JKSSB ACCOUNTANT ASSISTANT SYLLABUS 2020,
SELECTION PROCEDURE AND EXAM PATTERN

Scheme of Examination

(I) The Examination will consist of Objective Type, Multiple Choice Questions only. The questions will be set in English only.

(II) There will be negative marking of 0.25 marks for each wrong answer.

(III) Tentative Answer Keys, in due course after the Examination, will be placed on the website of the Board (www.jkssb.nic.in ). Any representation regarding answer keys received within the time limit fixed by the Board at the time of uploading of the answer keys, will be scrutinized and the decision of the Board in this regard will be final. No representation regarding Answer keys shall be entertained, afterwards.

(IV) Marks scored by candidates in written test will be normalized if required, to determine final merit and cut-off marks.
(16) **Document Verification (DV):**

i) The candidates who are shortlisted for Document Verification are required to appear for Document Verification along with the original documents as well as self-attested Photostat copy of each documents as per the advertisement/notification. The candidate must be in possession of the prescribed academic qualification on or before the last date of submission of online application form, and other documents like Domicile Certificate, Category Certificate on the date as shall be fixed for Documents Verification.

   
   b. Matric Diploma (D.O.B).
   
   c. 10+2 Mark sheet/Diploma.
   
   d. Marks sheet of Graduation.
   
   e. Bonafide certificate (as per J&K SSB devised format) in case of the candidates, who acquired qualification(s) outside Union Territory of J&K.
   
   f. Degree certificate/Provisional certificate of completion of Graduation/post-graduation/PhD Degree.
   
   g. Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential...
Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.

h. Caste/ Category Certificate, if belongs to reserved categories.

ii) Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:

1) Aadhaar Card/ Printout of E-Aadhaar,
2) Voter’s ID Card,
3) Driving License,
4) PAN Card,
5) Passport,
6) College/university ID Card,
7) Employer ID Card (Govt./ PSU/ Private), etc.

iii) The candidates who are supposed to furnish various certificate issued by or before the prescribed cutoff date or the date of Document Verification as will be prescribed by the Board, shall be required to produce them at the time of Documents Verification or as may be sought by the Board; in case of failure, the Board shall take necessary action decision which shall be final.

iv) Wherever a specific format has been prescribed for any certificate, in accordance with the relevant rules/orders, a candidate shall be supposed to furnish the said requisite documents in the prescribed format at the time of Documents Verification, otherwise his/her candidature shall be liable for cancellation/rejection.

v) Candidates who wish to be considered against reserved vacancies or such age relaxation wherever applicable, must submit requisite certificate/documents from the Competent authority in the prescribed format when such certificates are sought by the Board at the time of Document Verification,
otherwise their claim will not be entertained & their candidature shall be considered under Open Merit Category.

vi) Candidates claiming to be Domicile of Jammu & Kashmir shall be asked to produce the Domicile Certificate issued by the competent authority, in the prescribed format at the time of Document Verification or as and when sought by the Board.

vii) For Ex-Servicemen (ESM):

   a) Discharge Certificate, along with PPO number.
   b) Ex-Serviceman Certificate issued by the Competent Authority.

(17) Misconduct /Malpractice:-

I. If any candidate is found indulging in any irregularity/misconduct/malpractice at any stage of selection process, such candidate shall be debarred from the examinations conducted by the Services Selection Board for such period as may be deemed appropriate, apart from cancellation of candidature for the instant examination and any other action as would be necessary & expedient.

(18) Steps Taken for Fairness & Transparency in Examination Process: -

I. The Board, for the purposes of ensuring integrity, fairness and transparency in the Examination process shall be well within its rights & duties, to take steps as necessary or issue instructions as deemed appropriate, at any stage of selection process, and all such steps/instructions shall be deemed to have been taken/given in furtherance of its mandate, as enshrined in the relevant laws/rules/regulations.
Annexure “B”

To the Advertisement Notification No 02 of 2020 dated 06-07-2020

Marks: 120
Time: 02:00 Hours

Syllabus for Written test (Objective Type) for the post of Panchayat Accounts Assistant

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Topic</th>
<th>Marks</th>
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<tbody>
<tr>
<td>01.</td>
<td>General Knowledge with special reference to J &amp; K</td>
<td>30</td>
</tr>
<tr>
<td>02.</td>
<td>Mathematics/ Statistics</td>
<td>10</td>
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<tr>
<td>03.</td>
<td>General Economics</td>
<td>10</td>
</tr>
<tr>
<td>04.</td>
<td>Knowledge of Computer Applications</td>
<td>30</td>
</tr>
<tr>
<td>05.</td>
<td>Accountancy and Book Keeping</td>
<td>30</td>
</tr>
<tr>
<td>06.</td>
<td>Science</td>
<td>10</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

