Annexure-I

SYLLABUS FOR DIRECT RECRUITMENT TO THE POST OF FINANCE & ACCOUNTS OFFICER/TREASURY OFFICER AND SUB-TREASURY OFFICER.

COMMERCIAL MATHEMATICS

1. **Percentage**
   - Conversion between fraction, decimal, percentage
   - Percentage increase and decrease
   - Comparison of percentages
   - Successive percentage change
   - Relationship between quantities using percentage

2. **Profit, Loss and Discount**
   - Cost Price (CP), Selling Price (SP)
   - Profit and Loss percentage
   - Marked Price (MP)
   - Trade discount
   - Successive discount
   - Profit or loss after discounts
   - Equal profit and loss situations

3. **Simple Interest (SI)**
   - Principal, Rate, Time relationship
   - Finding rate, time, principal
   - Interest over different periods
   - Multiple loans at different rates

4. **Compound Interest (CI)**
   - Compound Interest
   - Annual compounding
   - Half-yearly/Quarterly compounding
   - Difference between SI and CI
   - Compound Interest for factional

5. **Banker's Discount and Bills of Exchange**
   - Bill of exchange
   - True Discount
   - Banker's Discount

- Banker's Gain
- Present worth of a bill
- Time of bill

6. Partnership and Division of Money

- Investment sharing
- Profit distribution
- Division of sum with equal interest conditions
- Loans at different rates

7. Ratio and Proportion

Basic quantitative comparison.

- Ratio formation
- Ratio from percentage difference
- Comparison between numbers
- Proportion relationships
- Direct/Indirect proportions

8. Time and Interest Applications

Problems combining time and finance.

- Time value of money
- Settling accounts
- Present value calculations
- Interest for fractional time periods

9. Probability

- Probability formula
- Coin toss probability
- Simple problems on Event outcome

10. Linear Equations/Algebraic Word Problems

- Forming equations from statements
- Solving single variable equations, Quadratics Equations
- Percentage equations

11. Time and Work

- Arithmetic Mean, Problems on Average Speed, Average Age etc.
- Work rate problems
- Efficiency comparison
- Work-Wages problems

12. Basic Statistics

- Mean
- Median
- Mode