



**Centre for Cultural Resources and Training
15-A, Sector-7, Dwarka, New Delhi-110075**

Name of the Post : Accounts Clerk

Tier- 1 Written Test Syllabus (Total : 100 Marks)

(Objective Type Questions)

(A) General Knowledge: (10 Marks)

Indian History, Geography, Culture, Sports, Indian Economy, Indian Polity including Constitution, and Scientific Research, Awards, Current Affairs – India & World.

(B) General English (10 Marks):

Tenses, Verb, Adverb, Articles, Error Correction, Conclusion, Grammar, Vocabulary, Synonyms, Subject-Verb Agreement, Word Formation, Antonyms, Theme detection, Passage Completion, Comprehension, Idioms & Phrases, Fill in the Blanks, Sentence Completion, Unseen Passages, Sentence Rearrangement.

(C) Logical Reasoning (10 Marks) :

Analogies – Semantic Analogy, Symbolic / Number Analogy, Figural Analogy, Similarities and differences, Space visualization, Word building, Relationship concepts, Arithmetic Number series, Semantic Series, Number Series, Problem-solving, Analysis, judgment, Decision making visual memory, Discrimination, Observation, Non-verbal series, Coding - Decoding. Decoding and Classification.

(D) Quantitative Aptitude (20 Marks) :

Number Systems, Boats and Streams, Simplification, Decimal fractions, Average, Data Interpretation, Profit and Loss, Ratio and Proportion, Time, Work, Distance. Problems on Ages, Simple Interest, Compound Interest, Percentages, Simplification, H.C.F. and L.C.M., Discounts, Fundamental Arithmetical operations etc.

(E) Computer Literacy (10 Marks) :

Fundamental of Computer, Computer organization including CPU, RAM, ROM, PROM, Storage Devices etc., Hardware, Software, Network, Operating system, File System, MS. Office, IT Act. Digital Signatures, Internet, Cyber security, Application of IT in Government for E-Governance, GIGW 3.0, ISMS, Web Security, Social Media etc..

(F) GOVERNMENT RULES AND OFFICE PROCEDURES (20 Marks)

Government Rules including FR/SR, Deputation, Disciplinary, Leave rules, Pay fixation rules, LTC, pension rules, CCS (CCA) rules, files/record maintenance, New Pension Scheme, RTI Act-2005 etc.

(G) ACCOUNTS (20 Marks)

General Financial Rules (GFR) - 2017, Accounting Concepts/ conventions, Accounting Standards Bookkeeping & Accounting; includes preparation of Final Accounts of Autonomous Bodies, Accounting for not-for-profit organizations, Calculation of Income Tax & Deduction of tax at source, Bank Reconciliation Statement - its preparation, Knowledge of works Accounts, Overview/ Basic Concepts in FACT , TALLY, e-TDS, other accounting software, Goods & Service Tax, Overview of PFMS and TSA.

Tier- 2 Subjective Test - (50 MARKS)

1. Advanced MS Excel
2. Pay Fixation (Recruitment, promotion, MACP, Deputation)
3. FACT / TALLY/ e-TDS/ Other Accounting Software
4. General accounting/ Payroll Reporting.
5. **Other Misc. Topics:** Income Tax Act with focus on Salary Income, e-TDS.; Goods & Service Tax – meaning, returns, Reverse Charges, etc.;
6. General Financial Rules – 2017;
7. Fundamental Rules & Service Rules like, TA, LTC, HRA, Leave rules, etc.;
8. New Pension Scheme – concepts, how to remit the fund and others details;
9. RTI Act- 2005
10. Noting & Drafting

Tier- 3 Presentation Test - (50 MARKS)

For Presentation Test :

The 50 Marks are given based on the Behavior/Attitude, Presentation style, Content and coverage of the presentation, Communication & Audience engagement, Body Language, posture and public attitude.

Candidates are required to make a brief Power-Point Presentation which includes

- Personal profile,
- Past experience,
- extra-curricular activities,
- future plan,
- About the knowledge of CCRT,
- Vision for the Institute,
- Reasons to join in CCRT and the responsibilities of Accounts Clerk post.
