

Written Test Content Guidelines (Audit Associate)

Main Area	Content	Level
Corporate Law	<ul style="list-style-type: none"> Public sector corporate governance Rules, 2013 as amended till 2017. <ul style="list-style-type: none"> Commercial Code of CPPAG A general understanding of corporate and taxations laws (Income tax and Sales Tax) 	Moderate
Internal Audit	<ul style="list-style-type: none"> Difference between Internal Auditing and External Auditing Fundamental principles of professional ethics for professional accountants and Auditors/Internal Auditors. Business Risk and its types (strategic, Operational, Reputational and Compliance Risks) and sources of these risks Internal Control Framework and components of Internal controls (Control environment, Entity risk assessment process, Information system including related business process, Control activities and Monitoring of controls) Types of Audit Risks (Inherent risk, Control Risk and detection risk). <ul style="list-style-type: none"> Risk based auditing approach and its steps. Kinds of Risk assessment and audit procedures A general understanding of substantive procedures and test of control related to Procurement to pay cycle, Billing and receivable, Cash Management, Assets Management, HR and Payroll process. <ul style="list-style-type: none"> Financial statements and assertions level risks <ul style="list-style-type: none"> Consideration of materiality in auditing Sample design, size and selection of items for testing Form, content and extent of audit documentation Types of Audit opinion (unqualified, qualified, disclaimer, adverse) 	Moderate /High
Financial Management	<ul style="list-style-type: none"> General Understanding of Financial Management including <ul style="list-style-type: none"> Equity and debt valuation and cost of equity and debt Business Valuation and methodologies (Net Present Value, Internal Rate of return and Free Cashflow methodology) <ul style="list-style-type: none"> Financial Risk and hedging Treasury and working capital management 	Moderate
Financial Accounting	<ul style="list-style-type: none"> Basic/Intermediate level understanding of International Accounting Standards (IAS)/International Financial Reporting Standards (IFRS) <ul style="list-style-type: none"> Financial Statement Analysis (Ratio and Trend Analysis) 	Moderate
Modern & Digital business concepts	<ul style="list-style-type: none"> Big data analytics Cloud computing Digital business models Digital marketplace <ul style="list-style-type: none"> E-commerce 	Basic
	Analytical and Verbal Reasoning	
	MS Office	
	General Knowledge	

Written test Content Guidelines (Executive Secretary, Office Assistant, Jr. Assistant, Receptionist)	
Sr. No	Content Outline
1	MS Office
2	English (Basic Grammar, Vocabulary, Sentence completion, Reading Comprehension, Synonyms, Antonyms etc.)
3	Business Communication (Letter, Memo's, Minutes of Meeting, General reports, office correspondence etc.), Telephone Etiquettes and Visitors Management
4	Analytical and Verbal Reasoning
5	General Knowledge
6	General Math