

UPPCL Syllabus

UPPCL Office Asst. Syllabus & UPPCL Stenographer Grade-3 Syllabus:

| Subjects | Topics |
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| UPPCL Office Assistant Syllabus – Reasoning | Number Series. Coding-Decoding. Non-Verbal Series. Number Ranking. Directions. Arithmetical Reasoning. Alphabet Series. Decision Making. Analogy. Clocks & Calendars. Blood Relations. Cubes and Dice. Mirror Images. Embedded Figures etc. |
| UPPCL Stenographer Syllabus – English/ Hindi | Cloze test. Para-Jumbles. Spotting Error. Reading Comprehension. Fill in the blank. |
| UPPCL Office Assistant Accounts Syllabus – General Awareness | India And Its Neighboring Countries. History. Sports. Geography. Culture. General Policy Including Indian Constitution. Economics Scene. Scientific Research etc. |
| UPPCL Office Assistant Grade III Syllabus – Mathematics | Number Systems Computation of whole Numbers Decimals & Fractions Relationship between Numbers Fundamental arithmetical operations Percentages Ratio & Proportion Profit & Loss Simple Interest Averages Discount Partnership Time & Work Time & Distance Use of Tables & Graphs Mensuration |
| UPPCL Stenographer Syllabus – Computer Knowledge | Computer Hardware. Operating System. Computer Software. MS Word. MS Excel. |



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| | Internet Usage. MS Power-Point etc. |
| Uttar Pradesh PCL Office Assistant Accounts Grade III Syllabus – Accounts | Trading and Profit & Loss Accounts & Balance Sheet. Self-Balancing Ledgers and Sectional Balancing. Bills of Exchange Depreciation, Reserve & Provisions. Capital & Revenue, Receipts & Payments, Income & Expenditure Accounts. Double Accounts System. Branch and Departmental Accounts. Rectification of Errors. Bank Reconciliation Statement. Balance Sheet Formats & Classification. |

