

**Special Auditor, Maharashtra Co-operative Services, Co-op Societies, Group – B**  
**- Syllabus for Screening Test -**

**Standard :** Degree  
**Medium :** English/Marathi  
**Nature of paper :** Objective Type

**Total Marks :** 100  
**Duration :** One Hour

<b>1.</b>	<b>Accounting</b>	<b>Marks 30</b>
<b>A) Financial Accounting :</b>		
01) Accounting as a financial information system		
02) Accounting Standards in India and international accounting standards (only outlines)		
03) Final Accounts.		
04) Depreciation accounting, Depreciation policies as per accounting standard.		
05) Accounts of non-trading institution.		
06) Partnership accounts.		
07) Advanced problems of company accounts.		
08) Amalgamation, absorption and reconstruction of companies.		
09) Valuation of shares and goodwill.		
10) Consolidated books of holding company with one subsidiary only.		
<b>B) Cost Accounting :</b>		
01) Nature and functions of cost accounting		
02) Accountancy for material, labour and overheads		
03) Job costing and Contract costing		
04) Process costing		
05) Marginal Costing; Techniques of segregating, semi-variable costs into fixed and variable costs		
06) Cost-volume-profit relationship; aid to decision making including pricing decisions, shutdown etc.		
07) Techniques of cost control and cost reduction		
08) Costing of joint and by production. Reconciliation of cost and financial accounts		
09) Budgetary control, flexible budgets		
10) Standard costing and variance analysis.		
11) Responsibility accounting, investment, profit and cost centres.		
<b>2.</b>	<b>Auditing</b>	<b>Marks : 25</b>
01) Considerations for commencing an Audit		
02) Audit of cash transactions, expenses, incomes, purchases, sales.		
03) Internal check system.		
04) Valuation and verification of assets with special reference to fixed assets, stocks and debts.		
05) Verification of liabilities		
06) Audit of limited companies; appointment, removal, powers, duties and liabilities of company auditor, significance of 'true and fair', MAOCARO report.		
07) Auditor's report: Standard and qualified.		
08) Special points in the audit of different organizations like clubs, hospitals, colleges, charitable institutes		
09) Investigations of fraudulent activities		
10) Audit Approach-EDP and mechanical systems		
11) Social Auditing		
<b>3.</b>	<b>Business Finance</b>	<b>Marks 10</b>
01) Financial Analysis as a diagnostic tool.		
02) Concepts of Valuation-Valuation of firm's Fixed Income, Securities and Common Stocks.		
03) Dividend and Retention Policy-Residual Theory-Dividend Policy- Other Models- Actual Practices.		
04) Capital Structure-Leverages-Significance of Leverages-Theories of Capital Structure with special reference to Modigliani and Miller approach. Planning the Capital Structure of a Company; EBIT-EPS Analysis, Cash-flow ability to service debt, Capital Structure Ratios, other methods, receivable agency		
<b>4.</b>	<b>Maharashtra Co-operative Societies Act, 1960</b>	<b>Marks 10</b>
<b>5.</b>	<b>General Knowledge and General Aptitude Test</b>	<b>Marks 25</b>
01) <b>Mathematics</b> - Addition, Subtraction, Multiplication, Division, Decimal, Fraction, Average.		
02) <b>General History of India</b> - 1857 to 1947, Geography , Current Affair and Polity in respect of Maharashtra.		
03) <b>General Science</b> - Physics, Chemistry, Biology, Botany, Hygiene.		

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