

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

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| 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.