

PUBLIC SERVICE COMMISSION, WEST BENGAL

Samity Accounts and Audit Officer Recruitment Examination, 2015

ADVERTISEMENT NO. 7/2015.

IMPORTANT INFORMATION

The Public Service Commission, West Bengal will hold the Samity Accounts and Audit Officer Recruitment Examination, 2015 on the results of which recruitment will be made to the posts of Samity Accounts and Audit Officer. The rules of the examination and other particulars are stated in the following paragraphs. A candidate should verify from the notified rules that he/she is eligible for admission to the examination. The conditions prescribed cannot be relaxed.

The Examination will be held in two successive stages, viz., (i) Preliminary Examination (Objective Type) and (ii) Main Examination (Conventional Type-Written) followed by Personality Test. A number of candidates to be selected on the results of the Preliminary Examination will be allowed admission to the Main Examination and a number of candidates to be selected on the results of the Main Examination (Written) will be called to appear at the Personality Test.

The Preliminary Examination will be held at **Kolkata** centre only in the last week of **June, 2015** or thereabout followed by Main Examination and the Personality Test. The Personality Test of the candidates to be selected on the results of the main examination will be held in the office of the Public Service Commission, West Bengal, in Kolkata.

Scale of pay : (PB-4) Rs.9,000-40,500/- + Grade Pay of Rs.4,700/- plus D.A., M.A. & H.R.A. admissible as per rules.

No. of Vacancy : 20 (Unreserved – 9, SC – 5, ST – 1, BC-A – 2, BC-B – 2 and PH – 1).

- N.B. :**
1. All appointments will initially be made on a temporary basis.
 2. Candidates suffering from Blindness or Low Vision are not eligible.
 3. The benefits of reservation of vacancies for S.C./S.T./B.C. candidates are admissible to S.C./S.T./B.C. candidates of West Bengal only. The S.C./S.T./B.C. candidates of other States shall be treated as general candidates.
 4. Candidates having following categories of disabilities are suitable for the post :
(a) Hearing Impairment, (b) Locomotor Disability.
 5. Candidates having other categories of disabilities including those suffering from blindness or low vision are not eligible.

- Qualifications :**
- i) A citizen of India or such a person of other nationality as declared eligible by Government of India.
 - ii) A Bachelor's degree in Commerce from a recognized University or a Member of the Institute of Chartered Accountants of India or a Member of the Institute of Costs and Works Accountants of India.
 - iii) Ability to read, write and speak in Bengali (not required for recruitment in the case of Nepali speaking candidates from three hill sub-divisions of Darjeeling district, viz. Darjeeling Sadar, Kurseong and Kalimpong).

Age : Not more than 32 years as on the 01.01.2015 (i.e. born not earlier than the 2nd January, 1983). Upper age limit is relaxable by 5 years for SC and ST candidates of West Bengal and by 3 years for BC candidates of West Bengal and upto 45 years of age for persons with disabilities having disability of 40% and above as per Govt. Rules.

No relaxation is applicable to S.C./S.T./B.C. candidates of other States as they shall be treated as general candidates.

Note : Age as recorded only in the Madhyamik or equivalent certificate will be accepted.

The age limits apply to all candidates whether in Government Service or not.

Fee : **Rs.160/-** (Rupees one hundred sixty) only + Service Charge 1% of Examination Fee subject to a minimum of Rs.5/- (Rupees Five) only for online payment through debit/credit card plus 12.36% of service charge as Govt. Duty **or** Service Charge of Rs.5/- (Rupees Five) only for Net Banking **or** Service Charge of Rs.20/- (Rupees Twenty) only for payment through Bank Counter (off-line payment).

SC/ST candidates of West Bengal and Persons with disabilities (PWD) having physical disability of 40% and above are not required to pay any fee. BC candidates of West Bengal are, however, required to pay usual fee as aforesaid. NO EXEMPTION OF FEE IS AVAILABLE TO SC/ST/BC CANDIDATES OF OTHER STATES. No claim for refund of the fee will be entertained nor will it be held in reserve for any other examination.

