

HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH- 711109

P&A DEPARTMENT

No. HCSL/HR/RECTT/PERMA/008/2022-23/(Revised)

Date: 30.08.2023

SYLLABUS FOR TESTS REG.

1. Refer Vacancy Notification No. HCSL/HR/RECTT/PERMA/008/2022-23/(Revised) dated 28 November 2022 for filing up of the Supervisory post of Accountant for HCSL.
2. As per clause F of the above vacancy notification, the method of selection for the post shall include Phase I, consisting of an Objective type Test (40 marks), Phase II consisting of Descriptive type Written Test (40 marks) and Phase III consisting of Power point presentation on work experience (20 Marks). The detailed syllabus of Objective Type Test (Part A-General and Part B-Discipline related) is enclosed at Annexure I. Syllabus for the Descriptive type Written Test shall be same as Part B (Discipline related).
3. Please note that the list of topics detailed in the above syllabus is only indicative and not exhaustive.
4. For any queries, please contact us via e-mail at careers@hooghlycsl.com, Ph: 033 2955 8283.

Sd/-
IR & HR Department

DETAILED SYLLABUS OF PART A

Particulars	Syllabus - General (Part A)
General Knowledge	<ul style="list-style-type: none">• Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States & Union Territories / International Organizations.• General Science : Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology• Sports & Games• Important Events/ Movements / Leaders / Places / Years• Writers - Authors - Biography - Autobiography• Abbreviations
General English	<ul style="list-style-type: none">• Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms & Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural
Reasoning	<ul style="list-style-type: none">• Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence
Quantitative Aptitude	<ul style="list-style-type: none">• Number system / Fraction and Decimals / Simplification / Volume and surface areas / Square roots and Cube roots / Problems based on numbers, Speed, Time and Distance, Simple Interest / Compound Interest / Boats and Streams / Problems on Trains / Percentage - Interest / HCF and LCM / Average / Ratio and Proportion / Time and Work / Problems based on ages / Profit, Loss and Discount, Statistics / Permutations & Combinations / Probability.

DETAILED SYLLABUS OF PART B

Syllabus - Discipline related (Part B)

- **Organisational Skills-** Role of a supervisor - Manpower management & resource planning - Work force motivation - Grievance handling at shop floor level - Code of Conduct & Discipline - Importance of time keeping & productivity.
- Basic knowledge of computer applications.
- **Supervisory Duties:-**
 - **Principles of Organization** - Principles of organization; authority; responsibility; accountability; delegation; span of control; centralization; unity of command.
 - **Motivation** - Meaning of motivation; understanding human behavior; factors of motivation; levels of motivation; methods of motivating people; brief on motivation theories.
 - **Communication** - Purpose of communication; communication process; methods of communication written, oral, audio - visual; report writing; channels of communication namely formal and informal; art of giving instructions; barriers of communication; guidelines for effective.
- **HSE & IMS-** Awareness on Industrial safety & PPEs - Importance of housekeeping - Knowledge of IMS - Quality Standards - 5 S - management of industrial hazardous wastes.

Theoretical and application knowledge on

- Financial Accounting
- Trading & Profit & Loss Accounts and Balance Sheet
- Bank Reconciliation Statement
- Depreciation, Reserves and Reserve Funds, Ratio Analysis
- Capital and Revenues, Revenue Accounts, Receipts & payments Accounts, Income & Expenditure Accounts
- Company Accounts
- Financial Statements and Reporting
- Cost Accounting, Cost Records and Cost Audit
- Direct and Indirect Taxes- Income Tax Act, Central Sales Tax Act, Service Tax Act, Central Excise Act
- Contracts Act, Payment of Gratuity Act, Payment of Bonus Act, ESI Act, EPF Act.
- Companies Act, Factories Act, ID Act
- FEMA, SCRA and SEBI Act.
- Company Audit, preparation of Auditors Report and other requirements.
- Familiarity with Word.
- **Familiarity with Excel:-**
 - PivotTables and Charts
 - Lookups, Ranges and Dates
 - Conditional Formatting
 - Managing Worksheets
 - Built formulas and Understanding Formulas
 - Changing Views
 - AutoFill and Custom Lists
 - Conditional Logic, Tables & Data Tools
 - Referencing Formulas
 - Ranges and Dates

Syllabus - Discipline related (Part B)

- Introduction & Formatting Charts
- Adding Graphics to Spreadsheets
- Outline, Sort, Filter, and Subtotal
- Protecting Data
- Printing
- Saving a Workbook