



Estd. 1949

Accredited Grade 'A' by NAAC

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

**SYLLABUS FOR THE WRITTEN TEST FOR
THE POST OF CHIEF ACCOUNTS OFFICER**

Unit 1:

History and Culture of Gujarat

Unit 2:

English/Gujarati/Hindi Grammar

Unit 3:

Current Affairs of India and Gujarat

Unit 4:

Computer theory with reference to basic knowledge of computer applications

Unit 5 (Topics Related to Post Notified by the University)

Financial Accounting: Basic terminology, Concepts and Conventions, Preparation of Journal, Ledger, Types of Errors- Rectification of Errors - Rectification entry, Preparation of Bank Reconciliation Statement

Accounting for Government Grants/Subsidies., Donations,

Accounting Standards-Meaning, Need, Importance -its applicability

Preparation of Financial Statements- Balance sheet, Statement of Income and Expenditure, Maintenance of Records

Cost Accounting- Concepts, Classification of cost, Methods and techniques of Costing, Preparation of Cost sheet, Quotations and Tenders, Budget, Budgeting and Budgetary control Preparation of budget

Computerized Accounting: Tally, ERP, SAP (Word, Excel, PPT-MS Office), M.I.S., Data base

Taxation: Income tax, TDS, GST, Service tax, Government Cess, Education Cess, Property tax, vehicle, Professional tax

Investment Decisions and its Accounting (Fixed deposit, Shares, Land etc.)

Payroll: Salaries and its deduction, Pension, Retirement benefits, Gratuity, leave encashment, Pay fixation, LTC

Contemporary issues, Current Trends and Recent developments in the field of Accounting and Financial Management

NOTE:

- The objective type test shall consist of 50 Multiple Choice Questions (MCQs).
- The Objective test shall be of 100 Marks.
- Each question shall carry weightage of 2 marks.
- There will be NO negative marking.
- The candidate shall have to attempt all questions.
- Duration of the test will be of 1 hour.
- The University reserves right to set questions having heterogenous weightage across different units considering the post notified by the University.