

# JUNIOR ACCOUNT CLERK

Section	Sl. No.	Topics	
Section I - Domain	<b>A</b>	<b>Commerce</b>	
	1	Company Accounts	
	2	Company Act 1956 (With amendments)	
	3	Taxation: Sales Tax, Income Tax, VAT, S.Tax, GST etc.	
	4	Audit & Management	
	5	New Pension Scheme	
	6	Balance Sheet	
	7	P & L Account	
	<b>B</b>	<b>Maths</b>	
	1	Percentages.	
	2	Time & Work.	
	3	Time & Distance.	
	4	Profit and Loss.	
	5	Simplification.	
	6	Averages.	
	7	Problems on Ages.	
	<b>B</b>	<b>General Knowledge</b>	
	1	Current Affairs - National & International	
	2	Indian History.	
	3	Indian Geography.	
	4	Indian Constitution.	
	5	Indian Culture & Heritage.	
	6	Indian Polity.	
	7	Science & Technology	
	<b>C</b>	<b>Logical Reasoning</b>	
	1	Analogies	
	2	Similarities	
	3	Problem Solving	
	4	Difference	
	5	Analysis	
	6	Relationship Concepts	
	7	Observation	
	8	Verbal & figure Classification	
	9	Space visualization	
	10	Decision making	
	11	Arithmetical number series	
	12	Arithmetical reasoning	
	13	Judgement	
	14	Visual memory	
	15	Discrimination	
	<b>D</b>	<b>General English &amp; Comprehension</b>	
	1	Synonyms	
	2	Antonyms	
	3	One word substitution	
	4	Error detection	
5	Idioms & Phrases		
6	Passage comprehension		
<b>E</b>	<b>General Hindi</b>		
1	Grammar		
2	Vocabulary		
3	Comprehension		
4	Fill in the blanks		
5	Error detection		
6	Antonyms		
7	Synonyms		
8	Phrases / Muhawara		

Section	Sl. No.	Topics
<b>Section - II Computer Proficiency</b>		<b>Computer</b>
	1	Prevalent Accounting package
	2	Tally 2.5
	3	All Taxation & Company related online Compliances
	4	Computer Basic knowledge