

## Annexure: "B"

Syllabus for written test (Objective Type ) for the post of panchayats Accounts Assistant

Marks:120

Time:02:00 hours

### General Knowledge with special Reference to J&K (30 Marks)

- i. Popular names of personalities (Religion, Politics, Scientific discoveries, Geographical, sports, History)
- ii. Constitution of J&K-Formation, Fundamental rights, Directive principles.
- iii. 73<sup>rd</sup> amendment of constitution of India.
- iv. Centrally sponsored Schemes -Guidelines and objectives.
- v. Important Tourist Destinations.
- vi. History of J&K State- Places and their importance.
- vii. Sustainable Development Goal.
- viii. Agriculture in economic development, industrialization and economic development.
- ix. Panchayati Raj Act, 1989 (as amended upto October, 2018 and rules)
- x. Climate and crops in State and India.
- xi. Current events of State. National and international level.

### Mathematics/Statics (10 Marks)

- i. Theory of probability.
- ii. Tabulation and compilation of data.
- iii. Methods of collecting primary and secondary data.
- iv. Theory of Attributes-Basics concept and their applications.
- v. Sampling and Non-Sampling errors.
- vi. Analysis of Time series components.
- vii. Demography-Census, its features and functions.
- viii. Vital statistics-Measures of fertility, Measures of Mortality, specific fertility rates, gross and net reproduction rates.
- ix. Set theory-basic concepts & Applications
- x. Matrices & Determinants, simultaneous Linear Equations

**General Economics (10 Marks)**

- i. Introduction of Economics-Basis concept and principles.
- ii. Gross Domestic Product (GDP) and Budgeting including own resource generation and budgeting for panchayat.
- iii. Growth -Fiscal Policy, Meaning, Scope and Methodology
- iv. Production, cost and efficiency.
- v. Factors of production and laws.
- vi. Demand Analysis.
- vii. Theory of Consumers demand using difference curve technique.
- viii. Pricing under various forms of Markets.
- ix. Concept of Gram Panchayat Development plan (GPDP).

**Knowledge of computer Application (30 Marks)**

- i. Introduction and objectives.
- ii. Basic Applications of computer and its component.
- iii. Bringing computer to life.
- iv. Fundamentals of computer science.
- v. Hardware & Software, concept of Open Source Technologies.
- vi. Input & Output Devices.
- vii. Knowledge of MS word, MS Excel, MS Access, MS Power Point, PDF, Internet and E-Mail.
- viii. Concept of Computer Virus & latest Anti-virus.
- ix. Terms and Abbreviation used in IT.

**Accountancy & Book Keeping (30 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. Rules of Journalizing.
- xi. Trial Balance.
- xii. Trading Account.
- xiii. Profit loss account and Balance Sheet.
- xiv. Concept of Social Accounting, Social Audit and cash based single entry system of accounting.
- xv. Public Financial Management system (PFMS)

**Science:-(10 Marks)**

- i. **Biology:** Important inventions and their inventor, Important and interesting facts about human body parts, Nutrition in Animals and Plants, Diseases and their causes like Bacteria, Viruses and protozoa.
- ii. **Chemistry:** Chemical Properties of Substance and their uses, Chemical Name of important substances like plaster of Paris etc. Chemical Change and physical Change, Properties of gases, Surface Chemistry, Chemistry in Everyday life.
- iii. **Physics:** Important inventions and their inventor, S.I Units, Motion, Sound Light, Wave, Energy, Electricity.

Sd/=

Under Secretary To Govt.  
Rural Development & Panchayati Raj  
Civil Secretariat, Srinagar/Jammu.