

A)		
Accountant		
Sl. No.	Subject	Sub topic
1	Current Affairs	a) Awareness of the environment around and its applications to the society
		b) current affairs of National & International importance
		c) General knowledge awards and honours
		d) books and authors
		e) countries and capitals
		f) The test will also include questions on History
		g) Culture
		h) Geography
		i) Science
		j) Polity
		k) Economy
		l) Sports etc.
		2
b) Noun		
c) Pronoun		
d) Conjunction		
e) Adverb		
f) Adjectives		
g) Preposition		
h) Verb		
i) Fill in the blanks		
j) Synonyms & antonyms		
k) Detecting misspelled words		
l) Sentence completion		
m) Para-jumbles		
n) Idioms & phrases		
o) One word substitution		
p) Sentence improvements		
q) Active/ passive voice		
r) Direct/ indirect narration		
s) Close paragraph		

		t) Reading comprehension etc.
3	Analytical & Logical Reasoning (Graduation Level)	a) Verbal & non-verbal type questions on Missing number
		b) Alphanumeric series
		c) Artificial language
		d) Odd one out
		e) Puzzles
		f) Repeated series
		g) Analogy
		h) Venn diagram
		i) Logical arrangement of words
		j) Coding & decoding
		k) Blood relation
		l) Sitting arrangement
		m) Ranking arrangement
		n) Dice
		o) Cube & cuboid
		p) Calendar
		q) Number Series
		r) Coded equation
		s) Clock
		t) Directions
		u) Syllogism
		v) Ranks
		w) Counting figures
		x) Problems based on alphabets
y) sequence		
z) mirror and water Image etc.		
4	General & Quantitative Aptitude (Graduation Level)	a) Percentage
		b) Profit
		c) Loss & Discounts
		d) Simple Interest
		e) Compound Interest
		f) Ratio and Proportion
		g) Partnership
		h) Time & Work
		i) Time
		j) Speed & Distance
		k) Average
		l) Mensuration
		m) Basic Geometry
		n) Basic Algebra
		o) Simplification
		p) Basics of Coordinate Geometry

		q) Numbers and Basic Word Problems
		r) HCF-LCM
		s) Heights and Distances
		t) Data Interpretation
		u) Venn Diagrams
5	Accountancy	a) Introduction to Accounting and Basic Terminology
		b) Meaning of individual items of Balance Sheet and Profit & Loss Account
		c) Fundamentals of Trial Balance
		d) Journal and Ledger
		e) Basics of Bill of Exchange
		f) Partnership Accounts
		g) Share Capital and Debentures
		h) Depreciation
		i) Cash Flow Statements
		j) Suspense Accounts
		k) Capital Structure
		l) Basic Ratios of Finance
		m) Bank Reconciliation Statements
		n) Inventory
		o) Basics of Company Accounts

B)		Junior Assistant		
Sl. No.	Subject	Sub topic		
1	Current Affairs	a) Awareness of the environment around and its applications to the society		
		b) current affairs of National & International importance		
		c) General knowledge awards and honours		
		d) books and authors		
		e) countries and capitals		
		f) The test will also include questions on History		
		g) Culture		
		h) Geography		
		i) Science		
		j) Polity		
		k) Economy		
		l) Sports etc.		
		2	Computer Awareness (Graduation Level)	a) Introduction and basics of computers
				b) Generations of Computers
c) Important milestones in computer development				
d) Types of Computers: Personal Computers				
e) Laptops				
f) Tablets				
g) and Servers				
h) Mainframes and Supercomputers				
i) Basic hardware components and understanding of CPU				
j) RAM vs. ROM				
k) Types and functions of peripheral devices				
l) Operating Systems				
m) Adobe Reader				
n) Browsers				
o) Basic Functions of an Operating System				
p) Introduction to Programming Languages – types and examples of basic programming languages				
q) MS Office - MS Word				
r) MS Excel				
s) MS PowerPoint				

		t) Creating
		u) Saving
		v) and Organizing Files and Folders
		w) Basic File Formats and Extensions
3	English (Graduation Level)	a) Understanding and knowledge of English Language such as Spot the error
		b) Noun
		c) Pronoun
		d) Conjunction
		e) Adverb
		f) Adjectives
		g) Preposition
		h) Verb
		i) Fill in the blanks
		j) Synonyms & antonyms
		k) Detecting misspelled words
		l) Sentence completion
		m) Para-jumbles
		n) Idioms & phrases
		o) One word substitution
		p) Sentence improvements
		q) Active/ passive voice
		r) Direct/ indirect narration
		s) Close paragraph
		t) Reading comprehension etc.
4	Analytical & Logical Reasoning (Graduation Level)	a) Verbal & non-verbal type questions on Missing number
		b) Alphanumeric series
		c) Artificial language
		d) Odd one out
		e) Puzzles
		f) Repeated series
		g) Analogy
		h) Venn diagram
		i) Logical arrangement of words
		j) Coding & decoding
		k) Blood relation
		l) Sitting arrangement
		m) Ranking arrangement
		n) Dice
		o) Cube & cuboid
		p) Calendar
		q) Number Series
		r) Coded equation
		s) Clock

