

UPPCL Syllabus

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

Subjects	Topics
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.



	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.

