

VADODARA MUNICIPAL CORPORATION

Syllabus of written examination for the recruitment of Deputy Chief Accountant

- ❖ Financial Accounting :
 - Basic terminology
 - Concepts and Conventions
 - Preparation of Journal, Ledger
 - Types of Errors- Rectification of Errors - Rectification entry
 - Preparation of Bank Reconciliation Statement
- ❖ Accounting Standards : Meaning, Need , Importance and its applicability
- ❖ Accounting standards for Local Bodies
- ❖ Accounting for government grants/Subsidies etc.
- ❖ Preparation of Financial Statements- Balance sheet, statement of Income and Expenditure and Cash flow statement - preparation of consolidated statement, Fund Flow, Ratio, Depreciation
- ❖ Cost Accounting- Concepts, Classification of cost, Methods and techniques of costing
- ❖ Preparation of Cost sheet, quotations and tenders
- ❖ Management Accounting – Concepts, Decision making process
- ❖ Budget, Preparation of budget, Budgeting and Budgetary control performance Budgeting, Outcome budget
- ❖ Computerized Accounting : Tally, ERP, SAP (Word, Excel, PPT-MS Office), M.I.S., Data base
- ❖ Borrowing : Types of borrowing (loans), Municipal bonds, debentures, Multilateral funding
- ❖ Taxation : Income tax, TDS, GST, Service tax, Government cess , Education cess, property tax, vehicle, professional tax
- ❖ Investment: Fixed deposit, Shares, Land etc.
- ❖ Payroll : Salaries and its deduction, Pension, Retirement benefits, Commute, Gratuity, Leave encashment, Pay fixation, LTC