



# EXCELLENT ACADEMY

Bhubaneswar

Excel Your Career, Excel Your Life

## SSC / OSSC / OSSSC

<p><b>(Mathematical Abilities)</b> Number Systems Fundamental arithmetical operations Algebra Geometry Mensuration</p>	<p><b>General Studies-Finance and Economics</b> Fundamental principles and basic concept of Accounting: Financial Accounting Basic concepts of accounting Theory of Demand and Supply Theory of Production and cost</p>
<p><b>Statistics</b> Collection, Classification and Presentation of Statistical Data Measures of Central Tendency Measures of Dispersion Moments, Skewness and Kurtosis Correlation and Regression Probability Theory</p>	<p><b>Economics and Governance</b> Comptroller &amp; Auditor General of India Finance Commission-Role and functions. Basic Concept of Economics and introduction to Micro Economics Theory of Demand and Supply Theory of Production and cost</p>
<p><b>Computer Proficiency</b> Computer Basics Software Basics of networking and cyber security</p>	<p><b>ENGLISH &amp; COMPREHENSION</b> Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms &amp; 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. To test comprehension, three or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other two paragraphs should be on current affairs, based on a report or an editorial</p>
<p><b>Reasoning</b> Logical Reasoning Alphanumeric Series Directions Ranking Alphabet Combination Data Sufficiency Tests Coded Inequalities Seating Arrangements Picture Series Puzzles Tabulation Syllogism Relationships Input/Output Coding and Decoding Assertion and Reason Statement, Argument and Assumption Word Formation</p>	<p><b>ଓଡ଼ିଆ</b> <b>ବର୍ଣ୍ଣ, ମାତ୍ରା ଓ ଫଳା</b> ଶବ୍ଦ, ଧ୍ୱନି, ବର୍ଣ୍ଣ ଓ ବର୍ଣ୍ଣମାଳା ଶବ୍ଦ ଓ ଶବ୍ଦ ବିଭାଗ ଲିଙ୍ଗ, ପୁରୁଷ ଓ ବଚନ, ବିଶେଷ୍ୟ, ବିଶେଷଣ, ସର୍ବନାମ, ଅବ୍ୟୟ, କ୍ରିୟା, କାଳ, ବିଭକ୍ତି, କାରକ, ବାକ୍ୟ, ବାକ୍ୟ ରୂପାନ୍ତର, ସମାସ, ସନ୍ଧି, ରଚ୍ଛି ଓ ଲୋକବାଣୀ, ବିପରୀତ ଶବ୍ଦ, ଏକପଦୀକରଣ, ଅଶୁଦ୍ଧି ସଂଶୋଧନ, ଅନୁବାଦ (Translation), ଅନୁଚ୍ଛେଦ (Passage)</p>



# EXCELLENT ACADEMY

## BANKING / RAILWAY SYLLABUS

### **Quantitative Aptitude**

#### Concepts

Simplification  
Profit and Loss  
Mixtures and Alligations  
Simple and Compound Interest  
Surds and Indices  
Work and Time Equations  
Time and Distance Equations  
Mensuration: Cylinder, Cone,  
Sphere and Cuboid  
Data Interpretation  
Ratio And Proportion  
Percentages  
Number Systems  
Series and Sequences  
Permutation and Combination  
Measures of Central Tendency  
and Variation  
Probability

### **Reasoning**

#### Concepts

Logical Reasoning  
Alphanumeric Series  
Directions  
Ranking  
Alphabet Combination  
Data Sufficiency Tests  
Coded Inequalities  
Seating Arrangements  
Picture Series Puzzles  
Tabulation  
Syllogism  
Relationships  
Input/Output  
Coding and Decoding  
Assertion and Reason  
Statement, Argument and Assumption  
Word Formation

### **ENGLISH**

#### Concepts

Reading Comprehension  
Paragraph Jumbles  
(Fill in the blanks)/Cloze Test  
Error Detection  
Multiple Meanings(Contextual Usage)  
Paragraph and passage completion

### **General Awareness/Finance/Economy**

Financial Knowledge  
Basic Economics  
Current Events of National and International  
Importance with focus on financial news  
General Knowledge on various topics of  
importance to financial institutions  
Current affairs related to national and  
international issues of last 6 months  
History of Indian banking system  
Overview of Indian Financial System  
Recent credit and monetary policies  
Introduction to National financial institutions  
like RBI, SEBI, IRDA, FSDC etc and of  
International organizations like IMF,  
World Bank, ADB, UN etc.  
Abbreviations and Economic terminologies  
Banking Terms  
Important Government Schemes on  
capital & money market

### **Computer Aptitude**

#### Concepts

Basics of Hardware and software  
Windows operating system basics  
Internet terms and services  
Internet  
Memory  
Keyboard Shortcuts  
Computer Related Terms,  
Abbreviations and Computer Fundamentals  
Microsoft Office and Related Word  
Processing and Spreadsheet Applications  
Computer Hardware and Software  
Operating Systems and GUI Basics  
Basic Computer Networking  
Basic Functionalities of MS-Office  
(MS-word, MS-Excel, MS-PowerPoint)  
History of computers  
Networking and communication  
Database basics  
Basics of Hacking, Security Tools and Viruses

### **CONTACT US :**

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### **Eligible Candidates**

Undergraduates preparing to appear /appeared for Final Exams/Post Graduates/Job Holders