

आयोग की विज्ञापित संख्या- 27/उ०अ०से०च०आ०/2020 दिनांक 27 जुलाई, 2020 में विज्ञापित- शहरी विकास विभाग के विभिन्न निकायों में पालिका अकेन्द्रीयित सेवा के लेखा लिपिक के 142 रिक्त पदों पर सीधी भर्ती हेतु लिखित प्रतियोगी परीक्षा के लिए इंटरमीडिएट स्तर का राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद (NCERT) के कक्षा-11 व कक्षा-12 का Accountancy विषय आधारित 100 अंको का प्रश्न-पत्र होगा।

क्र० सं०	विषय	अंक
01	राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद (NCERT) के कक्षा-11 व कक्षा-12 के Accountancy विषय आधारित।	100 अंक



10. ACCOUNTANCY

CLASS XI

Part A: Financial Accounting - I

Unit 1: Introduction to Accounting

- Accounting- meaning, objectives, Accounting as source of information, internal and external users of Accounting information and their needs.
- Qualitative characteristics of Accounting information-reliability, relevance, understandability and comparability.
- Basic Accounting Terms - Asset, Liability, Capital, Expense, Income, Expenditure, Revenue, Debtors, Creditors, Goods, Cost, Gain, Stock, Purchase, Sales, Loss, Profit, Voucher, Discount, Transaction, Drawings.

Unit 2: Theory Base of Accounting

- Accounting Principles - meaning and nature
- Accounting Concepts: Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition (Realisation), Matching, Accrual, Full Disclosure, Consistency, Conservatism, Materiality
- Accounting Standards- Concept
- Process of accounting-from recording of business transactions to preparation of trial balance.
- Bases of Accounting - Cash Basis, Accrual Basis

Unit 3: Recording of Business Transactions

- Voucher and Transactions: Origin of Transactions-Source Documents and Vouchers, preparation of Accounting vouchers; Accounting Equation Approach - Meaning and Analysis of transactions using Accounting Equation: Rules of Debit and Credit.
- Recording of Transactions: Books of original entry - Journal. Special Purpose Books: i) Cash Book - Simple, Cashbook with Bank column and Petty Cashbook, ii) Purchases Book, Sales Book, Purchase Returns Book, Sales Returns Book; Ledger-meaning, utility, format; posting from Journal and Subsidiary books; Balancing of Accounts.
- Bank Reconciliation Statement: Meaning, Need and Preparation, Corrected Cash Book Balance

Unit 4: Trial Balance and Rectification of Errors

- Trial Balance: meaning, objectives and preparation.
- Errors: Types of Errors: Errors of Omission, commission, principles and compensating errors affecting Trial Balance; errors not affecting Trial Balance.
- Detection and Rectification of Errors (One Sided and Two Sided); use of Suspense Account.

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Unit 5: Depreciation, Provisions and Reserves

- Depreciation: Meaning and need for charging depreciation, factors affecting depreciation, methods of depreciation-Straight Line method, Written Down Value method (excluding change in method), Method of recording depreciation-charging to asset account, creating provision for depreciation/accumulated depreciation account; Treatment of disposal of asset.
- Provisions and Reserves: meaning, importance, difference between Provisions and Reserves, types of Reserves: Revenue Reserve, Capital Reserve, General Reserve, Specific Reserve and Secret Reserves.

Unit 6: Accounting for Bills of Exchange Transactions

- Bills of exchange and Promissory Note: definition, features, parties, specimen and distinction.
- Important Terms: Term of Bill, Accommodation Bill, Days of Grace, Date of Maturity, Bill at Sight, Negotiation, Endorsement, Discounting of Bill, Dishonour, Retirement and Renewal of a Bill.
- Accounting treatment of trade bills and accommodation bills.

Part B: Financial Accounting - II

Unit 7: Financial Statements

- Financial statements: meaning and users.
- Capital Expenditure and Deferred Revenue Expenditure
- Trading and Profit and Loss Account: Gross Profit, Operating and net profit.
- Balance Sheet: need, grouping and marshalling of Assets and Liabilities. Vertical and Horizontal Presentation of Financial Statements.
- Adjustments in preparation of financial statements with respect to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation and bad debts, provision for doubtful debts, provision for discount on debtors, manager's commission.
- Preparation of Trading and Profit & Loss Account and Balance Sheet of sole proprietorship.

Unit 8: Accounts from incomplete records

Incomplete records : meaning, uses and limitations. Ascertainment of profit/loss by statement of affairs method, conversion method.

Unit 9: Computers in Accounting

- Introduction to Computer and Accounting Information System (AIS)
- Applications of computers in accounting:
 - Automation of accounting process, designing accounting reports, MIS reporting, data exchange with other information systems
- Comparison of accounting processes in manual and computerized accounting, highlighting advantages and limitations of automation
- Sourcing of accounting system: readymade and customized and tailor-made accounting system. Advantages and disadvantages of each option.

