

NOTICE

SYLLABUS FOR WRITTEN EXAMINATION FOR THE POSTS OF ASSISTANT ACCOUNTANT, LOWER DIVISION ASSISTANT AND ATTENDANT / LAB. ATTENDANT

LOWER DIVISION ASSISTANT

Qualifying exam	Cut off
Typing test English	40 w.p.m.
Typing test Hindi	35 w.p.m.

Written test

1. General Intelligence

Analogies, problem solving, relationship concepts, arithmetical number series. Test will include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computation and analytical functions etc.

2. Numerical Aptitude

This paper will include questions on problems relating to number system, computation of whole numbers, decimal & fractions, fundamental arithmetic operation, percentage, ratio and proportion, averages, interest, profit and loss, discount, use of tables and graphs, mensuration, time and work, time and distance etc.

3. General Awareness

Question will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, general polity including Indian Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

4. Drafting

Letter to Government or various funding of agencies of Central Government etc. and other correspondences..

ASSISTANT ACCOUNTANT

Written test

1. Accountancy: In this part questions is based on following chapters as follows:

- a) Trading, Profit & Loss Account and Balance Sheet.
- b) Bills of exchange.

- c) *Self balancing ledger & sectional balancing.*
- d) *Capital & Revenue, Receipts & Payment, Income & Expenditure Accounts*
- e) *Depreciation, Reserve & Provision.*
- f) *Branch & Departmental Account.*
- g) *Double Accounts System.*
- h) *Bank Reconciliation Statement.*
- i) *Rectification of errors*
- j) *Balance sheet formats & classification.*

2. Auditing & Income tax: In this part questions is based on following chapters as follows:

- a) *Object of Audit.*
- b) *Vouching and Verification*
- c) *Rights, Duties and Liabilities of Auditors.*
- d) *Income tax, Provisions pertaining to Income from salary and provisions and related to chapter-Vth of Income Tax1961.*
- e) *Provision relating to TDS & Forms to be filled with Income Tax Department.*

3. General Intelligence

Analogies, problem solving, relationship concepts, arithmetical number series. Test will include questions designed to test the candidates abilities to deal with abstract ideas and symbols and their relationships, arithmetical computation and analytical functions etc.

4. Numerical Aptitude

This paper will include questions on problems relating to number system, computation of whole numbers, decimal & fractions, fundamental arithmetic operation, percentage, ratio and proportion, averages, interest, profit and loss, discount, use of tables and graphs, mensuration, time and work, time and distance etc.

5. General Awareness

Question will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining Sports, History, Culture, Geography, Economic scene, general polity including Indian Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

ATTENDANT / LAB ATTENDANT

1. General Intelligence

Analogies, problem solving, relationship concepts, arithmetical number series. Test will include questions designed to test the candidates abilities to deal with abstract ideas and symbols and their relationships, arithmetical computation and analytical functions etc.

2. Numerical Aptitude

This paper will include questions on problems relating to number system, computation of whole numbers, decimal & fractions, fundamental arithmetic operation, percentage, ratio and proportion, averages, interest, profit and loss, discount, use of tables and graphs, mensuration, time and work, time and distance etc.

3. General Awareness

Question will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining Sports, History, Culture, Geography, Economic scene, general polity including Indian Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

4. Knowledge of biomedical research related lab. equipments.

NOTE :

The duration of the test : **1 hour**

No. of question : **50**