APPLICATION : Applications can be submitted through online only.

HOW TO APPLY ONLINE

Candidates have to first go for "One Time Registration" (link available on top of the left panel in home page of the website www.pscwbonline.gov.in) and fill up all the required data and uploading scanned photo and signature to get User ID and Password. The process of one time registration is mentioned in details in right panel of the home page of the website www.pscwbonline.gov.in, in "Instruction to Candidate" link under Candidate's Corner. **However, those candidates who have earlier registered themselves with PSC, West Bengal need not to do registration again.** They can use their previous User Id and Password for login into their respective Dashboards.

With the User ID and Password, as provided to the candidate, they need to login to their Dashboard through the link "Login to your Account" which is available in right panel of the home page of the website under Candidate's Corner.

Candidates who forget their password can reset the password for which the link is available in the Candidate's Login Page which can be opened through the link "Login to your Account". For resetting the password, click on the "Reset Your Password" link. Then after, candidates have to provide User ID, Mother's Maiden Surname, Last School Attended and Grandfather's Name. Mother's Maiden Surname, Last School Attended and Grandfather's Name should match exactly the one given during One Time Registration. If all the data matches correctly, candidates will get the new password. Candidates are advised to note down the new password for future reference.

After login into the Dashboard, candidates will find the name of the Examination with **Apply Now** link. Click on the link and the application form will be opened.

Candidates are advised to read thoroughly and cautiously the documents available in the link **Important Information** and **Scheme and Syllabus** present in the top of the application form before filling the application.

The Photo and Signature of the candidate, as uploaded by them during One Time Registration, are displayed. Candidate may change the photo and/or signature, if required, by clicking the respective Edit Button/s.

Following is the procedure for filling up the Application Form :

1. Personal Details

- a. User ID – Data preloaded from One Time Registration. Not editable.
- b. Name – First Name, Middle Name, Last Name - Data preloaded from One Time Registration. Not editable.
- c. Candidate's Date of Birth - Data preloaded from One Time Registration. Not editable.
- d. Do you have the ability to read, write and speak in Bengali – Candidates have to select the value from drop down list.
- e. Whether you are a Nepali speaking person - Candidates have to select the value from drop down list.
- f. Whether you are a person from any hill Sub-division namely of Darjeeling District (Viz. Darjeeling Sadar, Kalimpong, Kurseong - Candidates have to select the value from drop down list.
- g. Mention the name of Sub-Division - Candidates have to select the value from drop down list.
- h. NOTE – All the points d, e and f cannot be NO. Either the candidate has to be the knowledge of Bengali or he/she should be Nepali speaking. If the candidate is from any three sub divisions as mentioned in point f, then it is mandatory to mention the name of the sub division.**
- i. State you mother tongue – Candidates have to write their mother tongue.
- j. Place of Birth – State, District, Place - Data preloaded from One Time Registration. Not editable.
- k. Father's Name, Gender, EPIC No. (Optional), Caste Category - Data preloaded from One Time Registration. Not editable.
- l. Mention Your Sub Caste, State, Issuing Authority – If the candidates are of SC/ST/BC-A/BC-B category, then they have to write their Sub Caste, select the State of Issuing Caste Certificate and have to write Issuing Authority. This is mandatory for candidates of SC/ST/BC-A/BC-B category.
- m. Whether you are a person with disability – By default the selected option is No. If the candidates are Handicapped in nature, then they have to select the Yes option.
- n. If the disability option is Yes, candidates have to State the category of disability viz., Hearing Impairment and Locomotor Disability as applicable.

