

SYLLABUS FOR THE POST OF CLERK-CUM-DATA ENTRY OPERATOR

General Awareness and General Knowledge	20 questions	20 Marks
Quantitative Aptitude	20 questions	20 Marks
Reasoning Ability	20 questions	20 Marks
Computer Awareness	20 questions	20 Marks
General English	20 questions	20 Marks
Total	100 questions	100 Marks

- **General Awareness and General Knowledge:** General information about the state of Punjab, Economy, Science and Technology, Current Events, Political Awareness/Polity, Persons in News, Places in News, Important Awards & Honours, Sports
- **Quantitative Aptitude:** Numbers, Simplification, HCF & LCM, Percentage, Average, Ratio & Proportion, Profit & Loss, Partnership, Time and Work, Time and Distance, Number Series, Area and Volumes, Trigonometry, Probability Permutations & Combinations.
- **Reasoning Ability:** Analogy / Analogous Problems, Classification, Word formation, Series, Ranking / Arrangement, Coding & Decoding, Distance and Direction, Symbol & Notation, Scheduled Day or Date, Mathematical problem, Problem Solving: Data Analysis.
- **Computer Awareness:** Introduction of Computer and History, Operating Systems, PC and System Software, Computer Network, Computer Devices, Windows, MS Word: MS Excel, Internet Programming Language (HTML/DHTML), Security Aspects for PC, e world, Advanced Technology Regarding Computer, Various uses of Computers.
- **General English:** Passage, Common Errors, Sentence Improvement, Fill in the blanks, Anonyms and Synonyms, Use of Propositions, Nouns, Adverbs and Adjectives.