

**SYLLABUS FOR THE POST OF SR. ASSISTANT (ACCOUNTS)**

**A      ACCOUNTS**

1. Basic Accounting Principles, Concepts & Conventions.
2. Preparation of Trial Balance, P&L A/cs. & Balance Sheet.
3. Preparation of financial statements as per the requirements of the Companies Act, 1956.
4. Concept of Budget & Budgetary Control.
5. Provident Fund, Gratuity and Taxation.
6. Project Finance including concept of NPV and IRR.

**B      ENGLISH**

1. Comprehension & Basic Grammar.
2. Synonyms & Antonyms.
3. Syntax and Narration.
4. Active & Passive Voice.

**C      GENERAL KNOWLEDGE**

1. Current General Knowledge including recent happenings in all areas including:
2. Business
3. Science and Technology
4. Politics & Economics
5. Defence
6. Environment
7. Sports
8. Important Appointments.

**D      Numerical Ability & Reasoning**

**E      Basic mathematical Concepts and reasoning**

**F      Basic Knowledge of Computer.**