

OFDC LDA Syllabus - Check Lower Division Assistant, Junior Accountant & Executive Assistant Exam Pattern

OFDC Exam Pattern

Junior Accountant (Accounts Assistant)/Auditor		Lower Division Assistant		Executive Assistant (Jr. Stenographer)	
Subject	Mark	Subject	Mark	Subject	Mark
A. Written Test					
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. Practical Test					
Computer With Tally Test	50	Computer Test	50	Computer With Stenography Test	50
Total	250		250		250

OFDC Syllabus

English

- Articles.
- Error Correction.
- Conclusion.
- Idioms & Phrases.
- Passage Completion.
- Word Formation.
- Fill in the Blanks.
- Vocabulary.
- Tenses.
- Verb & Adverb.
- Synonyms.
- Verb Agreement.
- Theme detection.
- Sentence Completion.
- Antonyms.
- Grammar.
- Comprehension.

General Knowledge

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

Aptitude

- Time and distance
- Decimals and Fractions.
- Time & Work.
- Profit and Loss.

- Partnership Business.
- Ratio & Proportion.
- Mixture and Alligation.
- Interest.
- Computation of Whole Numbers.
- Square Roots.
- Discount.
- Averages.
- Relationships between numbers.
- Percentages.

Accounts

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

Mathematics

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

- Quadrilateral.
- Symmetry.
- Whole Numbers.
- Algebra.
- Constructions.

Computer Knowledge

- Computer Applications Security
- Software names and usages
- Operating system.
- Basic internet knowledge and protocols.
- Database Management Systems.
- Number system.
- Computer hardware parts and controls.
- Basic Computer Terminology.
- History of the Computer.
- Peripherals, and their function.
- Network Basics.
- Computer Abbreviation.
- Parts of a Computer,
- Internet Basics.
- Computer tools.

Jobschätulin