

Uttar Pradesh PCL Office Assistant (Commerce) Reasoning Syllabus

- Number Ranking.
- Directions.
- Number Series.
- Coding-Decoding.
- Non-Verbal Series.
- Analogy.
- Clocks & Calendars.
- Blood Relations.
- Arithmetical Reasoning.
- Alphabet Series.
- Decision Making.
- Cubes and Dice.
- Mirror Images.
- Embedded Figures etc.

UPPCL Stenographer Grade III English/ Hindi Syllabus

- Spotting Error.
- Cloze test.
- Reading Comprehension.
- Fill in the blank.
- Para-Jumbles.

UPPCL Office Assistant Stenographer General Awareness Syllabus

- India And Its Neighboring Countries.
- Culture.
- General Policy Including Indian Constitution.
- History.
- Sports.
- Geography.
- Economics Scene.
- Scientific Research etc.

Uttar Pradesh PCL Office Assistant Exam Mathematics Syllabus

- Fundamental arithmetical operations
- Percentages
- Time & Work
- Time & Distance

Uttar Pradesh Power Corporation Limited (UPPCL)

- Use of Tables & Graphs
- Number Systems
- Computation of Whole Numbers
- Decimals & Fractions
- Relationship between Numbers
- Ratio & Proportion
- Profit & Loss
- Simple Interest
- Averages
- Discount
- Partnership
- Mensuration

UP Power Corporation Limited Stenographer Computer Knowledge Syllabus

- Computer Hardware.
- MS Word.
- MS Excel.
- Operating System.
- Computer Software.
- Internet Usage.
- MS Power-Point etc.

Uttar Pradesh PCL Office Assistant Stenographer Grade III Commerce Syllabus

Microeconomics Syllabus

- Price-mechanism
- Theory of consumer
- Elasticity of demand
- Production function
- Theory of costs
- Market structures
- Price determination under perfect competition and monopoly.

Business Organisation Syllabus

- Business objectives
- Business environment
- Business entrepreneurship (including location, choice of form of business and growth strategies)
- Business operations including finance
- Production
- Marketing and human resource development.

Accountancy Syllabus

- Conceptual framework
- Income measurement
- Final accounts
- Accounting for partnership firms
- Hire-purchase accounting
- Corporate accounting (Issue, forfeiture, and re-issue of shares)
- Stock exchanges' functioning

Management Syllabus

- Concept of management
- Planning
- Organising
- Leading and Controlling
- Operational Research
- Marketing management.

Business Statistics Syllabus

- Analysis of univariate data involving measurement of central tendency and dispersion
- Correlation and regression analysis
- Index numbers
- Analysis of time-series
- Theory of probability
- Mathematical ability.

Indian Economics Syllabus

- Issues involved in planning for economic development
- Sectoral analysis of Indian economy including agriculture
- Industry and foreign trade.

Cost accounting Syllabus

- Procedures involved in cost accounting
- Marginal costing
- Cost volume
- Profit analysis
- Budgetary control
- Standard costing.

Business Law Syllabus

- Indian Contract Act, 1872
- Sale of Goods Act, 1930
- Partnership Act 1932 and Negotiable Instruments Act, 1881
- Laws relating to Banking & Insurance.

Company Law Syllabus

- Kinds of Companies
- Matters involving incorporation of a company
- Shares and share capital and matters relating to issue and transfer of shares
- Members of a Company
- Management of company
- Meetings and resolutions
- Winding up of a company.

Labour Laws Syllabus

- Labour welfare laws including Payment of Minimum Wages Act
- Trade Union Act
- Industrial Dispute Act etc.

Auditing Syllabus

- Meaning and objects of auditing
- Types of audit
- Audit process.

Income Tax Syllabus

- Basic concepts
- Residence and tax liability
- Heads of Income.