Tier-II Exam SYLLABUS FOR THE POST OF CHIEF ACCOUNTANT

- Financial Accounting
- Business Organisation & Management
- Business Economics
- Business Mathematics / Business Statistics
- Environmental Studies / Business Communication
- English / Second Language
- Business Laws
- Business Communication / Corporate Communication
- Business Statistics / Mathematics
- Computer Applications in Business
- Income Tax Law and Practice
- Cost Accounting
- Marketing Management
- Business Finance / Banking and Insurance
- E-Commerce / Computerized Accounting
- Corporate Accounting
- Auditing and Assurance
- Business Communication / Entrepreneurship Development
- Human Resource Management / Indian Economy
- Management Accounting
- Indirect Tax (GST)
- Financial Management
- Business Environment
- Elective Paper – I (e.g., Advanced Accounting / Banking & Finance / Marketing)
- Advanced Corporate Accounting
- Elective Paper – II (e.g., Auditing, Taxation, HRM, Marketing)
- Accounting & Finance
- Banking and Insurance
- Taxation
- Marketing
- Human Resource Management
- Computer Applications
- International Business

- Entrepreneurship
- Financial analysis & accounting
- Business decision-making
- Legal and tax compliance
- Communication & management skills
- Data interpretation & quantitative analysis

1. Accounting & Tally Fundamentals
Basics of Accounting
Tally ERP 9/Tally Prime Introduction
Accounting Masters
Voucher Entry

2. Inventory Management
Stock Management
Inventory Vouchers
Advanced Inventory

3. Taxation
Goods and Services Tax (GST)
Tax Deducted at Source (TDS)
Other Taxes

4. Financial & Business Management
Bank Reconciliation
Reporting: Generating financial statements (Balance Sheet, Profit & Loss) and MIS reports.
Budgets and Scenarios
Cost Centers and Categories

5. Advanced Features & Technology
Data Management
Security
Printing
Payroll

MS OFFICE COMPUTER COURSE

Word Processing (MS Word):
Introduction to text creation, formatting, mail merge, and table manipulation.
Spreadsheet (MS Excel):
Creating, editing, and formatting workbooks, using formulas and functions, and creating charts.
Presentation (MS PowerPoint):
Creating and automating slide shows, adding transitions and timings.
Other topics:
Basics of computer networking, email, and soft skills like personality development.

****