

**Syllabus for Screening Test for the Post of
Special Auditor, Maharashtra Co-operative Services, Co-op Societies, Group-A**

Standard : Degree
Medium : Component No. 1 to 4 - English
Component No. 5 - English/Marathi

Total Marks : 150
Duration : 1 1/2 Hour
Nature of paper : Objective Type

1. Accounting

(A) Financial Accounting :

- 01 Accounting as a financial information system
- 02 Accounting Standards in India and international accounting standards (only outlines)
- 03 Final Accounts.
- 04 Depreciation accounting, Depreciation policies as per accounting standard.
- 05 Accounts of non-trading institution.
- 06 Partnership accounts.
- 07 Advanced problems of company accounts.
- 08 Amalgamation, absorption and reconstruction of companies.
- 09 Valuation of shares and goodwill.
- 10 Consolidated books of holding company with one subsidiary only.

(B) Cost Accounting :

- 01 Nature and functions of cost accounting
- 02 Accountancy for material, labour and overheads
- 03 Job costing and Contract costing
- 04 Process costing
- 05 Marginal Costing; Techniques of segregating, semi-variable costs into fixed and variable costs
- 06 Cost-volume-profit relationship; aid to decision making including pricing decisions, shutdown etc.
- 07 Techniques of cost control and cost reduction
- 08 Costing of joint and by production. Reconciliation of cost and financial accounts
- 09 Budgetary control, flexible budgets
- 10 Standard costing and variance analysis.
- 11 Responsibility accounting, investment, profit and cost centres.

2. Auditing

- 01 Considerations for commencing an Audit
- 02 Audit of cash transactions, expenses, incomes, purchases, sales.
- 03 Internal check system.
- 04 Valuation and verification of assets with special reference to fixed assets, stocks and debts.
- 05 Verification of liabilities
- 06 Audit of limited companies; appointment, removal, powers, duties and liabilities of company auditor, significance of 'true and fair', MAOCARO report.
- 07 Auditor's report: Standard and qualified.
- 08 Special points in the audit of different organizations like clubs, hospitals, colleges, charitable institutes
- 09 Investigations of fraudulent activities
- 10 Audit Approach-EDP and mechanical systems
- 11 Social Auditing

3. Business Finance

- 01 Financial Analysis as a diagnostic tool.
- 02 Concepts of Valuation-Valuation of firm's Fixed Income, Securities and Common Stocks.
- 03 Dividend and Retention Policy-Residual Theory-Dividend Policy- Other Models- Actual Practices.
- 04 Capital Structure-Leverages-Significance of Leverages-Theories of Capital Structure with special reference to Modigliani and Miller approach. Planning the Capital Structure of a Company; EBIT-EPS Analysis, Cash-flow ability to service debt, Capital Structure Ratios, other methods, receivable agency

4. Maharashtra Co-operative Societies Act, 1960

5. General Knowledge and General Aptitude Test

- 01 **Mathematics** -Addition, Subtraction, Multiplication, Division, Decimal, Fraction, Average.
- 02 **General History of India**-1857 to 1947, Geography, Current Affairs and Polity in respect of Maharashtra.
- 03 **General Science** - Physics, Chemistry, Biology, Botany, Hygiene.
