

## **Syllabus for the Post of Assistant Accounts Officer**

### **CORE SUBJECT: 50 marks**

**Accountancy** : Basic Accounting Principle Journal/Ledger/Trial Balance/Balance Sheet, Bank Reconciliation Statement, Cash and Bank Book, Accounting Standard, Working Capital/Share Issue & Forfeiture Financial Statement as per Companies Act, 2013, Income Tax Concepts (TDS, Expenditure Cash transaction related) GST- basic concepts (Invoicing, place of supply, RCM) Networth /Internal Control.

**Mathematics** : Abstract Algebra, Linear Algebra, Real Analysis, Complex Analysis, Differential Calculus, Integral Calculus, Differential Equation, Numerical Analysis, Co-ordinate Geometry, Vector Analysis, Probability

**Statistics** : Sampling Theory, Probability Distribution, Design of Experiments, Correlation Coefficient/Regression, Probability Theory, Time Series, Non Parametric Test, Statistical Inference, Demography Statistics, Numerical Computational technique, Descriptive Statistics

### **GENERAL ENGLISH : 10 marks**

Rules of Tense, Rules & List of Preposition, Antonyms /Synonyms, Active & Passive Voice , Idioms and Phrases , Degree of Comparison, Direct and Indirect Speech, Para Jumbles

### **QUANTITATIVE APTITUDE : 10 marks**

Compound Interest, Profit and Loss, Time and Distance, Time and Work, Ratio Proportion, Percentage

### **TEST OF REASONING : 10 marks**

Syllogism, Seating Arrangements, Input Output, Blood Relations, Coding-Decoding, Order & Ranking

### **GENERAL AWARENESS : 10 marks**

Static GK, Current Affairs, Miscellaneous (National Schemes, Book Names, Authors, General Science, Constitution Etc)

### **COMPUTER KNOWLEDGE : 10 marks**

MICROSOFT EXCEL: Excel Formula and Functions (Text to Column Function, Count if, Sum if, V look up, pivot table, round up, ceiling, Minimum, Maximum, Match)

MICROSOFT WORD: MS Word: Insert, Mailing, Page Layout, View related Questions