

Revised syllabus for the Departmental Test for the employees of Andhra Pradesh Government Life Insurance Department in G.O. Ms. No: 180, dated: 3-6-1980.

I. INSURANCE:

PART (A) : The Andhra Pradesh Government Life Insurance Rules and their practical application.

PART (B) : Principles and practice of Insurance (Lessons indicated below) from the book entitled, "Principles of Life Assurance" published by the Federation of Insurance Institutes, Universal Insurance Buildings, P.M. Road, Bombay.

Lesson-I : Nature of Insurance-Brief History of Life Assurance.

Lesson-II : Utility of Insurance (except pages 14 to 16)

Lesson-III: Basic elements in Life Insurance Premium

Lesson-IV : Endowment Assurance-Its usefulness-whole life policy-Term Assurance Policy-Mortgage Redemption Assurance policy.

Lesson-V : Objections for selection and classification of risks (upto para 24).

Lesson-VII: Except paras 10, 11, 12, 13, 14, 18, 19 and 20.

Lesson-XI : Instead of Life Insurance Corporation forms, Andhra Pradesh Govt. Life Insurance forms.

II. ELEMENTARY BOOK-KEEPING:

Principles of Double Entry, objects and advantages of Double Entry-Subsidiary Books and their use viz., Cash Books, Purchase Book, Sales Book, Purchase Returns, Sales Returns, Bills Receivable Book, Bills Payable Book and Journal Ledger Accounts and Posting the transactions from the subsidiary books in the ledger and extracting the ledger balance, preparation of Bank Reconciliation statement and Trial Balance, Adjusting the errors, and their rectification-Cheques, Endorsements, Acceptance Dishonour, Renewal and crossing a cheque and its advantages, Trading Account, Valuation of stock, partial adjustments, Reserve for doubtful debts, Accounts Adjusting Entries and Closing Entries, Profit and loss Account-Balance Sheet, Fixed Assets, Floating Assets, Liquid Assets and Wasting Assets, Final accounts of a Sole Trader.

2. The employees of the Andhra Pradesh Government Life Insurance Department who were in service on or before 1-11-1956 and have passed any of the Departmental Tests prescribed by the Ex-Hyderabad Government conducted either through Accountant General's Office or through Treasuries Department (under Finance Department Circular No:12 of 1952) need not pass this test.

3. The employees of the Andhra Pradesh Government Life Insurance department recruited on or after 1-11-1956 and have passed any of the Accounts Tests prescribed under Finance Department Cir.No:12 of 1952 or the Departmental Test prescribed through G.O.Ms.No:2210, Finance (Admn.I) Department, dated:20-6-1960 also need not pass this Test.

4. The examinations will be with books.

5. The syllabus shall be adopted for the examinations to be held from November, 1980 onwards.

ii) Number of question papers, duration and Maximum and Minimum marks:

	Duration hours	Maximum Marks	Minimum Marks
Ist PAPER - INSURANCE	2	100	40
2nd PAPER - ELEMENTARY BOOK-KEEPING	2	100	40

N.B.: - If a candidate secures 40 or more marks in any paper he will exempt from appearing for that paper again.

THE EXAMINATION WILL BE 'WITH BOOKS'