

PFRDA Assistant Manager Syllabus 2025

General Stream Syllabus

Syllabus for Paper 2 for General Stream (Common Syllabus for both phases)

A. Commerce & Accountancy:

- Accounting as a financial information system;
- Accounting Standards with specific reference to Accounting for Depreciation, Inventories, Revenue Recognition, Fixed Assets, Foreign Exchange Transactions, Investments.
- Cash Flow Statement, Fund flow statement, Financial statement analysis; Ratio analysis;
- Accounting for Share Capital Transactions including Bonus Shares, Right Shares.

B. Management:

- Management: its nature and scope; The Management Processes; Planning, Organisation, Staffing, Directing and Controlling; The Role of a Manager in an Organisation.
- Leadership: The tasks of a leader; Leadership styles; Leadership theories; A successful leader versus an effective leader.
- Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal - Potential appraisal and development - Feedback and performance counselling - Career Planning - Training and Development - Rewards - Employee Welfare.
- Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Incentives.

C. Financial System:

- Role and Functions of Capital Markets, SEBI, RBI, NABARD, IRDAI and PFRDA.
- Primary and Secondary Markets: Structure and Functions, Role of Stock Exchanges, Depositories, Participants, Instruments & Pricing.
- Mutual Funds: Structure, products and functions.
- Recent developments in the Indian Financial System.

D. Ethics in the Financial Sector:

- Ethics and Corporate Governance: Role of Board, Independent Directors and Committees.
- Ethics at the Workplace: Conflict of Interest, Insider Trading, Whistleblowing, Code of Conduct, and Fair

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Practices.

- Corporate Social Responsibility (CSR).

E. Pension Sector:

- Introduction to PFRDA Act, 2013.
- Structure of the Pension System in India.
- NPS architecture: CRA, Custodian, PFs, Trustee Bank, POPs etc.
- Functions of NPS intermediaries.
- NPS: Features, Benefits, and Taxation.
- Regulatory Framework for NPS.

Note: This syllabus is applicable for both Phase I and Phase II Paper 2 for the General Stream.