

Syllabus For The Post Of Asstt Manager Recovery

INTRODUCTION & OVERVIEW OF CREDIT, ANALYSIS OF FINANCIAL STATEMENTS, WORKING CAPITAL MANAGEMENT, MONITORING, SUPERVISION & FOLLOW UP AND MANAGEMENT OF IMPAIRED ASSETS, CONTINGENT LIABILITIES, PROFIT AND LOSS ACCOUNTS, ADJUSTMENT ENTRIES, BAD DEBTS PROVISION FOR BAD DEBTS, CLOSING ENTRIES, PREPARATION OF BALANCE SHEETS, ACCOUNTING STANDARDS IN INDIA.

English:

Idioms & Phrases, Tenses, Error Correction, Sentence Rearrangement, Comprehension, One word substitutions, Subject-Verb Agreement, Articles, Synonyms, Fill in the Blanks, Grammar, Verb, Antonyms, Unseen Passages, Sentence structure, Adverb, Shuffling of sentence parts.

GENERAL KNOWLEDGE WITH SPECIAL REFERENCE TO J&K

Abbreviations, Important dates, popular names of personalities and their achievements/Contribution (National and International). Constitution of J&K – Formation, Fundamental rights, Directive Principles. Weather, Climate, Crops, Means of Transport. Important power projects and their impact on State Economy. Rivers and Lakes. Important Tourist Destinations. History of J&K State. Historical places of the State and their importance. RTI Act. Indus Water Treaty and its impact on State economy.

GENERAL SCIENCE

Various sources of energy; conventional sources of energy; improvement in technology focusing conventional source of energy (Biomass and wind energy), Non-conventional sources of energy (Solar energy, Tidal energy). Mechanics, Rest, motion, Velocities, acceleration, Newton Laws of motion, Voltage, Current, Resistance, Power, D.C Batteries, Waves, light as a wave, Sound waves, Transverse and longitudinal waves, Structure of Atom, Solids, Liquids and Gases(Basics), Life processes: Nutrition and its types, Respiration, Transportation of water, food and minerals in plants, Vitamins- Diseases related to vitamin deficiency, Environmental pollution, Ecosystem – Its components, Food chains and Food webs, Ozone layer, its depletion, Green House Effect, Importance of water in life

Computer Applications

Fundamentals of computer science, Hardware & Software, Concept of Open Source Technologies, Input & Output Devices, Flow Charts and Algorithms, Operating System, MS Word, MS Excel, MS Access, MS Power-Point, Internet, &E-mail Concept of Computer Virus & latest Anti-Virus Terms and Abbreviations used in IT, Social media.

Quantitative Aptitude

Averages, Percentages, Mixture and Allegation, Square Roots, Ratio and Proportion, Profit and Loss, Standard Identities, Cube roots, Trigonometry ratio, Time and Work, Regular Polygons, Time and Distance, Circle and Chords, Discounts, Graphs of Linear Equations.