

WBSEDCL Assistant Manager Syllabus 2018 | Check West Bengal SEDCL Junior Executive Exam Pattern @ www.wbsedcl.in

WBSEDCL Assistant Manager & Junior Executive Exam Pattern:

Post Category/Type	Duration of Written Test	Written Test		Computer Proficiency Test	Viva-Voce	Total
		Objective Test	Descriptive Test			
Assistant Manager (HR&A)/(F&A)	2 Hours**	120	20	20	40	200
Jr. Executive (Fin)		120	20	20	40	200

****Note:** In addition to 2 hours for Objective Test, **extra 15 (Fifteen) minutes** will be allotted for Descriptive Test as applicable.

Particulars of Written Test & Computer Proficiency Test are mentioned below:

SI No.	Name of the Post	Mode of Examination	Test Type	Marks	Question Break-up		Duration
					Type	Marks Allotted	
1	Assistant Manager (HR&A)/(F&A) & Jr. Executive (Finance)	Written	MCQ	120	General Awareness	15	120 Mins.
					Reasoning	15	
					Quantitative Aptitude	15	
					English Grammar and Comprehension	15	
					Area of Specialization (Domain Knowledge)	60	
		Written	Descriptive Test	20	Essay Writing in English	20	15 Mins.
Computer Proficiency Test	Computer Based	20	MS Office (MS Word, MS Excel and Power Point)	20	30 Mins.		

WBSEDCL Assistant Manager Topic Wise Syllabus:

English

- Vocabulary.
- Adverb.
- Fill in the Blanks.
- Unseen Passages.
- Sentence Rearrangement.
- Idioms & Phrases
- Antonyms
- Error Correction etc.
- Verb.
- Grammar.
- Synonyms.
- Tenses.
- Comprehension.
- Subject-Verb Agreement.
- Articles.

General Awareness

- Important Financial & Economic News.
- Indian Constitution.
- Sports.
- General Politics.
- Scientific Research.
- History.
- Countries & Capitals.
- Science – Inventions & Discoveries. etc.
- Budget and Five Year Plans.
- Economy.
- Culture.
- Current Affairs – National & International.
- Knowledge of Current Events.
- Economy, Banking, and Finance

Quantitative Aptitude

- Data Interpretation.
- Mensuration.
- Number Systems.
- Percentage.
- Whole Numbers.
- Average.
- Number Ranking etc.
- Blood Relations.
- Time & Work.
- Arithmetical Reasoning.
- Decimals & Fractions.

- Ratio and Proportion.
- Mixtures & Allegations.
- Embedded Figures.
- Discount.
- Time and Distance.
- Profit & Loss.
- Differences.
- Non-Verbal Series.
- Similarities.
- Alphabet Series.
- Cubes and Dice.
- Coding-Decoding.
- Analogy.
- Directions.
- Number Series.
- Clocks & Calendars.
- Arrangements.
- Interest
- Decision Making.
- Ratio and Time.

Reasoning

- Mirror Images.
- Number Ranking.
- Cubes and Dice.
- Embedded Figures
- Alphabet Series.
- Number Series.
- Blood Relations etc.
- Coding-Decoding.
- Directions.
- Non-Verbal Series.
- Analogy.
- Clocks & Calendars.
- Decision Making.
- Arithmetical Reasoning.

Area Of Specialisation

- Domain Knowledge

Computer Knowledge

- The hardware of a Computer.
- MS PowerPoint.
- Operating Systems.
- MS Excel.
- Internet.
- Computer Basics.

- MS-DOS.
- MS Word.
- MS Office.
- Windows.

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