

**DETAILED SYLLABUS OF PART A**

<b>Particulars</b>	<b>Syllabus - General (Part A)</b>
General Knowledge	<ul style="list-style-type: none"> <li>• Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States &amp; Union Territories / International Organizations.</li> <li>• General Science : Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology</li> <li>• Sports &amp; Games</li> <li>• Important Events/ Movements / Leaders / Places / Years</li> <li>• Writers – Authors – Biography - Autobiography</li> <li>• Abbreviations</li> </ul>
General English	<ul style="list-style-type: none"> <li>• Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms &amp; Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural</li> </ul>
Reasoning	<ul style="list-style-type: none"> <li>• Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence / Numerical ability &amp; knowledge in Microsoft excel.</li> </ul>
Quantitative Aptitude	<ul style="list-style-type: none"> <li>• Number system / Fraction and Decimals / Simplification / Volume and surface areas / Square roots and Cube roots / Problems based on numbers, Speed, Time and Distance, Simple Interest / Compound Interest / Boats and Streams / Problems on Trains / Percentage - Interest / HCF and LCM / Average / Ratio and Proportion / Time and Work / Problems based on ages / Profit, Loss and Discount, Statistics / Permutations &amp; Combinations / Probability.</li> </ul>

**DETAILED SYLLABUS OF PART B**

Name of Post	Syllabus - Discipline related (Part B)
<b>Accountant</b>	<ul style="list-style-type: none"> <li>• <b>Organisational Skills-</b> Role of a supervisor – Manpower management &amp; resource planning – Work force motivation – Grievance handling at shop floor level – Code of Conduct &amp; Discipline - Importance of time keeping &amp; productivity.</li> <li>• Basic knowledge of computer applications.</li> <li>• <b>Supervisory Duties:-</b> <ul style="list-style-type: none"> <li>➤ <b>Principles of Organization</b> – Principles of organization; authority; responsibility; accountability; delegation; span of control; centralization; unity of command.</li> <li>➤ <b>Motivation</b> – Meaning of motivation; understanding human behavior; factors of motivation; levels of motivation; methods of motivating people; brief on motivation theories.</li> <li>➤ <b>Communication</b> – Purpose of communication; communication process; methods of communication written, oral, audio – visual; report writing; channels of communication namely formal and informal; art of giving instructions; barriers of communication; guidelines for effective communication.</li> </ul> </li> <li>• <b>HSE &amp; IMS-</b> Awareness on Industrial safety &amp; PPEs – Importance of housekeeping – Knowledge of IMS – Quality Standards – 5 S – management of industrial hazardous wastes.</li> </ul>

**In addition to the above, following are the topics included for the post:-**

Name of Post	Syllabus - Discipline related (Part B)
<b>Accountant</b>	<p><b><u>Theoretical and application knowledge on</u></b></p> <ul style="list-style-type: none"> <li>• Financial Accounting</li> <li>• Trading &amp; Profit &amp; Loss Accounts and Balance Sheet</li> <li>• Bank Reconciliation Statement</li> <li>• Depreciation, Reserves and Reserve Funds, Ratio Analysis</li> <li>• Capital and Revenues, Revenue Accounts, Receipts &amp; payments Accounts, Income &amp; Expenditure Accounts</li> <li>• Company Accounts</li> <li>• Financial Statements and Reporting</li> <li>• Cost Accounting, Cost Records and Cost Audit</li> <li>• Direct and Indirect Taxes- Income Tax Act, Central Sales Tax Act, Service Tax Act, Central Excise Act</li> <li>• Contracts Act, Payment of Gratuity Act, Payment of Bonus Act, ESI Act, EPF Act.</li> <li>• Companies Act, Factories Act, ID Act</li> <li>• FEMA, SCRA and SEBI Act.</li> <li>• Company Audit, preparation of Auditors Report and other requirements.</li> <li>• Familiarity with Word.</li> <li>• <b><u>Familiarity with Excel:-</u></b> <ul style="list-style-type: none"> <li>➤ PivotTables and Charts</li> <li>➤ Lookups, Ranges and Dates</li> </ul> </li> </ul>

<b>Name of Post</b>	<b>Syllabus - Discipline related (Part B)</b>
	<ul style="list-style-type: none"><li>➤ Conditional Formatting</li><li>➤ Managing Worksheets</li><li>➤ Built formulas and Understanding Formulas</li><li>➤ Changing Views</li><li>➤ AutoFill and Custom Lists</li><li>➤ Conditional Logic, Tables &amp; Data Tools</li><li>➤ Referencing Formulas</li><li>➤ Ranges and Dates</li><li>➤ Introduction &amp; Formatting Charts</li><li>➤ Adding Graphics to Spreadsheets</li><li>➤ Outline, Sort, Filter, and Subtotal</li><li>➤ Protecting Data</li><li>➤ Printing</li><li>➤ Saving a Workbook</li></ul>

\*\*\*\*