

पूर्व मध्य रेल



कार्यालय  
महाप्रबंधक/कार्मिक  
हाजीपुर

पत्र सं०- ईसीआर/एचआरडी/254/सेलेक्शन/पीजीटी/2019  
मंडल रेल प्रबंधक (का०)  
पूर्व मध्य रेल  
दानापुर, मुगलसराय, धनबाद, सोनपुर एवं समस्तीपुर

दिनांक:-22.10.2019

विषय:- पीजीटी (कॉमर्स), 7<sup>th</sup> पे मैट्रिक्स लेवल-8 का पाठ्यक्रम जारी किया जाना।

संदर्भ:- इस कार्यालय द्वारा जारी समसंख्यक अधिसूचना दिनांक 23.09.2019

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उपरोक्त विषय एवं संदर्भ के संबंध में उल्लेख किया जाता है कि पीजीटी, लेवल-8 के रिक्त पदों को विभागीय चयन द्वारा भरने हेतु दिनांक 23.09.2019 को अधिसूचना जारी किया गया था किन्तु पीजीटी (कॉमर्स) का पाठ्यक्रम उपलब्ध नहीं रहने के कारण जारी नहीं किया जा सका था।

अब सक्षम अधिकारी के अनुमोदनोपरांत पीजीटी (कॉमर्स) का पाठ्यक्रम जारी किया जाता है। कृपया इसका व्यापक प्रचार-प्रसार सुनिश्चित किया जाए।

संलग्नक:- यथोक्त।

(आर.के.सिंह)

सकाधि/एम.एण्ड ई.

कृते महाप्रबंधक (का०)

प्रतिलिपि/ निम्नलिखित को सूचनार्थ एवं आवश्यक कारवाई हेतु प्रेषित:-

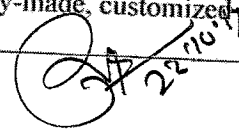
1. सकाधि/एम.पी.पी./पूमरे/हाजीपुर - कृपया वेबसाइट पर अपलोड करायें।
2. प्राचार्य/रेलवे इंटर कॉलेज/पूमरे-गढ़हरा एवं मुगलसराय
3. प्राचार्य/सीनियर सेकेण्डरी स्कूल/पूमरे/दानापुर
4. प्रधानाचार्य/पूमरे उच्च विद्यालय/झाझा
5. महामंत्री/ई.सी.आर.के.यू./पटना।

22/10/19  
कृते महाप्रबंधक (का०)/हाजीपुर

कार्यालय/आर.के.सिंह  
23/10/19

## Syllabus for PGT (Commerce)

Topics	Syllabus
<b>Business Studies and Management</b>	
Introduction to Business	Concepts, characteristics, objectives. Classification of business as industry and commerce. Distinctive features of business – Business, profession and employment. Choice of Form of Organization.
Form of Business Organization	Sole Proprietors, Joint Hindu Family, Partnership, Joint Stock Company and its formation, Cooperative organization
Business ownership	Private, public and Joint sector. Public Enterprises, Role dynamics of Public Sector, Global Enterprises (Multinational Companies), Joint Ventures.
Business Services	banking, insurance, transportation, warehousing, communication, Impact of Technology on Business Services.
Trade	Internal Trade Retail and Wholesale trade, Emerging modes of business franchisee, E-business and Outsourcing. International Business.
Business Finance	Sources – owners and borrowed fund, Sources of raising finance, Equity and preference Shares, GDR, ADR, Debentures, Bonds – Retained Profit, Public.
Management	Concept, objectives, nature of management as Science, Art and Profession, levels, Principles of Management general and scientific. Business Environment – meaning, importance, dimensions, changing business
Management Function	Planning, organizing, staffing, directing, controlling and Coordination
Business Finance	Financial Management – meaning, scope, role and objectives, financial planning, Capital structure, leverage, Fixed and working capital – meaning and factors affecting its requirements.
Financial Market	Money Market-nature, instruments, Capital Market- Primary and secondary, Stock exchange, NSEI, OTCEI, Procedures, SEBI.
Human Resource Management	meaning, importance, man-power estimation, Recruitment and selection, Training and development, Compensation, Performance Evaluation
<b>Financial Accounting and Financial Statement Analysis</b>	
Accounting	Meaning, objectives, qualitative characteristics of Accounting information, Accounting Principles, Accounting concepts, Accounting standards.
Process of Accounting	Voucher, transaction, Accounting Equation, Rules of Debit and Credit, Book of original entry-Journal and Special Purpose Books, Ledger, posting.
Accounting of Joint-stock Companies	Share capital types of shares, accounting for the issue, allotment forfeiture and re-issue of shares. Debentures –types, issue and method of redemption
Financial Statement Analysis	Meaning, significance, limitation. Tools for Financial Statement Analysis-comparative statements, common size statements, Trend analysis, accounting ratios.
Fund Flow Statement and Cash Flow Statement	Meaning, objectives, preparation as per revised standard issued by ICAI.
Computers In Accounting	Introduction to Computers and Accounting Information System, Application of Computers in Accounting, Automation of Accounting process, designing accounting reports, MIS reporting, data exchange with another information system. Ready-made, customized and tailor-made Accounting Systems.


  
 22/10/17