

MAHARSHI SANDIPANI RASHTRIYA VEDA VIDYA PRATISTHAN, UJJAIN
Indicative Syllabus & Exam Pattern for various posts through Direct Recruitment.

1. **Private Secretary - (Group-B, Level-7)**

Paper - I: Multiple Choice question type

Duration: 1 hr. and 30 minutes - Question standard is that of Graduate Level & work experience.

Paper - I : (Objective) - WRITTEN TEST

| Area | Indicative Syllabus | Maximum Marks 100 |
|--|--|------------------------------|
| General Awareness | General awareness on current events; History, Polity; Constitution; Sports, Art & Culture; Geography; Economics; Everyday Science; National/ International organizations, Indian Educational System, NEP 2020 etc. | 15 marks (Approx.) |
| Numerical Ability | Simplification; Decimals; Data Interpretation; Fractions; L.C.M. and H.C.F.; Ratio & Proportion; Mensuration; Percentage, Average; Profit & Loss, Discount; Simple & Compound Interest; Time & Work; Time & Distance; Tables & Graphs etc. | 15 marks (Approx.) |
| Reasoning Ability | Analogies; Similarities; Differences; Problem Solving; Analysis; Decision making; Visual Memory; Discrimination; Observation; Relationship; Concepts; Arithmetical Reasoning; Arithmetical number series etc. | 15 marks (Approx.) |
| General Knowledge on Veda, Sanskrit and IKS | Number of Vedas and Mantras in each Veda, Veda shakhas surviving in oral tradition, Number of Upanishads, Vidya-s, Vedangas, Puranas, Ramayana and Mahabharata, Sanskrit Literature & Indian knowledge system etc. | 10 marks (Approx.) |
| Language Comprehension / English and Hindi | Vocabulary; Grammar; Sentence Structure; Synonyms Antonyms and their correct usage, etc. | 15 marks (Approx.) |
| Descriptive | Essay writing on any given topic either in English or in Hindi (100 Words only) | 10 marks (Approx.) |

STENOGRAPHY TEST

| | | |
|---|---|----------|
| Stenography Test (Only for shortlisted candidates based on written test) | Speed of 120 wpm & 50 wpm in shorthand & typing respectively on computer. | 20 marks |
|---|---|----------|

Skill Test Components

| |
|---|
| Computer Awareness (Fundamentals of Computer, Hardware & Software, Input and Output devices), Application of Computer Software like MS- Word, Excel, Power Point, Tally etc. used in day-to-day office work, Internet, e-mail and various online tools used in day-to-day office work, File Management. Noting and Drafting on Office Procedures. |
|---|

Note: The skill test is a qualifying test only. Candidates will be ranked on the basis of written test and stenography test performance only, subject to qualifying in skill test.

Instructions:

The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper (both in English & Hindi). Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.

If candidates fail to follow the instructions (Language / Script) of the skill test, they will be **disqualified**.

2. Accountant - (Group-B, Level-6)

Paper -I: Multiple choice question type (Objective Questions)

Duration 1hr. 30 minutes. - Question standard is that of Graduate Level, Govt. rules & work experience.

-----x-----

Paper- II: Descriptive test – 100 Marks (10 questions, 2 Hours)

-----x-----

Paper - I : (Objective) - WRITTEN TEST

| Area | Indicative Syllabus | Maximum Marks - 100 |
|--|--|----------------------------|
| General Awareness | General awareness on Current events; History, Polity; Constitution; Sports, Art & Culture; Geography; Economics; Everyday Science; National/ International organizations, Indian Educational System, NEP 2020 etc. | 20 marks (Approx.) |
| Numerical Ability | Simplification; Decimals; Data Interpretation; Fractions; L.C.M. and H.C.F.; Ratio & Proportion; Mensuration; Percentage, Average; Profit & Loss, Discount; Simple & Compound Interest; Time & Work; Time & Distance; Tables & Graphs etc. | 20 marks (Approx.) |
| Reasoning Ability | Analogies; Similarities; Differences; Problem Solving; Analysis; Decision making; Relationship; Concepts; Arithmetical Reasoning; Arithmetical number series etc. | 15 marks (Approx.) |
| Language Comprehension / English and Hindi | Vocabulary; Grammar; Sentence Structure; Synonyms Antonyms and their correct usage, etc. | 15 marks (Approx.) |
| Objective Domain Knowledge Test | As per Annexure - I. | 20 marks (Approx.) |
| General Knowledge on Veda, Sanskrit and Indian Knowledge System | Number of Vedas and Mantras in each Veda, Veda shakhas surviving in oral tradition, Number of Upanishads, Vidya-s, Vedangas, Puranas, Ramayana and Mahabharata, Sanskrit Literature and Indian Knowledge System etc. | 10 marks (Approx.) |

