

**TELANGANA STATE PUBLIC SERVICE COMMISSION # HYDERABAD**  
**SCHEME AND SYLLABUS FOR DEPARTMENTAL TEST**

**DEPARTMENTAL TEST FOR EMPLOYEES OF T.S.G.L.I**  
**PAPER CODE No.s. (60,68) (With Books)**

<b>PAPER CODE No.</b>	<b>SUBJECT</b>	<b>MODE OF EXAM</b>	<b>DURATION</b>	<b>MAXIMUM MARKS</b>	<b>MARKS FOR PASSING</b>
<b>60</b>	<b>Paper-I : Insurance (With Books)</b>	Objective	2 Hours	100	<b>40</b>
<b>68</b>	<b>Paper-II : Elementary Book –Keeping (With Books)</b>	Objective	2 Hours	100	<b>40</b>

**SYLLABUS**

# As per G.O.Ms.No.132, Finance (Admn.I) Department, Dated:26-09-2023.

**PC No. 060: Paper-I : Insurance (With Books)**

**PART (A):** The Telangana State 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 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:** Legal Aspects - except paras 10, 11, 12, 13, 14, 18, 19 & 20.

**Lesson-XI:** Instead of Life Insurance Corporation forms, Telangana Government Life Insurance forms.

**PART (C):** Computer based questions relating to A.I.Ms (Automated Insurance Management system) packages consisting Schedule postings, issue of policies including online bonds, sanction of loans with interest on E.M.I. basis, settlement of claims, procedure for making online payments of loans and claims and preparation of movement schedule.

**PC No. 068: Paper-II : Elementary Book –Keeping (With Books)**

Principles of Double Entry, objects and advantages of Double Entry-Subsidiary Books and their use viz., Cash 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, panel 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 Sole Trader.

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