution.
  - (ii) Company Accounts : Issue, forfeiture and redemption of shares and debentures. Underwriting; purchase of Business; Disposal of profits, capitalisation of profits, Valuation of goodwill and valuation of shares.
  - (iii) Accounting for amalgamation, absorption, reconstruction and liquidation of companies; Accounts of holding companies (one subsidiary only).
3. Cost Accounting :
  - (i) Methods of costing : Unit costing, contract costing, process costing and operating costing.
  - (ii) Budgetary control and standard costing; Variance Analysis : Labour and Material Variances.
  - (iii) Marginal costing and Decision Making.

**COMMERCE & ACCOUNTANCY PAPER-II**  
**(BUSINESS MANAGEMENT, COMPANY LAW & FINANCE)**

1. Management and Organisation :
  - (i) Meaning, Nature, Principles and Importance of Management : various schools of Management, Process of decision Making.
  - (ii) Functions of Management, Planning, Organisation, Coordination, Direction and Control.
  - (iii) Social Responsibilities of Business; Modern Methods of Publicity- Media of Advertisement and Sales Promotion Techniques. Consumer Protection - Meaning and need; Provisions of Consumer Protection Act.
2. Company Law :
  - (i) Provision of Companies Act, 1956 relating to the incorporation, raising of capital, management and winding up of a company.
  - (ii) Law and Practice relating to - Allotment of Shares, Payment of Dividend, Company Meetings, Statutory Books.
3. Business Finance :
  - (i) Concept and Scope of Financial Management. Capital Budgeting. Discounted cash flow approaches; Designing capital structure; Sources of raising short term, intermediate and long term finance; Dividend policy, Structure of Working Capital.
  - (ii) Indian Money Market - Organisation deficiencies; Commercial Banking in India; Monetary & credit policies of Reserve Bank of India; Indian Capital Market- Functions and working of All India Term Financing Institutions (IDBI, IFCI, ICICI)
  - (iii) Negotiable Instruments : Meaning of Negotiable Instruments. Types of Negotiable Instruments - Cheques, Bills of Exchange, Promissory Notes. Parties to a Negotiable Instruments - their Rights, Duties, Liabilities and Discharge, Endorsement and Crossing, Payment and Collection, Dishonour and Discharge.

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