

**Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya**

**Gwalior (M. P.)**

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**Syllabus for the written test proposed to be conducted for Office  
Superintendent-cum-Accountant advertised vide University Advisement  
IPRO/Advt. No./30th/2023/Reg./3206 dated 25-09-2023**

**MARKS DISTRIBUTION:**

<b>S. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>No. of Questions</b>
A	General Intelligence & Reasoning	30	30
B	General Awareness	30	30
C	Quantitative Aptitude	30	30
D	General English and Hindi	30	30
E	Post Specific Subject Knowledge	80	80
	<b>Total</b>	<b>200</b>	<b>200</b>

**SCHEME OF EXAMINATION:**

- No. of questions : 200
- Time duration : Three hours.
- One mark for each correct answer.
- 0.25 marks will be deducted for each wrong answer.

**DETAILED SYLLABUS:**

**(A) General Intelligence & Reasoning:**

This subject may include questions on analogies, similarities and differences, problem solving, analysis, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Indexing, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence and Analytical ability etc.

**(B) General Awareness:**

This subject may include questions relating History, Culture, Games, Geography, Economic Scene, General Policy & Scientific Research, Indian Constitution, History & Geography of Madhya Pradesh, Social/Economic Culture and General knowledge of Madhya Pradesh/India, Current affairs, Basic computer knowledge (MS Office, MS Access, MS Excel, Windows, Computer fundamentals, Networking, Word Processing).

**(C) Quantitative Aptitude:**

This subject may include questions relating to computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, 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, 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, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart and other topics of general Arithmetic.

**(D) General English and Hindi:**

This subject may include questions related to grammar, spelling errors, tenses, idioms & phrases, direct/ indirect narration, synonyms & antonyms, improvement of sentences, spot the error in a sentence, fill in the blanks, one word substitution, active/ passive, basic comprehension etc.

हिन्दी: संधि, उपसर्ग-प्रत्यय, समास, वाक्य भेद, तत्सम-तद्भव, वाक्य शुद्धि, मुहावरे, लोकोक्तिर्यो/कहावतें, वाक्य में क्रमबद्धता, अनुच्छेद में क्रमबद्धता, अपठित गद्यांश, पाठ बोधन, रिक्त स्थानों की पूर्ति

**(E) Post Specific Subject Knowledge:**

This subject may include questions from book-keeping & accountancy, preparation of financial data such as cash flow statement, profit & loss statement, Balance sheet, Taxation, GST, Income tax, Professional tax, Awareness of Govt. office procedures, Awareness of functioning of educational institutions/university, Reservation and concessions available for SC, ST, OBC, EWS, PwD in Govt. Service and admissions, RTI Act 2005 etc.