

ADDENDUM TO RECRUITMENT ADVERTISEMENT NO. SR / 01 / 2022

ONLINE RECRUITMENT OF VARIOUS POSTS IN AAI-SOUTHERN REGION

Further to the Notification for Online recruitment published for the post of Junior Assistant (Fire Service), Junior Assistant (Office), Senior Assistant (Accounts) and Senior Assistant (Official Language) as per AAI Advertisement No.SR/01/2022, the following addendum is issued.

**SYLLABUS & WEIGHTAGE OF QUESTIONS
FOR COMPUTER BASED ONLINE TEST**

I. Post Code : 01 , Jr.Asst (Fire Service), NE-4

Part - A (Total 50 Marks)

(a) 50% questions on subjects relating to educational qualifications prescribed for the post as detailed below :-

Basic Mathematics, Basic Science, Elementary English/Grammar - (10th Standard level)

Part - B (Total 50 Marks)

(b) 50% questions on General Knowledge, General Intelligence, General aptitude & English etc.
- (12th Standard level)

Total : **100 Marks**

II. Post Code : 02 , Junior Assistant (Office) - NE-4

Part - A (Weightage 50%)

(a) 50% Questions on Subjects relating to Educational Qualification prescribed for the Post which is detailed below :-

- (1) **Office and office Management** – meaning of office, function of office, primary and administrative functions, importance of office. Relation of office with other departments of business Organization. Concept of paperless office, virtual office, back and front office, open and private office. Definition and elements of office management, duties of an Office Manager. Office routine, flow of work and office manual.
- (2) **Filing and Indexing** – Meaning and importance of filing, essential of good filing system. Centralized and decentralized filing system. Meaning, need and types of indexing used in the business organization. Retention and weeding out of papers.
- (3) **Office forms**– Meaning and types of forms used in business organization, advantages, forms controls, objectives, form designing, principles of forms designing and specimens of forms used in office. Office Record Management – Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization.
- (4) **Communication** – Meaning, importance, process, of communication, objectives of effective communication. Forms of communication – oral, written, visual and audio-visual. Types of office communication internal and external. Barrier to communication and overcoming the barriers.
- (5) **Office meetings** – Notice, Agenda, Resolutions, Minutes and confirmation of the Minutes. Abbreviations and terms used in Business Correspondence.
- (6) **Behavioural Skills** - Personality development, importance of good human relations, understanding organizational culture, management of time and stress, importance of ethics and values
- (7) **Office Accommodation and Environment** - Record Maintenance / Management, Office Record Management, Importance, Filing Essentials, Classification and arrangement of files, Modern methods of filing and Modern filing devices.
- (8) **Office Correspondence and Mail Services** - Form Letters, Meaning, Principles and Factors to be considered in designing office forms writing, Writing effective sentences, cohesive writing, clarity and conciseness in writing
- (9) Main provisions of Official Language Act applicable to Govt. offices

Part - B (Weightage - 50%)

(b) 50% questions on General Knowledge, General Intelligence, General aptitude & English etc.

Total : 100 Marks

III. Post Code : 03 , Senior Assistant (Accounts) - NE-6

Part - A (Weightage - 70%)

(a) 70% Questions on Subjects relating to Educational Qualification prescribed for the post: (Finance & Accounting) as detailed below :-

Accounting Standards:

Introduction to Accounting Standards, Overview of Accounting Standard AS 1: Disclosure of Accounting Policies, AS 2: Valuation of Inventories, AS 3: Cash Flow Statements, AS 6: Depreciation Accounting, AS 7: Construction Contracts, AS 9: Revenue Recognition, AS 10: Accounting for Fixed Assets, AS 13: Accounting for Investments, AS 14: Accounting for Amalgamation - Financial statements of Company- Preparation of financial statements- Cash flow Statement (Profit and Loss Account, Balance Sheet and Cash Flow Statement)- Profit/Loss prior to incorporation- Accounting for Bonus Issue, Amalgamation and Reconstruction, Average Due Date and Account Current, Self-Balancing Ledgers, Financial Statements of Not-for-Profit Organizations, Accounts from Incomplete Records, Accounting for Special Transactions (a) Hire purchase and installment sale transactions (b) Investment accounts (c) Insurance claims for loss of stock and loss of profit. Issues in Partnership Accounts

Business Law:

The Indian Contract Act, 1872, the Negotiable Instruments Act, 1881, The Payment of Bonus Act, 1965, The Employees' Provident Fund and Miscellaneous Provisions Act, 1952, The Payment of Gratuity Act, 1972

Company Law:

The Companies Act, 2013, Preliminary, Prospectus, Share and Share capital

Cost Accounting:

Introduction to Cost Accounting, Materials, Labor, Overheads, Non-Integrated Accounts, Methods, Job and Batch, Contract, Operating, Process and Operation, Standard Costing, Marginal Costing, Budgets and Budgetary Control

Financial Management:

Scope and Objectives of Financial Management, Time Value of Money, Financial Analysis and Planning, Financing Decisions, Types of Financing, Investment Decisions, Management of working capital

Income Tax:

The Income-tax Act, 1961, Basic concepts, Residential status and scope of total income, Incomes which do not form part of total income (Sec 10), 5 Heads of income, Provisions of Clubbing, Set-off and carry forward of losses, Deductions from gross total income, Computation of total income and tax payable. Provisions concerning Advance tax and TDS, Provisions for filing of return of Income.

Goods & Service Tax:

Concepts and general principles, Charge of Good & Service Tax and Valuation, Payment of Goods & Service Tax and Filing of Returns, Input Tax Credits, Composition of Scheme for Small Dealers

Auditing and Assurance: Auditing Concepts, Auditing and Assurance Standards, Preparation for an Audit, Internal Control, Vouching, Verification of Assets and Liabilities, Company Audit, Audit Report, Special Audits

Information Technology:

Accounting in Computerized Environment, Computer software, Data Storage, Retrievals and Data Base Management Systems, Computer Networks & Network Security, Internet and other technologies, Flowcharts, Decision Tables, ERP, SAP.

Part - B (Weightage - 30%)

(b) 30% questions on General Knowledge, General Intelligence, General aptitude & English etc.-

Total :

100 Marks

IV. Post Code : 04 , Senior Asst.(Official Language) - NE-6

Part - A (Weightage - 50%)

(a) 50% questions on subjects relating to educational qualifications prescribed for the post as detailed below :-

Part- A (i)

25 Questions (Objective Type Questions from Hindi Grammar, Hindi Literature based (Finding out author's name of specific books, Naming the award winner etc.), Fill in the Blanks in Hindi sentences, Meaning of Hindi idioms and proverbs, English Synonyms of Hindi Words, Hindi Synonyms of English words, Correct Meaning of English Idioms, English Synonyms of English Words, etc., (Total - 25 Marks)

Part- A (ii)

Hindi to English Translation - Descriptive Type (Total - 10 marks)

Part- A (iii)

English to Hindi Translation - Descriptive Type (Total - 10 marks)

Part- A (iv)

Short notes on any Subject in Hindi - Descriptive Type - (Total - 5 marks)

Part - B (Weightage - 50%)

(b) 50% questions on General Knowledge, General Intelligence, General aptitude & English etc.

Total :

100 Marks