2. Contact Details

- a. Permanent Address
 - i. Address Line 1 - Data preloaded from One Time Registration. Not editable.
 - ii. Address Line 2 - Data preloaded from One Time Registration, if available. Not editable.
 - iii. State - Data preloaded from One Time Registration. Not editable.
 - iv. District - Data preloaded from One Time Registration. Not editable.
 - v. Police Station - Data preloaded from One Time Registration. Not editable.
 - vi. Post Office - Data preloaded from One Time Registration. Not editable.
 - vii. Pin Code - Data preloaded from One Time Registration. Not editable.
- b. Present Address (Address of Communication) – If the Present Address is as same as the Permanent Address, the candidates have to select the Yes option. Then the entire Permanent Address field value will be copied in the respective fields of Present Address.
- c. Mobile No (Optional) - Data preloaded from One Time Registration.
- d. Email (optional) - Data preloaded from One Time Registration.
- e. Whether a Citizen of India - Data preloaded from One Time Registration. Not editable.
- f. Whether a natural Citizen or Citizen by registration - Candidate has to select the value from drop down list.

3. Qualification Details

- a. Educational Qualification – Candidates have to provide the details of their educational qualifications in the respective columns available in this section.
- b. Professional Qualification
 - i. Specialized Field of Qualification (Optional) - Data preloaded from One Time Registration. Not editable.
 - ii. Additional Qualification (Optional) - Data preloaded from One Time Registration. Not editable.
 - iii. Professional Experience (optional) - Data preloaded from One Time Registration. Not editable.
- c. If candidates have any time been employed, they have to give the details in the respective columns in chronological order, starting from the present job.

4. Examination Details

- a. Select Language in Compulsory Paper – II - Candidates have to select the Language from drop down list.
 - b. Select Two Optional Subjects - Candidates have to select two Optional Subjects from the drop down list.
 - c. If the candidate is presently engaged in any Government/Government Undertaking/PSU/Constitutional/Statutory/Autonomous body, then they have to accept the declaration that they have informed their head office in writing that they are applying for the examination. Otherwise this option can be left untouched.
 - d. Lastly candidates have to accept the declaration that they have provided correct information. This section is mandatory.
 - e. Finally candidates have to click on the Submit button.
5. SC, ST Candidates of West Bengal and PWD Candidates (Handicapped Candidates) of any State are exempted from paying fees. Their application submission status will be completed soon after submission. For rest of the candidates, they will be forwarded to Payment Module, where they need to pay the required Examination Fees with Service Charge and/or Service Tax as applicable to complete the application submission process.

6. There are two payment methodologies – Online Payment and Offline Payment.

7. In Offline Payment Mode, Candidates will get a Challan of United Bank of India (UBI) in their dashboard. On selecting the Offline Payment mode, candidates will be forwarded to their respective Dashboard from where they have to download the Challan by clicking the Challan button. Candidates can go to nearest UBI next working day 11:00 AM onwards and within closing hours of the bank to deposit the requisite fees. Initially, the application submission status in the dashboard of the candidate will be shown as Submitted. After depositing the fees in the bank, on next working day or two, candidate will find their application submitted status as Completed.
8. In Online Payment mode, there will be three options of payment, viz., Credit Card, Debit Card and Net Banking. Soon after selecting the Online Payment option, candidates will be forwarded to Payment Gateway for making the payment. After successfully making the payment, candidates will be redirected to their respective Dashboard, where they will find their application submission status as Completed.
9. In case, the payment process failed due to any technical snag, candidate will get the option to try for payment again either in Online Mode or Offline Mode. However, in Offline Mode, Challan can be generated only once.
10. Candidates can also download their Application Form (in PDF format) by clicking the Application Button in their Dashboard.

