



All India Institute of Medical Sciences, Jodhpur

Indicative Syllabus for the Examination for the Post of Cashier

(Syllabus is only indicative. The questions can assess any aspect of knowledge, aptitude, attitude and practical skills, which is expected from a trained person to work efficiently at the advertised post)

Section A

40% Questions to be based on General Aptitude from the following topics:-

General Intelligence & Reasoning: It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

Quantitative Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

Computer Knowledge: Candidates' understanding of the Basics of Computer Knowledge, its parts, functions, emails, MS office, etc.

Section B

60% Questions to be based on Subject/Domain knowledge from the following topics:-

Fundamental Principles and Basic Concepts of Accounting:

Financial Accounting - Nature and scope, Limitations of Financial Accounting, Basic Concepts and Conventions, Generally Accepted Principles. Basic Concepts of Accounting: Single and Double Entry System, Books of Original Entry, Bank Reconciliation, Journal, Ledgers, Trial Balance, Rectification of Errors, Manufacturing, Trading, Profit & Loss Appropriation Accounts, Balance Sheet, Distinction between Capital and Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Non-profit making organizations' Accounts, Receipts and Payments, Income & Expenditure Accounts, Bills of Exchange, Self-Balancing Ledgers.

