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MPPKVVCL Office Assistant Gr.III Exam Pattern & Syllabus

Dear Candidates, We are providing the Latest Syllabus & Exam Pattern for MPPKVVCL Office Assistant Gr.III Recruitment 2017 which helps you to prepare for your Exam.

The details descriptions of the Exam Pattern & Syllabus are as follows - :

Exam Pattern

The candidates will be selected on the basis of written test through the given exam pattern :-

S. no	Exam Type	Name of the Subject	No.of Questions	Total Marks	Time Duration
01	Objective Type	Mathematics	100	100	2.00 Hours
02		Accounts			
03		Basic Computer Knowledge			
04		Basic English			
05		General Knowledge			
06		Logical Reasoning			

Syllabus

Mathematics

- Problems on Trains
- Boats and Streams
- Permutations and Combinations
- Ratio and Proportion
- Probability
- Time and Work
- Averages
- Profit and Loss
- Mixtures and Allegations
- Problems on Numbers
- Partnership
- Volumes
- Mensuration
- Compound Interest
- Odd Man Out
- Numbers and Ages
- Percentages
- Simple Equations
- Quadratic Equations
- Indices and Surds
- Problems on L.C.M and H.C.F
- Races and Games
- Pipes and Cisterns

Accounts

- Accounting
- Theory of Practicing and Auditing
- Cost Accounting
- Corporating Accounting

- Taxation

Computer Knowledge

- Number Systems
- Control Unit Design
- Programming
- Memory Management
- File Saving

Basic English

- Passage Completion
- Spelling Test
- Sentence Improvement
- Prepositions Sentence
- Fill in the blanks
- Antonyms
- Error Correction (Underlined Part)
- Spotting Errors
- Sentence Arrangement
- Substitution
- Joining Sentences
- Transformation
- Synonyms
- Para Completion
- The Completion Active and Passive Voice
- Idioms and Phrases
- Error Correction (Phrase in Bold)

General Knowledge

- The Indian Parliament
- Indian History

- Basic GK
- Indian Politics
- Sports
- Inventions in the World
- Famous Days & Dates
- Indian Economy
- Environment
- Geography
- Famous Books & Authors
- Physics
- Chemistry
- Basic Computer
- Botany
- Zoology

Logical Reasoning

- Analytical Reasoning
- Data Sufficiency
- Verbal Reasoning
- Non-Verbal Reasoning
- Verbal Reasoning
- Data Interpretation
- Puzzles

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