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APPENDIX-I

RULES RELATING TO THE SUBJECTS AND STANDARDS OF THE COMPETITIVE EXAMINATION OF CANDIDATES FOR THE POST OF ACCOUNTS CLERK / JUNIOR STOREKEEPER UNDER SIKKIM SUB-ORDINATE ACCOUNTS SERVICE.

1. The examination shall comprise of Objective Type on OMR Sheets and candidates are required to follow the guideline provided in the OMR sheet while answering the questions.
2. The written competitive examination shall be in one paper with maximum mark of 140 (One Hundred Forty) and viva-voce test of 10 marks only.
3. A candidate shall answer the paper in English only.
4. No candidate shall be considered to have qualified unless he/she obtained at least 40% mark in the written examination.

Provided that the number of candidates to be called for viva-voce tests shall be decided by the State Public Service Commission based on merits, notified reservation policies as well as standard procedure for number of candidates to be called for interview against the post.

5. The written competitive examination shall be of one paper and allotment of maximum marks for each subject shall be as under:-
 - a) Arithmetic :- 50 Marks
 - b) Accountancy & Economics :- 30 Marks
 - c) English Language :- 20 Marks
 - d) General Knowledge :- 20 Marks
 - e) General Mental Ability :- 10 Marks
 - f) Computers :- 10 Marks
 - Total Maximum Marks :- 140 Marks**
 - g) Viva-voce test :- 10 Marks



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ANNEXURE -A

**SYALLABUS FOR RECRUITMENT OF ACCOUNTS CLERK/JUNIOR STOREKEEPER
UNDER SIKKIM SUBORDINATE ACCOUNTS SERVICE, 2017**

Total Marks:140

1. Arithmetic : (50 Marks)

Number System, Number Series , HCF&LCM ,Simplification ,Word Problems based on Numbers ,Averages ,Ratio & Proportion ,Percentage, Profit & Loss ,Discount ,Simple Interest ,Compound Interest ,Partnership ,Unitary Method ,Work & Wage ,Data Interpretation (Tables ,Charts & Graphs).

2. Accountancy & Economics: (30 Marks)

a) Accountancy: Introduction to Accounting, Theory base of Accounting, Accounting Equation, Rules of Debit and Credit. Journal and Ledger-Its format with recording of transactions, Cash Books & related abbreviations.

(20 Marks)

b) Economics: Understanding Economic Development, (Development, Sectors, Money & Credits, Globalization, De-monetization) Government Budget and the Economy (Meaning, objective and component).

(10 Marks)

3. English Language: (20 Marks)

Comprehension, Vocabulary, Synonyms, Antonyms, Idioms and Phrases, Commonly Confused words, Tenses, Sentence rearrangement, Error correction.

4. General Knowledge: (20 Marks)

General information about the State and the Nation. Current Affairs of State, Nation & the world and abbreviations.

5. General Mental Ability: (10 marks)

Figural & Numeric

6. Computers: (10 Marks)

Basic Computer Knowledge on hardware, software and application. Microsoft Office, Intranet, Internet & e payments & related abbreviations.