

Rajasthan public service commission, Ajmer

SYLLABUS FOR EXAMINATION FOR THE POST OF

LECTURER - COMMERCE,

(SCHOOL EDUCATION)

Paper - II

1. Knowledge of subject concerned : Senior Secondary Level

- Principles of Book-keeping, Double Entry System.
- Subsidiary books, Final Accounts, Adjustment Entries, Opening and closing entries.
- Trial balance and rectification of errors.
- Depreciation, Provisions and Reserves.
- Accounting for bills of exchange transactions .
- 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, 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.
- Poverty – absolute and relative, Main programmes for poverty alleviation : A critical assessment.
- Rural development – Key issues, credit and marketing.
- Role of cooperatives : Agricultural diversification, alternative farming ,organic farming.
- Employment - Formal and informal, growth and other issues, Problems and policies.
- Economic reform since 1991 – Need and main features – liberalization, globalization and privatization.

2. Knowledge of subject concerned : Graduation level

- Financial statements : Meaning and Analysis.
- Tools for financial statement analysis.
- Cash flow statement
- Cost Accounting – Meaning and Definition
- Element of cost – Material, Labour, and overhead.
- Auditing – Meaning and Objectives.
- Audit of companies – Appointment, Rights, Duties and Liabilities of auditor.
- The Indian contract Act 1872(Section 1 to 75).
- Consumer protection Act 1986
- Functions of Management – Planning , Organizing, Staffing, Directing and Controlling.
- Company Secretary - Position, Duties and Qualification.

- Human resource : Meaning, Scope, Role, and Functions.
- Meaning and nature of Entrepreneurship – Entrepreneurship in Rajasthan.
- Economic Environment – Meaning, Factors affecting economic Environment, Indian Economic Environment and basic feature of Indian economy
- New Economic Policies and its effects.
- Foreign Trade of India – Volume, Composition and Direction.
- Export Promotion – Various measures.
- New Export Import policies of Govt. Of India.
- Economic modals – Meaning , Purpose and Types.
- National Income – Definition, Measurement, Distribution and Economic Welfare.

3. **Knowledge of subject concerned : P. G. Level**

- Financial Management– Working capital management, Capital budgeting.
- Business Statistics – Probability
- Consumer Behavior and buying motives.
- Marketing Analysis and Research
- Role of advertising in marketing and advertise in strategies
- Media Management .
- Public finance – Central budget, Deficit, Fiscal management.
- Problems of Indian banking- Central and Commercial banking, Banking sector reforms.
- Monetary and Fiscal Policies.
- Finance Commission.

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

1. Importance of Psychology in Teaching-Learning :
 - Learner,
 - Teacher,
 - Teaching-learning process,
 - School effectiveness.
2. Development of Learner :
 - Cognitive, Physical, Social, Emotional and Moral development patterns and characteristics among adolescent learner.
3. Teaching – Learning :
 - Concept, Behavioural, Cognitive and constructivist principles of learning and its implication for senior secondary students.
 - Learning characteristics of adolescent and its implication for teaching.
4. Managing Adolescent Learner :
 - Concept of mental health and adjustment problems.
 - Emotional Intelligence and its implication for mental health of adolescent.
 - Use of guidance techniques for nurturing mental health of adolescent.

5. Instructional Strategies for Adolescent Learner :

- Communication skills and its use.
 - Preparation and use of teaching-learning material during teaching.
 - Different teaching approaches:
Teaching models- Advance organizer, Scientific enquiry, Information, processing, cooperative learning.
- Constructivist principles based Teaching.

6. ICT Pedagogy Integration :

- Concept of ICT.
- Concept of hardware and software.
- System approach to instruction.
- Computer assisted learning.
- Computer aided instruction.
- Factors facilitating ICT pedagogy integration.

Scheme of Examination (Subject Concerned)

S. No.	Subject	No. of Questions	Total Marks
1	Knowledge of Subject Concerned : Senior Secondary Level	55	110
2	Knowledge of Subject Concerned : Graduation Level	55	110
3	Knowledge of Subject Concerned : Post Graduation Level	10	20
4	Educational Psychology, Pedagogy, Teaching Learning Material, Use of Computers and Information Technology in Teaching Learning	30	60
	Total	150	300

Note : 1 All the question in the Paper shall be Multiple Choice Type Question.

2 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.

Explanation : Wrong answer shall mean an incorrect answer or multiple answer.

3 Duration of the paper shall be 3 Hours.