

UPPCL Account Clerk Exam Pattern

Parts	Name of the Subject	Number of Questions	Total Number of Marks
Part I	O Level Computer Knowledge	50	50
	Arithmetic	25	25
Part II	General English/ General Hindi	50	50
	Accountancy and General Book Keeping	75	75
	Total	200	200

UPPCL Account Clerk Syllabus - Topic Wise

Arithmetic

- Number system
- Percent
- Profit loss
- The figures
- Classification of facts
- The frequency
- Frequency distribution
- Make the table
- cumulative frequency
- Representation of facts
- Bar chart
- Pie chart
- Histogram
- frequency polygon, etc

General English

- Fill in the blanks
- Antonyms
- Idioms and phrases
- Synonyms / phrases
- One word substitution
- Sentence correction
- Sentence shuffling
- Active/passive voice

- Reshuffle of a road
- Conversion to direct/indirect statement
- Spelling/misspelling – detecting words, etc.

General Hindi

- Ornamentation
- Juice
- Compound
- Synonym
- Antonyms
- Tatham and Tadbhav
- Treaties
- Treaty severance
- Antonyms
- Feminine words
- Plural
- Proverbs and meanings of proverbs
- Word formation for phrases
- Phrases and idioms
- Synonyms and synonyms
- One word for many words
- Idioms and their meanings, pure forms of impure sentences
- Common spelling errors and word forms of words
- Sentence modification – Multiple words related to gender, speech, factor, spelling, error
- Creator and author etc.

Accountancy and General Book Keeping

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

- Store records securely.

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