

GOVERNMENT OF JAMMU AND KASHMIR
JAMMU & KASHMIR SERVICES SELECTION BOARD

CPO Chowk Panjtirithi, Jammu/ Zamzam Complex Rambagh Srinagar.

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Subject: Advance notice for the conduct of OMR Based Written Examination for Accounts Assistant, Finance Department.

It is hereby notified for the information of candidates that the J&K Services Selection Board (JKSSB) is scheduled to conduct the written test for the post of **Accounts Assistant, Finance Department, UT Cadre**, advertised vide Advertisement Notification No. 04 of 2020, under item No. 106, tentatively during the month of January 2024.

The exact dates along with the schedule for downloading admit cards shall be notified separately in due course of time. This is an advance notice for the information of concerned candidates.

The syllabus for the said examination, as notified earlier, is annexed herewith as **Annexure "A"**.

Ab Baseer Ahmad (JKAS)

Deputy Controller of Examinations
J&K Services Selection Board

No. JKSSB-COE0EXAM/UT/10/2023-04 (705504)

Date: 29-11-2023

Copy to the:

- 1) Commissioner/Secretary to the Government, General Administration Department, Civil Secretariat, J&K, Jammu/Srinagar.
- 2) Director Information & Public Relations, J&K Government with the request to get the said notification published in at least three leading local newspapers of Jammu/Srinagar for three consecutive days.
- 3) Member(s) ALL, J&K Services Selection Board.
- 4) Secretary, J&K Services Selection Board.
- 5) Administrative Officer, Services Selection Board, Jammu/Srinagar.
- 6) P.A. to Chairman, J&K Services Selection Board
- 7) In-charge Website, Services Selection Board, Jammu.
- 8) Office record.

Annexure A

Subject: Syllabus for Written test (Objective Type) for the post of Accounts Assistant (Finance).

Marks: 120

Time: 02:00 Hours

General Knowledge with special reference to J&K UT **30 Marks**

- (i) Current Events of National and International importance
- (ii) Political & Physical divisions of world & India
- (iii) Indian Culture, Heritage and Freedom Struggle/Movement.
- (iv) Transport & Communication.
- (v) Demography- Census, its feature and functions.
- (vi) Important Rivers & Lakes in India.
- (vii) Weather, Climate, Crops, Means of Transport of India.
- (viii) Environment, Ecology & Bio-diversity.
- (ix) J&K UT
 - a) History
 - b) Economy
 - c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)
 - d) Heritage & Culture
 - e) Important Tourist Destinations
- (x) J&K Reorganisation Act, 2019.

Accountancy and Book Keeping

30 Marks

- (i) Introduction to Financial Accounting and its terms.
- (ii) Accounting equation and Journal.
- (iii) Voucher Approach in Accounting.
- (iv) Bank Reconciliation Statement.
- (v) Financial Management/Statements.
- (vi) Partnership Accounts.
- (vii) Ledger Accounts.
- (viii) Cash Book, Financial Audit.
- (ix) Elements of Double entry Book Keeping.
- (x) Trial Balance.
- (xi) Trading Account.
- (xii) Profit Loss Account and Balance Sheet.
- (xiii) Concept of Social Accounting, Social Audit and cash based single entry system of accounting.
- (xiv) Public Financial Management System (PFMS).
- (xv) Indian Financial Management System.
- (xvi) Taxation, Tax Laws- Direct , Indirect
- (xvii) Cost Management-Budgetary control
- (xviii) Cost Accounting
- (xix) Developments in Accounting



- (i) Tenses
- (ii) Rearranging of jumbled sentences.
- (iii) Narration
- (iv) Modals
- (v) Articles
- (vi) Comprehension with blanks to be filled in with
 - i. Phrases
 - ii. Pronouns
 - iii. Homonyms / homophones.
- (vii) Clauses
- (viii) Synonyms and antonyms
- (ix) Pairs of words and their use in meaningful sentences.
- (x) Idioms and phrases.
- (xi) Uses of Prepositions.
- (xii) Active & Passive Voice

Statistics**10 Marks**

- (i) Primary and secondary data.
- (ii) Methods of collecting Primary and Secondary Data
- (iii) Preparation of questionnaires
- (iv) Tabulation and compilation of Data
- (v) Measures of central Tendency
- (vi) Theory of Probability
- (vii) Theory of Attributes- Basic concepts and their applications.
- (viii) Theory of Index Numbers: Tests of Index numbers- Wholesale and consumer price Index numbers.
- (ix) Demography-Census, its features and functions.
- (x) Vital Statistics- Measures of fertility, Crude fertility rates, specific fertility rates, gross and net reproduction rates., Measures of Mortality

Mathematics**10 Marks**

- (i) Simple / Compound interest.
- (ii) Linear equations with two variables.
- (iii) Permutations/ Combinations & Binomial Theorem.
- (iv) Limits & Derivatives.
- (v) Set Theory- Basic Concepts and Applications.
- (vi) Relations and Functions
- (vii) Matrices & Determinants
- (viii) Probability
- (ix) Coordinate & Three dimensional Geometry
- (x) Vectors.

General Economics**10 Marks**

- (i) Introduction of Economics- Basic concept and Principles.
- (ii) Fiscal & Monetary Policy- Meaning, Scope and Methodology.
- (iii) Theory of consumers demand using indifference curve technique.
- (iv) Demand Analysis
- (v) Factor Pricing –Marginal productivity Theory & Ricardian Theory of Rent



- (vi) Pricing under various forms of Market.
- (vii) Factors of production & Laws of Production.
- (viii) Concept of Economic Growth and its measurement
- (ix) Characteristics and problems of developing economy
- (x) Planning vs Market Economy.
- (xi) Economic Reforms in India
- (xii) Concept & Measurement of National Income.
- (xiii) Role of RBI

General Science


10 Marks

- (i) Newtons Laws of Motion, Mass, Weight, Acceleration, Velocity, Speed etc
- (ii) Electric Current, Power, Energy, Voltage.
- (iii) Chemical Equation, types.
- (iv) Metals, Non-metals- Physical & Chemical properties.
- (v) Various sources of energy; Conventional sources of energy; Biomass and wind energy. Non-conventional sources of energy (Solar energy, Tidal energy).
- (vi) Nutrition and its types, Respiration, Transportation of water, food and minerals in plants.
- (vii) Communicable & Non-Communicable Diseases.
- (viii) Vitamins- Diseases related to vitamin deficiency.
- (ix) Ecosystem – Its components, Food chains and Food webs.
- (x) Environmental pollution. Ozone layer, its depletion, Green House Effect.

Knowledge of Computers

10 Marks

- (i) Basic Applications of Computer and its component.
- (ii) Fundamentals of computer sciences.
- (iii) Concept of Open Source Technologies.
- (iv) Input & output Devices.
- (i) Operating system
- (ii) Knowledge of MS Word, MS Excel, MS Access, MS Powerpoint, PDF Internet and E-mail.
- (iii) Concept of Computer Virus and Anti-Virus.
- (iv) Hardware & Software, Elements of Computers Processing System Hardware , CPU, Peripherals, Storage Media, Software Definition, Role and Categories Firmware and Human-ware.
- (v) Role of Information Technology in Governance.


 (Sachin Jamwal) KAS,
 Secretary
 J&K Services Selection, Board
 Jammu