

SYLLABUS FOR MANAGEMENT TRAINEE - FINANCE

PART I- GENERAL MANAGEMENT APTITUDE (Marks – 25)

1. Mental Ability & Reasoning (Intelligence & Critical Reasoning)

- **Logical Reasoning:** Syllogisms, statement & conclusions, statement & arguments, course of action, decision making.
- **Analytical Reasoning:** Puzzles, seating arrangements, complex arrangements, linear and circular arrangements.
- **Verbal Reasoning:** Series completion (alphanumeric, number, symbol), analogies, classification (odd one out), coding-decoding, blood relations, direction sense test.
- **Non-Verbal Reasoning:** Visual reasoning, paper folding/cutting, mirror images.

2. English Language & Comprehension (Language Comprehension)

- **Reading Comprehension:** Understanding and interpreting passages.
- **Grammar:** Rules for tenses, prepositions, articles, subject-verb agreement, active and passive voice, direct and indirect speech, spotting errors.
- **Vocabulary:** Synonyms, antonyms, idioms & phrases, one-word substitutions, words often confused and misused.
- **Verbal Ability:** Sentence correction, sentence completion/fill in the blanks, para jumbles/sentence rearrangement.

3. Data Analysis & Interpretation (Data Analysis & Sufficiency)

- **Data Interpretation (DI):** Analysis of data from sources such as bar graphs, line graphs, pie charts and tables.
- **Data Sufficiency & basic Statistics**

4. Numerical Ability (Mathematical Skills/Quantitative Aptitude)

- **Arithmetic:**
 - Number systems, HCF and LCM.
 - Percentages, profit & loss, simple & compound interest.
 - Ratio & proportion, averages, problems on ages.
 - Time & work, time & distance, pipes & cisterns.
 - Mixtures and allegations, partnership.

- **Algebra:** Basic algebra, linear equations, inequalities, logarithms, permutations and combinations (occasionally).
- **Geometry & Mensuration:** Basic geometry (triangles, circles) and mensuration (area and volume).
- **Simplification:** Square roots, cube roots, surds & indices

DISCIPLINE – FINANCE (Marks – 60)

1. Financial Accounting : Accounting concepts & conventions, Journal, Ledger, Trial Balance, Final Accounts (Trading, P&L, Balance Sheet), Depreciation (methods), Errors & Rectification, Bills of Exchange, Bank Reconciliation Statement, Accounting Standards (basic awareness – Ind AS / AS)

2. Corporate Finance : Financial Management objectives, Time Value of Money, Cost of Capital, Capital Structure theories, Leverage (Operating, Financial, Combined), Capital Budgeting (NPV, IRR, Payback, PI), Dividend theories, Working Capital Management

3. Financial Management & Analysis : Ratio Analysis, Cash Flow & Fund Flow Statements, Budgeting & Forecasting, Financial Statement Analysis, Break-Even Analysis

4. Banking & Financial System : Indian Financial System, Role of RBI, Commercial Banks & NBFCs, Financial Institutions (SIDBI, NABARD, EXIM, etc.), Money Market & Capital Market, HEDGE Funds, Pension Funds, Venture capital, Private Equity

5. Economics (Basic to Moderate)

- Microeconomics:
 - Demand & Supply
 - Elasticity
 - Cost & Production
- Macroeconomics:
 - National Income
 - Inflation
 - Fiscal & Monetary Policy
 - GDP, GNP
- Indian Economy – overview

6. Cost & Management Accounting: Cost concepts & classification, Marginal Costing, Standard Costing, Budgetary Control, Cost Sheet, Variance Analysis

7. Auditing & Taxation (Basics) :Types of Audit, Audit objectives, Internal Control, Income Tax basics, GST basics, Direct vs Indirect Taxes

8. Capital Markets & Investments : Shares & Debentures, Mutual Funds, Primary & Secondary Market, SEBI – role & functions, Risk & Return, Portfolio basics

9. Financial Regulations & Governance: Companies Act (key provisions), Corporate Governance, Ethics in Finance, Fraud & Risk Management (intro level)

Disclaimer: The Above syllabus is broadly indicative but not exhaustive. Examination paper will be related to the qualification and relevant experience as per the post advertised.

