

SYLLABUS: ASSISTANT MANAGER (ACCOUNTS) in DTTDC Ltd.

(i) Financial Accounting

- Accounting principles, concepts, and standards
- Journal, ledger, trial balance; final accounts
- Depreciation, inventory valuation, rectification of errors

(ii) Cost Accounting

- Cost concepts and classification
- Costing methods (job, process, marginal costing)
- Budgeting and cost control techniques

(iii) Corporate/Company Accounts

- Share capital, debentures, financial statements
- Company accounts and basic provisions

(iv) Financial Management

- Time value of money; capital budgeting
- Working capital management
- Ratio analysis and financial decision-making

(v) Auditing

- Principles and types of audits
- Internal control and internal audit
- Audit procedures and reports

(vi) Taxation (Basics)

- Direct taxes (Income Tax – basic concepts)
- Indirect taxes (GST – fundamentals)

(vii) Government Accounting & Public Finance

- Government accounting system
- Budgeting, grants, and expenditure control
- Overview of General Financial Rules (GFR)

(viii) Banking & Financial Institutions

- Banking operations and instruments
- Role of RBI and financial institutions

(ix) Accounting Standards & Compliance

- Basic Accounting Standards/Ind AS (overview)
- Financial reporting and compliance requirements

(x) Computerized Accounting

- Tally/ERP basics
- E-accounting systems and digital payments