National Education Society for Tribal Students
New Delhi

Detailed Syllabus for the post of Accountant, Junior Secretariat Assistant and Lab Attendant
Syllabus - Accountant

- **Reasoning Ability**
Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.

- **Quantitative Aptitude**
Ratio and Proportions, Time and Work, Profit and Loss, Problems on Ages, Number System, Decimal & Fractions, Time and Distance, HCF & LCM, Percentages, Simplification, Average, Simple & Compound Interest, Mixtures & Allegations, Data Interpretation etc.

- **General Hindi**
संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य असुंदिर्थ, वाक्यांशों के लिए एक शब्द, मुहावरे- लोकोकतियाँ, अपवित्र गद्यांश पर आधारित प्रश्न

- **General English**
Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases

- **Basic knowledge of computer, general awareness & current affairs**

- **Subject knowledge covering Accountancy, Annual Accounts, Taxation, Budgeting, Auditing and Financial Management, GeM etc.**
**Syllabus- Junior Secretariat Assistant**

- **Reasoning Ability**
  Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.

- **Quantitative Aptitude**
  Ratio and Proportions, Time and Work, Profit and Loss, Problems on Ages, Number System, Decimal & Fractions, Time and Distance, HCF & LCM, Percentages, Simplification, Average, Simple & Compound Interest, Mixtures & Allegations, Data Interpretation etc.

- **General awareness**
  General knowledge and Current affairs with special emphasis in the field of education.

- **General Hindi**
  संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य अनुवादियाँ, वाक्यांशों के लिए एक शब्द, मुहावरे- लोकोक्तियाँ, अपठित गद्दियाँ पर आधारित प्रश्न |

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- **Basic knowledge of computer operation**
Syllabus – Lab Attendant

- **Reasoning Ability**
  Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.

- **General awareness**
  General knowledge and Current affairs with special emphasis in the field of education.

- **General Hindi**
  संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य असुंदिर्वां, वाक्यांशों के लिए एक शब्द, मुहावेर- लोकोकतिवा, अपठित गद्यांश पर आधारित प्रश्न |

- **General English**
  Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks, Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms/Synonyms, Grammar, Idioms & Phrases

- **Subject specific knowledge**
  Knowledge of lab work and lab equipment, Knowledge of experiments of chemicals, Safety protocols of lab, scientific name of chemicals and equipment, knowledge of different methods commonly used in labs, Techniques and Physics, Chemistry, Life Sciences (Biology) etc.