

Annexure-1

Accounts Assistant Syllabus

1. Quantitative Aptitude
 - a. Number System
 - b. Time and Work
 - c. Averages
 - d. Percentages
 - e. Profit and loss
 - f. Ratio and Proportions
 - g. Simple and Compound Interest
 - h. Time and Distance
2. Data Interpretation
 - a. Pie Charts
 - b. Line Charts
 - c. Bar Graphs
 - d. Tabular Charts
 - e. Mixed Graphs
3. Analytical Reasoning
 - a. Analogies - Semantic Analogy
 - b. Symbolic/Number Analogy
 - c. Figural Analogy
 - d. Similarities and differences
 - e. Word building
 - f. Relationship concepts
 - g. Arithmetic number series - Semantic Series, Number Series
 - h. Coding and decoding - Small & Capital letters/numbers coding, decoding and classification
4. Logical Reasoning
 - a. Matching definitions
 - b. Cause and effect
 - c. Letter and Symbol series
 - d. Verbal reasoning
 - e. Making judgements
5. Simple English
 - a. Verbal Aptitude
 - b. English Comprehension

6. Domain Knowledge

- a. Fundamentals of Accounting/Book-keeping
- b. Taxation (direct & indirect)
- c. General Financial Rules
- d. Indian Economy
- e. Auditing
- f. Income & Expenditure Accounts
- g. Receipt & Payment Accounts
- h. Balance Sheets classification
- i. Capital & Revenue Accounts
- j. Branch and Departmental Accounts
- k. Double Entry System
- l. Rectification of Errors
- m. Trial Balance
- n. Depreciation on Fixed Assets
- o. Project Accounting
- p. Preparation of Budget