Unit 10: Accounting and Database System

- Accounting and Database Management System
- Concept of entity and relationship: entities and relationships in an Accounting System: designing and creating simple tables, forms, queries and reports in the context of Accounting System.

CLASS XII ACCOUNTANCY

CLASS XII

Part A:

Accounting for Not-For-Profit Organisations, Partnership Firms and Companies.

Unit 1: Accounting for Not-for-profit Organisations

- Meaning and features of not for profit organisations.
- Meaning and features of fundbased accounting.
- Receipts and payments Account
- Preparation of Income and Expenditure Account and Balance Sheet from
- Receipt and Payment Account with additional information

Unit 2: Accounting for Partnership firms

- Nature of Partnership firm, Partnership Deed-meaning, importance.
- Partners' Capital Accounts : Fixed vs Fluctuating Capital, Division of Profit among partners. Profit and Loss Appropriation Account including past adjustments.

Unit 3: Reconstitution of Partnership

Changes in Profit Sharing Ratio among the existing partners- Sacrificing Ratio and Gaining Ratio.

- Accounting for Revaluation of Assets and Liabilities and distribution of reserves (Accumulated Profits).
- Goodwill: Nature, Factors affecting and methods of valuation: Average profit, Super profit and Capitalisation methods.
- *Admission of a Partner*: Effect of Admission of Partner, Change in Profit Sharing Ratio, Accounting Treatment for Goodwill (as per AS 10), Revaluation of Assets and Liabilities, Adjustment of Capitals.
- *Retirement/Death of a Partner*: Change in Profit Sharing ratio, accounting treatment of Goodwill, Revaluation of Assets and Liabilities. Adjustment of Capitals. Dissolution of a partnership firm.

Unit 4: Accounting for Share Capital and Debenture

- Share Capital: Meaning and Types.
- Accounting for share capital: Issue and Allotment of Equity and Preference Shares; public subscription of shares : over subscription and under subscription; issue at par, premium and at discount; calls in advance, calls in arrears, issue of shares for consideration other than cash. Meaning of Private placement of shares and employee stock option plan.
- Forfeiture of shares : accounting treatment, re-issue of forfeited shares.
- Presentation of Share Capital in company's Balance Sheet.
- Issue of debentures at par; Premium and at discount; writing of discount and loss on issue of debentures; Issue of debentures as collateral security; issue of debentures for consideration other than cash.
- Redemption of debentures: sources : out of profits - debenture redemption reserve / sinking fund; out of capital-methods : lump sum payment, draw by lots, purchase in the open market and conversion (excluding cum-interest and ex-interest).

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Part B: Financial Statement Analysis

Unit 5: Analysis of Financial Statements

- Financial Statements of a Company: preparation of simple balance sheet of a company in the prescribed form with major headings only.
- Financial Statement Analysis: meaning, significance, limitations.
- Tools for Financial Statement Analysis: Comparative Statements, Common Size Statements, Accounting Ratios: meaning and objectives, types of ratios:
 - Liquidity Ratios:* Current Ratio, Liquid Ratio
 - Solvency Ratios:* Debt to Equity, Total Assets to Debt, Proprietary Ratio
 - Activity Ratios:* Inventory Turnover, Debtors Turnover, Payables Turnover, Working Capital Turnover, Fixed Assets Turnover,

Profitability Ratio: Gross Profit, Operating, Net Profit, Return on Investment, Earning Per Share, Dividend per Share, Price Earning Ratio

Unit 6: Cash Flow Statement

- Cash Flow Statement: Meaning and objectives, preparation, adjustments related to depreciation, dividend and tax, sale and purchase of non-current assets (as per revised standard issued by ICAI)

Part C

Unit 7:

Computerised Accounting

Overview of Computerized Accounting System

- Concept and types of Computerised Accounting System (CAS)
- Features of a Computerized Accounting System
- Structure of a Computerised Accounting System

Unit 8

Accounting using Database Management System (DBMS)

- Concept of DBMS
- Objects in DBMS: Tables, Queries, Forms, Reports
- Creating data tables for accounting
- Using queries, forms and reports for generating accounting information.
- Applications of DBMS in generating accounting information such as shareholders' records, sales reports, customers' profile, suppliers' profile, payroll, employees' profile, petty cash register.

Unit 9:

Accounting Applications of Electronic Spreadsheet

- Concept of an Electronic Spreadsheet (ES)
 - Features offered by Electronic Spreadsheet
 - Applications of Electronic Spreadsheet in generating accounting information, preparing depreciation schedule, loan repayment schedule, payroll accounting and other such applications.
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