

## Syllabus for the post of Junior Accounts Clerk

<p><b>1) <u>General Knowledge (Xth Level):</u></b></p> <ul style="list-style-type: none"><li>• Current Affairs- National &amp; International</li><li>• Indian History</li><li>• Indian Geography</li><li>• Indian Constitution</li><li>• Indian Culture &amp; Heritage</li><li>• Indian Polity</li><li>• Science &amp; Technology</li></ul> <p><b>2) <u>Logical Reasoning (Xth Level):</u></b></p> <ul style="list-style-type: none"><li>• Analogies.</li><li>• Similarities.</li><li>• Problem – Solving.</li><li>• Differences.</li><li>• Analysis.</li><li>• Relationship Concepts.</li><li>• Observation.</li><li>• Verbal and Figure Classification.</li><li>• Space Visualization.</li><li>• Decision Making.</li><li>• Arithmetical Number Series.</li><li>• Arithmetical Reasoning.</li><li>• Judgement.</li><li>• Visual Memory.</li><li>• Discrimination.</li></ul> <p><b>3) <u>General English &amp; Comprehension (Xth Level):-</u></b></p> <ul style="list-style-type: none"><li>• Synonyms</li><li>• Antonyms</li><li>• One word substitution</li><li>• Error detection</li><li>• Idioms &amp; Phrases</li><li>• Passage Comprehension</li></ul> <p><b>4) <u>General Hindi (Xth Level):</u></b></p> <ul style="list-style-type: none"><li>• Grammar.</li><li>• Vocabulary.</li><li>• Comprehension.</li><li>• Fill in the Blanks.</li><li>• Error Detection.</li><li>• Antonyms.</li><li>• Synonyms.</li><li>• Phrases/Muhavare.</li></ul>	<p><b>5) <u>Basic knowledge of Computer</u></b></p> <ul style="list-style-type: none"><li>• Fundamental of computers<ul style="list-style-type: none"><li>○ CPU</li><li>○ Memory</li><li>○ Hard Disk</li><li>○ Input/ Output Devices</li><li>○ knowledge of Number System</li></ul></li><li>• Basic concept of Computer (Hardware &amp; Software)<ul style="list-style-type: none"><li>○ Computer Software</li><li>○ Operating System</li><li>○ Computer language</li></ul></li><li>• Basic knowledge of MS Office<ul style="list-style-type: none"><li>○ MS word</li><li>○ MS excel</li><li>○ MS Power point</li></ul></li><li>• Basic knowledge of Internet<ul style="list-style-type: none"><li>○ Web browser</li><li>○ E-mail</li><li>○ Search Engines</li><li>○ Web servers</li></ul></li><li>• Basic knowledge of computer network<ul style="list-style-type: none"><li>○ LAN</li><li>○ WAN</li><li>○ MODEM</li></ul></li><li>• Basic knowledge of cyber security<ul style="list-style-type: none"><li>○ Virus , Malware etc.</li><li>○ Warm</li><li>○ Internet security</li><li>○ Network security</li><li>○ Firewall</li></ul></li></ul> <p><b>6) <u>Commerce :</u></b></p> <ul style="list-style-type: none"><li>• Company Accounts Introduction</li><li>• Company's Act 1956 (with amendments)</li><li>• Audit &amp; Financial Management</li><li>• Taxation – Direct/ Indirect</li><li>• Balance Sheet</li><li>• Profit and Loss Accounts</li><li>• Costing &amp; cost analysis</li><li>• Accounting concept</li><li>• Single entry system and rectification of error</li><li>• Bank reconciliation statement</li></ul>
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