

# SYLLABUS

## MIS COORDINATORS

- 1) Languages: C/ C++
- 2) Web technologies: HTML, CSS
- 3) Databases: Oracle 8i or 9i + SQL Queries
- 4) General aptitude/ knowledge
- 5) General reasoning ability

## ACCOUNTANTS

1. Mathematical Skills
2. General English (Comprehension of given passages and Grammar, usage and vocabulary.)
3. General Aptitude/Awareness (Current events of national and international importance: Indian polity & economy; General Mental ability; Test of reasoning & Quantitative Technique.)
4. Financial Management / Cost Accounting / Tax and Commercial Laws

### **Advanced Accounting:**

1. Company Accounts introduction; shares & debentures etc.
2. Company Accounts; final Accounts
3. Cash and fund flow statements

## LAB ATTENDANT

### **General Awareness**

- Economy
- Science and Technology
- Current Events
- Political Awareness/Polity
- Persons in News
- Places in News
- Important Awards & Honors
- Sports

### **Quantitative Aptitude**

- Numbers
- Simplification
- HCF & LCM

- Percentage
- Average
- Ratio & Proportion
- Profit & Loss
- Partnership
- Time and Work
- Time and Distance
- Number Series
- Permutations & Combinations

### **Reasoning Ability**

- Analogy / Analogous Problems
- Classification
- Word formation
- Series
- Ranking/Arrangement
- Coding & Decoding
- Distance and Direction
- Symbol & Notation
- Scheduled Day or Date
- Mathematical problem
- Problem Solving: Data Analysis

### **Computer knowledge**

- Introduction of Computer and History
- Operating Systems
- PC and System Software
- Computer Net work
- Computer Devices
- Windows, MS Word: MS Excel
- Internet Programming Language (HTML/DHTML)
- Security Aspects for PC
- e world, Advanced Technology Regarding Computer
- Various Uses of Computer
- Computer of Future