### Knowledge

1. **Elementary Accounting Procedures**
   - Income and Expenditure
   - Rules of Accounting
   - Double Entry Book Keeping
   - Journal/ Ledger Trial Balance
   - Income Financial Statement Analysis
   - Balance Sheet

2. **Elementary Banking Knowledge**
   - Banking Procedures
   - Deposits
   - Cheques Writing
   - Collection
   - Reconciliation

3. **Filing and inducing Procedures**

4. **Pay Roll Sheet Preparation**

5. **Professional Writing**
   - Official Correspondence
   - Report Drafting
   - Memo Writing

6. **General Knowledge about Higher Education in Nepal**

7. **Government Accounting System of Nepal**

8. **Audit: Internal and external**

9. **Computer Knowledge in Accounting**

10. **Public Procurement Act of the Government of Nepal**