

SYLLABUS FOR NON- EXECUTIVE – ASSISTANT SUPERINTENDENT

(FINANCE)

S.No	Section	Topic
1.	General Management & Aptitude Test (Marks – 20)	<ul style="list-style-type: none"> ❖ Mental Ability & Reasoning <ul style="list-style-type: none"> ➤ Series (number, alphabet, figure), ➤ Analogies, classification. ➤ Coding-decoding, blood relations ➤ Directions, ranking, seating arrangements. ➤ Syllogisms, assumptions/conclusions. ➤ Seating arrangement ❖ Numerical Ability <ul style="list-style-type: none"> ➤ Number systems, LCM/HCF, percentages ➤ Profit-loss, simple/compound interest ➤ Ratio-proportion, averages ➤ Time-work-distance, mixtures, ages. ➤ algebra (equations, inequalities) ➤ Mensuration (area/volume) ➤ Mixtures & allegations ❖ Data Analysis <ul style="list-style-type: none"> ➤ Tables, bar/line/pie charts, graphs, data sufficiency. ➤ Trends, ratios, percentages from caselets ➤ Basic statistics: mean, median, probability. ❖ English <ul style="list-style-type: none"> ➤ Comprehension (passages) ➤ Vocabulary (synonyms/antonyms/idioms). ➤ Error spotting, sentence improvement, ➤ Fill-in-blanks, para-jumbles. ➤ One-word substitution.
2.	(Discipline Oriented) (Marks – 55)	<ul style="list-style-type: none"> ❖ Financial Accounting ❖ Cost Accounting ❖ Management Accounting ❖ Corporate Finance ❖ Financial Management & Planning ❖ Direct and Indirect Taxation ❖ Auditing and Assurance ❖ Financial Markets and Institutions ❖ Business Laws and Corporate Governance ❖ Economics for Finance ❖ Quantitative Techniques for Finance ❖ Financial Reporting and Analysis

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