



SCHEME OF EXAMINATION FOR DIRECT RECRUITMENT TO THE POST OF ACCOUNTANT

The followings shall be the Scheme of Examination, components of Written Test (Paper – I and Paper – II) and Skill Test and its syllabus for recruitment to the Post of Accountant by direct recruitment:

A. Scheme of the Examination

Written Test		
Paper -I (Part – A & B) MCQ Type	Time: 2 hours	Marks: 200
Paper-II Descriptive Type	Time: 1 hour	Marks: 50
Skill Test	Time: 45 minutes	Mark: 25

B. Test Components:

Paper –I MCQ Type (Part – A)	Duration: 2 hours	
	No. of Questions	Marks
(i) General Awareness	15	30
(ii) Reasoning ability	15	30
(iii) Mathematical ability	10	20
(iv) Test of English	10	20
(v) Knowledge of Computer	10	20
SUB TOTAL	60	120
Paper –I MCQ Type (Part – B)	No. of Questions	Marks
Section-I: Financial Rules, Financial Accounting, Taxation and Auditing	30	60
Section-II: University Act	10	20
SUB TOTAL	40	80
TOTAL	100	200



Paper -II Descriptive Type	General English (Essay, Drafting and Comprehension)	Duration 1 hour
		Marks: 50
Skill Test	Tally Software and Advanced Spread Sheet	Duration 45 minutes
		Marks: 25 Pass Marks: 10

C. Syllabus:

Paper-I MCQ Type: Part A

- (i) **General Awareness:** Questions will be designed to test the candidate's general awareness of the environment around them and its application to society. The test will evaluate knowledge of current events and everyday observations expected of an educated individual. It will also include questions on India and its neighbouring countries, particularly in History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, and National/International Organizations and Institutions.
- (ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. The test will evaluate analogies, similarities and differences, spatial visualization, spatial orientation, problem-solving, analysis, judgment, decision-making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, figure classification, arithmetical number series, etc.
- (iii) **Mathematical Ability:** The test will cover the Number System, including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Data Interpretation (Tables & Graphs), and related quantitative concepts.
- (iv) **Test of English:** Applied English Grammar, Synonyms, antonyms, idiomatic use of words and phrases and common errors.
- (v) **Knowledge of Computer:** The test will cover the following key areas: Computer Fundamentals, Basic Computer Applications, Hardware & Software Components, Operating Systems, Word Processing, Networking, Internet Concepts, Information Security, etc.



Paper-I MCQ Type: Part B

- (i) **Financial Rules, Accounting, Taxation and Auditing:** General Financial Rules (GFR), Accounting Standards, Specialized Accounting, Financial Management, Direct Tax (Income Tax), Indirect Tax (GST), Auditing Principles, Vouching & Verification, Internal Check & Fraud Prevention
- (ii) **University Act:** (For this section the candidates may read the Act and Statutes of the National Sports University).

PAPER -II

Descriptive Type

General English: To assess the candidate's ability to communicate formally, clearly, and constructively within a university/government setting.

- **Essay Writing:** Expository, persuasive, or argumentative essay (typically 200 to 300 words).
- **Official Correspondence & Drafting:** Drafting of formal administrative communications based on a given context or scenario:
 - **Official Letters** (inter-institutional or outward communications).
 - **Office Memoranda (OM) / Office Orders / Circulars.**
 - **Demi-Official (D.O.) Letters** to senior administrative authorities.
 - **Show-Cause Notices** or **Explanation Calls.**
- **Comprehension:** Passages followed by subjective/descriptive questions requiring structural, well-formed answers in the candidate's own words.



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राष्ट्रीय खेल विश्वविद्यालय, इम्फाल, मणिपुर
NATIONAL SPORTS UNIVERSITY, IMPHAL, MANIPUR
(A Central University)
Government of India, Ministry of Youth Affairs and Sports



Note:

1. The question paper would be in English; the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree examination, which is defined as the minimum eligibility for the respective post.
3. The Skill Test shall be conducted following the written examination. Candidates must secure a minimum of 10 marks in the Skill Test to qualify, and those scoring less than 10 marks will be deemed to have failed. The final merit list will be prepared based on the combined scores of Paper-I, Paper-II, and the Skill Test for all qualified candidates.
4. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows;
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.
5. The University reserves the right to modify, alter, or change the scheme or mode of examination/selection for any or all advertised posts at any stage of the recruitment process without assigning any reason. The decision of the University in this regard shall be final and binding on all candidates, and no correspondence or representation will be entertained.