

## SCOPE OF JOB TEST

CAT A: Srav 10; OFFICE & ACCOUNTING SERVICES WITH IT SERVICES  
11; PURCHASE & STORE ASSISTANCE SERVICES FOR GUEST HOUSE  
WITH IT SERVICES

- संधि और संधि विच्छेद।
- सामासिक पदों की रचना और समास-विग्रह।
- उपसर्ग।
- प्रत्यय।
- पर्यायवाची।
- विपरीतार्थक (विलोम) शब्द।
- शब्द - शुद्धि : अशुद्ध शब्दों का शुद्धीकरण और शब्दगत अशुद्धि का कारण।
- वाक्य - शुद्धि : अशुद्ध वाक्यों का शुद्धीकरण और वाक्यगत अशुद्धि का कारण।
- सरल, संयुक्त और मिश्र अंग्रेजी वाक्यों का हिन्दी में रूपान्तरण और हिन्दी वाक्यों का अंग्रेजी में रूपान्तरण

TOTAL MAX  
MARKS : 35

### 2. अंग्रेजी (English)

- Tenses/Sequence of Tenses.
- Narration : Direct and Indirect.
- Transformation of Sentences : Assertive to Negative, Interrogative, Exclamatory and vice-versa.
- Translation of Simple (Ordinary/Common) Sentences from Hindi to English and vice-versa.
- Correction of Sentences including subject, Verb, Agreement, Degrees of Adjectives, Connectives and words wrongly used.
- Synonyms.
- Antonyms.
- Forming new words by using prefixes and suffixes.
- Comprehension of a given passage.
- Knowledge of writing letters: Official, Demi Official, Circulars and Notices, Tenders.

### 3. सामान्य ज्ञान (राजस्थान के सन्दर्भ में)

- राजस्थान राज्यस्तरीय, राष्ट्रीय एवं अन्तर्राष्ट्रीय महत्व की प्रमुख समसामयिक घटनाएं एवं मुद्दे
- वर्तमान में चर्चित व्यक्ति एवं स्थान।
- खेल एवं खेलकूद संबंधी गतिविधिया।

### 4. गणित (Mathematics)

- Ratio and proportion, percentage, profit and loss, simple and compound interest.
- Collection of data, presentation of data, graphical representation of data, measure of central tendency, mean, mode, median of ungrouped & grouped data.

### 5. कम्प्यूटर के मूल सिद्धान्त (Basic of Computer)

- Introduction to Computer & Windows: Input/output Devices, Memory, PORTs, Windows Explorer, Menu, Managing Files & Folders, Setup & Accessories, Formatting, Creating CD/DVD.
- Word processing & Presentation: Menu Bars, Managing Documents & Presentations, Text Formatting, Table Manipulations, Slide Design, Animations, Page Layout, Printing.
- Spread Sheets: Excel Menu Bar, Entering Data, Basic Formulae & Inbuilt Functions, Cell & Text Formatting, Navigating, Charts, Page Setup, Printing, Spread Sheets for Accounting.

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

#### 6 - Book- Keeping and Accountancy

1. Accounting process: journals and ledger leading to preparation of trial balance and preparation of final accounts with adjustments, cashbook.
2. Preparation of bank reconciliation statement.

#### III- Auditing

1. Vouching : Concepts, importance and procedures.
2. Internal Control: meaning, objectives, internal check and internal audit.

**Note: Total 35 Questions of 35 Marks**