

Syllabus for the post of JUNIOR ACCOUNTS CLERK

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