11. Word of Caution:

- a. **Don't close the website directly from your dashboard (after login) without Log Out. In case of illegal shut down, Candidate's dashboard will be locked for unspecified period.**
- b. **During payment process, candidates are advised not to close the browser or press Back Button. This may severely hamper the payment process.**

Particulars and Certificates required :

- (a) A candidate claiming to be S.C., S.T., B.C. or Persons with Disabilities (40% and above) must have a certificate in support of his / her claim from a competent authority of West Bengal as specified below :

For S.C., S.T. & B.C. Candidates :-

- i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and
- ii) In Kolkata, the District Magistrate, South 24-Parganas or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas, in this behalf and the District Welfare Officer, Kolkata and Ex-officio Joint Director, Backward Classes Welfare.

[vide the W.B.S.Cs. & S.Ts. (Identification) Act, 1994 and S.Cs. & Ts. Welfare Deptt. Order No. 261-TW/EC/MR-103/94 dated 6.4.95 read with B.C.W. Deptt. Order No.6320-BCH/MR-84/10, dated 24.09.2010 and No.2420-BCW/MR-61/2012 (Pt.), dated 12.07.2013]

For Persons with Disabilities (PWD) :-

A Medical Board constituted at Government Medical College Hospitals in Kolkata, District Hospitals and Sub-divisional Hospitals.

[vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

- (b) The Public Service Commission may require such further proof or particulars from the candidates as it may consider necessary and may make enquiries about their character and other particulars regarding suitability and eligibility.

Caution :

- i. The candidates must abide by the instructions as may be given by Supervisors / Invigilators of the Examination. If the candidate fails to do so or indulges in disorderly or improper conduct, he / she will render himself / herself liable to expulsion from the Examination Hall and / or such other punishment as the Commission may deem fit to impose.
- ii. A candidate who has been reported against by the Supervisor of the Examination Centre for violating any of the instructions will be punished with cancellation of candidature and also debarment from future examinations and selections as may be decided by the Commission according to the circumstances of the case.
- iii. If at any stage even after issue of the letter of appointment, a candidate is found ineligible in terms of advertisement his / her candidature will be cancelled without further reference to him / her.
- iv. The conditions prescribed cannot be relaxed in any case other than those mentioned in this Important Information.
- v. A candidate should note that his / her admission to the examination will be deemed provisional subject to determination of his / her eligibility in all respects. If at any stage after issue of the admit card a candidate is found ineligible for admission for this examination, his / her candidature will be cancelled without further reference to him / her. No candidate shall be allowed to take the examination unless he / she holds an admit card.

Medical Examination : Candidates who will be selected for appointment will be required to appear before a Medical Board for certificates of their fitness for Government service in the form prescribed for the purpose.

Canvassing : Any attempt on the part of a candidate to enlist support for his / her application through persons, officials of Government, or agencies will disqualify him / her for appointment. Spontaneous recommendations from persons interested in the candidates, or otherwise known to them, will be disregarded and will render the candidates ineligible.

Results of the Examination : The names of the candidates called to Personality Test and those recommended for appointment will be published provisionally subject to determination of eligibility of the candidates in all respects and verification of original certificates etc. If at any stage of such verification any candidate is found ineligible, his / her candidature / allotment will be cancelled.

Commencement of submission of online application : **The 27th April, 2015 from 11:30 a.m.**

Closing date for submission of online application : **The 18th May, 2015**

Closing date for submission of fees : **The 20th May, 2015**

For further details and assistance the candidates may contact the following numbers on any working day from 11-00 a.m. to 4-00 p.m.

(033) 2262-4181 & 8420629605 [Related to Offline Payment]

(033) 4003-5104 [Related to Online Payment]

(033) 2465-0779 [For general information]

