Advocate General Office Punjab Clerk Exam Pattern

|  |  |  |
| --- | --- | --- |
| **S. No** | **Type of the Exam** | **Name of the Subjects** |
| 1 | Online Test | Reasoning |
| 2 | English Language |
| 3 | Numerical Ability |
|  | General Awareness |
|  | Computer Knowledge |
| **Total** | | |

Punjab Office of Advocate General Steno Typist Syllabus 2018

The Punjab Office of Advocate General syllabus covers the following topics:

* Reasoning
* English Language
* Numerical Ability
* General Awareness
* Computer Knowledge

**Punjab Advocate General Clerk Syllabus 2018 for Reasoning**

* Alphabet Test
* Coding-Decoding
* Analogy
* Direction Sense Test
* Clocks & Calendars
* Inserting The Missing Character
* Data Sufficiency
* Statement – Conclusions
* Logical Sequence of Words
* Logical Venn Diagrams
* Logic
* Statement – Arguments
* Deriving Conclusions from Passages
* Alpha Numeric Sequence Puzzle
* Situation Reaction Test
* Arithmetical Reasoning
* Mathematical Operations
* Eligibility Test
* Number, Ranking & Time Sequence
* Theme Detection

**Office of the Advocate General Punjab Steno Typist Syllabus 2018 for the English Language**

* Error Correction (Phrase in Bold).
* Sentence Improvement.
* Sentence Arrangement.
* Substitution.
* Sentence Completion.
* Fill in the blanks.
* Para Completion.
* Idioms and Phrases.
* Error Correction (Underlined Part).
* Joining Sentences.
* Passage Completion.
* Antonyms.
* Spotting Errors.
* Synonyms.
* Prepositions.
* Active Voice and Passive Voice.

**Punjab Office of Advocate General Clerk cum Data Entry Operator Syllabus 2018 for General Awareness**

* Science – Inventions & Discoveries
* Books
* Important Financial & Economic News
* Important Days
* Geography
* Indian Constitution
* Economic Scene
* Books and Authors
* Awards and Honors
* Culture
* History
* Sports and Games
* Current Affairs – National & International
* Abbreviations
* Current events
* General Politics

**Punjab Advocate General Exam Syllabus 2018 for Computer Knowledge**

* Workplace Productivity Tools
* PC Software and Office Automation
* MS PowerPoint
* MS Word
* Internet Usage
* Computer Software & Hardware
* MS Excel
* MS Office
* Introduction to Computer Science
* Windows

**Punjab Advocate General Clerk  Syllabus 2018 for Numerical Ability**

* Profit and Loss
* Simplification and Approximation
* Ratio and Proportion
* Races and Games
* Mixtures and Allegations
* Simple Equations
* Probability
* Odd Man Out
* Time and Distance
* Time and Work
* Numbers and Ages
* Mensuration
* Problems on Numbers
* Partnership
* Simple Interest
* Percentages
* Compound Interest
* Problems on Trains
* Pipes and Cisterns
* Quadratic Equations
* Averages
* Indices and Surds
* Problems on L.C.M and H.C.F
* Volumes
* Areas