

SYLLABUS
JUNIOR ASSISTANT (ACCOUNTS)

Mathematical Ability:

1. Number System, Simplification of Fractions
2. Decimals, L.C.M., H.C.F., Ratio & Proportion
3. Percentage, Average and Profit & Loss
4. Discount, Simple & Compound Interest
5. Mensuration, Time & Work, Time & Distance
6. Tables & Graphs, etc. General English

General English

1. Understanding of the English Language
2. Vocabulary, Sentence Structure
3. Synonyms, Antonyms, Comprehension Passage (Short Passage)
4. Grammar – Tenses, Active & Passive Voice, Direct-Indirect speech
5. Punctuation, Correction of Sentences

Current Affairs

1. Indian History, Indian Polity & Constitution
2. Art & Culture, Geography, Economics, General Policy
3. Science & Scientific Research. National/ International Organizations, events
4. General Economics & Geography

Reasoning Ability:

1. Verbal and Non-verbal Reasoning
2. Analogies, similarities, differences
3. Space visualization, problem solving, analysis, judgment, decision making
4. Visual memory, discrimination, observation, relationship, concepts
5. Arithmetical reasoning, verbal and figure classification
6. Arithmetical number series etc

Computer Awareness:

1. Computer Fundamentals, Basic Applications of Computer
2. Components of Computer, Computer Hardware & Software
3. Operating systems, Word Processing, Internet, and Security & Networking etc.