Skill Test Components

| |
|---|
| Working knowledge of MS Word, PowerPoint, Excel, Access, Internet, and E-mail Communication |
| TALLY/ e-TDS/ Other Accounting Software, General Accounting/ Payroll Reporting |
| Noting and Drafting on Office Procedures |

Note: The skill test is a qualifying test only. Candidates will be ranked on the basis of written test performance only, subject to qualifying in skill test.

Instructions:

The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper (both in English & Hindi). Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.

If candidates fail to follow the instructions (Language / Script) of the skill test, they will be **disqualified**.

Descriptive Test Syllabus for the post of Accountant:

Paper - II : Descriptive test – 100 Marks (10 questions, 2 Hours)

Annexure - I

| | |
|--|---|
| Domain Knowledge (Accountancy, Annual Accounts, Taxation, Budgeting, Auditing and Financial Management, Bank Reconciliation, GeM etc.) | <ul style="list-style-type: none">• Budget: Principles of Budgeting; Budget Formulation; Performance & Outcome Budget; Budgetary Control.• Internal Audit: Concepts/ Objectives/Principle & Techniques of auditing; Type of Audit: Performance Based, Risk Based Audit, etc.; Internal Control system; Sampling in Auditing; Use of IT in Audit.• Accounting: Theory base of Accounting; Capital & Revenue Expenditure – Classification; Classification of Vouchers; Accounting Equation, Double Entry System; Preparation of Trial Balance & Rectification of Errors; Adjustment Entries, Preparation of Income & Expenditure Accounts; Preparation of Final Accounts, Bank reconciliation Statement – meaning and preparation; Cash based & Accrual based system of Accounting; Measurement of Income; Indian Accounting Standards for Non-Profit Organization; Financial Statement of Central Autonomous Bodies• Analysis of Financial Statement: Fund Flow & Cash Flow statement; Ratio Analysis• Other Misc. Topics: Income Tax Act with focus on Salary Income, e-TDS.; Goods & Service Tax – meaning, returns, Reverse Charges, etc. Government e-Market Place GeM;• Maintaining accounts and records including invoice, cash receipts and other relevant voucher as per the requirement of the GST Act, Preparation and filing of the relevant GST returns on time and basics of PFMS• Office Procedure, GFR – 2017; Fundamental Rules & Service Rules like, TA, LTC, HRA, Leave rules, etc.; Pay Fixation, Advances, New Pension Scheme, overview of PFMS and TSA. |
|--|---|

3. Junior Stenographer - (Group-C, Level-4)

Paper- I: Multiple Choice question type

Duration: 1 hr. and 30 minutes - Question standard is that of Higher Secondary (12th) Level.

Paper - I : (Objective) - WRITTEN TEST

| Area | Indicative Syllabus | Maximum Marks - 100 |
|--|--|----------------------------|
| General Awareness | General awareness on current events; History, Polity; Constitution; Sports, Art & Culture; Geography; Economics; Everyday Science; National/ International organizations, Indian Educational System, NEP 2020 etc. | 15 marks (Approx.) |
| Numerical Ability | Simplification; Decimals; Data Interpretation; Fractions; L.C.M. and H.C.F.; Ratio & Proportion; Mensuration; Percentage, Average; Profit & Loss, Discount; Simple & Compound Interest; Time & Work; Time & Distance; Tables & Graphs etc. | 15 marks (Approx.) |
| Reasoning Ability | Analogies; Similarities; Differences; Problem Solving; Analysis; Decision making; Visual Memory; Discrimination; Observation; Relationship; Concepts; Arithmetical Reasoning; Arithmetical number series etc. | 15 marks (Approx.) |
| General Knowledge on Veda, Sanskrit and IKS | Number of Vedas and Mantras in each Veda, Veda shakhas surviving in oral tradition, Number of Upanishads, Vidya-s, Vedangas, Puranas, Ramayana and Mahabharata, Sanskrit Literature & Indian knowledge system etc. | 10 marks (Approx.) |
| Language Comprehension / English and Hindi | Vocabulary; Grammar; Sentence Structure; Synonyms Antonyms and their correct usage, etc. | 15 marks (Approx.) |
| Descriptive | Essay writing on any given topic either in English or in Hindi (100 Words only) | 10 marks (Approx.) |

