



Advertisement No. 02/2017/R-II

राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

Vacancy Notice

Applications are invited for filling up 6 Vacancies (OBC-1 & UR-5) of **Junior Accountant** in the PB-II of Rs. 9300-34800 with GP of Rs. 4200/- (pre-revised) by Direct Recruitment through open competition.

Candidates fulfilling the following eligibility conditions may apply in the performa given below.

Essential Qualifications:

1. Graduate in Commerce/Economics/other related subjects dealing with financial management from a recognized University.

Age Limit: Not exceeding 30 years.
Relaxable for Govt. servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.
10 years age relaxation for the employees of the Council.

The Scheme and Syllabus for the Written Examination are enclosed as Annexure-'I'.

The written test will be held at New Delhi.

Performa of Application

1.	Post applied for		Self Attested Photo
2.	Name		
3.	Father's Name		
4.	Date of Birth		
5.	Complete postal address		
6.	Email.id and Mobile Number with STD code		
7.	Educational Qualification		
8.	Experience, if any		
9.	Category to which belongs UR/SC/ST/OBC/PWD		
10.	Details of fees paid, if any		
11.	Signature of the Applicant with date		

The application duly signed and supported by self attested copies of Testimonials/Certificates with latest Passport Photograph (to be pasted on application) with Demand Draft/Indian Postal Order of Rs. 200/- payable in favour of "Secretary, NCERT at New Delhi (except for SC/ST/PWD/Women Candidates) should reach the Section Officer R-II, NCERT, Sri Aurobindo Marg, New Delhi-110016 within **15 days** from the date of vacancy notice published in the Employment News.

Incomplete application and application received after the last date will not be entertained.

Note: With reference to Vacancy Notice in the Employment News dated 20-26 January, 2018, those who had already applied, need not to be apply again.

The Council reserves the right to increase/decrease the number of vacancies and not to fill up any of the advertised position.

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Annexure - I

Syllabus for Junior Accountant

(For Advertisement and Information to the Candidates)

Name of the Paper	Type of Paper	Marks	Hours
Accountancy and Rules & Regulation (Practical)	Paper-1	Marks 200	3 Hrs
Rules and Regulation (Theory)	Paper-2	Marks 100	2 Hrs
Language Competency	Paper-3	Marks 100	1 Hrs

Detailed Syllabus		
Paper 1		
Syllabus Content	Details	Marks
Financial statements	1 Preparation of Receipts and Payment account 2 Preparation of Income and Expenditure account 3 Preparation of Balance Sheet	40
Bank Reconciliation Statement	Simple computations with given adjustments only	20
Taxation	Income tax provisions and slabs for current AY	30 (20 marks Numerical and 10 marks Theory)
MCQs/ 1 liner questions/definitions/ situations /comments/simple computations (<u>based on Accounting Process</u>)		30
FR/SR Practical (with Manual)*		
1. Pay Fixation as per Seventh CPC 2. TA Rules 3. Pension (Simple Calculations on Qualifying Service, Gratuity and Pension Calculation) 4. Leave Rules (Calculations)		80
Total Marks: 200		
*Note: Only Swami Compilation		

M. S. Chahal
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P. S. Jais
25/4/18

P. S. Jais
25/4/18

J. Singh
25/4/18

A. S. Jais
25/4/18

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Detailed Syllabus		
Paper II (without Manual)		
Syllabus Content	Details	Marks
FR/SR	1. Pay Rules 2. TA Rules 3. LTC Rules 4. Leave Rules 5. CEA 6. Foreign service 7. Joining Time 8. Pension(Only MCQs & One liners) 9. NCERT rules and regulations	60
Auditing	1. Concept 2. Internal check and Internal audit	20
Goods and Services Tax	Theory only	10
Budgeting	Preparation of Cash Budget	10
		Total Marks: 100

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Detailed Syllabus		
Paper III		
Syllabus Content	Details	Marks
Language Skills(English/Hindi) (This Section of the paper is to attempted either in English or in Hindi language)	1. Noting/Drafting 2. Preparing Circular, Office Memorandum, DO, Office Order (any one) 3. Letter writing/Précis writing (any one) 4. Comprehension Passage	40
General English	1. Verbal Reasoning 2. Idioms & Phrases 3. Sentence Correction 4. Grammar Aptitude 5. Antonyms/Synonyms etc.	30
General Awareness, Current Affairs, NCERT rules and regulations (This Section of the paper is to attempted either in English or in Hindi language)	--	30
Total Marks: 100		

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