

**NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS**  
34, Km Stone, Delhi-Mathura Road (NH-2), Ballabgarh, -121004, Haryana

Date : 18<sup>th</sup> August, 2025

**Syllabus – Finance & Accounts (FAS-02)**

**Advt. No. R/05/2025 (01)**

<b>S. No.</b>	<b>Topic</b>
1.	Comprehensive knowledge of Accounting Procedures
2.	Budget, Income & Expenditure Account preparation
3.	Balance Sheet preparation
4.	TDS rates & Sections of Income Tax in r/o Salary, Contractor, Rent, Professional, Commission and Filing of Income Tax Returns
5.	Updated GST Rules, Rates & Returns
6.	Updated GFR Rules as per Government of India
7.	Rules of Gratuity Act 1972 and as per Government of India rules
8.	Employee Provident Fund- Rules and Procedures
9.	Goods and Services procurement through GeM and Overseas
10.	Knowledge of Government of India Rules & Regulations i.e. LTC, TA, DA, Leave Encashment, Overtime, Medical Rules, Children Education Allowance, Pay & Allowances
11.	Liaising with Banks & Government offices
12.	Reconciliation of Form 26AS
13.	Knowledge of MS Office, Tally software and other related accounting softwares
14.	Preparation of Invoices

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