



UPSC CIVIL SERVICES EXAMINATION

Official Optional Subject Syllabus

Commerce and Accountancy

This subject focuses on accounting, corporate finance, organizational behavior, and human resource management, testing analytical and theoretical knowledge of modern commerce principles.

Paper I: Accounting and Finance

Accounting, Auditing and Taxation

- **Financial Accounting:** Accounting as a financial information system; Impact of behavioural sciences. Accounting Standards e.g., Accounting for Depreciation, Inventories, Research and Development Costs, Long-term Construction Contracts.
- **Cost Accounting:** Nature and functions of cost accounting. Installation of Cost Accounting System. Cost Concepts related to Income Measurement. Methods of Costing: Job Costing, Process Costing.
- **Taxation:** Income Tax: Definitions. Basis of charge; Incomes which do not form part of total income. Simple problems of computation of income (of individuals only).
- **Auditing:** Company Audit: Audit related to Divisible Profits, Dividends, Special investigations, Tax audit.

Business Finance and Financial Institutions

- **Financial Management:** Finance Function: Nature, Scope and Objectives of Financial Management: Risk and Return relationship.
- **Capital Budgeting:** Nature of investment decisions; Investment evaluation criteria.
- **Financial Markets and Institutions:** Indian Financial System: An overview. Money Markets. Capital Markets. Financial Institutions: Banks, Mutual Funds, Insurance companies.

Paper II: Organisation Theory and Behaviours, HRM and IR

Organisation Theory and Behaviour

- **Organisation Theory:** Nature and Concept of Organisation; External Environment of Organisation; Organisational Goals. Evolution of Organisation theory.
- **Organisational Design:** Basic Challenges; Differentiation and Integration Process; Centralization and Decentralization Process.
- **Organisational Behaviour:** Meaning and Concept; Individual in organization: Personality, Theories, and Determinants; Perception. Motivation: Concept, Theories. Leadership.

Human Resources Management and Industrial Relations

- **Human Resources Management (HRM):** Meaning, Nature and Scope of HRM, Human Resource Planning, Job Analysis, Job Description, Job Specification, Recruitment Process, Selection Process.
- **Industrial Relations (IR):** Meaning, Nature, Importance and Scope of IR, Formation of Trade Union, Trade Union Legislation, Trade Union Movement in India. Dispute resolution mechanisms.