



An ISO 9001:2015 Certified Company



MADHYA GUJARAT VIJ COMPANY LIMITED

Registered Office: Sardar Patel VidyutBhavan, Race Course, Vadodara 390007.

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Syllabus for Selection for the post of Deputy Superintendent (Accounts) in MGVCL.

MGVCL had released an advertisement dtd. 07.07.2021 for filling up the post of Deputy Superintendent (Accounts) in MGVCL. The syllabus for selection for the post of Deputy Superintendent (Accounts) in MGVCL:

| Sr. No. | Description | Weightage |
|---------|---|------------------|
| 1. | Final accounts of the Company under Schedule III of Companies Act 2013 | 15 Marks |
| 2. | Various Audits like Internal Audit, Statutory Audit, C&AG Audit, Cost Audit and Tax Audit | 10 Marks |
| 3. | Bank Reconciliation Statements, Stock Reconciliation and Debtor Reconciliation, Vendor Reconciliation | 05 Marks |
| 4. | Passing of various claims like Supplier Bills/ Claims | 05 Marks |
| 5. | Various Taxes like Income Tax, Goods and Service Tax. | 10 Marks |
| 6. | Various Laws like Provident Fund, ESIS, EDLI, Contract Act, Companies Act 2013, The Electricity Act, Workmen Welfare Cess, Negotiable Instrument Act. | 10 Marks |
| 7. | Financial management including various fund arrangements like CC, Long Term Loans, Short Term Loans proposal, Deferred Payment Guarantee, Letter of Credit, Bank Guarantee and Fund management. | 05 Marks |
| 8. | Project Management (Evaluation of project as per various methods like payback, ARR, IRR, NPV etc) | 05 Marks |
| 9. | Costing and Cost Accounting Records | 05 Marks |
| 10. | Budget and Budgetary Control, Types of Budget like Cash/Sales/Purchase/Flexible etc. | 10 Marks |
| 11. | Indian Accounting Standards issued by The Institute of Chartered Accountants of India | 10 Marks |
| 12. | Knowledge of MS Excel, MS Word, MS PowerPoint and Accounting software like Tally. | 10 Marks |
| | Total | 100 Marks |

