

ANNEXURE B

Syllabus for Written test for the Post of Sub Accountant-cum-Sub Auditor

Total Marks:100

Medium: English

Time: 1 Hours

1. Basics of Accounting

Introduction, Book Keeping, Book Keeping & Accounting, Origin of Accounting, Importance, Development, Functions of Accounting, Limitations of Accounting, Classifications of Accounting, Accounting Equation, accounting Methods, Accounting terminology, Process of accounting: Journal Entries, Books of Subsidiaries, ledger, Posting, Process of Posting, Vouching, Trial Balance, Adjustments, Final accounts, rectification of errors, Compound Entries, Bills of Exchange, Bank Reconciliation Statement, Capital and Revenue Accounts, Depreciation Accounts, Accounts of Non-Profit Organisations, Accounting Concepts, Accounting Conventions, Accounting Policies, Accounting Principles, GAAP, Accounting Standards, Indian Accounting Standards, International Accounting Standards and IFRS (International Financial Reporting Standards), role of Computer in Accounting, Tally accounts

2. Advanced Accounting

Consignment Account, Joint Venture Account, Fire Insurance Claim Account, Hire Purchase Account & Instalment System, Royalty Accounts, Departmental Accounts, Branch Accounts, Final Accounts of Insurance Company, Government Accounting, Accounts of Banking Companies, Partnership Accounts, Reconstruction of Partnership, Admission of a new Partner, Death/retirement of a partner, Piecemeal Distribution and Dissolution of Partnership firm, Final accounts of Partnership Accounting Standards for Local Bodies (ASLBs) Issued by ICAI.

3. Auditing

Meaning & Basic Elements, Characteristics, Objectives, Types, Advantages Internal Control, Investigation, Statutory Auditor: Appointment, Qualification, Rights and Duties – Secretarial Audit, Cost Audit, Vouching; Meaning and Objectives, Types, Valuation of Assets and Liabilities,



एन.एफ.एस.यू. मुख्यालय | NFSU Headquarters

Address: Sector-9, Gandhinagar, Gujarat-382007 Ph: 079-23977102/103, Fax: 079-23247465

Web: www.nfsu.ac.in

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Company Audit and related Provisions of Companies Act,2013, Auditor's Report & Certificate, Tax Audit, Cost Audit, Audit Program.

4. Income Tax Act:

Assessment of Individuals, HUF, Firms (including LLP), Association of Persons (AOPs), Co-operative Societies, Trusts, Charitable and Religious Institutions, Mutual Associations, Companies, Dividend Distribution Tax (DDT), Minimum Alternate Tax (MAT) and other special provisions relating to companies, Tax Planning, Evasion and Avoidance, Residential Status, Heads of Income, Taxation of Non-Residents, Double taxation Relief, Double Taxation Avoidance Agreements (DTAAs), Return of Income and procedure of Assessment, Income of other persons included in Total Income of an Assesse, Aggregation of Income and Set off or Carry Forward of Losses, Deductions in computing Total Income, Rebates & Reliefs, Applicable Rates, of Tax and Tax Liability, Advance Rulings, Settlement Commission, Appeals and Revision, Penalties and Prosecutions, Income Tax Authorities.

5. Goods and Service Tax (GST)

Constitutional framework of Indirect Taxes before GST (Taxation Powers of Union & State Government), Concept of VAT: Meaning, Variants and Methods, Major Defects in the structure of Indirect Taxes prior to GST, Rationale for GST, The Constitution (One Hundred and First Amendment) Act, 2016, Structure of GST, GST Council, GST Network, Registration, Levy and collection of GST: Taxable event, "Supply" of Goods and Services, Place of Supply: Within state, Interstate, Import and Export, Time of supply, Valuation for GST, Valuation rules, taxability of reimbursement of expenses, Exemption from GST: Small supplies and Composition Scheme, Classification of Goods and Services: Composite and Mixed Supplies, Input Tax Credit, GST Acts: The Central Goods and Service Tax Act-2017, The Integrated Goods and Service Tax Act-2017, The Goods and Service Tax (Compensation to States) Act-2017.

6. General Financial Rules (GFR), 2017 with latest amendments.



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