

Syllabus for Embassy Audit Examination

Sl. No.	Subjects	Recommended reading
(1)	Establishment matters related to entitlements of Mission/ Post personnel	IFS PLCA Rules, 2013
(2)	Fundamental Rules & Supplementary Rules	FR & SR compilation by Swamy Publishers
(3)	Accounting & budgeting matters	Receipts & Payments Rules, 1983
(4)	Contract Management	General Financial Rules 2017
(5)	Commercial Audit of PSUs (for the overseas offices viz. Air India, IRCON, NIACL including Financial as well as Compliance Audit)	Concerned Rules/ Guidelines/ Instructions issued by Railway Audit wing/ Commercial Audit wing/ ICAI etc.
(6)	IT Skills	MS Office and IDEA (training material compiled by RTIs)
(7)	Miscellaneous (i) General Knowledge including Indian history and current affairs (ii) Communication skills	Newspapers and current affairs journals/ magazines, NCERT publications, etc.

Note:

- A. These are indicative books/ focus areas for the Embassy Audit Exam.
- B. The question paper will include 30 Multiple Choice Questions (MCQs), two short answer questions and one long answer question. While MCQs will cover Sl. No. 1 to 6, short & long answer questions will cover Sl. No. 7.
- C. Duration of the examination will be one hour.