

**Special Auditor, Maharashtra Co-operative Services, Co-op Societies, Group – B**  
**- Syllabus for Screening Test -**

**Standard :** Degree  
**Medium :** English/Marathi  
**Nature of paper :** Objective Type

**Total Marks :** 100  
**Duration :** One Hour

<b>1.</b>	<b>Accounting</b>	<b>Marks 30</b>
	<b>A) Financial Accounting :</b>	
	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>B) Cost Accounting :</b>	
	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.	
<b>2.</b>	<b>Auditing</b>	<b>Marks : 25</b>
	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	
<b>3.</b>	<b>Business Finance</b>	<b>Marks 10</b>
	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	
<b>4.</b>	<b>Maharashtra Co-operative Societies Act, 1960</b>	<b>Marks 10</b>
<b>5.</b>	<b>General Knowledge and General Aptitude Test</b>	<b>Marks 25</b>
	01) <b>Mathematics</b> - Addition, Subtraction, Multiplication, Division, Decimal, Fraction, Average.	
	02) <b>General History of India</b> - 1857 to 1947, Geography , Current Affair and Polity in respect of Maharashtra.	
	03) <b>General Science</b> - Physics, Chemistry, Biology, Botany, Hygiene.	

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