		t) Directions
		u) Syllogism
		v) Ranks
		w) Counting figures
		x) Problems based on alphabets
		y) sequence
		z) mirror and water Image etc.
5	General & Quantitative Aptitude (Graduation Level)	a) Percentage
		b) Profit
		c) Loss & Discounts
		d) Simple Interest
		e) Compound Interest
		f) Ratio and Proportion
		g) Partnership
		h) Time & Work
		i) Time
		j) Speed & Distance
		k) Average
		l) Mensuration
		m) Basic Geometry
		n) Basic Algebra
		o) Simplification
		p) Basics of Coordinate Geometry
		q) Numbers and Basic Word Problems
		r) HCF-LCM
		s) Heights and Distances
		t) Data Interpretation
		u) Venn Diagrams

c)		
Junior Inspector		
Sl. No.	Subject	Sub topic
1	Current Affairs & Computer Awareness (10+2 Level)	a) Awareness of the environment around and its applications to the society
		b) current affairs of National & International importance
		c) General knowledge awards and honours
		d) books and authors
		e) countries and capitals
		f) etc. The test will also include questions on History
		g) Culture
		h) Geography
		i) Science
		j) Polity
		k) Economy
		l) Sports
		m) Computer etc. Introduction and basics of computers
		n) Generations of Computers
		o) Important milestones in computer development
		p) Types of Computers
		q) Basic hardware components
		r) Basic Functions of an Operating System
		s) Introduction to Programming Languages
		t) MS Office
u) Basic File Formats and Extensions		
2	English (10+2 Level)	a) Questions based on Noun
		b) Pronoun
		c) Conjunction
		d) Adverb
		e) Adjectives
		f) Preposition
		g) Verb
		h) Fill in the blanks
		i) Synonyms & antonyms
		j) Detecting misspelled words
		k) Spotting the error
		l) Sentence completion
		m) Para-jumbles
		n) Idioms & phrases

		o) One word substitution
		p) Sentence improvements
		q) Active/ passive voice
		r) Direct/ indirect narration
		s) Close paragraph
		t) Reading comprehension
3	Analytical & Logical Reasoning (10+2 Level)	a) Questions based on Number Series
		b) Missing number
		c) Alphabet series
		d) Coding-Decoding
		e) Analogy
		f) Logical arrangement of words
		g) Blood relation
		h) Seating arrangement
		i) Ranking
		j) Calendar
		k) Clock
		l) Direction Test
		m) Syllogism
4	General & Quantitative Aptitude (10+2 Level)	a) Percentage
		b) Profit
		c) Loss & Discounts
		d) Simple Interest
		e) Compound Interest
		f) Ratio and Proportion
		g) Partnership
		h) Time & Work
		i) Time
		j) Speed & Distance
		k) Average
		l) Mensuration
		m) Basic Geometry
		n) Simplification
		o) Numbers
		p) Basic Word Problems
		q) Data Interpretation
		a) Definition and Characteristics of Jute
		b) Types of Jute
		c) Historical Context of Jute Production
		d) Major Jute-Producing Countries
		e) Geography and Climate for Jute Cultivation

5	Jute Based Questions (10+2 Level)	f) Soil Requirements
		g) Seasonal Cycle
		h) Regional Distribution in Major Jute-Producing Countries
		i) Jute Plant Biology – Botanical Classification
		j) Plant Structure and Parts Used for Fiber
		k) Growth Stages and Harvesting Process
		l) Processing of Jute Fiber
		m) Jute Batching Process and Spinning Process
		n) Chemical Composition of Jute Fiber
		o) Types of Jute Products
		p) Advantages and Disadvantages of Jute in Industry
		q) Role of Jute in National and Global Economy
		r) Global Jute Trade and Regulations
		s) Environmental Benefits of Jute
		t) Jute Day and Awareness Campaigns
		u) By-products and Commercial Applications
		v) Emerging Applications
		w) Environmental Concerns