

## Plan of Written Examination

All the aspirants are informed as under with respect to the written test to be conducted for the recruitment of *Clerk-cum-Data Entry Operator*.

- (i) The Exam will be conducted in MCQ (Multiple Choice Questions) format. OMR sheets will be used for answering the questions.
- (ii) There will be negative marking. Each question carries 1 mark. **For every wrong answer, 1/4<sup>th</sup> mark would be deducted. The question(s) not attempted will receive no credit or discredit.**
- (iii) The test would be of 2 hours duration.
- iv) Pattern of the written competitive examination is as follows:-

Sr. No.	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
1.	Questions from General Knowledge and Current Affairs, English, Punjabi, Logical Reasoning and Mental ability, ICT, Punjab History and Culture	120	120	Multiple Choice Questions(MCQs)
<b>Total</b>		<b>120</b>	<b>120</b>	

- v) Tentative syllabus for the written examination for the recruitment of *Clerk-cum-Data Entry Operator* is annexed at *Annexure-1*

### Annexure-1 (Syllabus)

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1	<p><b>General Knowledge and Current affairs of National and International importance including:</b></p> <ul style="list-style-type: none"> <li>(i) Political issues,</li> <li>(ii) Environment issues,</li> <li>(iii) Current Affairs,</li> <li>(iv) Science and Technology,</li> <li>(v) Economic issues,</li> <li>(vi) History of Punjab-14<sup>th</sup> century onwards</li> <li>(vii) History of India with special reference to Indian freedom struggle movement.</li> <li>(viii) Sports,</li> <li>(ix) Cinema and Literature.</li> </ul>	30
2	<p><b>Logical Reasoning &amp; Mental Ability:</b></p> <p>Verbal reasoning : Coding, Decoding, Analogy, Classification, Series, Direction sense test, relations, mathematical operations, time test, odd man out problems.</p> <p>Non Verbal reasoning : Series, Analogy and Classification.</p> <p>Basic numerical skills, Percentage, Number system, LCM and HCF, Ratio and Proportion, Number series, Average, Problems based on Ages, Profit &amp; Loss, Partnership and Mixture, Simple and Compound Interest, Work and Time, Time and Distance, Mensuration and Data Interpretation.</p>	30
3	<p><b>English:-</b></p> <p>Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, Fill in the Blanks, Correction in Sentences, Idioms and their meanings, Spell Checks, Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, etc.</p>	15
4	<p><b>ਪੰਜਾਬੀ:-</b></p> <p>ਸੁੱਧ-ਅਸੁੱਧ, ਸ਼ਬਦ ਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀ ਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਅਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ</p>	15

	ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।	
5	<b>ICT</b> Basics of computers, Network & Internet, Use of office productivity tools like Word, Spreadsheet & PowerPoint.	10
6	<b><i>Punjab History and Culture:-</i></b> Physical features of Punjab and its ancient history. Social, religious and economic life in Punjab. Development of Language & literature and Arts in Punjab, Social and culture of Punjab during Afgan/Mughal Rule, Bhakti Movement, Sufism, Teachings/History of Sikh Gurus and Saints in Punjab. Adi Granth, Sikh Rulers, Freedom movements of Punjab.	20
	<b>Maximum Marks</b>	120

Note:-a) The distribution of marks/question in each section is indicative. It may vary slightly.

b) The syllabus is broadly classified as above but may vary to some extent.