

## Syllabus for Audit Assistant

### i) Hindi & English

#### Hindi

- तत्सम ,तद्भव
- पर्यायवाची ,विलोम
- मुहावरे और लोकोक्तियाँ
- शुद्ध,-अशुद्ध वाक्य
- संधि-विच्छेद
- अलंकार और समास
- वचन, लिंग
- अनेकार्थी और वाक्य के लिए एक शब्द
- गद्यांश आधारित प्रश्न

#### English

- Comprehension( one passage on which 5 questions asked)
- One word substitution
- Synonyms and Antonyms
- Spelling error
- Spotting error in sentences
- Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'
- Idioms and Phrases

### ii) Mental ability/Reasoning/Arithmetic

#### Mental ability/Reasoning

- Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy
  - Similarities and differences
  - Word building
  - relationship concepts
  - Arithmetical reasoning
  - Arithmetic number series, - Semantic Series, Number Series,
  - Coding and decoding - Small & Capital letters/numbers coding, decoding and classification

## **Arithmetic**

- Number System
- Time and Work
- Averages
- Percentages
- Profit and loss
- Ratio and Proportions
- Simple and Compound Interest
- Time and Distance
- Mixtures & Allegation
- Height and Distance

### **iii) General Awareness/Current affairs**

- Indian Art, Culture , Dance & Music
- Indian History
- Indian Geography
- Indian Economy
- Indian Polity & Constitution
  - Science in Everyday life
- Scientific Research, awards
- Sports
- Current affairs- India & World

## iv) Subject Knowledge

- 1 Introduction to Accounting Basics,
- 2 Income Statement
- 3 Balance Sheet – Assets
- 4 Balance Sheet – Liabilities and Stockholders' Equity
- 5 Statement of Cash Flows, Double Entry System, Single Entry System, Sample Transaction
- 6 Bank Reconciliation
- 7 Hire Purchase A/c, Branch A/c, Royalty A/c, Partnership A/c, Consignment A/c, Ratio Analysis
- 8 Auditing

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## Syllabus for Hindi Translator

### i) Translation English to Hindi

- a) MCQ from English to Hindi sentence
- b) Hindi of English words including administrative words

### ii) Mental ability/Reasoning/Arithmetic

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**iv) Subject Knowledge**

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## Syllabus for Stenographer

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### iii) General Awareness/Current affairs

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- Indian Geography
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- Indian Polity & Constitution
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- Scientific Research, awards
- Sports
- Current affairs- India & World

### iv) Knowledge of Computer

The questions on basic computer knowledge will be from Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks.

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## Syllabus for Female Staff Nurse

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### iii) Mental ability/Reasoning

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### iv) Subject Knowledge

- a) Nursing art & Bio-Medical waste
- b) Anatomy & Physiology
- c) Microbiology & Hospital Infection control
- d) Medical Surgical Nursing & Intensive-care Nursing
- e) Mental Health-Psychiatric
- f) Midwifery & Gynaecology
- g) Pediatric nursing
- h) Community health Nursing –Hygiene

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## Syllabus for Catering Assistant

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## iv) Subject Knowledge

- Safety precaution and Identifying and preventing hygiene risks for self and others.
- Different Types of Fuels used in the Kitchen.
- Explanation of all the common culinary terms with examples.
- Introduction of Different type of cuisine
- Aims and objectives and Methods of quality Cooking of the Food.
- Identification of Raw material, its classification
- Principles of Menu planning.
- Menu Compilation
- manufacturing of various foods and technique to avoid adulteration
- Knowledge of Indian & other countries Bakery, Confectionary and Dessert

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## Syllabus for Lower Division Clerk/Storekeeper

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**iv) Arithmetical ability**

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### **iv) General Science**

- a) Physics
- b) Chemistry
- c) Biology

Refer; Class 8 NCERT syllabus

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