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Notification

Tentative date of Computer Based Test (CBT) & Indicative syllabus for the posts of A.O.S./Finance & Assistant/Finance (Advt. No. 02/2024)

The Computer Based Test (CBT) examination for the posts of A.O.S./Finance & Assistant/Finance (Advt. No. 02/2024) will be tentatively conducted on **02.04.2024 (Tuesday)** and admit cards for the same will be made available in due course.

The scheme of CBT exam is as under:

- a) **Test of General Awareness:** 10 Marks/10 Questions.
- b) **Test of English Language:** 10 Marks/10 Questions
- c) **Test of Professional Knowledge [Discipline related]:** 80 Marks/80 Questions.
Total Marks: 100 Marks/100 Questions.
- d) **Duration of computer based test is 120 minutes (2 hrs.).**
- e) **There will be no negative marking.**

The indicative syllabus for the posts of A.O.S./Finance & Assistant/Finance (Advt. No. 02/2024) is annexed.

Indicative Syllabus for the post of A.O.S/Finance & Assistant/Finance
(Advt. No. 02/2024)

1. Discipline Related syllabus:

S. No.	Topic
1.	Accounting Policies.
2.	Accounting Assumption.
3.	Basic knowledge of Accounting standards (Conceptual knowledge of Ind AS).
4.	Preparation of financial statements –Statement of profit and loss, Balance sheet and cash flow statement; (including adjustments).
5.	Basic Accounting Ratios.
6.	Advance tax, tax deduction at source and introduction to tax collection at source.
7.	Goods and Services Tax (GST) laws (Covering topics such as Levy and collection of CGST, SGST and IGST, Tax invoice; Credit and Debit Notes; Electronic way bill, Returns, Input tax credit, Computation of GST liability).
8.	Basic knowledge of building cess.
9.	Knowledge of Tendering process.

2. Other Topics

- a. General English.
- b. General Awareness.

Note: The above mentioned topics are indicative in nature and only covers broad areas. However, question paper may comprise questions from other areas also.