

## Accounts Assistant Syllabus

- Accounts Syllabus
- Taxation.
- Accounting.
- Corporating Accounting.
- Cost Accounting.
- Theory of Practicing and Auditing, etc.

## Numerical Aptitude subjects:

- Number Systems
- Computation Of Whole Numbers
- Decimals And Fractions And Relationship Between Numbers
- Fundamental Arithmetical Operations
- Percentages
- Ratio And Proportion
- Averages
- Interest
- Profit And Loss
- Discount
- Use Of Tables And Graphs
- Mensuration
- Time And Distance
- Time And Work, Etc.

## General Intelligence and reasoning subjects:

- Similarities and Differences.
- Space Visualization.
- Problem Solving.
- Analysis.
- Judgment.
- Decision Making.
- Visual Memory.
- Relationship Concepts.
- Figure Classification.
- Arithmetical Number Series.
- Non-Verbal Series.
- Arithmetical Computation.
- Analytical Functions etc

**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 India and its neighbouring countries especially pertaining to

- History.
- Indian Constitution.
- Books.
- Culture.
- Awards and Honors.
- Current Affairs – National & International.
- Current events.
- Geography.
- Important Days
- Sports and Games.
- General Politics.
- Books and Authors.
- Economic Scene.
- Abbreviations.
- Science – Inventions & Discoveries.
- Important Financial & Economic News.

### **Bihar GK**

- As this exam is for Bihar, So there will be the questions on Bihar History and its contributions to the country.

**Computer Syllabus** – (Computer Knowledge OR Computer Awareness). Computer paper covers two section hardware & software. Participants must have basic knowledge of computer. Must have the skill to operate a computer as office purpose is known about DBMS, MS Office, MS Word, MS Excel, MS PowerPoint, Windows, The Internet.

**English Language** : Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc.