

APPENDIX-II

SCHEME AND SYLLABUS OF EXAMINATION FOR THE PURPOSE OF FILLING UP THE POST OF ACCOUNTS CLERK/JUNIOR STOREKEEPER.

1. The Examination will consist of 2 Papers:-

PAPERS	SUBJECTS	FULL MARKS	TIME ALLOWED
PAPER I	General English General Knowledge Basic Computer Knowledge	100	2.00 hrs.
PAPER II	Arithmetic Accountancy & Economics General Mental Ability	100	2.00 hrs.

2. General Instruction

Mode of Examination pattern shall be objective Multiples Choice Questions (MCQ) Type for Paper I and Paper II.

PAPER - I - 100 marks

- Handwritten mark*
- English Language:** Comprehension, Vocabulary, Synonyms, Antonyms, Idioms and Phrases, Commonly Confused words, Tenses, Sentence rearrangement, Error correction.
 - General Knowledge:** General information about the State and the Nation. Current Affairs of State, Nation & the world and abbreviations.

3. **Computers:** Basic Computer Knowledge on hardware, software and application. Microsoft Office, Intranet, Internet & e payments & related abbreviations.

PAPER- II – 100 Marks

1. **Arithmetic :** Number System, Number Series , HCF & LCM ,Simplification, Word Problems based on Numbers ,Averages ,Ratio & Proportion, Percentage, Profit & Loss, Discount ,Simple Interest, Compound Interest, Partnership ,Unitary Method, Work & Wage ,Data Interpretation (Tables, Charts & Graphs).
2. **Accountancy & Economics**
- a) **Accountancy:** Introduction to Accounting, Theory base of Accounting, Accounting Equation, Rules of Debit and Credit. Journal and Ledger-Its format with recording of transactions, Cash Books & related abbreviations.
- b) **Economics:** Understanding Economic Development, (Development, Sectors, Money & Credits, Globalization, De-monetization) Government Budget and the Economy (Meaning, objective and component).
3. **General Mental Ability:** Figural & Numeric