

## **Account Assistant / Store Keeper cum Accountant**

1. Fundamentals Principal of Accounting.
2. Accounting entries.
3. Cash Book.
4. Trial Balance.
5. Rectification of errors.
6. Accounting equation approach
7. Bank reconciliation statements.
8. Distinction between capital and revenue expenditure.
9. Deferred revenue expenditure.
10. Capital revenue expenditure.
11. Meaning-Debtors, Creditors, Contingent liabilities.
12. Profit and loss accounts
13. Adjustment entries
14. Bad Debts Provision for Bad Debts.
15. Closing entries.
16. Preparation of balance sheets.
17. Accounting standards in India.

### **General Awareness**

Economy, Science and Technology, Current Events, Political Awareness/Polity, Persons in News, Places in News, Important Awards & Honors, Sports

### **Computer knowledge**

Introduction of Computer and History, Operating Systems, PC and System Software, Computer Network, Computer Devices, Windows, MS Word: MS Excel, Internet Programming Language (HTML/DHTML), Security Aspects for PC, e world, Advanced Technology Regarding Computer, Various uses of Computers.

### **General English**

Passage, Common Errors, Sentence Improvement, Fill in the blanks, Antonyms and Synonyms, Use of Propositions, Nouns, Adverbs and Adjectives.