

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

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

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