

Syllabus for the post of ACCOUNTS OFFICER

General Knowledge (Xth Level):

- Current Affairs- National & International
- Indian History
- Indian Geography
- Indian Constitution
- Indian Culture & Heritage
- Indian Polity
- Science & Technology

Logical Reasoning (Xth Level):

- Analogies.
- Similarities.
- Problem – Solving.
- Differences.
- Analysis.
- Relationship Concepts.
- Observation.
- Verbal and Figure Classification.
- Space Visualization.
- Decision Making.
- Arithmetical Number Series.
- Arithmetical Reasoning.
- Judgement.
- Visual Memory.
- Discrimination.

General English & Comprehension (Xth Level) :-

- Synonyms
- Antonyms
- One word substitution
- Error detection
- Idioms & Phrases
- Passage Comprehension

Basic knowledge of Computer

- Fundamental of computers
 - CPU
 - Memory
 - Hard Disk
 - Input/ Output Devices
 - knowledge of Number System
- Basic concept of Computer (Hardware & Software)
 - Computer Software
 - Operating System
 - Computer language
- Basic knowledge of MS Office
 - MS word
 - MS excel
 - MS Power point

- Basic knowledge of Internet
 - Web browser
 - E-mail
 - Search Engines
 - Web servers
- Basic knowledge of computer network
 - LAN
 - WAN
 - MODEM
- Basic knowledge of cyber security
 - Virus , Malware etc.
 - Warm
 - Internet security
 - Network security
 - Firewall
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Accounts

- General Aptitude/Awareness
- Accounts
- Financial Management
- Cost Accounting
- Taxation- Direct/ Indirect
- Commercial Laws
- Company Laws
- Auditing
- Ind AS