



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

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Syllabus for Written Test for the Post of Accountant

Pattern of Examination: The Written Test will be for 100 marks and will have three Sections *viz.*,

General English [Communication Skills] – 10 marks.

General Arithmetic – 40 marks.

Work related topics – 50 marks.

The questions may be objective or descriptive, or both. Securing a minimum of 50% in Work related topics is mandatory for consideration of candidature. Relaxation for SC, ST, OBC, and PWD will be as per instructions of Govt. of India.

Syllabus for Work related topics: Basically, knowledge of the Government of India's accounting procedures and maintenance of accounts prevailing in central government offices will be tested. The following are some of the topics that form the syllabus for this paper. These topics are mentioned for illustrative purpose only.

1. Types of Accounts.
2. Ledgers.
3. Journal Entries.
4. Trial Balance.
5. Trading Account.
6. Profit and Loss Account.
7. Receipts and Payment Account.
8. Income and Expenditure Account.
9. Balance Sheet.
10. Bank Reconciliation Statement.
11. Rectification of Errors.
12. Accrual Method of Accounting etc.

Candidates are informed that the answers to the questions will be solely based on the contents in standard textbooks on the subject.

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