NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
TARAMANI, CHENNAI - 600113

SYLLABUS FOR THE OBJECTIVE TYPE TEST

Name of the Post: Section Officer Grade II (Admin. & Accts.)

There will be 7 sections in the written test with 100 questions that account for a total of 100 marks. The subject-wise details are given below:

Section	**Subject**	No of **Questions**	Max **Marks**	Exam **Duration**
1	General Intelligence & Reasoning	10	10	**90 minutes**
2	General Awareness	10	10	
3	Numerical Aptitude	10	10	
4	English Comprehension	10	10	
5	Computer Proficiency	10	10	
6	CCS Rules	25	25	
7	Concepts of Accounting	25	25	
	Total	**100**	**100**	

1. GENERAL INTELLIGENCE & REASONING:
It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, 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.

2. GENERAL AWARENESS:
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 to **sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and scientific Research etc.** These Questions will be such that they do not require a special study of any discipline.

3. NUMERICAL APTITUDE:
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 the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

4. ENGLISH COMPREHENSION:

Candidate's ability to understand correct English, his / her basic comprehension, etc. would be tested.

5. COMPUTER PROFICIENCY:

Computer Basics: Organization of a computer, Central Processing Unit (CPU), Input/ output devices, Computer memory, Memory organization, Back- up devices, PORTs, Windows Explorer and Keyboard shortcuts.

Software: Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account

6. CCS RULES:

Central Civil Services Conduct Rules, FR & SR, Rules pertaining to Pension, NPS, Leave, GPF, Medical Attendance, LTC and Travelling Allowance, GFR.

7. CONCEPTS OF ACCOUNTING:

Single and double entry, Books of Original Entry, Bank Reconciliation, Journal, Ledgers, Trial Balance, Rectification of Errors, Adjusting and closing entries, Manufacturing, Trading, Profit & Loss and Profit & Loss Appropriation Accounts, Balance Sheet, Distinction between Capital and Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Non-profit organisations Accounts, Receipts and Payments and Income & Expenditure Accounts, Bills of Exchange, Self-Balancing Ledgers.

Financial Statements: Sole proprietorship concerns, Not-for-profit Organisations, analysis of Financial Statements, Uniform format for accounts for Central Autonomous Bodies, Cash and Funds Flow Statement, Working Capital and Basic concepts of TALLY – Accounting Software.

Accounting Standards of ICAI /IND AS notified by Ministry of Corporate (as amended from time to time)

Auditing - Types of Audit, Internal Control, Internal Check and Internal Audit, Vouching and Verification of Valuation of Assets.

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SKILL TEST FOR THE POST OF SECTION OFFICER GRADE II (Admin. & Accts.)

Duration: 60 Minutes **Maximum Marks: 100 Marks**

The exam shall be of two parts:

Part A: Descriptive type (20 minutes) **50 Marks**

Central Civil Services Conduct Rules, FR & SR, Rules pertaining to Pension, NPS, Leave, GPF, Medical Attendance, LTC and Travelling Allowance, GFR.

Part B: Computer Proficiency test on MS Office (40 minutes) **50 Marks**

The Syllabus for MS Office broadly covers the following topics:

MS Word:

Creating and managing documents, formatting a document, Customizing Options and Views for Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections, Creating Tables and Lists, Creating and Modifying a List, Applying References, Inserting and Formatting Objects.

MS Excel:

Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through Worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views for Worksheets and Workbooks and Configuring Worksheets and Workbooks to Print or Save. Cells and Ranges: Inserting Data in Cells and Ranges, Formatting Cells and Ranges and Ordering and Grouping Cells and Ranges. Tables: Creating and Modifying Table. Formulas and Functions: Applying Cell Ranges and References in Formulas and Functions. Charts and Objects: Creating and Formatting a Chart and Inserting and Formatting an Object

MS PowerPoint:

Create and Manage Presentations: Creating A Presentation, Formatting A Presentation Using Slide Masters, Customizing Presentation Options and Views, Configuring Presentations to Print or Save and Configuring and Present Slideshows. Inserting and Formatting Shapes and Slides: Inserting and Formatting Slides, Inserting and Formatting Shapes and Ordering and Grouping Shapes and Slides. Creating Slide Content: Inserting and Formatting Text, Inserting and Formatting Tables, Inserting and Formatting Charts, Inserting and Formatting Smart Art.