



**EXAMINATION CENTRE**

**Shalimar, Srinagar-190025**

**Syllabus for Conducting Written Test for Accounts Assistant Position**

**Total Questions : 100 (1 point for each question)**

**Total points : 100 (to be converted into 80 Marks)**

<b>Examination Type</b>	<b>Name of the Subject</b>
<b>Written test (objective type)</b>	<b>General Intelligence / Reasoning</b>
	<b>General Awareness</b>
	<b>English Language and Comprehension</b>
	<b>Arithmetical and Numerical Ability</b>

**General Intelligence/Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, blood relations, order and ranking, syllogism, inequality, data sufficiency, input – output, coding – decoding, puzzles, alphanumeric series, direction based questions, logical reasoning. The test will also include questions designed to test the candidate’s abilities to deal with abstract ideas and symbols and their relationship, numerical aptitude, arithmetical computation and other analytical functions.

**General Awareness:** Questions 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 Indian politics, Indian Parliament, Indian history, Indian culture, Indian Economy, botany, famous books & authors, geography, zoology, chemistry, environment, physics, famous days & dates, sports, inventions in the world etc.

**English Language and Comprehension:** In addition to the testing candidate’s understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, prepositions, antonyms and its correct usage, passage completion, transformation, active & passive voice, spelling test, idioms & phrases, error correction etc.

**Arithmetical and Numerical Ability :** Simplification/Approximation; Profit & Loss, discount, tables & graphs, decimals, fractions, credit and debit, percentage, ratio and proportion; average, simple and compound interest, Time & Work and Time & Distance, Relationship between numbers, Fundamental Arithmetical Operations, Mensuration, Computation of whole numbers, General Accounting Principles, Knowledge of Computer Applications; Computer system processing relating to accountancy.

**Asstt. Controller of Examinations**

**Examination date shall be notified separately.**