

# South 24 Parganas Syllabus

## South 24 Parganas Syllabus – General Knowledge

- Awards
- Authors
- Flower
- Defense
- Culture
- Religion
- Languages
- Capitals
- Wars and
- Neighbors
- Current Affairs
- History
- Anthem
- Important National Facts
- Heritage and Arts
- Dance
- Currencies
- Bird
- Animal
- Abbreviations
- Discoveries
- Diseases and Nutrition
- Song
- Flag
- Monuments
- Personalities
- Freedom Movement
- Championships
- Winners
- Terms
- Common Names
- Full forms
- Soil
- Rivers
- Mountains
- Ports
- Inland Harbours
- Number of Players
- Culture
- Religion
- Dance
- Heritage and Arts
- Important Days

## South 24 Parganas Syllabus

- Indian History
- Books and Authors
- Awards and Honors
- Capitals of India
- Indian Economy
- Budget and Five Year Plans
- Countries and Capitals
- International and National Organizations
- Indian National Movement
- Sports
- Current Affairs – National and International
- Abbreviations
- General Policy
- Science and Technology
- Science – Inventions & Discoveries

### **s24pgs.gov.in DEO, Accountant Syllabus – Current Affairs**

- Current Affairs
- Economy
- Banking
- Awards
- Sports
- Current Events
- Books & Authors
- Finance
- Science & Technology
- Environment
- Economy
- Banking
- Awards
- Sports & General
- Festivity
- International Affairs
- Current Events
- Current Ministers & Governors
- Business
- Indian Financial System
- Politics
- Capitals & Currencies
- Education
- Government Schemes
- Abbreviations and Economic Terminologies
- Summits & Conferences, etc
- Obituary
- Talkies

# South 24 Parganas Syllabus

## South 24 Parganas Syllabus – General Mental ability

### Verbal reasoning

- Analogy
- Series Completion
- Verification of truth of the Statement
- Situation Reaction Test
- Direction Sense Test
- Classification
- Data Sufficiency
- Alpha- Numeric Sequence Puzzle
- Puzzle Test
- Blood Relations
- Coding- Decoding
- Assertion and Reasoning
- Arithmetical Reasoning
- Operations of Mathematics
- Venn Diagrams
- Word Sequence
- Missing Characters
- Sequential Output training
- Directions
- Test on Alphabets
- Eligibility Test

### Non-Verbal Reasoning

- Dot Situation
- Identical figure groupings
- Forming figures and analysis
- Construction of squares and Triangles
- Series
- Analytical Reasoning
- Paper Folding
- Paper Cutting
- Cubes and Dice
- Water Images
- Mirror Images
- Figure Matrix
- Completion Incomplete Pattern
- Spotting embedded figures
- Classification
- Rules Detection

**s24pgs.gov.in DEO, Accountant Syllabus – Arithmetic**

## South 24 Parganas Syllabus

- Simple Equations
- Quadratic Equations
- Indices and Surds
- Mensuration
- Percentages
- Areas
- Time and Distance
- Problems on Trains
- Odd Man Out
- Numbers and Ages
- Pipes and Cisterns
- Time and Work Partnership
- Ratio and Proportion
- Simple Interest
- Probability
- Averages
- Problems on L.C.M and H.C.F
- Problems on Numbers
- Compound Interest
- Volumes Profit and Loss
- Races and Games
- Mixtures and Allegations
- Boats and Streams
- Permutations and Combinations
- Simplification and Approximation

### South 24 Parganas Syllabus – English

- Spellings/Detecting Mis-spelt words
- Antonyms and its correct usage
- Common Error
- Active/Passive Voice of Verbs
- Comprehension Passage
- Spot the Error
- Cloze Passage
- Fill in the Blanks
- Shuffling of Sentence parts
- Conversions
- Sentence Rearrangement
- Grammar
- Shuffling of Sentences in a passage
- Improvement of Sentences
- Synonyms/Homonyms
- Antonyms
- Vocabulary
- Idioms & Phrases

## South 24 Parganas Syllabus

- One word substitution

### **s24pgs.gov.in Data Entry Operator (DEO), Accountant Syllabus – Accountancy**

- Accounts of non-trading concerns
- Amalgamation
- Provision and Reserves and Accounting Standards in India
- Bills of Exchange
- Non-trading concerns
- Accounts from incomplete records
- Liquidation of Companies
- Partnership Accounts (including admission, retirement, death, and dissolution)
- Redemption of debentures
- Joint ventures
- Accounting process up to and including preparation of financial accounts
- Issues and forfeiture of Shares and Debentures
- Errors and their rectification
- Single entry
- Bonus shares and final accounts
- Company Account
- Absorption and re-construction
- Accounting Standards
- Consignment
- Bank Reconciliation Statement
- Branch Accounts
- Valuation of goodwill and shares and Ratio Analysis
- Basic concepts and conventions
- Depreciation
- Final Statements of Accounts
- Life Insurance Companies Bank Accounts
- Hire Purchases Installment Systems
- Self Balancing Ledgers, Royalties
- Preparation of Trial Balance