

Final Syllabus
Syllabus and Scheme of Examination for the Post of
Junior (Accountant)

Reference: Advertisement No. IIT Mandi/Recruit./NTS/2025/03 dated 14.08.2025

There will be two-stage examination.

Stage I: Written Examination (Objective type- MCQ)

Stage II: Skill/Trade Test

Syllabus for Written Examination

Language competency: English grammar, comprehension, sentence correction and completion, Synonyms & Antonyms etc.

Computer Proficiency: Knowledge of Office (word processor e.g. MS Word), work sheets (e.g. Excel) and presentations (e.g. Power Point), internet and email communication, computer system etc.

Quantitative Aptitude: Number system – BODMAS, Decimals & Fractions, LCM and HCF, Ratio and Proportions, Percentages, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Algebra Geometry and Trigonometry, Age Problems, Clock Questions etc.

General Knowledge: General knowledge about India/world.

Logical Reasoning: Logical reasoning and verbal ability.

Financial Accounting: Concepts- Principles- Accounting standards- Financial statements- Final Accounts of Technical Education Department – Trading, Profit and Loss account- Balance Sheets– Final accounts of companies- Computerized accounting and usage of software in preparation of accounts, General Financial Rule, Goods & Service Tax.

Financial Management: Financial management – cost of capital – financing decision–capital structure – working capital management – working capital cycle – Management of cash – Receivable management inventory.

Cost Accounting: Introduction to Cost Accounting- Accounting and control of material cost– Accounting and control of labour cost- Accounting for overheads – Marginal Costing- Standard Costing – Breakeven analysis – Cost reduction – Cost management.

Company Law: Introduction to company law- company management and administration– Constitution of Board of Directors- Appointment- Functions and responsibilities of Board of Directors- Board Committees- Audit Committee – Board meetings – Disclosure and Transparency – Annual Return.

Fundamentals of Income tax: Income Tax Act – Basic concepts- Assessment year – Previous year– Person – Assesses- Income – Gross Total Income – Total Income – rates of Tax applicable to Individual Assesses – Income from salary – House property – Business – Capital gain and other sources– Computation of Total income – Deductions and exemptions – Tax planning – Income Tax returns.

Auditing: Audit process – Internal check – Preparation before audit – Audit Program – Audit Process – Audit Notebook – Audit working papers – Audit files – Internal control – Internal check – Vouching and Verification – Auditors of Joint stock companies- Investigation (vs) Auditing.

Important Instructions for candidates:**General information about the exam:**

- The MCQs have negative marking for wrong answers.
- The unanswered questions will not be considered for evaluation. (i.e., no marks will be awarded for any question not attempted).
- Only one best-suited answer has to be given for any MCQ. More than one answer will be treated as wrong answer.
- Use of only blue or black ballpoint pen is permitted to answer the questions and fill the form in the exam hall. Use of ink pen/gel pen/pencil/whitener is not permitted.
- Use of calculator, cell phones, log book, periodic table, and any type of electronic device etc., are strictly prohibited.
- The medium of instruction/answers will be English only.
- Involvement in any malpractices will lead to disqualification
- Any additional instructions given during the selection process must be adhered/complied.

Final Selection:

- Based on the performance of Stage-I, the Stage-II examination may be conducted for candidates, as decided by the selection committee.
- Final selection will be made on the scores obtained in the Stage-I, as the Stage –II is of qualifying nature. But if a candidate fails to qualify in Stage-II, her/his candidature will not be considered further.
- Please note that for consideration in the merit list, a candidate has to secure minimum marks fixed by the selection committee in both exams at Stage-I and Stage-II – failing which institute will not make an offer of appointment even if vacancies go unfilled.