

<b>Indicative Syllabus</b>	
<b>Post Code</b>	004
<b>Name of Post</b>	Accounts Officer/ Manager (Finance) – Trainee
<b>Minimum Educational Qualification</b>	Certified CA (Chartered Accountant) from ICAI or Cost and Management Accounting (CMA)/ ICWA from ICAI or a regular M.B.A. (Finance)/ PGDM (Finance) from a University/ Institute approved by AICTE/ UGC.

1. **Accounting:** Accounting Standards, Introduction to Accounting Standards, Overview of Accounting Standards, Financial Statements of Not-for-Profit Organizations, Hire purchase and installment sale transactions, lease, Investment accounting, Partnership Accounting, Accounting in Computerized Environment, Final Account, Profit & Loss and Balance Sheet, Depreciation, Ratio Analysis, Cash Flow & Fund Flow, Issue of Shares & Accountings, Debenture & redemption of debenture, Foreign exchange.
2. **Various Laws:** The Indian Contract Act, 1872; The Negotiable Instruments Act, 1881; The Payment of Bonus Act, 1965; The Employees' Provident Fund and Miscellaneous Provisions Act, 1952; The Payment of Gratuity Act, 1972; The Companies Act, 2013; Indian Partnership Act.
3. **Cost Accounting:** Introduction to Cost Accounting, Materials, Labor, Overheads, Non-Integrated Accounts, Methods, Job and Batch, Contract, Operating Process and Operation, Standard Costing, Marginal Costing, Budgets and Budgetary Control, Breakeven point.
4. **Financial Management:** Scope and Objectives of Financial Management, Time Value of Money, Financial Analysis and Planning, Financing Decisions, Types of Financing, Investment Decisions, Management of working capital.
5. **Tax:** The Income-tax Act, 1961; Goods and Services Tax Act (GST).
6. **Economics:** Law of demand, Law of Supply, Elasticity of demand & supply, Law of return of scale, Production concepts, Monopoly market, Monopolistic market, Price Discriminations, Price determination, National Income, Fiscal & Monetary Policy.
7. **Statistics:** Central tendency, Mean, median & mode, Correlation, Coefficient of correlation, Standard deviation, Range, Index.