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राष्ट्रीय पर्यावरणीय स्वास्थ्य अनुसंधान संस्थान
NATIONAL INSTITUTE FOR RESEARCH IN ENVIRONMENTAL HEALTH
भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH
कमला नेहरू चिकित्सालय भवन, भोपाल
Kamla Nehru Hospital Building, Bhopal – 462001

Syllabus for Written Examination for Accounts Officer

Pay Band: Rs. 9,300 – 34,800+4600 GP

- General conditions of service
- Application of fundamental rules .
- Pay, kind of pay, Pay fixation on appointment, promotion, MACP, absorption etc.
- Maintenance of Cash Book, Ledger and other important registers, preparation of annual budget, revised budget estimates, receipt and expenditure and balance sheet.
- Compilation of annual accounts, Statement of TDS, Income Tax, General Financial Rules, Facilitation of annual audit of accounts, travelling rules, LTC Rules, rules pertaining to different kind of advances.
- Accounting Policies of ICMR, Accounting Package, Deposit work accounting,
- Reconciliation of bank accounts.
- Preparation of Bills.
- Passing of Bills, Medical Attendance Rules, Pay Fixation, New Pension Scheme Accounts,
- Payment of Pensionary Benefits etc.
- Purchase of Goods & Services.
- Tendering of advice to Director & Head of Office on financial matters.
- Drafting of notes in English & Hindi.
- General Computer Proficiency, MS-Office, Tally Handling