

ANNEXURE

Syllabus for Paper 2 for General Stream(Common Syllabus for both phases)

- A.** PFRDA Act 2013 & amendments thereto
- B.** Union Budget — Concepts, approach and broad trends & Economic Survey
- C. Commerce & Accountancy**
 - a) Accounting as a financial information system;
 - b) Accounting Standards with specific reference to Accounting for Depreciation, Inventories, Revenue Recognition, Fixed Assets, Foreign Exchange Transactions, Investments.
 - c) Cash Flow Statement, Fund flow statement, Financial statement analysis; Ratio analysis;
 - d) Accounting for Share Capital Transactions including Bonus Shares, Right Shares.
 - e) Employees Stock Option and Buy-Back of Securities.
 - f) Preparation and Presentation of Company Final Accounts.
- D. Management**
 - a) Management: its nature and scope; The Management Processes; Planning, Organization, Staffing, Directing and Controlling;
 - b) The Role of a Manager in an Organization. Leadership: The Tasks of a Leader;
 - c) Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader.
 - d) Human Resource Development: Concept of HRD; Goals of HRD;
 - e) Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale.
 - f) Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology.
- E. Finance**
 - 1) Financial System**
 - a) Role and Functions of Regulatory bodies in Financial Sector.
 - 2) Financial Markets**
 - a) Primary and Secondary Markets (Forex, Money, Bond, Equity, etc.), functions, instruments, recent developments.
 - 3) General Topics**
 - a) Basics of Derivatives: Forward, Futures and Swap
 - b) Recent Developments in the Financial Sector
 - c) Financial Inclusion- use of technology
 - d) Alternate source of finance, private and social cost-benefit, Public-Private Partnership
 - e) Direct and Indirect taxes; Non-tax sources of Revenue, GST, Finance Commission, Fiscal Policy, Fiscal Responsibility and Budget Management Act (FRBM),
 - f) Inflation: Definition, trends, estimates, consequences, and remedies (control): WPI, CPI - components and trends.

F. Costing

1. Overview of Cost and Management Accounting - Introduction to Cost and Management Accounting, Objectives and Scope of Cost and Management Accounting.
2. Methods of Costing - Single Output/ Unit Costing, Job Costing, Batch Costing, Contract Costing, Process/Operation Costing, Costing of Service Sectors.
3. Basics of Cost Control and Analysis - (i) Standard Costing, (ii) Marginal Costing, (iii) Budget and Budgetary Control.
4. Lean System and Innovation:-
 - a) Introduction to Lean System
 - b) Just-in-Time (JIT)
 - c) Kaizen Costing
 - d) 5 Ss
 - e) Total Productive Maintenance (TPM)
 - f) Cellular Manufacturing/ One-Piece Flow Production Systems
 - g) Six Sigma (SS)
 - h) Introduction to Process Innovation and Business Process Re-engineering (BPR).

G. Companies Act

The Companies Act, 2013 – Specific reference to Chapter III, Chapter IV, Chapter VIII, Chapter X, Chapter XI, Chapter XII and Chapter XXVII.

H. Economics

- a) Demand and Supply, Market Structures, National Income: Concepts and Measurement, Classical & Keynesian Approach Determination of output and employment, Consumption Function, Investment Function, Multiplier and Accelerator, Demand and Supply for Money, IS – LM, Inflation and Phillips Curve, Business Cycles
- b) Balance of Payments, Foreign Exchange Markets, Inflation, Monetary and Fiscal Policy, Non-banking Financial Institutions.

I. Pension Sector

- a) Status of pension sector in India
- b) Types of retirement schemes in India and their features
- c) National Pension System
- d) Atal Pension Yojana
- e) Annuity Plans
- f) Basics of investment

J. Artificial Intelligence (AI)/ Machine Learning (ML)

Machine Learning, Supervised Learning, Unsupervised Learning, Data Preprocessing, Model Evaluation, Introduction to ML Model, NLP, Sentiment Analysis, Overfitting and Underfitting, LLM, Agentic AI, Responsible AI, Cross- Validation, Reinforcement Learning.

