

**SOLAR ENERGY CORPORATION OF INDIA**  
**NEW DELHI – 110 017**

SECI/HR/-01

01<sup>st</sup> August 2013

**NOTIFICATION TO THE CANDIDATES FOR THE POST OF SENIOR**  
**ACCOUNTS OFFICER – ADVT. NO.3/2013**

Solar Energy Corporation of India places on record its deep appreciation for all those Applicants who had applied for the post under subject against our Advertisement No.3/2013. 201 applicants have registered on line.

**As stated in the Advertisement, the Written Test for the post will be held. Full details will be notified shortly.**

The indicative Syllabus and Examination Pattern is as under:

**INDICATIVE SYLLABUS**

**PART – A - 30 QUESTIONS – 30 marks**

1. Quantitative aptitude
2. Reasoning ability
3. Interpretation of graphs/ charts/ tables
4. General Awareness

**PART – B – 70 QUESTIONS – 70 marks**

**Financial Accounting**

1. Corporate Accounts & Accounting Standards
2. Indirect & Direct - Tax Management
3. Auditing

**Cost & Management Accounting**

4. Costing Techniques
5. Cost Audit

## **Financial Management**

6. Financial Management
7. Foreign Exchange and Risk Management
8. Capital Market Analysis

## **General**

9. Computer Applications in Business
10. Management Control System

## **SUGGESTED TOPICS FOR PART B**

Principles of Accounting, Double Entry System, Journal, Ledger, Cash Book and Trial Balance, Provisions, Reserves, Depreciation accounting, final accounts with including Accounting Standards;

Income Tax – Corporate Taxation, Personal Taxation Service Tax, CST, VAT, Delhi Sales Tax.

Auditing – MAOCARO, Internal Audit, Tax Audit.

Costing-concepts and classification of Cost, Methods and Techniques of Costing, Managerial Costing and Break even Analysis, Standard Costing and variance Analysis, Cost Records and Cost Audit;

Companies Act 1956 – provisions relating to formation and financing of Joint Stock Companies, Management of Share Capital;

Financial planning, Sources of long term finance, optimum capital structure, Fund Flow Analysis, Cash Flow Analysis, Ratio Analysis, Budget Preparation and Control, Capital Budget, Working Capital Management, dividend policy;

Project Evaluation- Objectives, Types, Methods of Projects Evaluation, Appraisal Criteria - Net Present Value, Benefit cost ratio, Internal Rate of Return, Payback Period;

Investment Management, Alternative forms of Investment, Investment Process, Market for Securities and Taxes, Valuation of securities;

Credit Rating- Meaning of Credit and Rating Symbols by CRISIL, ICRA and CARE.

Foreign Exchange, Exchange Rate Determination and Forecasting Risk- Foreign Exchange and Interest Rates Risk and their management, Political Risk and its management, Inflation risk and its impact. Financial Swaps – Interest Rate Swaps and Currency Swaps.

General Computer Applications.

The duration of the test is 120 minutes. There are 100 objective type questions. Each question carries one mark. There will be 0.25 negative marking for the wrong answers.

With Best Wishes

**FOR SOLAR ENERGY CORPORATION OF INDIA**

**HR DEPARTMENT**