

Syllabus for Written Test of Assistant Accounts Officer (BPS-17)

To be held on 25th May 2025

Test Components: MCQs-based Questions

Test Passing Threshold / Marks: Overall 60%

S. No	Syllabus		Weightage %	No. of MCQs
1	Accounting	1. Accounting Principles and Concepts	20	20
		2. Accounting Cycle		
		3. Cash Book		
		4. Depreciation & Impairment		
		5. Balance Sheet		
		6. Cashflow		
		7. Statement of Comprehensive Income		
		8. Capital & Revenue items		
		9. Accounting for Accounts Receivables & Payables		
2	Auditing	1. Introduction of Auditing	20	20
		2. Audit Planning		
		3. Audit Procedures		
		4. Verification		
		5. Internal Control System		
		6. Internal Audit & External Audit		
		7. Audit Report		
		8. Settlement of Audit Observations		
3	Financial Management & Investment	1. The nature and purpose of financial management	20	20
		2. Management of inventories, accounts receivable, accounts payable and cash		
		3. Sources of, and raising, business finance		
		4. Ratios		
		5. Investment		
4	Budgeting	1. Budget preparation process	10	10
		2. Variance analysis and control		
		3. Behavioral aspects of budgeting		
		4. Monitoring and Reporting		
5	Communication & Negotiation Skills	1. Reading comprehension	20	20
		2. Sentence structure		
		3. Antonyms and synonyms		
6	IT Skills	1. MS - Office (Word & Excel)	10	10