SYLLABUS: UDC (ACCOUNTS/ AUDITOR) IN DAMB

1.	Introduction to Financial Accounting and its terms.
2.	Accounting equation and Journal. Voucher Approach in Accounting
3.	Bank Reconciliation Statement
4.	Financial Management/Statements.
5.	Working Capital Management.
6.	Ledger Accounts
7.	Cash Book and others Accounting Books
8.	Elements of Double entry/Single Entry Book Keeping
9.	Trial Balance.
10.	Manufacturing &Trading Account,
11.	Profit Loss Account and Balance Sheet.
12.	Indian Financial Management System
13.	Cost Management-Budgetary control
14.	Knowledge of the accounting standards
15.	Income & Expenditure Accounts, Capital & Revenue, and Receipts & Payments
16.	Basic knowledge of Auditing
17.	Basic knowledge of Income Tax/ Corporate Tax
18.	Basic knowledge of GST / DVAT/Excise
19.	Basic knowledge of Company Law & Business Laws
20.	Knowledge of Accounting Software i.e. like tally etc
21.	Basic Computer Based questions i.e. MS Word, MS Excel, PowerPoint, Operating System, Hardware & Software, Memory device.