

**SYLLABUS & WEIGHTAGE FOR**  
**ON-LINE EXAMINATION**  
**ADVERTISEMENT No: 03/2023**

**JUNIOR EXECUTIVE (FINANCE)**

**Total Marks: 120**

**Duration: Two hours**

**Part-A**

General Knowledge, General Intelligence,  
General Aptitude, English etc.

Weightage 30%

**Part-B**

Questions on subjects relating to  
Educational Qualifications

Weightage 70%

1. Financial Accounting/Corporate Accounting
2. Business Laws/Corporate Laws with Emphasis on Companies Act, 2013
3. Business Organization and Management
4. Income Tax Law and Practice/Corporate Tax Planning/Indirect Taxes
5. Cost Accounting
6. Financial Management with emphasis on evaluation of projects, fund raising options, working capital management, risk mitigation, strategies in general
7. Auditing with special emphasis on accounting standards
8. E-commerce
9. Financial Markets, institutions and financial services
10. Fundamentals of investment
11. Working knowledge of accounting software like Enterprise Resource Planning (ERP) and Microsoft Office