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RPSC स्कूल व्याख्याता (School Lecturer, 1st Grade)

Syllabus — पेपर II — वाणिज्य

English

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RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER

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

COMMERCE
PAPER – II

Part I: Senior Secondary Level

- Book-keeping: accounting Concepts, conventions, Accounting Process- Journalising transactions, subsidiary books.
- Trial Balance including Rectification of Errors, Capital and revenue items.
- Preparation of Final Accounts (for non-Corporate entities).
- Partnership accounts: General, admission, retirement & deaths, dissolution.
- Company Accounts: issue of shares, redemption of shares and debentures.
- Applications of computers in accounting.
- Analysis of Financial statements: tools of financial analysis.
- Business- Concept, Classification, Starting a business, Private and Public Sector Enterprises, e-Business and e-commerce.
- Management- Concept, Nature, Principles. Functions-planning, organising, Staffing directing and controlling.
- Marketing - Meaning, functions, Marketing management-philosophies, Marketing mix.
- Financial Management- Meaning, Objectives. Financial Decisions, Capital Structure- factors affecting the choice of Capital Structure.
- Statistics for economics- measures of central tendency, measures of dispersion and index numbers.
- Economic development-concept and new approaches, sustainable development, rural development, key issues and government policies, human development index -various approaches.
- Unemployment-types, trends, problems and policies.
- 1991 crisis, economic reforms since 1991- need and main features, liberalization, globalization and privatization and their effects on Indian economy.

Part II: Graduate level.

- Ratio analysis: liquidity solvency, Activity, Profitability.
- Cash flow statement.
- Cost accounting: meaning, elements of cost.
- Marginal Costing and Cost volume Profit analysis.
- Auditing, meaning, objectives, audit programme.
- Budgeting- Meaning, Types of Budget, Budget Committee, Budget Centre.
- The Indian Contract Act, 1872 (Section 1-36 and 56).
- Consumer Protection Act, 2019.

- Business Environment- Corporate Social Responsibility and Business ethics.
- Entrepreneurship- Concept, Role, Types. Entrepreneurs from Rajasthan.
- Human Resource Management- Meaning and Functions, Recruitment and Selection.
- Economic environment-meaning, types and factors affecting economic environment.
- Basic features and changing dimensions of Indian economy.
- Industrialization-importance, Make in India, Startups, MSME and FDI.
- Foreign trade of India- volume, composition, direction and export promotion measures.
- National income definition, concepts, measurement, distribution and economic welfare.

Part III: Post Graduation Level

- Management Accounting: meaning, objectives, Cost of Capital, Leverage Analysis.
- Working Capital Management- Meaning, Types, Factors Affecting working Capital, Operating Cycle Approach.
- Business statistics: - Theoretical Framework of Sampling, Basics of Probability- addition, Multiplication and Conditional.
- Indian Epics and Management - Bhagwad Gita and Kautilaya's Arthshastra.
- Business Research Method - Meaning and Objectives of Research, Types of Research.
- Conflict Management and Stress management.
- Capital Market- Primary Market and Secondary Market, Stock Exchange: BSE and NSE, SEBI.
- Utility analysis, demand analysis and demand forecasting – techniques.
- Public finance- central budget, deficit financing and fiscal management - FRBM (Fiscal Responsibility and Budget Management).
- Indian banking system- central and commercial banking, banking sector reforms, Net and mobile banking and UPI mechanism.
- Monetary and fiscal policies - objectives, contradictions and tools.

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 use of various verbal and non verbal classroom communication strategies.
- Teaching models- advance organizer and inquiry training (information processing) Group Investigation (Social Interaction) Non-Directive model (Personal development).
- Preparation and use of teaching-learning material during teaching.
- Cooperative learning.

II. Use of Computers and Information Technology in Teaching Learning

- Concept of ICT and Digital learning
- E-learning and Virtual Classroom.
- Technology integration in teaching-learning and assessment.

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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.
4. 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.

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