Syllabus for Written test (Objective Type) for the post of Panchayats Accounts Assistant

Marks: 120
Time: 02:00 hours

**General Knowledge with special reference to J & K**

i) Popular names of personalities (Religion, Politics, Scientific discoveries, Geographical, Sports, History)


iii) 73rd amendment of constitution of India.

iv) Centrally Sponsored Schemes- Guidelines and objectives.

v) Important Tourist Destinations.

vi) History of J & K- places and their importance.

vii) Sustainable Development Goal.

viii) Agriculture in economic development, industrialization and economic development.

ix) Panchayati Raj Act, 1989 (as amended upto October, 2018 and rules)

x) Climate and crops in J & K and India.

xi) Current events of Local, National and International importance.

**Mathematics/ Statistics**

i) Theory of Probability.

ii) Tabulation and compilation of data.

iii) Methods of collecting primary and secondary data.

iv) Theory of Attributes- Basic concept and their applications.

v) Sampling and Non Sampling errors.
vi) Analysis of Time Series components.

vii) Demography- Census, its feature and functions.


ix) Set Theory- Basic Concepts and Applications.

x) Matrices & Determinants, simultaneous Linear Equations.

xi) Analytical Geometry.

**General Economics**

i) Introduction of Economics- Basic concept and Principles.

ii) Gross Domestic Product (GDP) and Budgeting including own resource generation and budgeting for Panchayat.

iii) Fiscal Policy, Meaning, Scope and Methodology.

iv) Growth and development: - Meaning, Scope, Difference & Relevance.

v) Inflation; Meaning, Types, Effects

vi) Production, cost and efficiency.

vii) Factors of production and laws.

viii) Demand analysis.

ix) Theory of Consumers demand using in difference curve technique.

x) Pricing under various forms of Markets.

xi) Concept of Gram Panchayat Development Plan (GPDP)

**Knowledge of Computer Applications**

i) Introduction and Objectives.

ii) Basic Applications of Computer and its component.

iii) Bringing computer to life.

iv) Fundamentals of computer sciences.

v) Hardware & Software, Concept of Open Source Technologies.

vi) Input & output Devices.

vii) Knowledge of MS Word, MS Excel, MS Access, MS Powerpoint, PDF Internet and E-mail.

viii) Concept of Computer Virus and Latest Anti-Virus.

ix) Terms and Abbreviation used in IT.

**Accountancy and Book Keeping**


ii) Accounting equation and Journal.

iii) Voucher Approach in Accounting.

iv) Bank reconciliation Statement.

v) Financial Management/Statements.

vi) Partnership Accounts.

vii) Ledger Accounts.


ix) Elements of Double entry Book Keeping.

x) Rules for journalizing.

xi) Trial Balance.

xii) Trading Account.

xiii) Profit Loss Account and Balance Sheet.

xiv) Concept of Social Accounting, Social Audit and cash based single entry system of accounting.

xv) Public Financial Management System (PFMS).

**Science**
i) Biology- Important Inventions and their inventor; Important and Interesting facts about human body parts; Nutrition in Animals and Plants; diseases and their causes like bacteria; Viruses and Protozoa.

ii) Chemistry- Chemical Properties of Substance and their uses; Chemical name of important substances like Plaster of Paris etc.; Chemical Change and Physical Change; Properties of Gases; surface Chemistry; Chemistry in Everyday life.

iii) Physics- Important inventions and their inventor; S.I Units; Motion; Sound; light; Wave; energy; Electricity.

(Ranjeet Singh) KAS
Secretary,
J & K Services Selection, Board
Jammu.
Qualification/Eligibility and Selection criteria for the post of
Accounts Assistant (Panchayat)

i) Qualification required for the post:-
(Graduation in any stream from any recognized University with a minimum of 50% marks for open merit and 45% marks for reserved category. However, candidates having Post Graduation Degree with 50% marks or holding PhD Degree or equivalent shall also be eligible for selection.)

ii) Pay Scale of the Post:- Level 5(29200-92300)

iii) Selection Criteria:- As per S.O.180 dated 28-05-2020, the selection for these posts shall be made on the basis of written test only.
The criteria for selection shall be as follows:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Criteria</th>
<th>Marks</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Written Test Only</td>
<td>100</td>
</tr>
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</table>

Total: 100 Marks

(Ranjeet Singh), KAS
SECRETARY.
J&K Services Selection Board