

অসম বিজ্ঞান প্রযুক্তিবিদ্যা আৰু পৰিবেশ পৰিষদ
(বিজ্ঞান, প্রযুক্তি আৰু জলবায়ু পৰিৱৰ্তন বিভাগ, অসম চৰকাৰ)

ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL

(Science, Technology and Climate Change Department, Govt. of Assam)

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ASTEC/ESTT/1345/2018

Date: 29/08/2023

Syllabus for the post of Junior Accounts Assistant

Written test (MCQ): 150 marks

General knowledge on current events, basic knowledge on English grammar and correspondence, test of reasoning and arithmetic (10th standard), basics in book-keeping & accounting, journal, ledger, trial balance, cash book, BRS, depreciation, financial statement, income tax, e-filing of IT returns, TDS and its online payment, various deductions u/s 80C - 80U, GST and e-filing of GST returns, basic concept on banking & finance, auditing.

Skill (practical) test: 50 marks

Practical knowledge on information technology (IT), taxation and auditing in computer laboratory.

Marks on academic qualifications from Class X standard upto graduation level: 50 marks

Director
A. S. T. E. Council
Bigyan Bhawan, G.S. Road, Guwahati-5