Jharkhand Education Project Council

Syllabus for Selection under JEPC

A. Management Based Posts (SPM/DPM/APM)

Sl.No.	Content
1	Basic Knowledge of Computer Skills
2	Working Knowledge in Word, Power Point and Excel
3	Collection of Data, Analysis, Diagram and Report Preparation
4	Monitoring Mechanism, preparation of Monitoring Tools, Assessment Process
5	Scenario of education system in the State along with Indian States
6	Right to Free and compulsory Education Act, 2009
7	New Education Policy on School Education System
8	Basic Knowledge in Administrative skills
9	Preparation of proposal for new project and their implementation strategy
10	Educational institution and their role and function like – NCERT, NIEPA, SCERT, DIET, PTTC, BRC and CRC
11	Indian Constitution
12	State Administrative System
13	Procurement System
14	Planning and Budgeting
15	Act as a Resource Person for conduct a training program
16	Individual behavior in organization
17	Human Resource Management
18	Managerial communication and skill development
19	Quantitative techniques in Human Resource Management
20	Research Methodology
21	Constitutional Rights for Girls and Woman under Indian Constitution
22	Juvenile Justice (Care and Protection Act for children) Act
23	Gender Disparity
24	Strategy to enhance learning Outcomes
25	Disaster management in schools
26	Health Care schemes of Government for children and girls

B. Finance related posts (Finance Controller/Finance and Accounts Officer/Audit Controller/Accounts Officer/Auditor)

Sl.No.	Content
1	**Financial Accounting:** Basis accounting concepts, Principals-assumptions ,Types of Accounts and their Rules, Accounting Books and Trail Balance, Final Accounts, Rectification of Errors, Bank Reconciliation Statements, Accounting of Non Profit Making organization, Preparation and Presentation of Final Accounts, Accounting as a financial information system; Impact of behavioral sciences, Accounting Standard on Retirement Benefits & other Accounting Standards Issued by ICAI.

	Knowledge of Government Accounting & Treasury transaction.
2	**Auditing:** Meaning & Basic Elements-Characteristics-Objectives-Type-Advantages Internal Control, Investigation, Internal Audit, Vouching-Meaning- Objectives-Types, Valuation of Assets and Liabilities, Duties and Responsibility of Auditor, Appointment of an Auditor. Auditor's Report & Certificate, Audit Program.
3	**Cost Accounting:** Nature and Functions of cost accounting, Installation of Cost Accounting System. Cost Concepts related to Income Measurement, Profit Planning, Cost Control and Decision Making. Method of Costing-Job Costing, Process Costing, Activity Based Costing. Techniques of cost control and cost reduction: Budgeting as a tool of planning and control. Standard Costing and variance Analysis. Type of Cost, Marginal Cost, Sunk Cost, Relevant Cost, Differential Cost, Opportunity Cost, Historical Cost, Fixed Cost, Variable Cost & semi Variable Cost. Stock Register, Valuation of Stock method- FIFO, LIFO & Weighted Average Method.
4	**Financial Management:** Nature, Scope & Objectives of Financial Management, Tools of Financial Analysis: Ratio Analysis, Fund Flow & Cash Flow Statement. Budgeting & Planning, Preparation of Financial Proposal and Implementation strategy, Computer Application in Accounting and Finance, Capital Budgeting Decision, Process, Procedure & Appraisal methods.
5	**Taxation:** Income Tax: Definition, Basis of Charge, Simple problems of computation of income (Individual only)under various heads i.e. Salaries, Income from House property, Profit and gain from Business & Profession, Capital Gains, Income from other Sources, Income of other persons included in Assessee's Total Income. Deduction or collection of Tax deduct at source, Filing of Returns. Different types of Assessment, Default & Penalties.
6	**Goods & Service Tax:** GST Concept & GST Laws: An Introduction including Constitutional aspects, Salient features of GST, Benefits of GST, Overview of GST Acts, TDS on GST & Return Filing.
7	**Laws & Rules :** Knowledge of Employees Provident Fund Act, 1952 , Labour Act, Gratuity Act 1972, RTE Act 2009, Banking Regulation Act 1949, CVC Guideline and Procurement Process.
8	**Data Analysis & Financial Proposal:** Financial data Analysis, Financial Data presentation in form of diagram, Preparation Financial Reports.
9	**Computer :** Basic Knowledge of Computer – Word, Excel, PowerPoint and Accounting Software Tally.
10	Managerial Communication and skill Development.
11	**Financial Accounting:** Basis accounting concepts, Principals-assumptions ,Types of Accounts and their Rules, Accounting Books and Trail Balance, Final Accounts, Rectification of Errors, Bank Reconciliation Statements, Accounting of Non Profit Making organization, Preparation and Presentation of Final Accounts, Accounting as a financial information system; Impact of behavioral sciences, Accounting Standard on Retirement Benefits & other Accounting Standards Issued by ICAI.
12	**Financial Management:** Nature, Scope & Objectives of Financial Management, Tools of Financial Analysis: Ratio Analysis, Fund Flow & Cash Flow Statement. Budgeting & Planning, Preparation of Financial Proposal and Implementation strategy, Computer Application in Accounting and Finance, Capital Budgeting Decision, Process, Procedure & Appraisal methods.

C. Computer Based Posts (Expert EMIS/Computer Programmer/Assistant Computer Programmer)

Sl.No.	Content
1	• Data Analysis and Visualization • Basic Analytics using Excel, Access, SQL • Universal SQL Query Tool and SQL command • Statistical concepts like- measures of central tendency, dispersion, correlation, and regression
2	**PHP** • Basic Syntax • Defining variable and constant, PHP Data type • Dealing with Multi-value filed • Generating File uploaded form • Redirecting a form after submission • Doing Repetitive task with looping • Mixing Decisions and looping with Html • Call by value and Call by reference • Creating and accessing String, Formatting String, String Related Library function • Looping with Index based array • Library functions • Working with directories • Building a text editor • File Uploading & Downloading • Pattern matching in Php • Splitting a string with a Regular Expression • Creating Image, Manipulating Image • Database Connectivity with MySql • Database Connectivity with MariaDB • HTML (HTML Tags, Creating Forms, Creating tables, managing home page)
3	**MySQL** • Client/Server Concepts • Data Definition using SQL (Databases, Data Types, Tables, Constraints and Indexes, Views) • Data Manipulation using SQL (Recurring SQL Constructs, Adding data, Modifying data, Removing data, Searching data) • Advanced Data Manipulation using SQL (Expressions, Grouping and Aggregate Functions, Joining Multiple Tables) • SQL Subqueries (Correlated, Non-Correlated , Joins) • Tools for Import/Export • SQL for Import/Export
4	**Oracle** • OLTP vs OLAP Databases • Database abc's, Undo vs Redo Data • Oracle Instance vs Database • Process Architecture

	- Database Writer Process - Log writer Process - Memory Architecture - Dedicated vs Shared Databases - Tablespace Concepts. Create a Tablespace, Add more space to the Database - User Management Concepts, User Creation, Privileges, Role Management

(Sachin Kumar)
MIS Coordinator
JEPC, Ranchi

(Reeta Tirkey)
Finance and Accounts Officer,
JEPC, Ranchi

(Pramod Kumar Sinha)
Expert MRE, Planning and
Budget, JEPC, Ranchi