Clerk-cum-Data Entry Operator

Section A

General Awareness

Economy, Science and Technology, Current Events, Political Awareness/Polity, Persons in News, Places in News, Important Awards & Honors, Sports

Quantitative Aptitude

Numbers, Simplification, HCF & LCM, Percentage, Average, Ratio & Proportion, Profit & Loss, Partnership,Time and Work,Time and Distance,Number Series,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.

Section B

Computer knowledge

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 Punjabi upto Matric standard

General English (Upto Graduation standard)

Passage, Common Errors, Sentence Improvement, Fill in the blanks, Antonyms and Synonyms, Use of Propositions, Nouns, Adverbs and Adjectives.