

Syllabus for the post of Pass cum Receipt clerk / Record Keeper /Typist / Cashier

Time : 02 hours

Marks: 100

Quantitative Aptitude:

(15 marks)

Tables, Pie-Charts, Bar Graphs, Data Analysis, Line Graphs, Series, Roots, Average, Probability, Combined Data Sets, Ratio, Time & work, Time & separation, Rate, Benefit & loss, Mixture, Stocks & shares, Partnership, Clocks, Volume, Allegation & mixtures, Height & distances, Permutation & combination, Simple & compound interest, Equations & probability, Number system, Simplification, Surds & indices, Percentage, Chain rule, Pipes & cisterns, Time & distances, Problems on trains, Boats & streams, Surface Area, Mensuration, Permutations & combinations

Reasoning Ability:

(15 marks)

Syllogism, Seat Arrangement, Puzzle, Blood Relation, Inequality, Decision Making, Data Sufficiency, Logical Reasoning, Input Output, Number Series, Statement & Argument, Passage & Conclusion

General English:

(15 marks)

Vocabulary, Synonyms, Antonyms, Word formation, Sentence completion, Comprehension, Theme detection, Deriving conclusions, Passage completion, Error detection, Passage correction, Sentence correction, Spelling, Grammar, Idioms, Phrases

General Awareness:

(15 marks)

Knowledge of current events, Sports, history, geography, culture, Indian constitution, News about technology and research, News on India and its neighboring countries, News related to Reserve Bank of India, Banking Awareness, Financial Awareness, Economic News, and Current Affairs

Accounting Aptitude:

(25 marks)

Fundamentals Principal of Accounting, Accounting entries, Cash Book, Trial Balance, Rectification of errors, Accounting equation approach, Bank reconciliation statements, Distinction between capital and revenue expenditure, Deferred revenue expenditure, Capital revenue expenditure, Meaning-Debtors, Creditors, Contingent liabilities, Profit and loss accounts, Adjustment entries, Bad Debts Provision for Bad Debts, Closing entries, Preparation of balance sheets, Accounting standards in India.

Computer Awareness:

(15 marks)

Computer Hardware & Software, Operating System Concepts, Shortcut Keys, MS Word, Excel MS PowerPoint, MS Access, Internet and networks, Basic security concepts, Latest technologies, Basics of computer, Generation of Computer, Short forms (e.g. jpeg, mp3, pdf), Android and Apple related news