

RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER

SYLLABUS FOR EXAMINATION FOR THE POST OF LECTURER (SCHOOL EDUCATION) COMMERCE

PAPER – II

Part- I Senior Secondary Level

- Principles of book-keeping.
- Subsidiary books, final accounts, adjustment entries, opening and closing entries.
- Trial balance and rectification of errors.
- Depreciation, provisions and reserves.
- Partnership accounts.
- Company accounts- issue of shares, forfeiture and re-issue of shares, redemption of shares and debentures.
- Computers in accounting.
- Business organization– sole, partnership and joint stock company.
- Principles of management – concept, nature and significance.
- Capital markets and types – primary and secondary market.
- Marketing - meaning, functions and role.
- Statistics for economics – measures of central tendency, measures of dispersion and introduction to index numbers.
- Rural development – key issues.
- Employment - problems and policies.
- Economic reform since 1991 – need and main features – liberalization, globalization and privatization.

Part- II Graduation Level

- Financial statements: meaning and importance.
- Tools for financial statement analysis.
- Cash flow statement.
- Cost accounting – meaning and definition.
- Elements of cost – material, labour and overhead.
- Auditing – meaning and objectives.
- The Indian Contract Act, 1872 (Section 1 to 75).
- Consumer Protection Act, 2019.
- Functions of management– planning, organizing, staffing, directing and controlling.
- Human resources: meaning, scope, role and functions.
- Meaning and nature of entrepreneurship.
- Economic environment– meaning, factors affecting economic environment.
- Basic features of Indian economy.
- New economic policies and its effects.

- Foreign trade of India– volume, composition, direction and export promotion.
- National income– definition, measurement, distribution and economic welfare.

Part- III Post Graduation Level

- Management accounting– meaning and functions.
- Working capital management.
- Capital budgeting.
- Business statistics– probability.
- Consumer behavior and buying motives.
- Marketing research.
- Role of advertising in marketing.
- Recent trends in management.
- Demand and demand forecasting.
- Public finance– central budget, deficit finance and fiscal management.
- Problems of Indian banking- central and commercial banking system, banking sector reforms.
- Monetary and fiscal policies.

Part – IV (Pedagogy, Teaching Learning Material, Use of Computers and Information Technology in Teaching Learning)

I. Pedagogy and Teaching Learning Material (Instructional Strategies for Adolescent Learner)

- Communication skills and its use.
- Teaching models- advance organizer, concept attainment, information processing, inquiry training.
- Preparation and use of teaching-learning material during teaching.
- Cooperative learning.

II. Use of Computers and Information Technology in Teaching Learning

- Concept of ICT, hardware and software.
- System approach.
- Computer assisted learning, computer aided instruction

For the competitive examination for the post of **School Lecturer:-**

The question paper will carry maximum **300 marks**.

1. Duration of question paper will be **Three Hours**.
2. The question paper will carry **150 questions** of multiple choices.
3. Negative marking shall be applicable in the evaluation of answers. For every wrong answer one third of the marks prescribed for that particular question shall be deducted.
5. Paper shall include following subjects:-
 - (i) Knowledge of Subject Concerned: Senior Secondary Level
 - (ii) Knowledge of Subject Concerned: Graduation Level.
 - (iii) Knowledge of Subject Concerned: Post Graduation Level.
 - (iv) Pedagogy, Teaching Learning Material, Use of Computers and Information Technology in Teaching Learning.
