SYLLABUS FOR PART-A : GENERAL

Topics	Description
General Knowledge	• Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States & Union Territories / International Organizations. • General Science: Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology • Sports & Games • Important Events/ Movements / Leaders / Places / Years • Writers – Authors – Biography - Autobiography • Abbreviations
General English	• Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms & Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural
Reasoning	• Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence
Quantitative Aptitude	• Number system / Fraction and Decimals / Simplification / Volume and surface areas / Square roots and Cube roots / Problems based on numbers, Speed, Time and Distance, Simple Interest / Compound Interest / Boats and Streams / Problems on Trains / Percentage - Interest / HCF and LCM / Average / Ratio and Proportion / Time and Work / Problems based on ages / Profit, Loss and Discount, Statistics / Permutations & Combinations / Probability.

UDUPI COCHIN SHIPYARD LIMITED (UCSL)

SYLLABUS FOR PART-B
DETAILED SYLLABUS OF OFFICE ASSISTANT (FINANCE)

Sl No	Topics	Description
1	Office Administration	• Office procedures, office correspondence, • Record keeping and maintenance of files, Act and Regulations, • Use and application of computer in office, Data entry, computer network, computer devices, operating systems, Windows, MS Word, MS Excel, • Computer maintenance, • Office stationery, paperless office, • ERP, • E-commerce, • Environment, • Communicative English, • Business Communication, • Accountancy, • Desktop Publishing