

District Magistrate Malda DEO Syllabus 2019 || Check Accountant, Data Entry Operator Exam Pattern @ malda.nic.in

District Magistrate Malda DEO Exam Pattern:

Name of Post	Subject	Allotted Marks
Accountant	Written Examination: GK, Current Affairs, General Mental Ability, Arithmetic, English and Accountancy	50
	Computer Test	40
	Viva Voce	10
Data Entry Operator	Written Examination: GK, Current Affairs, General Mental Ability, Arithmetic and English	40
	Computer Test	50
	Viva Voce	10

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Current Affairs

- Awards.
- International Affairs.
- Current Events.
- Sports.
- Economy.
- Banking.

General Knowledge

- Nagarik Shastra.
- Bharatiya Rajputana.
- Indian History.
- Pancha Varshik Yojana.
- History of Maharashtra.
- Maharashtra Geography.

Logical Ability

- Matching Definitions.
- Number Series.
- Letter and Symbol Series.
- Verbal Classification.
- Essential Part.
- Making Judgments.
- Verbal Reasoning.
- Logical Problems.
- Statement and Conclusion.
- Analogies.
- Artificial Language.

Mathematics

- Simple Interest.
- Use of Tables and Graphs.
- Mensuration
- Relationship Between Numbers.
- Discount.
- Time & Distance.
- Profit & Loss.
- Average.
- Decimals and Fractions.
- Partnership.
- Time & Work.
- Fundamental Arithmetical Operations.
- Percentage.
- Ratio & Proportion.
- Number Systems.
- Computation of Whole Numbers.

English

- Common Vocabulary.
- Sentence structure.
- Grammar.
- Use of Idioms & Phrases and their meaning.
- Comprehension of passage
- reading Comprehension Grammar.
- Articles Grammar.
- Prepositions Grammar.
- Spelling Grammar.
- Verbs Vocabulary.
- Antonyms Vocabulary.
- Idioms and Phrases Vocabulary.
- Synonyms.
- Common Vocabulary.
- Synonyms.
- Unseen Passages.
- Grammar.
- Word Formation.
- Error Correction.
- Fill in the Blanks.
- Passage Completion.
- SubjectVerb Agreement.
- Tenses.
- Comprehension.
- Adverb.
- Sentence Completion.
- Theme detection.
- Articles.
- Verb.

- Conclusion
- Sentence structure.
- Grammar.
- Use of Idioms & phrases and their meaning.
- Comprehension of the passage.
- Sentence Rearrangement.
- Vocabulary.
- Idioms & Phrases.
- Antonyms.

Computer

- Computer Software & Hardwar
- Windows
- MS Word
- MS Excel
- MS PowerPoint

Accountancy

- Self-balancing Ledger & Sectional balancing.
- Capital & Revenue, Receipts & Payment, Income & Expenditure Accounts.
- Depreciation, Reserve & Provision.
- Branch & Departmental Account.
- Double Accounts System.
- Bank Reconciliation Statement.
- Rectification of errors.
- Balance-Sheet formats & Classification.
- Trading, Profit & Loss Account and Balance Sheet.
- Bills of Exchange.
- Self-balancing Ledger & Sectional balancing.
- Capital & Revenue, Receipts & Payment, Income & Expenditure Accounts.
- Depreciation, Reserve & Provision.
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