PUBLIC SERVICE COMMISSION, WEST BENGAL

SAMITY ACCOUNTS AND AUDIT OFFICER RECRUITMENT EXAMINATION, 2015

SCHEME AND SYLLABUS

APPENDIX - I

(i) Preliminary Examination

The Preliminary Examination will consist of only one paper on "General Studies". The question paper will be of an objective type consisting of 200 multiple choice questions. The paper will carry 200 marks and will be of 2½ hours duration. The standard of the paper will be of the level of knowledge as expected of a Bachelor of Commerce of a recognised Indian University/Institute. The paper will include questions covering the following fields of knowledge :

| | | | |
|---|-----|-----|-----------|
| 1. English Composition | ... | ... | 25 marks, |
| 2. General Knowledge including General Mental Ability | ... | ... | 25 marks, |
| 3. Current Events of National and International Importance | ... | ... | 25 marks, |
| 4. History of India with special reference to Indian National Movements | ... | ... | 25 marks |
| 5. Geography of India with special reference to West Bengal | ... | ... | 25 marks, |
| 6. Indian Economics & Indian Political System | ... | ... | 25 marks, |
| 7. Constitution of India with special reference to Planning | | | |
| Commission, Finance Commission, Finance, Accounts & Audit | ... | ... | 25 marks, |
| 8. Commerce | ... | ... | 25 marks, |

The Preliminary examination is meant to serve as a screening test only. The marks obtained in this examination by the candidate will not be considered for final selection. Only those candidates who will be declared qualified in the Preliminary examination in this year will be eligible for admission to the Samity Accounts and Audit Officer Recruitment (Main) Examination of this year.

APPENDIX - II

(ii) Main Examination

The Main Examination will be held in two stages viz.

(1) Written Examination and (2) Personality Test.

1. The Written Examination will be in two parts - (a) Compulsory and (b) Optional.

(a) **Compulsory Papers** : There shall be 4 (four) compulsory papers as stated below :-

- (i) English Essay, Precis Writing and Composition;
- (ii) Bengali/Hindi/Urdu/Nepali Essay, Precis Writing and Composition;
- (iii) General Knowledge and Current Affairs;
- (iv) Commercial Mathematics.

(b) **Optional papers** : Candidates for the aforesaid examination shall take up any two papers from the following list of subjects :-

- | | |
|--------------------------------------|--|
| i) Statistics ; | ii) Banking ; |
| iii) Economics ; | iv) Advanced Accountancy; |
| v) Advanced Commercial Geography ; | vi) Business Organisation and Methods; |
| vii) Commercial and Industrial Law ; | viii) Auditing; |
| ix) Costing ; | x) Taxation Laws and Practice; |

Each of the Compulsory and Optional papers will carry 100 marks and will be of 3 hours' duration.

The syllabus for Commercial Mathematics as included in the list of Compulsory Papers will be similar to that of the pass standard of the Bachelor of Commerce Degree Examination of the University of Calcutta.

The standard of optional papers will be approximately that of an Honours Degree Examination of an Indian University.

2. Personality Test : There shall be a Personality Test carrying 100 marks. A number of candidates selected in order of merit on the results of the Written Examination, will be called to the Personality Test.

N.B. Answers in all the papers may be written either in English or in Bengali (unless otherwise directed in the question papers) except in the Language Papers.

The Public Service Commission, West Bengal, shall have discretion to fix qualifying marks in any paper or all papers and in the aggregate.

DETAILED SYLLABUS OF OPTIONAL PAPERS

i) **Statistics** : Meaning and Scope of Statistics - Statistics as applied in the field of Business and Economics, Compilation, Classification and Tabulation of Data.

Frequency distribution and Graphs - Diagrammatic representation including different types of Charts, Bar Diagram, Pie-Diagram, Histogram, Pictograms.

Measures of Central Tendency - Compilation of Arithmetic Mean, Median, Mode. Comparison of Mean, Median, Mode. Other Measures of Central Tendency.

Measures of Dispersion - Meaning of Dispersion Range. Mean Deviation and Standard Deviation, Quartile Deviation.

Moments and Measures of Skewness and Kurtosis.

The normal curve - standard form - properties of the normal curve.

Linear Regression and Correlation - Regression - Coefficient of Correlation - relation between coefficients of Regression and Correlation.

Time Series, Moving average, trend and fluctuation - analysis of time series - elimination of seasonal fluctuation by moving averages. The least square method-fitting of straight lines. Business forecasting.

