

SYLLABUS FOR COMPUTER BASED RECRUITMENT TEST (CBRT)
FOR THE POST OF COMMERCIAL TAX OFFICER
UNDER
OFFICE OF THE COMMISSIONER OF COMMERCIAL TAXES
(Advt No. 01 Year 2019)

- I. General English including Grammar - 10 marks**
- II. General Knowledge, Current Affairs and Events of National and International Importance - 10 marks**
- III. Logical Reasoning and Analytical Ability - 25 marks**
- IV. Core: - 30 marks**

FINANCIAL & MANAGEMENT ACCOUNTING:

1. **Basic Accounting concepts**, Capital and Revenue, Financial statements.
2. **Partnership Accounts**: Admission, Retirement, Death, Dissolution and Cash Distribution.
3. **Advanced Company Accounts**: Issue, forfeiture, Purchase of Business, Liquidation, Valuation of shares, Amalgamation, Absorption and Reconstruction, Holding Company Accounts.
4. **Cost and Management Accounting**: Ratio Analysis, Funds Flow Analysis, Cash Flow Analysis, Marginal costing and Break-even analysis, standard costing, Budgetary control, Costing for decision-making Responsibility accounting.
5. **Financial Management**: Capital Structure, Financial and Operating leverage -Cost of capital, Capital budgeting - Working capital management Dividend Policy

INCOME-TAX LAW & TAX PLANNING

1. **Income Tax Act, 1961** - (a) Basic Concepts and definitions (i) Background, concepts, definitions (ii) Capital and revenue - receipts, expenditures (iii) Basis of charge and scope of total income (iv) Residential Status and Incidence of Tax (b) Tax Accounting Standards by the Central Board of

Direct Taxes (CBDT)

2. Incomes which do not form part of Total Income [Sec.10, 10A, 10B and 11 to 13A]
3. **Heads of Income and Computation of Total Income** under various heads (a) Income from Salaries (b) Income from House Property (c) Profits and gains from Business or Profession (d) Capital Gains (e) Income from Other Sources
4. **Income of other persons** included in Assessee's Total Income; Aggregation of Income and Set off or Carry Forward of Losses; Deductions in computing Total Income; Rebates & Reliefs; Applicable Rates of Tax and Tax Liability
5. **Taxation of Individuals** including Non-residents, Hindu Undivided Family, Firms, LLP, Association of Persons, Cooperative Societies, Trusts, Charitable and Religious Institutions
6. **Corporate Taxation** - classification, tax incidence, computation of taxable income and assessment of tax liability, Dividend Distribution Tax (DDT), Minimum Alternate Tax and other special provisions relating to companies
7. **Tax Deduction at Source**, Tax Collection at Source, Recovery and Refund of Tax, Advance Tax, Refunds
8. **Tax Planning and Tax Management** (a) Tax Planning: (i) Concept and application (ii) For setting up new business units - study of location, nature of business, tax holiday offered [with special reference to provisions in Chapter VIA of the Act] (iii) Tax incentives and Export Promotion Schemes, other applicable tax benefits and exemptions (b) Tax Management (i) Computation of income and Return of Income Tax, Filing procedure, e-filing (ii) Assessment, Reassessment, Appeals, Revisions, Review rectifications, Settlement of cases (iii) Special procedure for assessment of Search cases.

Goods and Service Tax

1. **Goods and Services tax and its framework** Introduction to Goods and Services Tax, Constitutional framework, Orientation to CGST, SGST and IGST, Definitions - Supply, Inward Supply, Outward Supply, Continuous Supply, Time of Supply, Place of Supply, Goods, Services, Person, taxable Person, Related Person, Business, Place of Business, Business Verticals, Consideration, Capital Goods, Input and Input Service, Input tax, Output tax, Aggregate Turnover, Deemed Exports, Recipient, Reverse Charge and Works Contract.
2. **Valuation for GST and Computation of GST Liability** Taxable and Exempted Goods valuation of Taxable Supply of Goods, Computation of GST Liability on Supply of Goods, Set-off of Input tax Credit : taxable and Exempted Services : Valuation of Taxable Value of Services : Computation of GST Liability on Supply of Services, Set-Off of input Tax Credit and Reverse Charge Mechanism.

GST Procedures Registration under GST, Tax Invoice, Levy and Collection of GST, Composition Scheme, Due dates for Payment of GST, GST Returns - Types of Returns, Monthly Returns, Annual Return and Final Return - Due dates for filling of returns and Final Assessment.

Note:

Duration for C.B.R.T : 75 Minutes

Maximum Marks for C.B.R.T : 75 Marks