

4. **SCHEME OF EXAMINATION / SYLLABUS**

4.1 **FOR THE POST OF DEPUTY MANAGER (FINANCE & ACCOUNTS)**

Part I (100 MCQs at Degree Level, 1 mark for each question, 100 Minutes Duration)

- a. General English
- b. General Math
- c. General Knowledge
- d. Reasoning & Mental Ability

Part II (100 MCQs at Degree Level, 1 mark for each question, 100 Minutes Duration)

- i. Corporate Accounting
- ii. Income Tax & Corporate Tax
- iii. Cost Accounting
- iv. Practice of Auditing
- v. Management Accounting
- vi. Financial Accounting
- vii. Accrual Accounting
- viii. Budgeting

4.2 **QUESTION PAPER(S) MEDIUM :** The Question Paper(s) will be in English and Hindi.

5. **DOCUMENT VERIFICATION**

- i. The documents/testimonials as submitted through online by the shortlisted candidates will be physically scrutinized before the time of interview.
- ii. The documents/testimonials as submitted through online by the selected candidates will also be physically verified by the NHAI.
- iii. The offer of appointment shall be issued only after successful verification of the required documents by NHAI.
- iv. **If it is found at any stage of the recruitment process or even after appointment that a successful candidate has furnished incorrect information/document(s) as mentioned/claimed in his/her online application form in support of eligibility criteria [(essential qualification(s), experience, category certificate/PwD certificate, etc. (wherever applicable)], his/her candidature/appointment (as the case may be) shall be forfeited and he/she shall be liable for penal actions as per law.**

6. **GENERAL CONDITIONS FOR THE APPLICANTS:**

- 6.1 Applicants should possess the prescribed qualification and experience for the respective post as on the closing date of application. Shortlisted candidates would be required to produce specific certificates in Original as per eligibility conditions.
- 6.2 Those who are in employment with State/Central Govt./PSU/Autonomous Bodies, etc. must submit a "NO OBJECTION CERTIFICATE" from their respective employers at the time of verification of documents. Failure to submit by due date will lead to cancellation of candidature.
- 6.3 Canvassing in any form will be a disqualification.