Index Number and their uses - Problems in the construction of Index Numbers - Cost of living Index Number - Indian examples - Fisher's ideal index - time reversal test.

The main sources of official Statistics - their character and meaning - shortcomings of official statistics.

(ii) **Banking** : (a) Banking Theory : General Structure and Methods of Commercial Banking - the Management of Banking Resources - Loans and advances - Investments - Acceptances - Cash Reserves - Market rate of discount - Recent tendencies of Commercial Banks - Trends towards mixed banking - Theories of assets management - Real Bills Doctrine - Its applicability in modern conditions - Shift ability and anticipated Income Theories - Term lending - Indian Banking - Structure of their assets and liabilities - The Banking Companies Act, 1949 - Role of Indian Commercial Banks in economical development.

Central Banks - objectives and Functions - Discount Rate Policy - Open market operations - Variable Reserve Ratio - Selective Credit Control - Credit Control Measures of the Reserve Bank of India.

(b) Banking Practice : Relation between the Banker and the Customer - Deposit Account - Current Account - Accounts of Minor, Infants, Joint Accounts - Bankrupts - Partnership - Trading and Non-Trading Companies - The Cheques and Bills of Exchange Daily Balance - The General Ledger - Deposit Receipt - Purchase and sale of Stocks and Shares - Foreign Exchange Business.

(c) Banking Law : Banker and the Customer - Banker's entries in the Pass Book - Paying Banker and the Collecting Banker - Sufficient reasons for refusing payment - Risks and duties of paying Bankers and their Statutory Protection - Statutory Protection of Collecting Banker - The Negotiable Instruments Acts - Advances against securities - Advances against guarantee - Guarantee and Indemnity - The form of a Bank's Guarantee - The Banker and the Guarantor - Advances against collateral securities - Hypothecation and mortgage - Advances against goods and documents of title to goods - Bills of lading - Dock and Warehouse Warrants - Letter of Hypothecation - Advances against land and building.

(d) Currency and Foreign Exchange : Money in a modern Economy - value of money - Measurement of changes in the value of money - Effect of changes in the Value of money - Theory of Inflation and Deflation - Control of Inflation and Deflation.

Monetary standards - I.M.F. - Foreign Exchange Theory - Exchange Control.

(iii) **Economics** : Economics - Subject matter and scope. Theory of Consumer Demand. Theory of the firm under different market forms.

Factor Pricing - Wages, Interest, rent and Profits.

Monetary Systems - Commercial Banking and Central Banking.

Monetary Theory - Income, Employment and output - Value of money - Inflation and Deflation.

Monetary Policy - International Trade and Foreign Exchange - Balance of Payments - Exchange Rate Determination - Exchange Control.

Government Finance - Taxation - Public Expenditure - Fiscal Policy, Economic Planning.

(iv) **Advanced Accountancy** : Funds flow analysis - Purchase of Partnership firm by limited company - Merger or absorption of companies - Reduction or reconstruction of capital - Valuation of goodwill - Valuation of shares - Holding Company accounts and consolidated balance sheet - Branch Accounts, including foreign branches - Double accounts for Public Utility Undertakings - Loss of profits insurance - Government accounts - Ratio analysis from published accounts - Presentation of published accounts and Schedule VI of Companies Acts - Alternative ways of presenting published accounts.

(v) **Advanced Commercial Geography** : Bridging space and time in economics - Location of economic activities and trade as observed of each other in relation to space - factor movements and commodity movements as alternatives - trade as bridging time - similarly and non distinguishability between trade and production. The concept of region in economics.

Economic theory of location - Factors promoting location of production and trade - Geographical and natural factors - Historical factors - Economic factors. Measurement of location and localization - coefficient of localization and spatial concentration - Measures by alternative indicators. Advantages and disadvantages of localization.

