

BSPHCL Accounts Officer Exam Syllabus 2018

Syllabus for the post of ACCOUNTS OFFICER

<p><u>General Knowledge (Xth Level):</u></p> <ul style="list-style-type: none"> • Current Affairs- National & International • Indian History • Indian Geography • Indian Constitution • Indian Culture & Heritage • Indian Polity • Science & Technology <p><u>Logical Reasoning (Xth Level):</u></p> <ul style="list-style-type: none"> • Analogies. • Similarities. • Problem – Solving. • Differences. • Analysis. • Relationship Concepts. • Observation. • Verbal and Figure Classification. • Space Visualization. • Decision Making. • Arithmetical Number Series. • Arithmetical Reasoning. • Judgement. • Visual Memory. • Discrimination. <p><u>General English & Comprehension (Xth Level) :-</u></p> <ul style="list-style-type: none"> • Synonyms • Antonyms • One word substitution • Error detection • Idioms & Phrases • Passage Comprehension 	<ul style="list-style-type: none"> • Basic knowledge of Internet <ul style="list-style-type: none"> ◦ Web browser ◦ E-mail ◦ Search Engines ◦ Web servers • Basic knowledge of computer network <ul style="list-style-type: none"> ◦ LAN ◦ WAN ◦ MODEM • Basic knowledge of cyber security <ul style="list-style-type: none"> ◦ Virus , Malware etc. ◦ Worm ◦ Internet security ◦ Network security ◦ Firewall ◦ <p><u>Accounts</u></p> <ul style="list-style-type: none"> • General Aptitude/Awareness • Accounts • Financial Management • Cost Accounting • Taxation- Direct/ Indirect • Commercial Laws • Company Laws • Auditing • Ind AS
<p><u>Basic knowledge of Computer</u></p> <ul style="list-style-type: none"> • Fundamental of computers <ul style="list-style-type: none"> ◦ CPU ◦ Memory ◦ Hard Disk ◦ Input/ Output Devices ◦ knowledge of Number System • Basic concept of Computer (Hardware & Software) <ul style="list-style-type: none"> ◦ Computer Software ◦ Operating System ◦ Computer language • Basic knowledge of MS Office <ul style="list-style-type: none"> ◦ MS word ◦ MS excel ◦ MS Power point 	