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Commerce

1. Knowledge of subject concerned : Senior Secondary Level

- Principles of Book-keeping, Double Entry System.
- Subsidiary books, Final Accounts, Adjustment Entries, Opening and closing entries.
- Trial balance and rectification of errors.
- Depreciation, Provisions and Reserves.
- Accounting for bills of exchange transactions .
- Partnership accounts.
- Company Accounts- Issue of shares, forfeiture and re-issue of shares, redemption of shares and debentures.
- Computers in Accounting.
- Business Organization- sole - partnership, joint stock company.
- Principles of management – concept, nature and significance.
- Capital markets and types - Primary and secondary market
- Marketing - Meaning, functions and role.
- Statistics for economics - Measures of central Tendency, Measures of dispersion and introduction to Index Numbers.
- Poverty – absolute and relative, Main programmes for poverty alleviation : A critical assessment.
- Rural development – Key issues, credit and marketing.
- Role of cooperatives : Agricultural diversification, alternative farming ,organic farming.
- Employment - Formal and informal, growth and other issues, Problems and policies.
- Economic reform since 1991 – Need and main features – liberalization, globalization and privatization.

2. Knowledge of subject concerned : Graduation level

- Financial statements : Meaning and Analysis.
- Tools for financial statement analysis.
- Cash flow statement
- Cost Accounting – Meaning and Definition
- Element of cost – Material, Labour, and overhead.
- Auditing – Meaning and Objectives.
- Audit of companies – Appointment, Rights, Duties and Liabilities of auditor.
- The Indian contract Act 1872(Section 1 to 75).
- Consumer protection Act 1986
- Functions of Management – Planning , Organizing, Staffing, Directing and Controlling.
- Company Secretary - Position, Duties and Qualification.

- Human resource : Meaning, Scope, Role, and Functions.
- Meaning and nature of Entrepreneurship – Entrepreneurship in India.
- Economic Environment – Meaning, Factors affecting economic Environment, Indian Economic Environment and basic feature of Indian economy
- New Economic Policies and its effects.
- Foreign Trade of India – Volume, Composition and Direction.
- Export Promotion – Various measures.
- New Export Import policies of Govt. Of India.
- Economic modals – Meaning , Purpose and Types.
- National Income – Definition, Measurement, Distribution and Economic Welfare.

3. Knowledge of subject concerned : P. G. Level

- Financial Management– Working capital management, Capital budgeting.
- Business Statistics – Probability
- Consumer Behavior and buying motives.
- Marketing Analysis and Research
- Role of advertising in marketing and advertise in strategies
- Media Management .
- Public finance – Central budget, Deficit, Fiscal management.
- Problems of Indian banking- Central and Commercial banking, Banking sector reforms.
- Monetary and Fiscal Policies.
- Finance Commission.