Economic theory of interregional and international trade - its limited applicability - absolute and relative advantages - comparative costs - Measurement of comparative cost - balancing cost and advantages with cost of trade and transport - trade as transcending location - storage and transport as essential elements of trade - commodity movements as substitute for factor movements. Economic significance and the real social cost of trade.

Possible nature of malfunctioning of location and trade as elements of economic organization - the need for control. Popular misconceptions about trade.

(vi) **Business Organisation and methods** : Taylor's Scientific Management - Fayol's general management - principles - More recent schools of Management thought e.g., Behavioural Science, Quantitative Methods, etc. - Management as decision making.

Organisation Structure: Authority-responsibility relationships - Communication channels - functional organization - Decentralised structures and arguments for and against them - legal forms of business in India and their distinguishing characteristics, e.g., firms, Hindu Undivided family, Company - Private and Public, Government Companies.

Management Process : Delegation - Objectives and Policies - Participative management practices - Long-range planning - Training and development of human resources - Appraisal of performance - Control and Co-ordination - "Management by objectives" and other total approaches to management.

Basic ideas about production management, marketing management, purchase management, financial management - Public Sector Management in India.

(vii) **Commercial and Industrial Law:** Understanding the Structure of Commercial Law - Fundamentals of the law of contract and the Indian Contract Act - Special cases of contract - Negotiable instruments, bailment and associated areas. The problems of fictitious legal personality - The limited liability company as a special case - The social problems created by the operations of such fictitious persons - The salient points of the Indian Companies Act. The Monopolies and Restrictive Trade Practices Act. The necessity of protecting weaker parties in a contract and of protecting social interests as basis of industrial law - The salient points of the Indian Factories Act and associated legislations. Labour laws - divided into laws relating to wages and industrial disputes. The principal points covered by the Indian Trade Unions Act and Industrial Disputes Act - Payment of Wages and Minimum Wages Acts. Welfare, wealth and safety measures in important labour laws.

(viii) **Auditing :** The general idea of auditing - The limited special significance in corporate legislation - Statutory audit - The conventional procedure of statutory audit - Necessary extent of checking and verification - Extent of physical verification where necessary - Audit report - Auditors duties and responsibilities - Associated Provisions of the Indian Companies Act. The special case of and provisions for cost audit.

Auditing and Accountancy - The general meaning of the term auditing - Authorisation audit, propriety audit and achievement audit - plan fulfillment as audit. Auditing in the non-corporate sector. The structure, nature and special features of Government audit. The office of the Auditor - General and Comptroller in the Indian Constitution - Indian Audit and Accounts Service - Performance of the Government audit system - Government Audit and the Parliament, Audit of different types of Government organizations.

Auditing and the unorganized Sector - Where auditing legally necessary - Auditing and taxation - Social significance of auditing - Nationalization of auditing.

(ix) **Costing :** Cost classification : a) Prime costs and overheads, (b) Direct or variable or marginal costs and fixed costs - imputed, opportunity and sunk cost concepts - Perpetual inventory system for materials - Booking of labour time.

Full cost methods or Absorption costing : Job costing, Process costing and contract costing - Allocation and apportionment of overhead costs through various bases.

Costing for Decision making : Marginal costs - Contribution - Limiting factor - Break-even analysis - Profit-volume ratio - differential costing - Decisions like "make or buy", accept or reject an offer, shut down or keep running a department or branch, etc.

Costing for Control : Standard costing - Budgetary control - Their comparison - Responsibility accounting or reporting - Variance analysis of materials, labour and overheads.

(x) **Taxation Laws and Practice :** Direct Taxes : Income Tax procedures for assessing taxable income of individuals and partnership firms - Various heads of chargeable income - Various relief-Cases.

Company taxation - Various adjustments to published profit figures for assessment purposes - various kind of tax incentives for new fixed investments, new companies, etc.-cases.

Indirect Taxes - Sales tax laws and procedures - Inter-State sales tax problems.

Excise duties on purchases and sales.