

BSNL JAO Exam Pattern

- BSNL JAO competitive exam will consist of two papers.
- The questions asked in exam are of Objective Type
- Paper-1 will be conducted for 150 marks in the duration of 3 hours.
- Paper II will be conducted for 300 marks in the duration of 3 hours.
- Totally two paper will be conducted for 450 marks.

Subjects	Marks	Time
General English	100	3
General Aptitude	50	hours
Financial Management Cast Accounting Tax & Commercial Laws	300	3 hours

BSNL JAO Syllabus

BSNL Junior Accounts Officer syllabus Paper I

General English:

- Comprehension of given Passage and Grammar
- Usage and Vocabulary
- Verb
- Noun
- Synonyms
- Antonyms
- Idioms
- Phrases Adverb etc.

General Awareness/Aptitude:

- Indian Polity & economy
- Test of reasoning & Quantitative Technique
- Current Affairs (National as well as International) and its Importance

BSNL JAO Exam Syllabus Paper 2

Advanced Accounting:

Cash and Fund Flow Statements, Company Accounts, Final Accounts, Company Accounts Introduction and Shares & Debentures

Financial Management:

Goals of Financial Management, Key Activities of Financial Management, Relationship of Finance to Accounting and Audit and Organization of Finance Function

Financial Management in Public Sector Enterprises:

Capital Budgeting, Long Term Financing, Working Capital Management, Memorandum of Understanding and Financial Management & Control.

Financial Statements:



Basic Concepts Underlying Accounting, Balance Sheet, Profit & Loss Accounts, Source and Usage of Final Statements, Financial Topics Related To Balances Received and Profit & Loss Accounts, Analyzing Financial Performance, Financial Ratios, Applications of Financial Analysis, Problems in Financial Statements and Analysis, Break-Even Analysis and Leverages.

Auditing:

Nature, Objective and Basic Principles of Auditing; Techniques of Auditing Physical Verification, Examination of Documents and Vouching, Direct Confirmation and Analytical Review; Planning and Audit, Audit Programmes, Working Papers, Audit Process; Valuation of Internal Controls; Various Types of Audit.

Bare Acts:

Companies Act 1956 (with amendments), Contract Act, Partnership Act, Payment of Gratuity Act, and Consumer Protection Act.

