

SCHEDULE-B

SYLLABUS FOR DIRECT RECRUITMENT OF FINANCE & ACCOUNTS OFFICER / TREASURY OFFICER (Group 'A' / Gazetted).

The Finance and Accounts Officers / Treasury Officers examination will be held in two successive stages viz:-

- (i) Preliminary Examination (Objective Type) and
- (ii) Main Examination (Conventional Type-written and personality test).

A number of candidate to be selected on the results of the preliminary examination will be allowed admission in the Main Examination (written) and number of candidates to be selected on the basis of the result of the Main examination (written) will be called for Personality Test.

Syllabus for Direct Recruitment in Arunachal Pradesh Finance & Accounts Officers and Treasury Officers Examination.

1. Preliminary Examination:-

The preliminary examination will consist of only one paper on "General Studies". The question paper will be an objective type consisting of 200 multiple choice questions. The paper will carry 200 marks and will be of 2(two) hours duration. The standards of the papers will be the level of knowledge as expected of as a Bachelor of Commerce of recognized Indian University / Institute. The paper will include question covering the following fields of knowledge.

<u>Sl.No.</u>	<u>Subject</u>	<u>Marks</u>
1.	English	25
2.	General Knowledge including General Mental Ability.	25
3.	Current events of national & International importance.	25
4.	Geography of India with special reference to Arunachal Pradesh.	25
5.	Indian Economics & Indian Political system.	25
6.	History of India with special reference to Arunachal Pradesh.	25
7.	Constitution of India with special reference to planning Commission, Finance Commission, Finance, Accounts & Audit.	25
8.	Commerce.	25

The preliminary Examination is meant to serve as a screening test only. The marks obtained in this examination will not be considered for the final selection. Only those candidates who will be declared qualified in the preliminary examination in a year will be eligible for admission to the Finance & Accounts Officer / Treasury Officers' main examination.

2. Main Examination

The main examination will be held in two stages, viz.,

- (i) Written Examination
- (ii) Personality Test.



The written Examination will be in two parts-

* (a) Compulsory papers and

** (b) Optional Papers.

*(a) **Compulsory Papers** : There shall be 3(three) compulsory papers as stated below:-

(i) General Knowledge & Current Affairs – 100 marks.

(ii) English essay & Precis writing / grammar / composition100 marks.

(iii) Commercial Mathematics100 marks. –

** (b) **Optional Papers** : Candidates for the aforesaid examination shall take up any three papers from the following list of the subjects:-

i) Statistics

ii) Banking

iii) Economics

iv) Advanced Accountancy

v) Advanced Commercial Geography.

vi) Business Organization and Methods.

vii) Commercial and Industrial Law.

viii) Auditing.

ix) Costing.

x) Taxation Laws and Practice.

Each of the compulsory and Optional Papers will carry 100 marks and will be of three hours' duration in each paper.

3. **Personality Test**: There shall be personality test carrying 75 marks. A number of candidates selected in order of merit on the results of the written examination will be called for the Personality Test. The standard of optional papers will be that of the graduate level of an Indian University. The minimum qualifying marks for each subject shall be as per OM. No. – 54/2006 dated 7th January, 2008.

i) **Statistics** : Meaning and scope of statistics- statistics as applied in the field of the Business and Economics, Compilation, Classification and Tabulation of Data. Frequency distribution and Graphs – Diagrammatic representation including different types of charts, bar diagram, pie diagram, Histogram, pie-diagram Measures of Central tendency – Compilation of Arithmetic Mean, Median, Mode, Other Measures of Central Tendency. Measures of dispersion- Meaning of dispersion range. Mean deviation and Standard deviation. Quartile deviation. Movements and Measures of skewness and Kurtosis: The normal curve – standard form –properties of normal curve. Linear Regression and Correlation. Time series, moving average. The least square method- fitting of straight lines. Business fore casting. Index number and their uses problem in construction of the index numbers- cost of living index numbers- Indian example Fishers ideal index – Time reversal test. The main sources of official statistics – their character and meaning – shortcomings of official statistics.

ii) **Banking** :

(a) **Banking theory** : General structure and Method of Commercial Banking- the management of Banking resources- Loans and advance – investments- Acceptance Cash reserves - market rate of discount – Recent tendencies of Commercial banks- Trends towards mixed banking. – Theories of assets management – Real Bill Doctrine – its applicability in modern conditions- shift ability and anticipated Income Theories – term lending –Indian Banking- Structure of their assets and liabilities- The Banking Companies Act, 1949- Role of Indian Commercial Bank in economical development- Central Banks – objectives and

functions- Discount Rate policy – Open market operations – Variable Reserve ratio – selective Credit Control Measures of the Reserve Bank of India.

(b) **Banking Practice:-** Relation between the Banker and the Customer – Deposit Accounts – Current Account- Accounts of Minor, Infants, Joint Accounts, Bankrupts – Partnership –Trading Companies – The Cheques and Bills of Exchange Daily Balance- The General ledger – Deposit Receipt Purchase and sale of Stocks and Shares- Foreign Exchange Business.

(c) **Banking Law:** Banking and the Customer- Bankers entries in the Pass Book- paying Banker and the Collecting Banker – Sufficient reason for refusing payment – Risks and duties of paying Bankers and their Statutory protection of Collecting Banker- The Negotiable Instruments Act – Advances against securities – Advances against Guarantee and Indemnity – The form of a Bank's Guarantee – The banker and the Guarantor- Advances against collateral securities – Hypothecation and mortgage- Advance against goods and documents of title goods – Bills of lading – Dock and Ware house warrants- letter of Hypothecation – Advance against Land and building.

