SUBJECT SPECIFIC SYLLABUS FOR THE POST OF ASSISTANT ACCOUNTS OFFICER:

Based on advance knowledge of Academic field (Financial Accounting, Cost management & Taxation)

(A) Financial Accounting:

1. Basic concepts of Accounting: single and double entry, Accounting concepts and conventions, Books of Original Entry, Bank Reconciliation, Journal, Ledgers, Trial Balance, Rectification of Errors, Distinction between Capital and Revenue Expenditure.
2. Bills of Exchange
3. Depreciation Accounting
4. Valuation of Inventories
5. Adjusting and closing entries, Profit & Loss Accounts, Balance Sheet
6. Accounts of Non-profit organizations—Receipts and Payments and Income & Expenditure Accounts and Balance Sheet
7. Accounts from Incomplete Records
8. Royalty and Lease accounts
9. Branch and Department accounts
10. Concepts of interim reporting, Segment reporting, Corporate Social Responsibility
11. Accounting for Joint Ventures
12. Analysis of Financial Statements: Ratio Analysis, Common-Size Statements, Comparative Statements, Trend Analysis, Funds Flow Analysis/Statements, Cash Flow Analysis/ Statements Section
13. Introduction to Accounting Standards issued by the Institute of Chartered Accountants of India
14. Uniform Format of Accounts for Central Autonomous Bodies, prescribed by Government of India.

(B) Cost Management:

1. Cost Accounting Concepts
2. Prime Cost: Materials, Labour and Direct Expenses
3. Overheads – Office and Administration Overheads, Other Overheads
4. Books of Accounts in Cost Accounting
5. Cost Accounting Records Rules
6. Reconciliation of Cost and Financial Accounts
7. Job, Batch and Contract Costing
8. Process Costing, Operation Costing and Operating Costing
9. Production Accounts and Cost Sheets
10. Marginal Costing, Differential Costs and Cost Volume Profit Relationship
11. Standard Costing including Variance Analysis
12. Capital Budgeting and Discounted Cash Flow Techniques

(C) Taxation:

Income Tax)

1. Assessment year, Previous year, Person, Assessee, Charge of income-tax, Income, Gross Total Income, Total income and tax liability, Agricultural Income, Difference between exemption and deduction, Definition of Manufacture, Capital Asset, Company, Fair market value, Capital receipts vs Revenue receipts, Capital expenditure vs Revenue Expenditure, Method of accounting, Residential status of Individual & Company, Relation between residential status and incidence of tax, Receipt & Accrual of income, Income deemed to accrue or arise in India,
2. Income Computation and Disclosure Standards (ICDS).
3. Profits and gains of business or profession - Principles and Computation: Chargeability, General principles governing assessment of business income, Method of accounting, Scheme of deductions and allowances, Depreciation;
4. Capital gains - Principles and Computation: Meaning of capital asset, Transfer of capital asset, Computation of capital gain, Full value of consideration, Expenditure on transfer, Cost of acquisition, Cost of improvement, indexed cost of acquisition and indexed cost of improvement, Problems on computation of Long Term Capital Gains (LTCG) Tax.

(GST)

1. Constitutional Aspects, GST Council, Administration of GST, Assessment and Audit, Dual GST Model, GST (Compensation to States) Act, 2017 GST Network,
2. Levy and collection of CGST & IGST - Application of CGST/IGST law, concept of supply including composite and mixed supplies, inter-State supply, intra-State supply, supplies in territorial waters, charge of tax, exemption from tax, composition levy, Distribution of IGST,
3. Place of supply, time and value of supply,
4. Input Tax Credit, Computation of GST Liability, Procedures of GST - registration, tax invoice, credit and debit notes, electronic way bill, accounts and records, returns, payment of tax including reverse charge, refund, job work, provisions relating to e-commerce, GST Forms.

(D) Miscellaneous:

1. Audit objectives, scope of Audit and Auditing Standards.
2. Government Budgeting and Budget Management.
3. Knowledge of Information Technology including MS Office and Accounting Software.