STENOGRAPHY TEST

| | | |
|---|---|----------|
| Stenography Test (Only for shortlisted candidates based on written test) | Dictation: 10 minutes @ 80 wpm & 50 wpm in shorthand & transcription 50 minutes in English & 65 minutes in Hindi on Computer. | 20 marks |
|---|---|----------|

Skill Test Components

Computer Awareness (Fundamentals of Computer, Hardware & Software, Input and Output devices), Application of Computer Software like MS- Word, Excel, Power Point, Tally etc. used in day-to-day office work, Internet, e-mail and various online tools used in day-to-day office work, File Management. Noting and Drafting on Office Procedures. Assessed as Qualified / Not Qualified.

Note: The skill test is a qualifying test only. Candidates will be ranked on the basis of written test and stenography test performance only, subject to qualifying in skill test.

Instructions:

The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper (both in English & Hindi). Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.

If candidates fail to follow the instructions (Language / Script) of the skill test, they will be **disqualified**.

4. Lower Division Clerk - (Group-C, Level-2)

Paper - I: Multiple Choice question type

Duration: 1 hr. and 30 minutes - Question standard is that of Higher Secondary (12th) Level.

Paper - I : (Objective) - WRITTEN TEST

| Area | Indicative Syllabus | Maximum Marks - 100 |
|--|--|----------------------------|
| General Awareness | General awareness on current events; History, Polity; Constitution; Sports, Art & Culture; Geography; Economics; Everyday Science; National/ International organizations, Indian Educational System, NEP 2020 etc. | 15 marks (Approx.) |
| Numerical Ability | Simplification; Decimals; Data Interpretation; Fractions; L.C.M. and H.C.F.; Ratio & Proportion; Mensuration; Percentage, Average; Profit & Loss, Discount; Simple & Compound Interest; Time & Work; Time & Distance; Tables & Graphs etc. | 15 marks (Approx.) |
| Reasoning Ability | Analogies; Similarities; Differences; Problem Solving; Analysis; Decision making; Visual Memory; Discrimination; Observation; Relationship; Concepts; Arithmetical Reasoning; Arithmetical number series etc. | 15 marks (Approx.) |
| General Knowledge on Veda, Sanskrit and IKS | Number of Vedas and Mantras in each Veda, Veda shakhas surviving in oral tradition, Number of Upanishads, Vidya-s, Vedangas, Puranas, Ramayana and Mahabharata, Sanskrit Literature & Indian knowledge system etc. | 10 marks (Approx.) |
| Language Comprehension / English and Hindi | Vocabulary; Grammar; Sentence Structure; Synonyms Antonyms and their correct usage, etc. | 15 marks (Approx.) |
| Descriptive | Essay writing on any given topic either in English or in Hindi (100 Words only) | 10 marks (Approx.) |

TYPING TEST

| | | |
|--|--|----------|
| Typing Test (Only for shortlisted candidates based on written test) | 35 wpm in English & 30 wpm in Hindi on Computer. | 20 marks |
|--|--|----------|

SKILL TEST

| Skill Test Components |
|---|
| Computer Awareness (Fundamentals of Computer, Hardware & Software, Input and Output devices), Application of Computer Software like MS- Word, Excel, Power Point, Tally etc. used in day-to-day office work, Internet, e-mail and various online tools used in day-to-day office work, File Management. Noting and Drafting on Office Procedures. |

Note: The skill test is a qualifying test only. Candidates will be ranked on the basis of written test performance and Typing test only, subject to qualifying in skill test.

Instructions:

The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper (both in English & Hindi). Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.

If candidates fail to follow the instructions (Language / Script) of the skill test, they will be **disqualified**.