

**FURTHER DETAILS REGARDING MAIN TOPICS OF  
PROGRAMME NO. 12/2013 (Item No. 12 & 13)**

**ACCOUNTS MANAGER**

PART-I GENERAL CATEGORY

*APEX SOCIETIES OF CO-OPERATIVE SECTOR IN KERALA*

**&**

**ACCOUNTS MANAGER**

*(PART-II SOCIETY CATEGORY)*

*(Direct Recruitment from eligible employees of Member Societies affiliated to Kerala State  
Co-operative Consumers Federation Ltd.)*

*KERALA STATE CO-OPERATIVE CONSUMER'S FEDERATION LTD.*

**Part I – Finance & Accounting**

**BUSINESS ENVIRONMENT**

Concept, Nature, Scope of Business Environment. Economic Systems. Social Responsibility of Business. Industrial Policy. Industrial Licencing. Role of Public & Private Sector. Planning in India. Monetary & Fiscal Policy. New Economic Policy of the Government of India. Multi National Corporations.

**ACCOUNTING**

Meaning, Objectives, Accounting terms—concepts—Journal—Accounts—Trial Balance—Preparation of Final Accounts—Partnership Accounts—Company Accounts

**FINANCIAL MANAGEMENT**

Meaning—Financial Plan—Steps—Sources of Finance—Working Capital—Fixed Capital—Capital Budgeting

**BANKING**

Structure of Commercial Banks-Public Sector, Private Sector Banks, Co-operative Banks, Scheduled Banks, Foreign Banks, New Generation Banks—Functioning of Commercial Banks--Credit Creation—Central Banks—Functions—Credit Control.

**MANAGEMENT**

Meaning, Concepts, Functions of Management, Planning, Organising Control.

## **CO-OPERATIVE MANAGEMENT & ADMINISTRATION**

Co-operative Management—Democratic Structure—Function of Chairman—Registrar of Co-operative Societies—Functions.

Administrative set-up of Co-operative Department at State Level/District Level/Taluk Level

## **CO-OPERATIVE EDUCATION**

Meaning of Co-operative Education, Purpose. Co-operative Training. National Co-operative Union of India (NCUI) Kerala State Co-operative Union (KSCU).

Working of NAFED, MARKETFED, NABARD, NDDDB, NCDC, HUDCO (outline only)

## **CO-OPERATIVE ACCOUNTING**

Books & Registers kept by Societies as per Acts & Rules. Sources of funds—owned funds—State aid—investment of funds. Trial Balance of District/State Co-operative Banks. Final Accounts—Special Features of Co-operative final accounts—Disposal of Net Profits—Audit of Co-operative Societies. Administrative set-up of Co-operative Audit.

## **CO-OPERATIVE SOCIETIES ACT-1969**

Registration of Societies, Management, Administration, General Body Meetins, Powers of the Registrar, winding up, Liquidation and Dissolution of Co-operative Societies.

## **Part II – DCA/MS Office**

### **MS OFFICE**

#### **Computer Fundamentals**

Briefly explaining and familiarizing the following system devices.

- Computer System, CPU, ALU
- Different types of Memory - RAM, Static RAM, Dynamic RAM -ROM (PROM, EPROM, EEPROM).
- Secondary Storage Devices - Floppy, Zip Disk, Hard disk, Optical drsk (CD,DVD, Blue Ray), Pen Drive.
- Input Output devices:  
Description about standard Input devices (keyboard & Mouse) - Pointing devices (joystick, touch pad, touch screen, track ball, light pen) - Scanner - Character recognition devices (OMR, MICR, OCR, BCR).
- Soft copy devices (CRT, LCD).
- Hard copy devices - Printers, types of Printers (Impact, Non-Impact, Plotters).
- Fax , Photostat, Franking machine.

#### **Operating System:-**

MS-DOS - Booting and its types - DOS Prompt.

Internal commands - DIR and its switches, cls, date, time, vol, copy, con, type, ren, del, wildcard characters, prompt, md, cd, rd, path .

External commands - label, mem, chkdisk, scandisk, more, xcopy and its switches, attrib and switches, format, batch files.

**Microsoft Windows**

Windows screen elements (desktop, icon, task bar, My Computer, Recycle bin) -Creating shortcuts and icon management - Managing multiple windows - windows explorer - creating folders - copy and move files and folders - save in different locations- search files and folders - deleting files - use quick launch - keyboard commands - scandisk - defragment - Word Pad - Paint - Install applications from a CD with an install program - switch off the computer.

**MS-Word**

Introduction - Working with files : Creating, Opening, Saving, working on multiple documents - working with text: typing inserting, selecting, deleting, undo, redo, formatting, format painter-formatting paragraph: Paragraph attribute, moving, copying and pasting, clipboard, columns. Formatting list: bullets and numbering - applying style: create, modify, delete :- spelling and grammar: autocorrect spelling and grammar checking synonyms, thesaurus : tables: Inserting , drawing, moving and resizing tables, inserting rows and columns, documents merging - graphics - adding clip arts, adding images from files, editing drawing auto shape - Page formatting : margins size and orientation, header and footer, page number, print preview and printing.

**MS-Excel**

Introduction - Adding and remaking worksheet. Moving and copying cells- cell formatting: number tab, element tab, font tab, border and pattern tab, date and time, applying styles - cell formatting - auto formatting and conditional formatting, formulas and functions: applying formulas, linking worksheets, basic functions (Sum, Average, Min, Max, SQRT, today), using function wizards - sorting and filtering: basic sort.

**Presentation package (Power Point)**

Creating, opening and saving slide in power point package, Working with slides.Drawing and working with objects, Adding clip art and other pictures,Running and controlling slide show.

**INTERNET**

Using browse software -Internet explorer/Netscape navigator,Browsing a web file, Sending e-mail, Downloading a file

Requirements for an internet ready PC, Internet Service Provider, Dial up, Broadband Modems, Browsers, URL, Website, Webpages, E-mail-creating E-mail ID, Send mail, Service mail, send and receive mail with attachment—Inbox, Outbox, Sent Items, Address Book, Use Search Engines.

**Part III – India-National Movement and Renaissance in Kerala****FACTS ABOUT INDIA**

Geography of India- Physical Features- Climate-Soils- Rivers- Famous Sites – Etc Demography- Economic and Social Development-Poverty Alleviation-Economy and Planning-Etc History of India- Period from 1857 to 1947- National Movement- Etc.

**FACTS ABOUT KERALA**

Geographical Facts- Physical Features- Climate-Soils- Rivers- Famous Sites – Etc

**RENAISSANCE OF KERALA**

Important Events/ Movements/Leaders-Brahmananda Swami Sivayogi, Chattampi Swami, Sree Narayana Guru, Vagbhatananda, Thycaud Ayya, Ayya Vaikundar, Poikayil Yohannan (Kumara Guru), Ayyankali, Pandit Karuppan, Mannathu Padmanabhan, V.T.Bhattathirippad, Dr. Palpu, Kumaranasan, Vakkom Moulavi, Blessed Kuriakose Elias Chavara, Etc

***NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.***