

SYLLABUS
JUNIOR ACCOUNTS OFFICER

- LTC, Office Procedure, TA rules
- Pay and Allowances
- New Pension Scheme
- RTI Act- 2005
- Accounting rules and procedures
- Medical attendance Rules
- General Financial Rules(GFR), GeM, e-Procurement
- Pension, Family pension, Gratuity, Leave Encashment
- GST Rules, Salary, TDS
- NEP 2020 in HEI.
- Accountancy, Income Tax Rules, Receipt & Payment
- Budgeting and Internal Audits
- Banking, Commercial Accounting,
- Audit Procedures, Role and Functions of CAG, etc.
- Accounting of Grant-in-Aid
- Financial Statements for Central Autonomous Bodies and Higher Educational Institutions (HEI)
- General English, Quantitative Aptitude, Analytical Reasoning, General Knowledge /Current Affairs