

NO. F. 12-1/2017/R-II
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
SRI AUROBINDO MARG, NEW DELHI-110016

Dated: -28th May, 2018

NOTIFICATION

As approved by the Director, NCERT, Scheme and Syllabus for the post of Junior Accountant (50% Direct Quota) is hereby notified as under:

1. Annexure-'A'- Scheme and Syllabus for Candidates (enclosed)
2. Annexure-'B'-Scheme and Syllabus for Paper Setter (not to be circulated).

Scheme and Syllabus for the post of Junior Accountant (50% Limited Departmental Examination Quota) will remain in force, as notified vide Council Notification No. F.13-1/79-R-II dated 21.01.1980.


28/5/18
Under Secretary

Copy to:

1. All Head of Deptt./Division/Section
2. PS to Director, NCERT.
3. PS to Secretary, NCERT.
4. PS to Joint Director, CIET
5. Joint Director, PSSCIVE Bhopal
6. Principal, RIE, Ajmer/Bhopal/Bhubaneswar/Mysore/Shillong
7. Head, DICT, CIET with the request to kindly upload the same on the Website of NCERT at the link Announcement>Vacancy>Non-Academic.
8. All Notice Board.
9. Guard file.

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		

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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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