

JAGAT GURU NANAK DEV
PUNJAB STATE OPEN UNIVERSITY PATIALA
(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Syllabus for the post of Accountant

Duration: 60 Minutes

Max. Marks: 60

Basics of Accounting

Accounting Concepts and Conventions, Accounting System in a non-profit organization and its applications. Distinction between Capital and Revenue items. Maintenance of accounting records, System of modern Accounting: Double Entry System, Accounting Process right from Preparation of Journal, Subsidiary Books including Cash Book, Ledger, Trial Balance to final accounts; Inventory Accounting and maintenance of stock records, Reconciliation of the stock items with the Physical inventory. Preparation and finalization of accounts, Maintenance of books of accounts of non-profit organizations both in Single entry basis of accounts and double entry System. Reconciliation of Accounts with Banks, Sundry Debtors and suppliers; Depreciation Methods and its accounting including maintenance of the Fixed asset register as per the legal requirements. Maintenance of the adequate internal control and internal checks systems to safeguards the assets and inventory. **(20 Marks)**

Proficiency in Taxation Laws

Awareness of the relevant provisions of the Income Tax Act 1961 as applicable to non-profit organization. Preparation of books of accounts after taking into account the relevant income tax provisions. Preparation of the income tax return after finalization of the books of account. Accounting for deductions of TDS on salaries, payment to contractors, Professionals and other payments where TDS is applicable. Preparation of the data for filing of the TDS returns on time as per the legal requirements of the taxation laws. Form No.16 issued by the Principal employer. Basis of Charge of tax. **(10 Marks)**

GST

Good and Services Tax; Administration of GST Act including authorities, Applications of GST to the Non-Profit organization. Maintaining accounts and records including invoice, cash receipts and other relevant voucher as per the requirement of the GST Act. Preparation and filing of the relevant GST returns on time. Working knowledge of both Direct and Indirect taxes. **(10 Marks)**

Awareness of working in an IT environment

MS office including Introduction to Microsoft Excel 2000 and its latest versions. Creating spreadsheets using financial functions in Excel. Computerized Accounting and its feature. Financial Accounting Package – Tally etc. ERP: Introduction and Implementation. **(10 Marks)**

Pay Roll Accounting

Maintaining the employee's records. Good working knowledge of maintaining the EPF and ESI records and registers as per the applicable Labour laws. Preparation and filing of the EPF and ESI returns as per the law on the relevant portals. Preparation of the salary records and deductions from salary. Issuance of salary slips on monthly basis.

Safe Keeping of the accounting records, expenses vouchers, invoices and other important documents. **(10 Marks)**