

INDICATIVE SYLLABUS: Asst. Officer (Finance)

PART A: EXECUTIVE APTITUDE TEST (EAT-50 Questions)

This part will consist of 50 objective type questions on:

01. General English/Verbal Ability
02. Arithmetic/Numerical Ability
03. Reasoning

PART B: SUBJECT KNOWLEDGE TEST (SKT-70 questions)

This part will consist of 70 questions on following topics:

01. Financial Accounting

- 01.1. Accounting Standards
- 01.2. Corporate Accounts
- 01.3. Indirect & Direct - Tax Management
- 01.4. Auditing
- 01.5. Corporate & Industrial Laws

02. Cost & Management Accounting

- 02.1. Costing Techniques
- 02.2. Cost Audit
- 02.3. Project Planning, Financing, Analysis and Management
- 02.4. Quantitative Techniques
- 02.5. Operation & Project Management Control

03. Financial Management

- 03.1. Management Science
- 03.2. International Financial Management
- 03.3. Risk Management
- 03.4. Capital Market Analysis
- 03.5. Financial Derivatives
- 03.6. Security Analysis and Investment Management

04. General

- 04.1. Managerial Economics
- 04.2. Management Information Systems
- 04.3. Computer Applications in Business
- 04.4. Management Control System
