

Asst. Finance & Accounts Officer: Selection to the post will be based on written test and Interview.

Syllabus for written test and oral interview:

GENERAL FINANCIAL RULES, 2005.

PART - I

Chapter 4 : Government Accounts – Capital and Revenue Accounts (Rule 90 – 93)

Chapter 6 : Procurement of goods and services (Rule 135 – 185),

Chapter 7 : Inventory Management – Disposal of goods, modes of disposal (Rule 196,197,198,199 & 200)

Chapter 9: Grants-in-aid and Loans – Rule 206, 208, 209, 210, 212.

PART - II

1. Preparation of Bank Reconciliation Statement.
2. Preparation of financial statements of “Non-profit organizations”
3. Preparation of Cash Book
4. Direct Taxes – TDS provisions/e.TDS provisions