Kerala PSC Junior Accountant Syllabus 2022

Syllabus for the Accountancy

- Self Balancing Ledger
- Sectional Balancing
- Capital & Revenue
- Trading
- Profit and Loss
- Accountants and Balance sheets
- Bills of Exchange
- Rectification of Errors
- Balance Sheets Format and Classification
- Branch and Departmental Accounts
- Double Accounts System
- Cost Accounts
- Receipts and Payments,
- Income
- Expenditure
- Trading and Profit & Loss
- Accountants and Balance sheets,
- Bills of Exchange
- Capital & Revenue
- Receipts and Payments
- Branch and Departmental Accounts
- Double Accounts System
- Verification and Vouching
- Rights
- Duties and Liabilities of Auditors
- Income Tax
- Provisions about income from salary
- Provisions related to Chapter -IV of Income Tax Act 1961
- Rectification of Errors
- Balance Sheets Format and Classification
- Auditing and Income Tax
- The object of Audit

Syllabus for General Knowledge or Current Affairs

- Literature and heritage of the country
- History
- Culture
- Art
- General Science

- India's history
- Indian National Movement
- Indian Polity
- Economy & Culture
- Indian agriculture
- Commerce and Trade & Population
- Ecology and urbanization
- World Geography
- India's Geological & Natural Resources
- The current national
- main international events
- Uttar Pradesh with special knowledge
- Education
- Culture
- Agriculture
- industry and trade
- Living & social traditions
- Miscellaneous events of the state

Syllabus for IT and Cyber Law

- Introduction to Computer & Windows
- Input/Output Devices
- Memory
- PORTs
- Windows Explorer
- Menu
- Managing Files & Folders
- Setup & Accessories
- Formatting
- Creating CD/DVD
- Word Processing & Presentations
- Menu Bars, Managing Documents & Presentations
- Text Formatting,
- Table Manipulations
- Slide Designs
- Animations
- Page Layout
- Printing.
- Spreadsheets
- Excel Menu Bar
- Entering Data
- Basic Formulae & Inbuilt Functions
- Cell & Text
- Formatting
- Navigating
- Charts
- Page Setup
- Printing

- Spread Sheets for Accounting.
- Working with Internet and emails
- Web Browsing & Searching
- Downloading & Uploading
- Managing
- Email Account
- e-Banking.