

POST OF CLERK

Syllabus

Unit – 1

Proficiency in Basics of Accounting, General Accounting Principles, Accounting Concepts and Conventions, Bills of exchange, Preparation of Financial Statements of Non – Profit Organisations, Rectification of Errors, Capital and Revenue Transaction, Auditing- Nature, Scope and Significance of Audit engagement, Audit Programme, Audit Working Papers, Audit Note Book, Audit Evidence and Audit Report, Internal Check, Internal Control, Internal Audit, Bank reconciliation.

35 marks

Unit-2

Accounting Package – Tally ERP 9

Tally ERP 9- Proficiency in Accounts only (except inventory)

Features of Tally ERP.9, Creation, Modification and Deletion of Company, Groups- Predefined Groups in Tally ERP.9, Ledgers – Predefined ledgers in Tally. ERP9, Accounting Vouchers – Predefined vouchers, Financial statement of Non- Trading Organizations, Cost centre- Creation and Allocation, Export/Import of Data, Testing skills of the candidate in posting Accounting entries in Tally, Bank Reconciliation in Tally.

30 Marks

Unit – 3

GST – Basic Fundamentals of GST, Functions, Advantages, GSTN - Functions, GST Rate Slab, CGST, SGST, IGST, TDS certificate, TDS Rate, TDS return, Income Tax- Rate Slab, EPF/ESI Rate Slab.

10 Marks

Unit – 4

General Knowledge, Current Affairs, General English, Mental Ability & Reasoning

25 Marks

Syllabus for the post of Confidential Assistant

Unit 1. Proficiency in English

Unit 2. General Knowledge & Current Affairs

Unit 3. Skill test in Type writing - English & Malayalam

Unit 4. Skill test in Short hand - English

Syllabus of Selection Test to the Post of Grade II (b) Technical Assistant

(Distribution of marks for each unit is as follows: 10 Marks for theoretical part and 15 Marks for practical part)

Total Marks: 100

Unit I

Testing the capability of the candidate to identify components in a computer, peripheral devices and troubleshooting– CPU, Mother Board, Ports, HDMI and VGA, Add on cards, Peripheral devices, Input/output devices, Servers and clients, Server Management, Client Server Technology, Peer to Peer connectivity

(25 Marks)

Unit II

Testing the capability of the candidate to identify components in a LAN, Wi-Fi network and Troubleshooting – NIC, Router, Switch, Modem, Hub, Network cabling and Connectors – Thick coaxial cable, Thin coaxial cable, Fibre optic cable, Twisted pair cables, Ethernet cabling, RJ 45 connector, Coaxial cable connectors, BNC connectors, Crimping, Radio NICs, Access points – Configuring, Repeaters, Antennae

(25 Marks)

Unit III

Testing skills of the candidate in Operating System management, Internet, e-Office and accessing data from Government websites. Protocols, Website Management, e-tendering process in Government organisations, Components of Office Automation Suites like MS-OFFICE - MS-WORD, MS-EXCEL, MS-ACCESS, MS-POWERPOINT, HTML, Server Management, Ability to create computer programs in a distributed networking environment

(25 Marks)

Unit IV

Testing Skills in Security Devices Management and Biometric System – CCTV Trouble shooting, Types of CCTV cameras, DVR types, Cables used in CCTV Networks, Interfacing with computer system, Remote access of cameras, Biometric System – Components, Trouble shooting, interfacing with computer system, Remote access of Biometric system

25 marks