



**FINANCE DEPARTMENT**  
**AZAD GOVT OF THE STATE OF JAMMU & KASHMIR**  
**MUZAFFARABAD**

**Order**

The Secretary Finance Azad Government of the State of Jammu & Kashmir has been pleased to accord approval of the following syllabus for the posts of Senior Auditors BS-16 of :-

- i. Finance Department
- ii. Accounts Department
- iii. Audit Department
- iv. Local Fund Audit Department

Test Specification	Topics of Syllabus
Objective Type Test (MCQ)	<b>Part-I</b> <ul style="list-style-type: none"><li>• Grammar Usage</li><li>• Sentence Structuring</li></ul>
Part-I English=20Marks	<b>Part-II</b> <ul style="list-style-type: none"><li>• Accounting Principles &amp; Procedures</li><li>• Scrutiny of Record for Audit Purposes</li><li>• Journal ledger &amp; Cash Book</li><li>• Preparation of Annual Budget</li><li>• Adjustment &amp; Depreciation</li><li>• Financial Planning &amp; Cost Accounting</li><li>• Heads of Account, Re-appropriation of Funds &amp; Supplementary Grant</li><li>• Settlement of Audit Objections</li><li>• Preparation of Pension Documents</li><li>• A&amp;K Public Procurement Rules, 2017</li><li>• A&amp;K Public Procurement of Consultancy Services Regulations, 2018</li><li>• Basic IT/Computer Knowledge</li></ul>
Part-II English=20Marks	
Professional Test=80 Marks	

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*Fazal Karim*  
(Fazal Karim) 8/9/2021  
Section Officer (Admin)