

Indicative Syllabus for the post of Junior Accountant
advertised vide Recruitment Notification No. 02/2026

The Written Test shall comprise of objective-type-Multiple-choice questions with 100 questions in total. It would consist of two parts; i.e., Part A and Part B. The test will be held for 100 minutes duration (in one sitting) with the following pattern:

- Part A: Aptitude
- Part B: Discipline-specific

Indicative syllabus for each part is as under:

Part A: Aptitude

• **Quantitative Aptitude:** Profit & Loss, Percentages, Ratio & Proportion, Averages, Time & Work, Time, Speed & Distance, Boats & Streams, Simple & Compound Interest, Number System, Algebra, Geometry, Mensuration, Trigonometry, Data

Interpretation, Simplification, Surds & Indices, Probability & Statistics, Permutation & Combination, Mixture & Allegation

• **Logical Reasoning:** Analogy, Coding-Decoding, Number/Alpha-Numeric Series, Seating Arrangement, Blood Relations, Syllogism, Direction Sense, Venn Diagram, Odd One Out, Mathematical Operations, Non-Verbal Reasoning, Dictionary Sequence, Counting Figures

• **English:** Idioms & Phrases, One Word Substitution, Sentence Correction, Error Spotting, Fill in the Blanks, Spelling Correction, Reading Comprehension, Synonyms & Antonyms, Sentence Rearrangement and Sentence Improvement.

Part B: Discipline-Specific

- Income Tax Act, 2025, Goods and Services Tax, 2017 and GST rules.
- Accounts and Book-keeping.
- Auditing, Ratio Analysis, Variance Analysis, Financial Budgets.
- Bank Accounts reconciliation.