

Annexure "AH"

Syllabus for written test

Marks: 100

Time: 02.00 Hrs.

S. No.	Subjects/ Topic	Marks assigned
1	GENERAL AWARENESS with special reference of J&K UT	30
2	FINANCE & ACCOUNTS	30
3	GENERAL ENGLISH & COMPREHENSION	10
4	CONSTITUTION/ GOVERNANCE/POLITY	10
5	GENERAL INTELLIGENCE & REASONING	10
6	COMPUTER APPLICATIONS	10
TOTAL		100

GENERAL KNOWLEDGE AND CURRENT AFFAIRS

30 Marks

- (i) Current Events of National and International Importance
- (ii) Political & Physical divisions of India
- (iii) Climate & Crops in India
- (iv) Transport & Communication.
- (v) Demography & Vital Statistics.
- (vi) Important Rivers & Lakes in India.
- (vii) Indian Economy.
- (viii) Indian Culture & Heritage.
- (ix) Indian History with special reference to Freedom Movement.
- (x) Science & Technology.
- (xi) Environment, Ecology & Bio-diversity.
- (xii) Books & Authors
- (xiii) Persons & Places
- (xiv) Sports
- (xv) Taxation in India- Direct & Indirect Tax, GST, Income Tax, Central Excise & Customs, CBDT, CBIC etc.
- (xvi) J&K UT
 - a) History
 - b) Economy
 - c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)
 - d) Heritage & Culture
 - e) Important Tourist Destinations
 - f) J&K Reorganisation Act, 2019.

FINANCE AND ACCOUNTS

30 Marks

- (i) Financial Accounting: Nature and scope, Limitations of Financial Accounting, Basic concepts and Conventions.

- (ii) Basic concepts of Accounting: Single and double entry, Books of original Entry, Bank Reconciliation, Journal, ledgers, Trial Balance, Rectification of Errors, Manufacturing, Trading, Balance Sheet
- (iii) Distinction between Capital and Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Non-profit organisations Accounts, Receipts and Payments and Income & Expenditure Accounts, Bills of Exchange.
- (iv) Money and Banking: Monetary/ Fiscal policy- Role and functions of Reserve Bank of India; functions of commercial Banks/ RRB/ Payment Banks.
- (v) Budget and Fiscal deficits and Balance of payments.
- (vi) Fiscal Responsibility and Budget Management Act, 2003.

GENERAL ENGLISH & COMPREHENSION

10 Marks

- (i) Tenses
- (ii) Narration
- (iii) Modals
- (iv) Articles
- (v) Reading Comprehension
- (vi) Fill in the blanks with Phrases, Pronouns, homonyms/ homophones etc
- (vii) Clauses
- (viii) Synonyms and antonyms
- (ix) Pairs of words and their use in meaningful sentences.
- (x) Rearranging of jumbled sentences.
- (xi) Idioms and phrases.
- (xii) Uses of Prepositions.
- (xiii) Active & Passive Voice
- (xiv) Error Spotting
- (xv) Sentence Correction
- (xvi) Spellings Correction

CONSTITUTION/ GOVERNANCE/POLITY

10 Marks

- (i) Indian Constitution – Overview, nature & Philosophy of the Indian Constitution
- (ii) Features of the Constitution- Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy
- (iii) Parliamentary System & Amendment Procedures
- (iv) Federal structure, devolution of powers and finances.
- (v) Important aspects of governance, transparency, accountability, e-governance etc.

REASONING & MENTAL ABILITY

10 Marks

Number series, Letter series, Semantic Series, Speed, Distance and Time, Statements and conclusions, Logical Reasoning, Mental Reasoning, Word Building, Numerical Operations, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Problem Solving.

- (i) Fundamentals of computer sciences
- (ii) Hardware & Software
- (iii) Input and output devices
- (iv) Operating system
- (v) M.S Word, M.S Excel, M.S Access and Powerpoint Presentation
- (vi) E_mail & Internet
- (vii) Role of Information Technology in Governance.