

Junior Account Assistant Cum Typist Syllabus 2024 Details

The Junior Account Assistant Cum Typist exam requires a complete preparation strategy that covers various subjects, including general awareness, numerical ability, and reasoning ability. By understanding the Junior Syllabus and dedicating time to practice, candidates can enhance their chances of success in the exam. Check Junior Account Assistant Cum Typist Syllabus 2024 details below:

Junior Account Assistant Cum Typist Syllabus 2024 for General Awareness

The General Awareness section is crucial as it assesses candidates' knowledge of current events, history, geography, and general science. Here are the primary topics covered:

- **Current Affairs:** Candidates should be aware of the latest news in politics, sports, economics, and social issues. Regular reading of newspapers and magazines is essential.
- **Indian History:** This includes ancient, medieval, and modern history, focusing on important events,

leaders, and movements. Important topics include the freedom struggle, Mughal Empire, and Indian independence.

- **Geography:** Understanding physical and political geography of India and the world, major rivers, mountains, and climatic zones is essential. Candidates should also study maps to identify key locations.
- **Polity and Constitution:** Basic knowledge of the Indian Constitution, fundamental rights, duties of citizens, and the structure of the government is important. Candidates should familiarize themselves with major amendments and political leaders.
- **General Science:** Candidates should have a basic understanding of physics, chemistry, and biology. Important concepts include laws of motion, chemical reactions, and human anatomy.

Junior Account Assistant Cum Typist Syllabus 2024 for Arithmetic

The Numerical Ability section tests candidates' mathematical skills and ability to solve problems. The key topics include:

- **Arithmetic:** This involves topics like percentages, profit and loss, simple and compound interest, ratios, and averages. Candidates should practice calculations to improve speed and accuracy.
- **Algebra:** Basic algebraic concepts, equations, and inequalities should be understood. Candidates may encounter problems involving variables and constants.
- **Geometry:** Understanding shapes, angles, areas, and volumes is essential. Candidates should familiarize themselves with the properties of triangles, circles, and polygons.
- **Data Interpretation:** Candidates should be able to analyze and interpret data presented in tables, graphs, and charts. This includes calculating averages, totals, and percentages based on the data.

Junior Account Assistant Cum Typist Syllabus 2024 for General Intelligence and Reasoning

The Reasoning Ability section evaluates candidates' logical thinking and problem-solving skills. Key topics include:

- **Verbal Reasoning:** This involves understanding and interpreting verbal information. Candidates may encounter analogies, synonyms, antonyms, and comprehension-based questions.
- **Non-Verbal Reasoning:** Candidates should be able to analyze patterns, shapes, and figures. This includes series completion, analogies, and figure matching.
- **Logical Deduction:** Candidates should be able to draw conclusions based on given premises. This involves syllogisms, assumptions, and statements.
- **Puzzle Test:** Candidates may face problems related to arrangements, seating, and scheduling. Practicing different types of puzzles can enhance problem-solving skills