

SYLLABUS FOR THE POST OF SENIOR ACCOUNTS OFFICER**Senior Accounts Officer examination will consist of:**

Tier-I (Test Mode: - Computer Based Test (CBT) (Objective Type) - 200 Marks)
Tier-II (Interview): - Personal Interview of candidates shortlisted based on Tier-I Test and will consist of 25 Marks

Computer Based Examination (Objective Type): Total marks – 200.

The CBT will be having two sections- (1) Technical Questions & (2) Non-technical Questions (in total): 100 MCQ carrying 200 marks. The detailed break up is as follows: - Computer Based Examination will be conducted in one session. Paper will consist of objective type – Multiple Choice Questions (MCQs) only. The questions will be set both in English & Hindi except the English Language test. Each question will be of 02 marks. For each wrong answer 0.50 Mark will be deducted.

Section (1) Technical Questions	Questions – 80 Max. Marks- 160
Section (2) Non-technical Questions	Questions – 20 Max. Marks- 40

Section (1) Technical Questions/Domain Knowledge Test	No. of Questions/ Maximum Marks
(A) Corporate Accounting (ii) Income Tax, Corporate Tax & GST (iii) Cost Accounting (iv) Theory and Practice of Auditing (v) Management Accounting (vi) Advanced Cost Accounting, Cost and Management Audit, (vii) Accounting Standard, (viii) Budgeting (ix) Computer Application in Accounting (x) Financial Accounting,	Questions – 80 Max. Marks- 160
(B) (i) General Financial Rules, (ii) TA/DA Rules, (iii) CCS (Pension) Rules, (iv) HBA and Other Advances, (v) GPF Rules, (vi) CCS (LTC) Rules, (vii) New Pension Scheme, (viii) Overview of PFMS and TSA.	

Section (2) Non-Technical Questions		No. of Questions/ Maximum Marks	No. of Questions/ Maximum Marks
I	English language and Comprehension	05/10	Questions – 20 Max. Marks- 40
II	Reasoning ability and Problem Solving	05/10	
III	Numerical and Mathematical Ability	05/10	
IV	General Awareness	05/10	

Broad aspects of Non-Technical Section

I. English Language and Comprehension: Candidates' understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and to test comprehension, a simple paragraph may be given and question based on the paragraph to be asked.

II. Reasoning ability and Problem Solving: The questions in this part intend to measure the candidates' general learning ability. The questions will be broadly based on Alph-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem solving and Analysis, Nonverbal Reasoning based on diagrams etc.

III. Numerical and Mathematical Ability: It will include questions on problems relating to Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and Invers Proportions, Averages, Simple Interest, Profit and Loss, Discount, Mensuration, Distance and Time, Interpretation of Simple Graphs and Data etc.

IV. General Awareness: The broad coverage of the test will be on Social Studies (History, Geography, Art and Culture, Civics, Economics). General Science, Environmental studies and Current Affairs etc.

Note-I: -Visually handicapped candidates with 40% disability and above will be allowed extra 20 minutes.

Note-II: – Candidates will be shortlisted on the basis of the performance of the candidates in Computer Based Examination for Tier-II (Personal Interview).

Note-III: Final Merit list will be prepared based on total marks of the candidate in the Test conducted under Tier-I & Tier-II (Interview).

Note-IV: - Total No. of Marks:

Tier-I - Section- 1(160 Marks) + Section-2 (40 Marks) = 200 Marks

Tier-II (Personal Interview) - 25 Marks

Total Marks - 225 Marks