

# GENERAL AWARENESS AND APTITUDE TEST

Paper I

Marks 100

Time:2 hour

Paper I General Awareness & Aptitude test	Mode of Examination	Subjects	No. of Questions	Marks
	Written test i) MCQ for subjects (a) to (d)	a) General Intelligence and reasoning	25	25
		b) General Awareness	25	25
		c) Quantitative aptitude	25	25
		d) English comprehension	25	25
		<b>Total</b>	<b>100</b>	<b>100</b>

i) In paper I, there will be negative marking of 0.25 marks for each wrong answer.

## Indicative Syllabus for Assistant Grade (Preliminary) Examination:

### A) General Intelligence & Reasoning: (25 Marks )

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.

### B) General Awareness: (25 Marks )

Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring

countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

**C) Quantitative Aptitude: (25 Marks )**

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

**D) English Comprehension: (25 Marks )**

Candidates' ability to understand correct English, his/ her basic comprehension and writing ability, etc. would be tested

**The questions in Parts A, B, & D will be of a level commensurate with the essential qualification viz. Graduation and questions in Part-C will be of 10<sup>th</sup> standard level.**

## Paper II

Marks: 100

Time: 1hr.30 minutes

### Scheme of the examination

Paper II (Subject Matter)			
Question type	Time	Question	Max. Marks
A) Multiple Choice question Commerce and business economics	1 hour	80 X1	80
B) Descriptive type Writing essay/ Precise/ Letter/ Application etc	1/2 hour	2 X 10	20
<b>Total</b>			<b>100</b>

i) In paper II, there will be negative marking of 0.25 marks for each wrong answer in Multiple Choice question.

## Syllabus for Paper II

### PAPER – II 100 MARKS

#### A. COMMERCE & BUSINESS ECONOMICS

This paper will cover the topics like Accounting, Financial Accounting, Auditing, Business Organization, Cost Accounting, Taxation, Financial Institutions, etc. commonly taught in the Degree courses of Indian Universities/ Institutes.

#### Unit I. Financing/ Accounting:

(20 Marks)

Accounting as a financial information system; Impact of behavioral sciences. Accounting Standards e.g., Accounting for Depreciation, Inventories, Research and Development Costs, Long-term Construction Contracts, Revenue Recognition, Fixed Assets, Contingencies, Foreign Exchange Transactions, Investments and Government Grants, Cash Flow Statement, Earnings per Share. Accounting for Share Capital Transactions including Bonus Shares, Right Shares. Employees Stock Option and Buy-Back of Securities. Preparation and Presentation of Company Final Accounts. Amalgamations, Absorption and Reconstruction of Companies.

#### Unit II. Cost Accounting:

(10 Marks)

Nature and functions of cost accounting. Installation of Cost Accounting System. Cost Concepts related to Income Measurement, Profit Planning, Cost Control, and Decision Making. Methods of Costing: Job Costing, Process Costing, Activity Based Costing. Volume-cost-Profit Relationship as a tool of Profit Planning. Incremental Analysis/ Differential Costing as a Tool of Pricing Decisions, Product Decisions, Make or Buy



Decisions, Shut-Down Decisions, etc. Techniques of Cost Control and Cost Reduction: Building as a Tool of Planning and Control. Standard Costing and Variance Analysis. Responsibility Accounting and Divisional Performance Measurement.

**Unit III. Taxation: (10 Marks)**

Income Tax: Definitions. Basis of Charge; Incomes that do not form part of total income. Simple problems of Competition of Income (of individuals only) under various heads, i.e., Salaries, Income from House Property, Profits and Gains from Business or Profession, Capital Gains, Income from other sources, Income of other Persons included in Assessee's Total Income. Set-off and Carry forward of Loss. Deductions from Gross Total Income. Salient Features/ Provisions related to VAT and Services Tax.

**Unit IV. Auditing: (10 Marks)**

Company Audit: Audit related to Divisible Profits, Dividends, Special investigations, Tax audit. Audit of Banking, Insurance, Non-Profit Organization, and Charitable Societies/ Trusts/ Organizations.

**Unit V. Foundation of Indian Business/ Business Enterprises: (10 Marks)**

The spectrum of Business Activities, Manufacturing, and service sectors. India's experience of liberalization and globalization, Technological innovations, and skill development. 'Make in India' Movement. Social Multinational Corporations and Indian transnational companies. Social responsibility and ethics. Emerging opportunities in business; Franchising, Outsourcing, and E-commerce.

Sole Proprietorship, One Person Company, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative Society; Limited Liability Partnership. Choice of Form of Organisation. Entrepreneurial Process-Idea generation, Feasibility study. Basic considerations in setting up a Business Enterprise.

**VLPFMS (Public Financial Management System) : (20 Marks)**

EAT module, Vendor creation, Mapping, Report generation, Bulk customization, E-payment

**B. Descriptive type (20 Marks)**

Questions in the Paper-II (Writing of Essay/ Precise/ Letter/ Application etc.) will be of Graduation Level