

SOLAR ENERGY CORPORATION OF INDIA

NEW DELHI – 110017

INDICATIVE SYLLABUS FOR THE POST OF SENIOR ACCOUNTS OFFICER (E-2 GRADE) NOTIFIED VIDE RECRUITMENT NOTIFICATION NO. 2/2015

PART – A – 50 QUESTIONS (50 marks) (weightage 30%)
(Objective type multiple choice questions, no negative marking)

1. Quantitative aptitude.
2. Reasoning ability.
3. Interpretation of graphs / charts / tables.
4. General Awareness.

PART – B – 100 QUESTIONS (120 marks) (weightage 70%)
[There will be 80 questions each of 1 mark and 20 questions each of 2 marks]
(Objective type multiple choice questions, no negative marking)

Financial Accounting

1. Corporate Accounts & Accounting Standards.
2. Indirect & Direct – Tax Management.
3. Auditing.

Cost & Management Accounting

4. Costing Techniques.
5. Cost Audit.

Financial Management

6. Financial Management.
7. Foreign Exchange and Risk Management.
8. Capital Market Analysis.

General

9. Computer Applications in Business.
10. Management Control System.

SUGGESTED TOPICS FOR PART B

| S. No. | TOPICS | Weightage of Marks |
|--------------|---|--------------------|
| 1. | Principles of Accounting, Double Entry System, Journal, Ledger, Cash Book and Trial Balance, Provisions, Reserves, Depreciation accounting, Final Accounts with including Accounting Standards | 10 |
| 2. | Income Tax – Corporate Taxation, Personal Taxation Service Tax, CST, VAT, Delhi Sales Tax, Works Contract Tax, Excise Duty, Customs Duty | 10 |
| 3. | Auditing – MAOCARO, Internal Audit, Tax Audit | 5 |
| 4. | Costing-concepts and classification of Cost, Methods and Techniques of Costing, Managerial Costing and Break even Analysis, Standard Costing and variance Analysis, Cost Records and Cost Audit | 10 |
| 5. | Companies Act 1956 / 2013 – provisions relating to formation and financing of Joint Stock Companies, Management of Share Capital | 5 |
| 6. | Financial planning, sources of long term finance, optimum capital structure, Fund Flow Analysis, Cash Flow Analysis, Ratio Analysis, Budget Preparation and Control, Capital Budget, Working Capital Management, dividend policy | 10 |
| 7. | Project Evaluation – Objectives, Types, Methods of Projects, Evaluation, Appraisal Criteria – Net Present Value, Benefit Cost ratio, Internal Rate of Return, Payback Period | 10 |
| 8. | Investment Management, Alternative forms of Investment, Investment Process, Market for Securities and Taxes, Valuation of securities | 3 |
| 9. | Credit Rating – Meaning of Credit and Rating Symbols by CRISIL, ICRA and CARE | 2 |
| 10. | Foreign Exchange, Exchange Rate Determination and Forecasting Risk Foreign Exchange and Interest Rates Risk and their management, Political Risk and its management, Inflation risk and its impact. Financial Swaps – Interest Rate Swaps and Currency Swaps. General Computer Applications | 5 |
| TOTAL | | 70 |