

## OPTCL Office Assistant Grade III Exam Pattern

Sl. No	Subject	Marks	Time Duration
1.	English	60 Marks	
2.	Mathematics	30 Marks	
3.	General Awareness	40 Marks	
4.	Test of Reasoning or Mental Ability	40 Marks	3 Hours
5.	Computer Application	30 Marks	
	Total Marks	200 Mark	

## OPTCL Trainee Office Assistant Grade III Syllabus

### English

- Verb.
- Proposition.
- Adverb.
- Fill in the Blanks with Articles etc.
- Answering Questions based on Unseen Passages.
- Vocabulary.
- Synonyms.
- Antonyms.
- Subject-Verb Agreement.
- Error Correction/ Recognition.
- Tenses.
- Sentence Rearrangement.

### Mathematics

- Arithmetic.
- Algebra.
- Mensuration (2D & 3D).
- Multiplication.
- Division.
- Measurement.
- Weight.
- Statistics & Probability.
- Geometry.
- Shapes & Spatial Understanding.
- Solids around Us.
- Numbers.
- Addition and Subtraction.
- Time etc.

## **General Awareness**

- Awards and Honours.
- General Science.
- Abbreviations.
- Important days.
- International & National Organisations.
- History.
- Current Affairs (National & International).
- Major financial/ economic news.
- Budget & Five-year plans.
- Who's Who?
- Sports.
- Books & Authors.
- Geography.
- Civics.
- Culture

## **Reasoning and Mental Ability**

- Numeric Series.
- Alphabet Series.
- The problem of Age Calculation.
- Analogy.
- Decision Making etc.
- Non-Verbal Series.
- Mirror Images.
- Cubes & Dice.
- Grouping Identical Figures.
- Embedded figures, etc.
- Test of Direction Sense.
- Coding-decoding.
- Number Ranking.
- Arithmetic Reasoning.

## **Computer Application**

- Computer Fundamentals.
- Presentation Knowledge (MS PowerPoint).
- Usage of Internet services.
- Communication Technology.
- Networking Concepts.
- Windows (MS Windows).
- MS-OFFICE.
- Word Processing (MS Word).
- Spread Sheet (MS Excel).

- Computer Fundamentals and Programming
- Information and Network Security
- Relational Database Management System
- Linux System Administration
- Cyber Law in India
- Data Communication and Networks
- Operating System

## **OPTCL Management Trainee Syllabus – Finance**

### **Cost Accounting Concepts (basics)**

- Marginal costing
- Cost volume profit analysis
- Cost sheet
- Forecasting
- Absolute costing
- Social accounting

### **Management Accounting**

- Cost of capital
- Capital structure
- Capital budgeting
- Sources of finance

### **Corporate accounting**

- Dividend distribution
- Redemption of preference shares
- Share issues

### **Business law**

- Negotiable instruments
- Contract act
- Partnership act
- Company law (Go through all these laws with amendments)

### **Labour law**

- Factories act
- Industrial disputes act
- Gratuity act
- Provident fund act

## **Economics**

- Capital market
- Money market
- Micro and macroeconomics concepts
- Updates related to money market

## **Taxation**

- Basics of the Income-tax act

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