

SYLLABUS FOR WRITTEN TEST TO THE POST OF ACCOUNTS EXECUTIVE

General Financial Rules 2017
Fundamental Rules and Supplementary Rules
Leave Travel Concession Rules
Travelling Allowance Rules
Employees' Provident Fund Rules (EPF 1952)
Pay and allowances rules
Gratuity Rules
CCS (Leave) Rules
ESI Act 1948
Contract Labour (Regulation and Abolition) Act 1970
Minimum Wages Act 1948
The Foreign Contribution (Regulation) Act 2010
Preparation of Trial Balance and Final Accounts
Income Tax rules, GST Rules and related returns
Maintenance of accounts through computerized accounting system
Public Financial Management System (PFMS)
Accounting standards
Noting and drafting