

पोखरा विश्वविद्यालय सेवा आयोग
सहायक प्रशासक (लेखा) खुल्ला

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

1. Accounting Concept	10
Principles of Accounting Business Accounting Government Accounting/ Commercial Accounting Accounting Standards	
2. Preparation of Books and Records	8
Journals, Ledger, Subsidiary Books etc. Posting Trial Balance Balance Sheet Reconciliation Income and Expenditure Accounting	
3. Auditing Concept	8
Procedures Internal Audit and Final Audit Management Audit Contemporary Audit Practices	
4. Budgeting Concept	10
Budget Preparation, Implementation and Evaluation Program Budgeting Zero Budgeting	
5. Basic Knowledge of Banking and Financial Institution	8
6. Expenditure Procedures, Resource Mobilization and Accounting Procedure in higher Education.	10
7. Taxation- Income Tax, Value Added Tax (VAT)	10
8. Professional Writing	8
Project Proposal Writing Report Writing Letter Writing	
9. General Knowledge about Higher Education. System in Nepal	10
10. Use to Computer in Accounting System : Software and Hardware	10
11. Public Procurement Act of the Government of Nepal	8