

ADMINISTRATIVE OFFICER (AO) AND FINANCE & ACCOUNTS OFFICER (F&AO) EXAMINATION-2014

SCHEME OF EXAMINATION FOR FINANCE AND ACCOUNTS OFFICERS

PAPER-I	Objective Type (200 MARKS)	2 HOURS
SECTION – A	50	
General Awareness		
SECTION – B	50	
General Intelligence & Reasoning Ability		
SECTION – C	50	
Arithmetical and Numerical Ability		
SECTION – D	50	
Language Comprehension (Hindi or English)		
PAPER – II	Descriptive Type (300 MARKS)	3 HOURS
SECTION – A	75	
General Studies Writing Ability (English or Hindi)		
SECTION – B	75	
Arithmetical Ability		
SECTION – C	150	
Subject concerned Commerce (This paper will cover the subjects of commerce commonly taught in the Degree Course of Indian University/Institutions)		
STRUCTURED INTERVIEW	100	

STRUCTURED INTERVIEW/PERSONALITY TEST

The candidates who qualify in the written examination will be called for structured interview / personality test. The marks allotted for interview/personality test are 100. Interview Board has, therefore, to award marks to candidates out of 100 marks only. Keeping in view the functions and traits required to perform efficiently the duties attached to the post for which recruitment is being made, these 100 marks for interview/personality test have been divided under the following six heads:

(i)	(a)	Essential Educational Qualifications (Total)	05 (Maximum)
		(i) 60% and above :	05
		(ii) 55% and above but below 60% :	04
	(b)	Highest or Desirable Academic/Professional Qualification/Experience	05
(ii)		Extra Curricular Activities	05
(iii)		General Awareness/General Knowledge	10
(iv)		In-depth knowledge of the subject studied	20
(v)		Personality	20
(vi)		Working Knowledge of Computers	20
(vii)		Aptitude and Suitability	15

SYLLABUS FOR FINANCE & ACCOUNTS OFFICER'S EXAMINATION

PAPER - I

GENERAL AWARENESS

Questions will be designed to test the candidate's General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current affairs and of such matters of everyday observation and experience in their scientific aspect as may be expected to an educated person. The test will include questions relating to Indian Society, Socio-Economic agricultural and Geo-Cultural Development Issues, Human Rights Social Conflicts, Disabilities etc. It will also include questions on India and its neighboring countries especially pertaining to History, Geography, Economics, Indian Polity and Constitution, Art & Culture, General Science and Scientific Research, National/International Organizations/Institutions etc.

GENERAL INTELLIGENCE AND REASONING ABILITY

The syllabus for General Intelligence includes questions on both verbal and non-verbal types. Test will include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test also includes questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

ARITHMETICAL AND NUMERICAL ABILITY

The test of Arithmetical and Numerical Abilities will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.F.C., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

LANGUAGE COMPREHENSION AND WRITING ABILITY

English OR Hindi

This part will include questions to test the candidates understanding and comprehension of language and writing ability.

PAPER - II

For Section - A & B, the syllabus will be as given above for paper – I

For Section – C (Commerce). This paper will cover the topics like Accounting, Financial Accounting, Auditing, Business Organization, Cost Accounting, Taxation, Financial Institutions etc. commonly taught in the Degree Course of Indian Universities / Institutes.