

Syllabus For the Post of “Finance cum Accounts Officer”, “Account Assistant”

Mathematics Syllabus

Number system, BODMAS, Decimals & Fractions, LCM&HCF, Ratio and Proportion, Percentages, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Algebra, Elementary Statistics, Square root, Age Calculations, Calendar & Clock, Pipes & Cistern.

Reasoning

Analogies, Alphabetical and Number, Series, Coding and Decoding, Mathematical operations, Relationships, Syllogism Jumbling, Venn Diagram, Data Interpretation and Sufficiency, Conclusions and Decision making, Similarities and Differences, Analytical Reasoning, Classification, Directions, Statement – Arguments and Assumptions.

English language

Reading comprehension, Fillers(Double fillers, Multiple Sentence Fillers, Sentence Fillers), Cloze Test, Phrase Replacement, Odd Sentence Out cum Para Jumbles, Inference, Sentence Completion, Connectors, Phrasal Verb Related Questions, Error Detection Questions, Word usage/Vocab Based Questions, Fill in the Blanks, Synonym, Antonym, Idioms and Phrases.

General Awareness & Knowledge

Computer Knowledge , Abbreviations , Book& Authors , Award & Honors , Sports question, Famous Day & Dates ,About India , Indian History , Indian Government , History , Indian Culture , Economics , Indian Constitution , Geography ,Financial Accounting, Income Tax Laws, Indirect Tax Laws, Corporate Accounting, Business Laws, Company Law.