



**Office of the Chief Executive Officer
Shri Mata Vaishno Devi Shrine Board, Katra**

Syllabus for the posts of Accounts Assistant

The syllabus for Written Test (Objective Type) of the above mentioned posts are as under:

S. No	Subjects	Marks assigned
1	General English	10
2	Accountancy & Book Keeping	15
3	Statistics	10
4	General Awareness	10
5	Shri Mata Vaishno Devi Shrine, Culture and Mythology	15
6	Mathematics	10
7	Computer Applications	05
8	General Economics	05
Total		80
Interview		20
G/Total		100

GENERAL ENGLISH

10 Marks

- (i) Tenses
- (ii) Comprehension
- (iii) Editing / Proof Reading.
- (iv) Rearranging of jumbled sentences
- (v) Narration
- (vi) Modals
- (vii) Articles
- (viii) Paragraph writing with blanks to be filled in with the following
 - i. Phrases
 - ii. Pronouns
 - iii. Homonyms/Homophones etc.
- (ix) Clauses
- (x) Punctuation
- (xi) Synonyms and antonyms
- (xii) Idioms and phrases.
- (xiii) Uses of Prepositions
- (xiv) Active & Passive Voice
- (xv) Error Spotting
- (xvi) Sentence Correction
- (xvii) Spelling Correction

ACCOUNTANCY & BOOK KEEPING

15 Marks

- (i) Introduction to Financial Accounting and its terms.
- (ii) Accounting equation and Journal.
- (iii) Voucher Approach in Accounting.

- (iv) Bank Reconciliation Statement.
- (v) Financial Management/Statements.
- (vi) Partnership Accounts.
- (vii) Ledger Accounts.
- (viii) Cash Book, Financial Audit.
- (ix) Elements of Double entry Book Keeping.
- (x) Trial Balance.
- (xi) Trading Account.
- (xii) Profit Loss Account and Balance Sheet.
- (xiii) Concept of Social Accounting, Social Audit and cash based single entry system of accounting.
- (xiv) Public Financial Management System (PFMS).
- (xv) Indian Financial Management System.
- (xvi) Taxation, Tax Laws- Direct, Indirect
- (xvii) **Cost Management**-Budgetary control
- (xviii) Cost Accounting
- (xix) Developments in Accounting

STATISTICS

10 Marks

- (i) Primary and secondary data.
- (ii) Methods of collecting Primary and Secondary Data
- (iii) Preparation of questionnaires
- (iv) Tabulation and compilation of Data
- (v) Measures of central Tendency
- (vi) Theory of Probability
- (vii) Theory of Attributes- Basic concepts and their applications.
- (viii) Theory of Index Numbers: Tests of Index numbers- Wholesale and consumer price Index numbers.
- (ix) Demography-Census, its features and functions.
- (x) Vital Statistics- Measures of fertility, Crude fertility rates, specific fertility rates, gross and net reproduction rates., Measures of Mortality

GENERAL AWARENESS

10 Marks

- (i) Indian History with special reference to Freedom struggle
- (ii) Indian Constitution- Basic features- Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy
- (iii) First in world (Adventure, Sports, Discoveries)
- (iv) First in India (Adventure, Sports, Discoveries)
- (v) Popular Personalities (Politics, Scientific discoveries, Geographical, Sports, History)
- (vi) The Newspaper world – (Current Dailies & Weeklies of India)
- (vii) Languages & Culture
- (viii) Science & Technology
- (ix) International Organisations- UNO, WHO, WTO, IMF, UNESCO, UNCTAD etc.

- (x) Important Regional Organizations and Blocs- BRICS, OPEC, ASEAN, SAARC, BIMSTEC, G-20, G-7 etc.
- (xi) Sustainable Development Goals
- (xii) Communicable Diseases- cure and prevention
- (xiii) NCDC- COVID-19 - SOPs, Advisories, Guidelines etc
- (xiv) World famous Awards
- (xv) The world of Sports
- (xvi) Agriculture in economic development; Industrialization and economic development.
- (xvii) Foreign Trade & Balance of payments
- (xviii) New economic reforms
- (xix) Inflation, Monetary Policy, Fiscal Policy, Capital Markets, Role of RBI, Taxation in India- Direct & Indirect Tax - CBDT, GST etc.
- (xx) India's Atomic Research Programme,
- (xxi) Thermal / Nuclear/ Hydro Power Plants in India.
- (xxii) Current Events of National and International importance
- (xxiii) Political & Physical divisions of India
- (xxiv) Indian Culture, Heritage and Freedom Struggle/Movement.
- (xxv) Demography- Census, its feature and functions.
- (xxvi) Important Rivers & Lakes in India.
- (xxvii) Weather, Climate, Crops, Means of Transport of India.
- (xxviii) J&K UT
 - a) Popular names of personalities and their achievements/ Contribution.
 - b) Weather, Climate, Crops, Means of Transport.
 - c) J&K History, Economy and Culture
 - d) Flora and Fauna of J&K
 - e) Rivers and Lakes.
 - f) Important Tourist Destinations.
 - g) J&K Panchayati Raj Act, 1989 (as amended upto December, 2020), 73rd & 74th Constitutional amendments.
 - h) J&K Reorganisation Act, 2019

SHRI MATA VAISHNO DEVI SHRINE, CULTURE & MYTHOLOGY

15 Marks

NUMERICAL AND MENTAL ABILITY TEST

10 Marks

- (i) Simple/Compound interest.
- (ii) Linear equations with two variables.
- (iii) Permutations/ Combinations & Binomial Theorem.
- (iv) Limits & Derivatives.
- (v) Set Theory- Basic Concepts and Applications.
- (vi) Relations and Functions
- (vii) Matrices & Determinants
- (viii) Probability
- (ix) Coordinate & Three dimensional Geometry
- (x) Vectors.

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COMPUTER APPLICATIONS

05 Marks

- (i) Fundamentals of computer sciences
- (ii) Hardware & Software
- (iii) Input & output devices
- (iv) Operating system
- (v) M.S Word, M.S Excel, M.S Access, M.S Powerpoint Presentation & PDF
- (vi) E-mail & Internet
- (vii) Concept of Computer Virus & Latest Anti Virus
- (viii) Role of Information Technology in Governance

GENERAL ECONOMICS

05 Marks

- (i) Introduction of Economics- Basic concept and **Principles**
- (ii) Fiscal & Monetary Policy- Meaning, Scope and **Methodology**
- (iii) Theory of consumers demand using indifference curve technique
- (iv) Demand Analysis
- (v) Factor Pricing -Marginal productivity Theory & **Ricardian** Theory of Rent.
- (vi) Pricing under various forms of Market.
- (vii) Factors of production & Laws of Production.
- (viii) Concept of Economic Growth and its measurement
- (ix) Characteristics and problems of developing economy
- (x) Planning vs Market Economy.
- (xi) Economic Reforms in India
- (xii) Concept & Measurement of National Income.
- (xiii) Role of RBI.

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