

UPPCL Assistant Accountant Exam Pattern

Subject Names	Questions	Marks
Part 1: O Level Computer Knowledge	50	50
Part 2: <ul style="list-style-type: none">• General English & Hindi• Arithmetic• Accountancy, Auditing & Income Tax	150	150
Total	200 Questions	200 Marks

upenergy.in Assistant Accountant Syllabus - Subject Wise

upenergy.in Assistant Accountant Syllabus of Computer Knowledge

- Computer Hardware
- Operating System
- MS Excel
- Computer Software
- MS Word
- MS Power-Point
- Internet Usage

UPPCL Assistant Accountant Syllabus of General English

- Vocabulary
- Synonyms
- Grammar

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- Sentence Structure
- Antonyms
- Articles
- Pronouns
- Adjectives
- Prepositions
- Conjunctions and Question tag
- Verb and Tense Agreement between subject and verb Gerund Participles
- Modal auxiliaries
- <https://www.freshersnow.com/syllabus/>
- Usage of the can may should etc
- Use of some many any few a little since and for
- Active and passive voice
- A degree of adjectives
- Common errors of usage etc
- Usage of Words etc.

Uttar Pradesh PCL Assistant Accountant Syllabus of General Hindi

- प्रत्यय
- समास
- उपसर्ग और प्रत्यय
- विपरीतार्थक शब्द
- संधि तथा संधि-विच्छेद
- अनेकार्थक शब्द
- वाक्यों का वर्गीकरण (सरल, मिश्र तथा संयुक्त)
- संज्ञा से अव्यय तक
- समास
- शुद्ध-अशुद्ध (शब्द शुद्धि, वाक्य शुद्धि)
- भिन्नार्थक शब्द
- वाक्यांश के लिए एक शब्द
- संज्ञा, सर्वनाम और विशेषण आदी की मूलभूत समझ और इनके भेदों का ज्ञान
- हिंदी भाषा का मूलभूत ज्ञान (स्वर, व्यंजन, रस)
- मुहावरे और लोकोक्तियाँ
- अनेक शब्दों के लिए एक शब्द
- उचित शब्द से दिए गए रिक्त स्थान की पूर्ति
- पर्यायवाची शब्द, विलोम शब्द, शब्द युग्म, लिंग परिवर्तन, वचन परिवर्तन आदी
- वर्ण, वर्तनी और उच्चारण

- वाक्य-क्रम व्यवस्थापन
- रचना भाषा एवं व्याकरण
- दिए गए वाक्यांशों को सही क्रम में व्यवस्थित करके एक अर्थपूर्ण वाक्य बनाना
- उच्चारण स्थान
- रिक्त स्थानों की पूर्ति
- पर्यायवाची शब्द
- वर्तनी सम्बन्धी अशुद्धियाँ
- मुहावरे
- उपसर्ग

UPPCL Assistant Accountant Syllabus of Arithmetic

- Profit and Loss
- Time and Distance
- Interest
- Tables and Graphs
- Mensuration
- Ratio and Time
- Time and Work
- Number Systems
- Fundamental Arithmetical Operations
- Whole Numbers
- Decimals and Fractions
- Averages
- Ratio and Proportion
- Percentages
- Discount

Uttar Pradesh PCL Assistant Accountant Syllabus of Accountancy

- Trading and Profit & Loss Accounts and Balance Sheets
- Bills of Exchange
- Self-balancing ledgers and sectional balancing
- Capital & Revenue, Receipts & Payments, Income & Expenditure Accounts
- Depreciation, Reserve & Provisions
- Branch and Departmental Accounts
- Double Accounts System
- Bank Reconciliation Statement

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- Rectification of Errors
- Balance Sheet Formats & Classification

UPPCL Assistant Accountant Syllabus of Auditing and Income Tax

- Object of Audit
- Vouching and Verification
- Rights, Duties & Liabilities of Auditors
- Income Tax, Provisions pertaining to income from salary and Provision related to chapter - VI of Income-tax Act 1961
- A provision relating to TDS & forms to be filed with Income - Tax Department.