



# UNIVERSITY OF KASHMIR

NAAC ACCREDITED GRADE A++  
UNIVERSITY CAMPUS, HAZRATBAL, SRINAGAR 190006, KASHMIR.

## NOTICE

It is notified for the information of all the candidates who had applied for the post of **Junior Accounts Assistant** advertised vide Advertisement Notice No. 08 of 2026 dated: 31-03-2026 that the **Selection Criteria, Scheme and Syllabus** for the said post shall be as under:

### Scheme & Selection Criteria

Short-listing / Selection Criteria	Maximum Marks
<b>1. Objective Type Written Test (OMR based)</b>	100 Marks
<b>Total Marks</b>	<b>100</b>

- The selection shall be made strictly on the basis of merit secured in the **OMR-based written examination**.
- The written examination shall consist of **100 objective-type questions**, carrying **one mark each**.
- There shall be **negative marking of 0.25 marks for each wrong answer**.

### Scheme for Objective-Type Written Test (OMR Based)

- **Number of objective-type questions:** 100
- **Marks allotted to each correct answer:** 01
- **Negative marks for each incorrect answer:** 0.25
- **Time allowed:** 110 minutes

## Syllabus for Objective-Type Written Test

### 1. General Knowledge with Special Reference to J&K UT

- Current Events of National and International Importance
- Political and Physical Divisions of World and India
- Indian Culture, Heritage and Freedom Struggle/Movement
- Transport and Communication
- Demography – Census, its features and functions
- Important Rivers and Lakes in India
- Weather, Climate, Crops and Means of Transport of India
- Environment, Ecology and Bio-diversity
- J&K UT:
  - History

- b. Economy
- c. Geography (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)
- d. Heritage and Culture
- e. Important Tourist Destinations
- x. Jammu and Kashmir Reorganisation Act, 2019

## **2. Accountancy and Book Keeping**

- i. Introduction to Financial Accounting and its terms
- ii. Accounting Equation and Journal
- iii. Voucher Approach in Accounting
- iv. Bank Reconciliation Statement
- v. Financial Management/Statements
- vi. Partnership Accounts
- vii. Ledger Accounts
- viii. Cash Book, Financial Audit.
- ix. Elements of Double Entry book Keeping
- x. Trial Balance
- xi. Trading Account
- xii. Profit Loss Account and Balance Sheet
- xiii. Concept of Social Accounting, Social Audit and Cash Based Single Entry System of System of Accounting
- xiv. Public Financial Management System (PFMS)
- xv. Indian Financial Management System
- xvi. Taxation, Tax Laws- Direct, Indirect
- xvii. Cost Management – Budgetary Control
- xviii. Cost Accounting
- xix. Developments in Accounting

## **3. General English**

- i. Tenses
- ii. Rearranging of Jumbled Sentences
- iii. Narration
- iv. Modals
- v. Articles
- vi. Comprehension with blanks to be filled in with:
  - a. Phrases
  - b. Pronouns
  - c. Homonyms/Homophones
- vii. Clauses
- viii. Synonyms and Antonyms
- ix. Pairs of Words and their use in meaningful sentences
- x. Idioms and Phrases
- xi. Uses of Prepositions
- xii. Active and Passive Voice

#### **4. Statistics**

- i. Primary and Secondary Data
- ii. Methods of Collecting Primary and Secondary Data
- iii. Preparation of Questionnaires
- iv. Tabulation and Compilation of Data
- v. Measures of Central Tendency
- vi. Theory of Probability
- vii. Theory of Attributes – Basic Concepts and their Applications
- viii. Theory of Index Numbers: Tests of Index Numbers - Wholesale and Consumer Price Index Numbers
- ix. Demography – Census, its Features and Functions
- x. Vital Statistics -Measures of Fertility,Crude Fertility Rates, Specific Fertility Rates, Gross and Net Reproduction Rates, Measures of Mortality

#### **5. Mathematics**

- i. Simple / Compound Interest
- ii. Linear Equations with Two Variables
- iii. Permutations / Combinations and Binomial Theorem
- iv. Limits and Derivatives
- v. Set Theory – Basic Concepts and Applications
- vi. Relations and Functions
- vii. Matrices and Determinants
- viii. Probability
- ix. Coordinate and Three-Dimensional Geometry
- x. Vectors

#### **6. General Economics**

- i. Introduction to Economics – Basic Concepts and Principles
- ii. Fiscal and Monetary Policy – Meaning, Scope and Methodology
- iii. Theory of Consumer Demand using Indifference Curve Technique
- iv. Demand Analysis
- v. Factor Pricing- Marginal Productivity Theory, Ricardian Theory of Rent
- vi. Pricing under Various Forms of Market
- vii. Factors of Production and Laws of Production
- viii. Concept of Economic Growth and its Measurement
- ix. Characteristics and Problems of Developing Economy
- x. Planning vs Market Economy
- xi. Economic Reforms in India
- xii. Concept and Measurement of National Income
- xiii. Role of RBI

## 7. General Science

- i. Newton's Laws of Motion, Mass, Weight, Acceleration, Velocity and Speed etc.
- ii. Electric Current, Power, Energy and Voltage
- iii. Chemical Equations and Types
- iv. Metals and Non-Metals – Physical and Chemical Properties
- v. Various Sources of Energy – Conventional Sources of Energy, Biomass and Wind Energy. Non-Conventional Sources of Energy (Solar Energy, Tidal Energy)
- vi. Nutrition and its Types – Respiration, Transportation of Water, Food and Minerals in Plants
- vii. Communicable and Non-Communicable Diseases
- viii. Vitamins – Diseases Related to Vitamin Deficiency
- ix. Ecosystem – its Components, Food Chains and Food Webs
- x. Environmental Pollution. Ozone Layer, its Depletion, Green House Effect

## 8. Knowledge of Computers

- i. Basic Applications of Computer and its Components
- ii. Fundamentals of Computer Sciences
- iii. Concept of Open Source Technologies
- iv. Input and Output Devices
- v. Operating System
- vi. Knowledge of MS Word, MS Excel, MS Access, MS PowerPoint, PDF, Internet and E-mail
- vii. Concept of Computer Virus and Anti-Virus.
- viii. Hardware & Software, Elements of Computers Processing System Hardware, CPU, Peripherals, Storage Media, Software Definition, Role and Categories Firmware and Human-ware
- ix. Role of Information Technology in Governance

No. F(Syllabi-JAA-Rectt.)KU/26  
Dated: 15-06-2026

Sd/-  
**Deputy Registrar**  
(Recruitment)