(d) **Currency and Foreign Exchange:-** Money in modern Economy – Value of money – measurement of changes in the value of money – Effect of changes in the value of money- Theory of inflation and Deflation- Control of inflation and Deflation. Monetary standards-I.M.F. Foreign Exchange Theory – Exchange Control.

iii) **Economics:** Subject matter and scope. Theory of Consumer Demand, Theory of the firm under different market forms.

- Factor Pricing – Wages, Interest, rent and Profits.

- Monetary Systems- Commercial Banking and Central Banking.
- Monetary Theory-Income, Employment and output – Value of Money- Inflation and Deflation.
- Monetary Policy- International Trade and Foreign Exchange- Balance of Payments- Exchange Rate Determination- Exchange Control.
- Government Finance- Taxation-Public Expenditure- Fiscal Policy, Economic Planning.

(iv) **Advanced Accountancy :** Funds flow analysis- Purchase of Partnership firm by limited company – Merger or absorption of companies- Reduction or reconstruction of capital-valuation of goodwill- valuation of shares- Holding company accounts and consolidated balance sheet- Branch Accounts including foreign branches – Double accounts for Public Utility Undertakings- Loss of Profits insurance – Government accounts- Ratio analysis from Published Accounts- Presentation of published accounts and Schedule VI of companies Acts- Alternative ways of presenting published accounts.

(v) **Advanced Commercial Geography:** Bridging space and time in economics Location of economic activities and trade as observed of each other in relation to space factor movements and commodity movements as alternatives- trade as bridging time similarity and non distinguish ability between trade and production. The concept of region in economics.

Economic theory of location: Factors promoting location of production and trade- Geographical and natural factors- Historical factors- Economic factors. Measurement of location and localization – coefficient of localization and spatial

concentration – Measures by alternative indicators. Advantages and Disadvantages of localization.

Economic Theory of interregional and International trade- its limited applicability-absolute and relative advantages- comparative costs- Measurement of comparative cost balancing, cost advantages with cost of trade and transport- trade as transcending location – storage and transportation- essential elements of trade- commodity movements as substitute for factor movements. Economic significance and the real social cost of trade. Possible nature of malfunctioning of location and trade as elements of economic.

(vi) **Business Organization and Methods:** Taylor's Scientific Management- Fayol's general management- principles- More recent schools of management thought, e.g., Behavioral Science, Quantitative Methods etc.- Management as decision making.

- Organization Structure: Authority- responsibility relationships- Communication channels- functional organization – Decentralized structure and arguments for and against them- legal forms of business in India and their distinguishing characteristics, e.g, firms, Hindu Undivided family, Company- Private and Public Government Companies.
- Management Process: Delegation- objective and policies- Participative management practice- Long range planning- Training and development of human resources- Appraisal of performance- control and coordination- "Management by objectives" and other total approaches to management.

Basic ideas about production management, marketing management, purchase management, financial management- Public Sector Management in India.

vii) **Commercial and Industrial Law:** Understanding the Structure of Commercial Law- Fundamental of the law of contract and the Indian contract Act- Special cases of contract- Negotiable instruments, bailment and associated areas. The problem of fictitious legal personality – The limited liability company as a special case- The social problem created by the operations of such fictitious persons- The salient points of the Indian Companies Act. The Monopolies and Restrictive Trade Practice Act. The necessity of protecting weaker parties in a contract and of protecting social interests as basis of industrial law- The salient points of the Indian Factories Act and associated legislations. Labour laws- divided into laws relating to wages and industrial disputes. The principal points covered by the Indian Trade Unions Act and Industrial Disputes Act- Payment of Wages and Minimum Wages Acts. Welfare, Wealth and safety measures in important labour laws.

viii) **Auditing:** The general idea of auditing- The limited special significance in corporate legislation- Statutory audit- The conventional procedure of statutory audit- Necessary extent of checking and verification- Extent of physical verification where necessary- Audit report- Auditor's duties and responsibilities- Associated provisions of the Indian Companies Act. The special case of and provisions for cost audit. Auditing and Accountancy- The general meaning of the term auditing- Authorization audit, propriety audit and achievement audit- Plan fulfillment as audit- Auditing in the non- corporate sector. The structure, nature and special features of Government audit. The office of the Auditor- General and Comptroller in the Indian Constitution- Indian Audit and Accounts Service- Performance of the government audit system- Government Audit and the Parliament- Audit of different types of Government organizations. Auditing and

the unorganized Sector- Where auditing legally necessary- Auditing and Taxation-
Social significance of auditing- Nationalization of auditing.

ix) Costing: Cost classification (a) Prime costs and overheads, (b) Direct or variable or marginal cost and fixed cost – imputed, opportunity and sunk cost concept- Perpetual inventory system for material – Booking of labour time. Full cost methods or Absorption costing : job costing, Process costing and contract costing- Allocation and apportionment of overhead costs through various base.

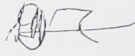
Costing for Decision making: Marginal costs- Contribution- Limiting factor- Break Even analysis- Profit- Volume ratio- Differential costing- Decision like: make or buy, accept or reject an offer, shut down or keep running a department or branch etc.

Costing for Control: Standard costing- Budgetary control- Their comparison- Responsibility accounting or reporting- Variance analysis of materials, labour and overheads.

x) Taxation Laws and Practice: Direct Taxes:
Income Tax procedure for assessing taxable income of individuals and partnership firms- Various heads of chargeable income- Various relief – Cases.

Company taxation- Various adjustments to published profit figures for assessment purpose- various kind of tax incentives for new fixed investments, new companies etc. cases.

Indirect taxes- Sales tax laws and procedures – Inter- State sales tax problems. Excise duties on purchases and sales.



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