

APPENDIX-II**SCHEME AND SYLLABUS OF EXAMINATION FOR THE PURPOSE OF FILLING UP THE POST OF ACCOUNTS CLERK/JUNIOR STOREKEEPER.**

1. The Examination will consist of 2 Papers:

PAPERS	SUBJECTS	FULL MARKS	TIME ALLOWED
PAPER I	General English General Knowledge Basic Computer Knowledge	100	2.00 hrs.
PAPER II	Arithmetic Accountancy & Economics General Mental Ability	100	2.00 hrs.

2. General Instruction

Mode of Examination pattern shall be objective Multiples Choice Questions (MCQ) Type for Paper I and Paper II

PAPER - I - 100 Marks

English Language: Comprehension, Vocabulary, Synonyms, Antonyms, Idioms and Phrases, Commonly Confused words, Tenses, Sentence rearrangement, Error correction.

General Knowledge: General information about the State and the Nation. Current Affairs of State, Nation & the world and abbreviations.

Computers: Basic Computer Knowledge on hardware, software and application. Microsoft Office, Intranet, Internet & e payments & related abbreviations.

PAPER- II – 100 Marks

Arithmetic: Number System, Number Series, HCF & LCM, Simplification, Word Problems based on Numbers, Averages, Ratio & Proportion, Percentage, Profit & Loss, Discount, Simple Interest, Compound Interest, Partnership, Unitary Method, Work & Wage, Data Interpretation (Tables, Charts & Graphs).

Accountancy & Economics

Accountancy: Introduction to Accounting, Theory base of Accounting, Accounting Equation, Rules of Debit and Credit. Journal and Ledger-Its format with recording of transactions, Cash Books & related abbreviations.

Economics: Understanding Economic Development, (Development, Sectors, Money & Credits, Globalization, De-monetization) Government Budget and the Economy (Meaning, objective and component).

General Mental Ability: Figural & Numeric


Controller of Accounts-cum- Secretary

Controller of Accounts
cum
Secretary
Finance Department
Govt. Of Sikkim Gangtok