SYLLABUS FOR ENTRANCE TEST FOR THE POST OF
EXECUTIVE (ACCOUNTS)

Section A: GENERAL (60 MARKS)


Analytical Ability, Logical, quantitative and visual-spatial reasoning


General Punjabi up to Matric standard

General English (Up to Graduation standard): Passage, Common Errors, Sentence Improvement, Fill in the blanks, Antonyms and Synonyms, Use of Propositions, Nouns, Adverbs and Adjectives.

Section B: PROFESSIONAL (40 MARKS)


Management and Cost Accounting: Concept of Cost Accounting, Concept of Management Accounting, Basic cost concepts in Decision making, Budget and Budgetary Control System, Standard Costing, Cost Control, Cost Audit and Management Audit, Capital Budgeting Decisions, Activity Based Costing, Total Quality Management.

Principal and Practice of Management: Concept, nature, process and significance of management, Development of management thought, Planning : Concept, process and types, Decision making: Concept and process, Management by objectives, Organizing :Concept, nature, process and significance, Authority and responsibility
relationships, Centralization and decentralization, Organization structures: Forms and contingency factors, Motivating and leading people at Work, Motivation, Concept, Theories: Maslow, Herzberg, McGregor and Ouchi; Financial and non-financial incentives, Leadership: Concept and leadership styles, Communication: Nature, process, networks and barriers, Effective communication

**Business and Company Law:** Contract Act, Agency Act, RTI Act, Consumer Protection Act, Environment Act, Company: Meaning, features, types, promotion and registration; Preliminary contracts of Companies; Memorandum of Association; Articles of Association; Prospectus; Shares & Share Capital, Auditing, Classes of Audit, Internal Check and Internal Audit, Distinction between Audit and Investigation, Company Auditors: Appointment, Removal, Rights, Duties and Liabilities; Auditor's Report, Auditing in Computerized environment, professional Ethics and Regulations


**Computer Application In Business:** Computerized Accounting System Vs Manual Accounting System, Trial Balance and Final Accounts in Computerized System, Voucher entry in Tally, Preparing Final Accounts and Bank Reconciliation Statement in Tally