

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਭਰਤੀ ਡਾਇਰੈਕਟੋਰੇਟ ਪੰਜਾਬ

ਸਰਕਾਰੀ ਮਾਡਲ ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਸਕੂਲ, (ਮਾਈਕਰੋਸਾਫਟ ਬਿਲਡਿੰਗ)

ਫੇਸ 3ਬੀ-1, ਐਸ.ਏ.ਐਸ ਨਗਰ।

ਨੰ: 9/1-2021-ਭ.ਡ(5) / 2021347553

ਮਿਤੀ, ਐਸ.ਏ.ਐਸ ਨਗਰ : 18-10-2021

ਪਬਲਿਕ ਨੋਟਿਸ

ਮੈਰੀਟੋਰੀਅਸ ਸੁਸਾਇਟੀ ਅਧੀਨ ਮੈਰੀਟੋਰੀਅਸ ਸਕੂਲਾਂ ਵਿੱਚ ਵੱਖ ਵੱਖ ਵਿਸਿਆਂ ਦੇ ਲੈਕਚਰਾਰਾਂ ਦੀਆਂ 82 ਪੋਸਟਾਂ ਨੂੰ ਭਰਨ ਦਾ ਮਿਤੀ 01-10-2021 ਨੂੰ ਵਿਗਿਆਪਨ ਦਿੱਤਾ ਗਿਆ ਸੀ। ਮਿਤੀ 11-10-2021 ਨੂੰ ਸੋਧ ਪੱਤਰ ਜਾਰੀ ਕਰਕੇ ਵੱਖ ਵੱਖ ਵਿਸਿਆਂ ਦੇ ਲੈਕਚਰਾਰਾਂ ਦੀਆਂ ਪੋਸਟਾਂ ਦੀ ਗਿਣਤੀ ਵਿੱਚ ਵਾਧਾ ਕਰਕੇ ਪੋਸਟਾਂ ਦੀ ਗਿਣਤੀ 90 ਕਰ ਦਿੱਤੀ ਗਈ ਸੀ। ਵੱਖ ਵੱਖ ਵਿਸਿਆਂ ਦੇ ਲੈਕਚਰਾਰ ਅੰਗਰੇਜ਼ੀ, ਪੰਜਾਬੀ, ਬਾਇਓਲੋਜੀ, ਕੈਮਿਸਟਰੀ, ਕਾਮਰਸ, ਮੈਥ ਅਤੇ ਫਿਜ਼ੀਕਸ ਵਿਸਿਆਂ ਦਾ ਸਿਲੇਬਸ ਵਿਭਾਗ ਦੀ ਵੈਬਸਾਈਟ www.educationrecruitmentboard.com ਤੇ ਅਪਲੋਡ ਕਰ ਦਿੱਤਾ ਗਿਆ ਹੈ।

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ

ਸਿੱਖਿਆ ਭਰਤੀ ਡਾਇਰੈਕਟੋਰੇਟ ਪੰਜਾਬ।

— 6 —

COMMERCE

Part A Accounting

Introduction to accounting

Accounting, objectives, advantages and limitations, types of accounting information, uses of accounting information and their needs. Basic accounting terms, accounting concepts, capital and revenue cash basis and accrual basis accounting standards and IFRS.

Accounting Principles, recording of transactions, origin of transactions, source documents, books of original entry

-Journal, cash books and subsidiary books ledger & trail balance, depreciation, provisions & reserves. Accounting for Bills of exchange, rectification of errors, bank reconciliation statement Financial

statements of sole proprietorship, complete & incomplete records, profit & loss accounts, gross profit, net profit, balance sheet, adjustments in preparation of financial statements.

Financial statements of not for profit organization, receipt & payment account & income and expenditure account & balance sheet.

Introduction to computer & accounting information system

Introduction to operating software, utility software & application software. Stages in automation, accounting for partnership firms; Admission, retirement, death, & dissolution & cash distribution.

Advance Company Accounts

Accounting for share capital & debentures (share capital, issue & allotment, fore feature, purchase of business, liquidations, valuation of shares amalgamation, absorption & reconstruction, holding company accounts.

Cost & Management Accounting

Ratio analysis, Funds flow analysis, cash flow analysis, Marginal costing & break even analysis, standard costing budgetary control, costing for decision making, responsibility accounting.

Capital structure, financial and operating leverage, cost of capital, capital budgeting, Working capital management, dividend policy, hire purchase, consignment & joint venture.

Balance sheet of a company in the prescribed form with major heading (Schedule VI) Financial analysis.

BUSINESS STUDIES

Nature & Purpose of Business:

Concept & Characteristics

Business profession & Employment-Distinctive Features

Objectives of Business-Economic, Social & Human

Business Risks- Nature & Causes

Role of profit in Business

A brief outline of the evolution of Business Activities In India

STRUCTURE OF BUSINESS

Classifications of Business activities, Industry & Commerce

Industry & Types: Primary & Secondary

E-Commerce- Meaning, Opportunities & benefits, Resources required for successful E-Commerce implementation, Security & safety for Business Transactions.

Outsourcing of Services: Nature, Need & Types, Financial services, Advertising, Customer Support services.

SERVICE SECTOR & BUSINESS

Banking: Types of Banks & Functions of Commercial banks.

Insurance : Principles, Types : Life & General, Fire & marine and Insurance of other Risks, Health Insurance, Fidelity Insurance.

Communication : Postal & Telecommunications

Warehousing : Types & Functions

SOCIAL RESPONSIBILITY OF BUSINESS AND BUSINESS ETHICS

Concept of Social Responsibility.

Case of Social Responsibility & Human Rights.

Responsibility towards Consumers, Government & community in General.

Business & Environment Protection.

Business Ethics: Concepts & Elements.

FORMS AND FORMATION OF BUSINESS ENTERPRISES

Meaning, Features, Merits & Limitations of following Forms:

Sole Proprietorship

Joint Hindu Business

Partnership: Partnership Deed (main clauses), Types of Partners & Partnership formation, Registration.

Co-operative Societies.

Company : Types of Companies- Private, Public & Deemed Company.

public Company, Privileges of private

Choice of Form of Business Enterprise

Factors to be considered for starting a Business

Scope of setting up a Small Business Enterprises

SECTORAL ORGANISATION OF BUSINESS

Meaning, Features, Merits & Limitations of Following:

- Private Sector, Public Sector & Joint Sector.

Forms of public Sector Enterprises

Departmental Undertaking

Co-Operative Organisation

Government Company

Global Enterprise (Multi national Company)