

SCHEME & SYLLABUS OF EXAMINATION OF PART-I FOR POST NO. 4

ASSISTANT ACCOUNT OFFICER GRADE-II

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
			60	180	72
Part-I	Section 'A'	Reasoning/Quantitative Aptitude	20	60	
	Section 'B'	<ul style="list-style-type: none">• General Knowledge & General Knowledge of Rajasthan:<ol style="list-style-type: none">1. Events of State, National and International importance2. Geography and Natural Resources of India and Rajasthan3. Agricultural, Social and economic development of India Rajasthan4. Indian Medieval History, Indian struggle for Independence,, and History of Rajasthan5. Culture and heritage of India and Rajasthan• General Science:<ol style="list-style-type: none">1. Elements, Mixtures and Compounds2. Physical and Chemical Changes; Oxidation and Reduction: Catalysis3. Metals and Non Metals4. Acids, bases and Salts	30	90	

		<ol style="list-style-type: none"> 5. Reflection of light and its laws, lenses, human eye, defects of vision and its correction 6. Electric current, Electric potential, Ohms law, electric cell and Electric motor 7. Human Brain, hormones, human diseases and cure 8. Economic importance of animals and plants 9. Biomass, sources of energy, ecosystem, Mendel's Law of inheritance, chromosomes 10. Human blood groups, blood transfusion, Deficiency diseases and cure <ul style="list-style-type: none"> • Basic Computer Skills: <ol style="list-style-type: none"> 1. Introduction to Computers 2. Computer Systems 3. Uses of Computers 4. Introduction to the Internet & Search Engines, Internet Applications 5. Operating system, 6. MS Word Advance 7. Database Management System 8. MS Excel Advance 9. MS Power Point Basics 10. Microsoft Outlook-Basics 			
	Section 'C'	Language Comprehension <ul style="list-style-type: none"> • Hindi <ol style="list-style-type: none"> 1. शब्द रचना: संधि एवं संधि विच्छेद, समास, उपसर्ग, प्रत्यय 	10	30	

		<p>2. शब्द प्रकार: तत्सम, तत्भव, अर्धतत्सम, देशज, विदेशी, संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय</p> <p>3. शब्द ज्ञान: पर्यायवाची, विलोम, शब्द युग्मों का अर्थभेद, वाक्यांश के लिए सार्थक शब्द, संश्रुततभिन्नार्थक शब्द, समानार्थी शब्द, उपयुक्त शब्द चयन, संबंधवाची शब्दावली</p> <p>4. शब्द शुद्धि</p> <p>5. व्याकरणिक कोटियाँ: परसर्ग, लिंग, वचन, पुरुष, काल, वृत्ति, पक्ष, वाच्य</p> <p>6. वाक्य रचना</p> <p>7. वाक्य शुद्धि</p> <p>8. विराम चिह्नों का प्रयोग</p> <p>9. मुहावरे/ लोककित्या</p> <p>10. पारिभाषिक शब्दावली: प्रशासनिक/ विविध</p> <p>• English</p> <p>1. Use of articles and determiners</p> <p>2. Tenses/ sequence of tenses</p> <p>3. Active and passive voice</p> <p>4. Direct and Indirect Narration</p> <p>5. Use of Prepositions</p> <p>6. Synonyms and antonyms</p> <p>7. Comprehension of passage</p> <p>8. Idioms and Phrases</p> <p>9. Letter writing: Official, Demi-official. Circulars and Notices</p>			
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POST NO. 4 ASSISTANT ACCOUNT OFFICER GRADE-II

SCHEME AND SYLLABUS OF EXAMINATION OF PART-II

Part	Section	Subject /Syllabus	No. of Questions		Maximum Marks	
Part-II	Section 'A'	Ind-As115 and Ind-As 116, Bank reconciliation & banking transactions, Cost Estimate Ascertainment & Appropriation of Overheads, Valuation of inventories, Financial statements as per Schedule-III, Financial Management with specific reference to Cash Flow Statement, Capital Budgeting, Ratio Analysis.	90	45	270	135
	Section 'B'	Companies Act 2013, basic provisions about final accounts, audit, elementary knowledge of G.S.T., Income Tax Based on Financial Act, Heads of Income with much focus on Business Income, Calculation of Income Tax considering various deductions under chapter-VI, TDS- Provisions and its applicability's.		45		135