

पोखरा विश्वविद्यालय सेवा आयोग
मुख्य सहायक (लेखा) खुल्ला

निम्नलिखित विषय बस्तुको आधारमा पूर्णाङ्क १०० को ४ घण्टा समयका लिखित परीक्षा लिइने छ

Knowledge

1. Elementary Accounting Procedures	10
Income and Expenditure	
Rules of Accounting	
Double Entry Book Keeping	
Journal/ Ledger Trial Balance	
Income Financial Statement Analysis	
Balance Sheet	
2. Elementary Banking Knowledge	10
Banking Procedures	
Deposits	
Cheques Writing	
Collection	
Reconciliation	
3. Filing and inducing Procedures	10
4. Pay Roll Sheet Preparation	10
5. Professional Writing	10
Official Correspondence	
Report Drafting	
Memo Writing	
6. General Knowledge about Higher Education in Nepal	10
7. Government Accounting System of Nepal	10
8. Audit: Internal and external	10
9. Computer Knowledge in Accounting	10
10. Public Procurement Act of the Government of Nepal	10