

**OFDC LDA Syllabus - Check OFDC LDC, Junior Accountant/Auditor  
Assistant & Executive Assistant Exam Pattern**

**OFDC LDA Exam Pattern**

<b>JUNIOR ACCOUNTANT (ACCOUNTS ASSISTANT)/AUDITOR</b>		<b>LOWER DIVISION ASSISTANT</b>		<b>EXECUTIVE ASSISTANT (Jr. STENOGRAPHER)</b>	
Subject	Mark	Subject	Mark	Subject	Mark
<b>A. Written Test</b>					
English	20	English	50	English	50
Accounts	40	General Knowledge/General Aptitude	50	General Knowledge/General Aptitude	50
General Knowledge/General Aptitude	40				
Mathematics	50	Mathematics	50	Mathematics	50
Basic Computer	50	Basic Computer	50	Basic Computer	50
<b>B. Practical Test</b>					
Computer With Tally Test	50	Computer Test	50	Computer With Stenography Test	50
<b>Grand Total</b>	<b>250</b>		<b>250</b>		<b>250</b>

**OFDC LDA Exam Syllabus: Topics**

**English**

- Conclusion.
- Idioms & Phrases.
- Passage Completion.
- Word Formation.

- Fill in the Blanks.
- Vocabulary.
- Articles.
- Error Correction.
- Tenses.
- Verb & Adverb.
- Synonyms.
- Antonyms.
- Grammar.
- Verb Agreement.
- Theme detection.
- Sentence Completion.
- Comprehension.

### **General Knowledge**

- General Polity
- Culture
- Geography of India
- Sports & Games
- Knowledge of current events
- Indian Constitution
- Science & Technology
- Indian Economy
- Famous places and specialty
- History of India
- Abbreviations
- Famous personalities
- Important days and years
- Awards, Nobel Prizes, and Honors
- Computer knowledge

### **Aptitude**

- Time & Work.
- Profit and Loss.
- Partnership Business.
- Ratio & Proportion.
- Time and distance
- Decimals and Fractions.
- Interest.
- Computation of Whole Numbers.
- Averages.
- Relationships between numbers.
- Square Roots.
- Discount.

## Accounts

- Record every financial transaction.
- Balance the books.
- Understand business accounts
- Store records securely.
- Owners Equity
- Prepare financial reports.
- Purchases
- Set up your business accounts.
- Payroll Expenses
- Stick to a schedule.
- Cash
- Accounts Receivable
- Loans Payable
- Sales
- Retained Earnings
- Inventory.
- Decide on a bookkeeping method.
- Accounts Payable

## Mathematics

- Fractions Exponents
- Compound Interest Discount.
- Ratio and Proportion.
- Basic geometrical ideas (2-D).
- Understanding Elementary Shapes.
- Whole Numbers.
- Algebra.
- Negative Numbers and Integers.
- Data handling, statistics also.
- Number System.
- Cube root Profit & Loss.
- Geometry.
- Introduction to Algebra.
- Quadrilateral.
- Symmetry.
- Constructions.

## Computer Knowledge

- Database Management Systems.
- Number system.
- Computer hardware parts and controls.
- Basic Computer Terminology.

- Operating system.
- Basic internet knowledge and protocols.
- History of the Computer.
- Peripherals, and their function.
- Network Basics.
- Computer Abbreviation.
- Computer Applications Security
- Software names and usages
- Parts of a Computer,
- Internet Basics.
- Computer tools.

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