

Tentative Syllabus for the Post of Junior Accountant
Advertisement No. IIT Mandi/Recruit./NTS/2025/06 dated 23.12.2025

Tentative Syllabus:

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.

General Financial Rule & Goods & Service Tax: Topics related to General Financial Rule & Goods & Service Tax.

The syllabus may be revised or may include other topics etc. All the applicants are advised to frequently visit the Institute website for latest information/updates.