



PUNJAB PUBLIC SERVICE COMMISSION

BARADARI GARDEN, PATIALA- 147001

WEBSITE : <http://ppsc.gov.in>

PUBLIC NOTICE

RECRUITMENT TO 66 POSTS OF SECTION OFFICER (GROUP-A) IN THE DEPARTMENT OF FINANCE (TREASURIES AND ACCOUNTS), GOVERNMENT OF PUNJAB.

1. With reference to advertisement No. 202265 published on 21.07.2022 and Public Notice dated 02.03.2023, it is for the information of the candidates for ibid posts that the Commission has decided to delete the following portion of the subject syllabus:-

Sr. No. 13 Punjab Financial Rules, General Financial Rules (GOI), Punjab Civil Services Rules, including conduct, TA/DA, GPF rules, Pension, commutation of pension and National Pension System, LTC, P&A Rules etc., Punjab Budget Manual, Procedure of Budget, Procedure of Stores and Purchase.

Sr. No. 14 GeM-Basic Knowledge, RTI Act 2005, Reservation in Services-SC/ST/PwD/OBC/EWS.

2. The remaining syllabus remains same as mentioned vide Public Notice dated 02.03.2023. The revised syllabus for the ibid posts is also attached as Annexure-A.
3. The **pattern** for the ibid posts remains same as mentioned vide Public Notice dated 02.03.2023.
4. All other conditions such as reservation of the posts, age, eligibility, essential qualification, etc. of the advertisement shall remain same as mentioned in "General Information for the Candidates".

Dated : 14/03/2023

Sd/-
Secretary (Examinations)
Punjab Public Service Commission
Patiala

(Annexure-A)

Syllabus

Part-A (SUBJECT)

- 1 Accounting: Meaning, Scope and Importance, Branches of Accounting, Accounting Concepts and Conventions, Double Entry System, Preparation of Journal, Subsidiary Books including Cash Book, Ledger, Trial Balance, Preparation of Final Accounts of Sole Traders and Partnership Firms. Bank Reconciliation Statement.
- 2 Distinction between Capital and Revenue items, Depreciation Methods and Accounting.
- 3 Accounting Cycle, Journal, Cash Book, Bank Reconciliation Statement, Preparation of Trial Balance, Final Accounts of Sole Trader and Partnership Firm.
- 4 Nature and attributes of Financial Statements, Analysis and interpretation of Financial Statements, Techniques of Analysis; Comparative Statements, Common Size Statements, Trend Analysis, Ratio Analysis, Fund Flow Statements.
- 5 Traditional Cost Management System: Concept, Factors Affecting Cost Management, Cost Assignment. Applications of Marginal Costing and Cost Volume Profit analysis for decision making.
- 6 Budgetary Control: Concept, types and Process. Introduction to Performance Budgeting and Zero Base Budgeting. Uniform Costing & Inter-Firm Comparison, Responsibility Accounting.
- 7 Financial Management: Meaning, Scope, and Objectives, Finance Functions: Investment, Financing and Dividend decisions; Capital Budgeting: Nature of Investment Decisions, Investment evaluation criteria: Payback period, Accounting rate of return, Net present value, Internal rate of return, Profitability index, Capital Rationing, Capital Budgeting under Risk and Uncertainty.
- 8 Cost of Capital: Meaning and Significance, Cost of debt, preference capital, equity capital and retained earnings, Weighted average cost of capital; Financial, operating and combined leverage: their measurement and effect on profit.
- 9 Capital Structure: Concept and significance, Theories of Capital Structure, Capital Structure in Practice; Dividend Policy: Forms of dividend, stability in dividend policy, Dividend theories, Dividends policy in practice.
- 10 Working Capital: Meaning, significance and types, Factors affecting working capital requirements, Determining working capital needs, Working capital management, Sources of working capital, Financing of working capital, Management of Cash, Receivables and Inventories; Mergers and Acquisitions: Reasons and Financial considerations.
- 11 NBFCs-concept, nature, role, sources of finance, RBI guidelines. Regulatory Bodies: RBI: Organisation, functions, credit creation, credit control, Recent Monetary Policy. NABARD-role & functions, SEBI- Organisation, Functions, SEBI as a regulator.
- 12 Money market; Money market meaning, constituents, functions of money market; Money market instruments-call money, treasury bills, certificates of deposits, commercial bills, trade bills etc; Recent trends in Indian money market; Capital market-primary and secondary markets; role, recent developments in Indian Capital Markets. International Stock Exchanges.

Part-B

General Knowledge & Current Affairs

General Knowledge and Current affairs of National and International importance including:

- (i) Economic issues
- (ii) Polity issues
- (iii) Environment issues
- (iv) Geography
- (v) Science and Technology
- (vi) Any other current issues
- (vii) (a) History of India with special reference to Indian freedom struggle movement
(b) History of Punjab- 14th century onwards

Part-C

General Mental Ability, Logical Reasoning & Quantitative Aptitude

- (i) Logical reasoning, analytical and mental ability, etc.
- (ii) Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation, etc.
- (iii) Data analysis, Graphic presentation charts, tables, spreadsheets, etc.

Part-D (Punjabi)

1. ਬਹੁਅਰਥਕ ਸ਼ਬਦ, ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ।
2. ਪੰਜਾਬੀ ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ।
3. ਸ਼ੁੱਧ ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ।
4. ਸ਼ਬਦ ਦੇ ਭੇਦ।
5. ਅਗੇਤਰ/ਪਿਛੇਤਰ।
6. ਲਿੰਗ ਅਤੇ ਵਚਨ ਬਦਲੋ।
7. ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ।
8. ਵਿਆਕਰਨ।
9. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਅਤੇ ਵਾਕਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸ਼ੁੱਧ ਰੂਪ।
10. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸ਼ੁੱਧ ਪੰਜਾਬੀ ਰੂਪ।
11. ਭਾਸ਼ਾ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ।
12. ਸ਼ਬਦ ਬੋਧ ।
13. ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
14. ਪੰਜਾਬ ਦੇ ਮੇਲੇ, ਤਿਉਹਾਰ ਅਤੇ ਸਭਿਆਚਾਰ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
15. ਅਣਡਿੱਠੇ ਪੈਰੇ ਵਿੱਚੋਂ ਪ੍ਰਸ਼ਨ।