

## Tax Assistant Syllabus

Part I Written Test			
Papers		Time	Maximum Marks
Paper-I	Part A (English & Hindi Language)	2 Hours	100
	Part B (General Awareness)		
Paper-II	(Arithmetic & Reasoning)	2 Hours	100
Part II Computer Proficiency Test			
Part A	Part A (English & Hindi Language)	15 min	100
	Part B (General Awareness)	15 min	
Part B	Test of Knowledge in MS Excel		

### General English

- Synonyms
- Antonyms
- Prepositions
- Sentence Completion
- Active and Passive Voice
- Spelling Test
- Spotting Errors
- Passage Completion
- Substitution
- Sentence Arrangement
- Transformation
- Idioms and Phrases
- Sentence Improvement
- Para Completion
- Joining Sentences
- Error Correction (Underlined Part)
- Error Correction (Phrase in Bold)
- Fill in the blanks

### General Awareness

- Current Affairs

- Authors
- International & National Organizations
- Abbreviations
- Environment
- General Knowledge
- Book
- History
- Geography
- General Science
- Budget
- Indian Economy
- Awards

#### Arithmetic Ability

- Time and Distance
- Problems on Trains
- Time and Work Partnership
- Ratio and Proportion
- Boats and Streams
- Simple Interest
- Areas
- Averages
- Problems on L.C.M and H.C.F
- Pipes and Cisterns
- Problems on Numbers
- Compound Interest
- Volumes
- Profit and Loss
- Odd Man Out
- Races and Games
- Numbers and Ages
- Mixtures and Allegations
- Percentages
- Simple Equations
- Quadratic Equations
- Indices and Surds
- Mensuration
- Permutations and Combinations
- Probability
- Simplification and Approximation