National Education Society for Tribal Students
New Delhi

Detailed Syllabus for the post of Accountant, Junior Secretariat Assistant and Lab Attendant

Syllabus- Accountant

- **Reasoning Ability**

  Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal. reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.

- **Quantitative Aptitude**

  Ratio and Proportions, Time and Work, Profit and Loss, Problems on Ages, Number System, Decimal & Fractions, Time and Distance, HCF & LCM, Percentages, Simplification, Average, Simple & Compound Interest, Mixtures & Allegations, Data Interpretation etc.

- **General Hindi**

  संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य असुद्धियाँ, वाक्यांशों के लिए एक शब्द, मुहावरे- लोकोक्तियां, अपठित गद्यांश पर आधारित प्रश्न |

- **General English**

  Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases

- **Basic knowledge of computer, general awareness & current affairs**

- **Subject knowledge covering Accountancy, Annual Accounts, Taxation, Budgeting, Auditing and Financial Management, GeM etc.**

Syllabus- Junior Secretariat Assistant

- **Reasoning Ability**
  Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal. reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.

- **Quantitative Aptitude**
  Ratio and Proportions, Time and Work, Profit and Loss, Problems on Ages, Number System, Decimal & Fractions, Time and Distance, HCF & LCM, Percentages, Simplification, Average, Simple & Compound Interest, Mixtures & Allegations, Data Interpretation etc.
- **General awareness**
  General knowledge and Current affairs with special emphasis in the field of education.

- **General Hindi**
  संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य असुद्धियाँ, वाक्यांशों के लिए एक शब्द, मुहावरे- लोकोक्तियां, अपठित गद्यांश पर आधारित प्रश्न |

- **General English**
  Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases

- **Basic knowledge of computer operation**
  Fundamentals of Computer System, Basics of Operating System, MS Office, Keyboard Shortcuts and their uses, Important Computer Terms and Abbreviations, Computer Networks, Cyber Security, and Internet.

Syllabus – Lab Attendant

- **Reasoning Ability**
  Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal. reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.

- **General awareness**
  General knowledge and Current affairs with special emphasis in the field of education.

- **General Hindi**
  संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य असुद्धियाँ, वाक्यांशों के लिए एक शब्द, मुहावरे- लोकोक्तियां, अपठित गद्यांश पर आधारित प्रश्न |

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- **Subject specific knowledge**
  Knowledge of lab work and lab equipment, Knowledge of experiments of chemicals, Safety protocols of lab, scientific name of chemicals and equipment, knowledge of different methods commonly used in labs, Techniques and Physics, Chemistry, Life Sciences (Biology) etc.