



Sequence of Study for EPFO Assistant Online Course

Sequence of Study for English Language, Quantitative/Numerical Aptitude and Reasoning Ability

S. No	Subject	Chapter Name
1	English Language	Tense and Parts of Speech
2		Direct Indirect Speech, Active Passive Voice & Homonyms
3		Subject Verb Agreement and Article
4		Error Detection & Cloze test
5		Sentence Rearrangement & Coherent Paragraph
6		Reading Comprehension
1	Quantitative Aptitude	Shortcut Tricks, Simplification, Approximation & Quadratic Equation, Surd Indices
2		Percentage, Profit & Loss and Discount, Alligation, Simple and Compound Interest
3		Average & Ratio Proportion, Partnership & Ages and Series
4		Number System & HCF LCM and Time & Work and Pipe & Cistern
5		Time & Distance, Trains and Boats & Streams, Permutation, Combination & Probability
6		Area, Volume & DI*
1	Reasoning Aptitude	Commonsense Reasoning & Coding Decoding
2		Coded Inequalities & Syllogism
3		Input Output & Blood Relations
4		Seating Arrangement*
5		Puzzles*
6		Practise Reasoning Questions

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*It is suggested to practise Puzzles/Seating Arrangement, English Questions and Data Interpretation each day from the beginning. Also improve your reading habits and practise writing which will help improve your score in descriptive English.

Content Index for General / Economy / Financial Awareness is given below. A sequence is not being suggested for this section and you may take up chapters based on your level of preparation.

Exam Topic	Sub - Topic	Material Name	Study Material in form of		
			Video	PDF	Quiz
General Awareness	Static General Knowledge	Wild Life sanctuaries of India	No	Yes	yes
		National Parks of India	No	Yes	yes
		Books and Authors	No	Yes	yes
		Indian States and Governors	No	Yes	yes
		Indian States and Capitals	No	Yes	
		Capitals and currencies	No	Yes	yes
		Important National and International days	No	Yes	yes
		Important National and International days with themes	No	Yes	yes
		Dams in India	No	Yes	yes
		Famous Temples and World Heritage Sites in India	No	Yes	yes
		International Organisational and Headquarters	No	Yes	No
		Visits of PM Narendra Modi to various countries 2018-19	No	Yes	No
		State animal, birds, flowers of various states in India	No	Yes	No
		Important stadiums in India	No	Yes	No
		Important sea ports of India	No	Yes	No
		Important international airports in India	No	Yes	No
		Important forest of India	No	Yes	No
		Important dance forms of India	No	Yes	No
		Geographical indicators in India	No	Yes	No
MDGs and SDGs	No	Yes	No		
Banking Awareness	Basic terminologies	Basic Economic terminologies	No	Yes	No
		Banking Terminologies	No	Yes	No

		Insurance Terminology	No	Yes	No	
		Terminology of Pension EPF, PPF, NPS, etc.	No	Yes	No	
	About EPFO	Its working, functions, organisation structure (along with Jeevan Praman service, UAN, etc)	No	Yes	Yes	
	Major regulatory bodies/Financial institutions	Financial Institutions (domestic)	yes	Yes	No	
		RBI, SEBI, IRDA, PFRDA	No	Yes	Yes	
	Govt schemes related to Pensions and insurance	Insurance schemes	No	Yes	No	
		Pension Schemes	No	Yes	No	
	Indian Financial System (Banking system, Financial markets)	Money and Banking	Yes	No	No	
		History of Banking	Yes	No	No	
		Introduction to financial markets	Yes	No	No	
		Difference between Primary and secondary market	yes	No	No	
		RBI Monetrat Policy - 2nd MPC (June 2019)	No	Yes	No	
	Security, Bond, Money market, derivative market - basic terms and understanding	Overview of securities Markets	No	Yes	No	
	Economic Awareness	Indian Economy	Indian Economy	Yes	Yes	Yes
			Indian economy Important data	Yes	No	No
Economic System - Capitalism, Socialism and Mixed economy			Yes	Yes	Yes	
Sectors of the Economy			Yes	Yes	Yes	
Five-year Plans			Yes	Yes	Yes	
Inflation		Inflation and its types	Yes	Yes	No	
		WPI and CPI	Yes	Yes	Yes	
Financial		The World bank and IMF	Yes	Yes	No	

	Institutions (international)			Yes	No
		Other Brettenwood Institutions	yes	No	No
		WTO	No	Yes	Yes
	Balance of Trade and Balance of Payment	Trade and its importance	Yes	No	No
		Current Account in Balance of Payment	Yes	No	No
		Capital Account and BoP	Yes	No	No
	Fiscal Policy - Basic understanding of Budget	Basics of Budget	Yes	No	No
		Important facts_Budget in India	Yes	No	No
		Important Questions_Interim Budget 2019-20 Part 1	Yes	Yes	No
		Important Questions_Interim Budget 2019-20 Part 2	Yes		No
		Important Questions_Interim Budget 2019-20 Part 3	Yes		No
		Important Questions_Interim Budget 2019-20 Part 4	Yes		No
		Important Questions_Interim Budget 2019-20 Part 5	Yes		No
		Union Budget and Economic Survey - Video 1	Yes	No	No
		Union Budget and Economic Survey - Video 2	Yes	No	No
Union Budget and Economic Survey - Video 3	Yes	No	No		

Note:

1. Along with the above, it is suggested to regularly read the Daily/Weekly Current Affairs, Banking Awareness (BA) and Press Information Bureau (PIB) capsules for Current affairs in Banking/Economy/Finance updated on the ixamBee website (www.ixamBee.com).