K. Media

Micro-Targetting, Consumer Behaviour, Media Convergence, Virtual and Augmented, Digital Divide, Audience Reception, Cultural Representation, Entertainment Digital Platform, Social Media Algorithm, Market Trends, Best Global Practices, Negotiation Skills

L. Marketing & Communication

Marketing Management, Marketing Research, Marketing Planning & Strategies, Marketing Types, Product Management, Pricing Decisions, Distribution Strategy, Promotion Mix and Sales, Brand Management, Digital Marketing, Advanced Marketing Techniques, Financial Literacy, Active Listening, Non Verbal Body Language, Verbal Clarity, Written Etiquette, Conflict Resolution, Feedback delivery, Clarity & Conciseness, Public Speaking, Emotional Intelligence, Verbal Tone & Pitch

Syllabus for Paper 2 for Research Stream

Probability Theory, Descriptive Statistics, Probability Distributions, Statistical Inference, Sampling Techniques, testing of Hypothesis, Economic Statistics, Time Series Analysis, Operations Research, Statistical Quality Control, Statistical computing.



Syllabus for Paper 2 for Official Language (Rajbhasha) Stream (Common for both Phases)

1. भारत सरकार की राजभाषा नीति (Official Language Policy of the Govt. of India) से संबंधित प्रश्न
2. हिन्दी से अंग्रेजी अनुवाद [शब्द / वाक्यांश / वाक्य / Terms / Phrases / Sentences]
3. अंग्रेजी से हिन्दी अनुवाद [शब्द / वाक्यांश / वाक्य / Terms / Phrases / Sentences]
4. हिन्दी से अंग्रेजी - विधिक शब्दावली (Legal Terminology)
5. अंग्रेजी से हिन्दी - विधिक शब्दावली (Legal Terminology)
6. हिन्दी से अंग्रेजी - पेंशन / प्रशासनिक / बैंकिंग / पूंजी बाजार / अर्थशास्त्र / सामाजिक सुरक्षा शब्दावली (Pension / Administrative / Banking / Capital Market / Economics / Social Security Terminology)
7. अंग्रेजी से हिन्दी - पेंशन / प्रशासनिक / बैंकिंग / पूंजी बाजार / अर्थशास्त्र / सामाजिक सुरक्षा शब्दावली (Pension / Administrative / Banking / Capital Market / Economics / Social Security Terminology)

Syllabus for Paper 2 for Actuarial Stream (Common for both Phases)

Insurance and Management

Part 1 - Insurance

- a) History of Indian Insurance, principles of Insurance;
- b) Risk and uncertainty, pooling and diversification of risk, Indemnity and Insurable interest;
- c) Legal foundations of Insurance, basics in Group/Health Insurance/Pensions; Intermediation: role in mobilising savings, evolution of various types and Bancassurance in India;
- d) Functions performed by Insurers: Product design, pricing, distribution, underwriting, claims, Investment and Reinsurance; Group Insurance (Superannuation Funds)
- e) Insurance lines and products: Life Insurance and Annuities and Health Insurance; Liability risks and Insurance, valuation and Solvency requirements, Specialist Insurance lines in India - Reinsurance, GIC of India, obligator sessions and retention of risk within the Country.

Part 2 – Management

- a) Its nature and scope;
- b) Management Processes - Planning, Organisation, Staffing, Directing and Controlling; role of a Manager in an Organisation;
- c) Leadership: The tasks of a leader; leadership styles; leadership theories; A successful leader versus an effective leader;
- d) Human Resource Development- Concept of HRD; Goals of HRD; Career Planning – Training and Development;
- e) Performance Appraisal - Potential appraisal and development - feedback and performance counselling - rewards - employee welfare;
- f) Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale;
- g) Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication;
- h) Role of Information Technology;
- i) Corporate Governance: Factors affecting Corporate Governance; Mechanisms of Corporate Governance.

Paper 1 of Phase- II :- English Writing Skills

The paper on English shall be framed in a manner to assess the writing skills including expression and understanding of the topic including precis writing/ essay writing/ comprehension.

