

## **SYLLABUS**

### **PAPER I:**

1. General Awareness
2. Quantitative Aptitude (Arithmetic and Mensuration)
3. Test of Reasoning
4. Knowledge in Computer Applications

### **Quantitative Aptitude:**

- 1) Percentage
- 2) Profit and Loss
- 3) Ratio and Proportion
- 4) Partnership
- 5) Time & Work
- 6) Pipes and Cistern
- 7) Time & Distance
- 8) Problems on Trains
- 9) Boats and Streams
- 10) Alligation or Mixture
- 11) Simple Interest
- 12) Compound Interest
- 13) Area
- 14) Volume & Surface Area
- 15) Races & Games of Skill
- 16) Stock & Shares
- 17) True Discount
- 18) Banker's Discount
- 19) Surds & Indices.
- 20) Problems on Numbers.

### **Test Of Reasoning Ability**

#### **A) Data Interpretation :**

- 1) Tabulation
- 2) Bar Graphs
- 3) Pie Charts
- 4) Line Graphs

#### **B) General Mental Ability :**

- 1) Series Completion
- 2) Analogy
- 3) Classification
- 4) Coding-Decoding
- 5) Blood Relations
- 6) Puzzle Test
- 7) Sequential Output Tracing
- 8) Direction Sense Test
- 9) Logical Venn Diagrams
- 10) Alphabet Test
- 11) Alpha-Numeric Sequence Puzzle

- 12) Number, Ranking & Time Sequence Test
- 13) Mathematical Operations
- 14) Logical Sequence of Words
- 15) Arithmetical Reasoning.
- 16) Inserting the Missing Character
- 17) Data Sufficiency
- 18) Eligibility Test
- 19) Assertion and Reason
- 20) Situation Reaction Test
- 21) Verification of Truth of the Statement

C) Logical Deduction :

- 1) Logic
- 2) Statement – Arguments
- 3) Statement – Assumptions
- 4) Statement – Courses of action
- 5) Statement – Conclusions
- 6) Deriving Conclusions from Passages
- 7) Theme Detection
- 8) Cause and Effect Reasoning.

D) Non Verbal Reasoning :

- 1) Cubes & Dice
- 2) Analytical Reasoning.

**General Awareness**

(1) Indian History, (2) Indian Geography, (3) Indian Economy (4) Public Administration in India [including Constitution & Democratic Federal Division of Governance; (5) Agriculture & Allied Activities in West Bengal; (6) Science & Technology; and (7) Current Affairs

**Computer Knowledge Test (MS Office & internet use)**

1. Test of basic knowledge in “MS Word” 2. Test of basic knowledge in “MS Excel” 3. Test of basic knowledge in “Net-Surfing” 4. Test of basic knowledge in “Power Point Presentation” 5. Test of basic knowledge in Uploading & downloading in and from Web Page.

**PAPER II:**

**A. Financial Management with special stress on Management Accounting and General Banking Awareness- 50 Marks**

**General Banking Awareness**

- [1] Government schemes and programmes for alleviation of poverty
- [2] Basic Concepts of Modern-day Banking
- [3] Services and products offered by Banks in India

- [4] Role of Reserve Bank of India and NABARD in credit delivery mechanism
- [5] Basic knowledge of important Banking laws especially The Banking Regulation Act, 1949 (As Applicable to Co-operative Societies)
- [6] Loans advanced by Banks including rural banks and recovery mechanism through various Acts & Rules
- [7] Structure of District Administration & Public Administration
- [8] Role of Panchayat Institutions and its interface with cooperative structure
- [9] History of Cooperative Movement in India and West Bengal
- [10] Role of cooperative societies in rural development

### **Financial Management with special stress on Management Accounting**

1. Balance Sheet: Assets, Liabilities, Owner's Equity, Relationship between Assets, Liability and Owner's Equity, Functions of Balance Sheet, Income Statement and its functions.
2. Main Financial Ratios – Calculations and utility : Profitability Ratios, Efficiency Ratios, Liquidity Ratios, Stability Ratios, Investor Ratios, Quick Ratios, Working Capital Ratios, Earnings per Share, Price-Earnings Ratio.
3. A) Different Measures of Central Tendency: A.M., G.M., H.M., Median & Mode, b) Measures of Dispersion: Range, Quartile Deviation, Absolute Deviation, Standard Deviation, Measures of Relative Dispersion.

### **B. General English – 50 Marks**

- A) Sentence Formation
- B) Sentence Completion
- C) Restatement of Sentences
- D) Comprehension: -
  - 1) Synonyms
  - 2) Antonyms
  - 3) Idioms & Phrases
  - 4) One Word Substitution
  - 5) Questions and answers
  - 6) Voice Changes
  - 5) Vocabulary Test
- E) Transformation
- F) Error Correction
- G) Preposition