

NATIONAL COUNCIL FOR PROMOTION OF SINDHI LANGUAGE (NCPSL)

RK Puram, Sector-1, NEW DELHI

**Selection Criteria and Scheme of Examination for the post of
Accounts Clerk**

1. General

- 1.1 The examination will consist of written test on OMR Sheet.
- 1.2 It is necessary to obtain minimum qualifying marks in Objective test -
- Minimum qualifying marks are 40 % in overall test.
 - Knowledge of Sindhi, (30 Marks) (a minimum of 12 marks i.e. 40% of 30 marks in Section A, will be necessary for being included in the merit list).
 - Knowledge of accounting and establishment procedure (50 Marks) (a minimum of 20 marks i.e. 40% of 50 marks in Section B, will be necessary for being included in the merit list).
- 1.3 Those who qualify the above conditions (1.2) will be considered for inclusion in the merit list which shall be prepared on the basis of marks obtained in the written test.
- 1.4 The written exam will be based on Multiple Choice Questions.
- 1.5 01 mark will be awarded for each right answer. No negative marking.
- 1.6 In the event of tie in scores in written test, the following factors will be taken in order of preference in deciding the merit.
- Marks/grade obtained in Bachelor's Degree.
 - Preference will be given for Sindhi language knowing candidate.

2. Scheme of the written test and syllabus:

2.1 Objective test: (200 Marks) :

Section	Subjects	Questions	Marks	Qualifying marks	Duration of the exam
A	Knowledge of Sindhi	30	30	As per 1.2 above	Three Hours
B	Accounting and establishment procedure	50	50		
C	English Language	30	30		
D	General Awareness	30	30		
E	Quantitative Aptitude	30	30		
F	General Intelligence	30	30		
Total 200					

2.1 Section (A):- Knowledge of Sindhi:

The syllabus of Sindhi class X CBSE Board for the year 2022-23.

2.2 Section (B):- Accounting and establishment procedure

- Constitution of India and Machinery of Government
- Knowledge of RTI Act, 2005
- General Financial and Service Rules
- Knowledge of Higher Education System in India
- Accounting for Partnership Firms
- Non-for-Profit Organizations
- Accounting for Companies
- Taxation Laws - Direct & Indirect
- Financial Accounting
- Advanced Cost Accounting
- Management Principles & Techniques
- Recent Trends in Commerce
- Management Information Systems
- Security Analysis and Portfolio Management
- Research Methodology and Quantitative Techniques
- Analysis of Financial Statements and Cash Flow Statement
- Analysis of Financial Statements has two parts which include Financial Statement Analysis and Project Work.
- Financial Statements of Not-for-Profit Organizations

2.3 Section (C):- English Language

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

2.4 Section (D):- General Awareness

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Sanskrit language and Literature, Traditional knowledge systems of India, Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

2.5 Section (E):- Quantitative Aptitude:

Arithmetic:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, bar diagram, Pie-chart.

2.6 Section (F):- General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic Operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding & de-coding, Other sub-topics, if any Numerical operations.

3. **For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes. In this regard, those candidates who wish to getting additional time, shall produce the Medical Certificate duly attested by the competent authority as per rules before 5 days of the commencement of the**

examination.

4. The General Instruction as under:-

- 4.1 Candidates must write the papers/indicate the answers in their own hand.
- 4.2 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises / Venue for papers for which their use is not permitted.
- 4.3 If any candidate is found to possess any electronic gadgets unless permitted as in (2) above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the examination.
- 4.4 Wherever applicable, the candidates must indicate the answer as per rule in OMR sheet. If answers are indicated/written partly or any other mode, the Answer script will not be evaluated.
- 4.5 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- 4.6 Written examination is objective in nature.
- 4.7 Each question will have 04 (Four) Multiple Choice of answers with 01 (One) correct answer. A correct answer will be awarded one mark.
- 4.8 Other conditions will be uploaded in the website of NCPSL from time to time.