

Syllabus

कार्यालय सहायक

- General English
 - (Comprehension, 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.)
- General Hindi
 - (गणांश आधारित प्रश्न, तत्सम तद्धव, पर्यायवाची, विलोम, मुहावरे और लोकोत्तियाँ, शुद्ध अशुद्ध वाक्य, संधि-विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और वाक्य के लिए एक शब्द)
- General Knowledge
 - (Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current India & World)
- Computer Literacy
 - (Characteristics of Computers, Computer Organization 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)
- Maintenance of Cashbook
 - (i) Simple cashbook
 - (ii) Columnar cashbook
 - (iii) Petty cashbook
 - (iv) Bank reconciliation statement
- Maintenance Of Ledger
 - (i) Format of Ledger
 - (ii) Ledger Posting
 - (iii) Balancing of Ledger
- Recording of Financial Transactions through Tally software
 - (i) Basic Concepts
 - (ii) Receipt Voucher
 - (iii) Payment Voucher
 - (iv) Journal Voucher
 - (v) Contra Voucher
- Preparation of Annual Accounts
 - (i) Fund based Accounting
 - (ii) Difference between cash basis accounting and accrual basis of accounting
 - (iii) Trial Balance
 - (iv) Receipt & Payment Account
 - (v) Income & Expenditure Account
 - (vi) Balance Sheet
 - (vii) Accounting Standards
- Basic Principles of Auditing