

MACO Clerk Exam Pattern 2018:

Sr. No.	Name of Tests	No. of Qs.	Max. Marks	Version	Time allotted for each test (Separately timed)
1	General / Financial Awareness	50	50	Only English	35 minutes
2	General English	40	40		35 minutes
3	Reasoning Ability & Computer Aptitude	50	60		45 minutes
4	Quantitative Aptitude	50	50		45 minutes
	Total	190	200		160 minutes

MACO Clerk Syllabus 2018:

Reasoning Ability Syllabus Topics:

Verbal

- Number Series
- Alphabet Series
- Test of Direction Sense
- Coding-Decoding
- Number Ranking
- Arithmetical Reasoning
- Problem on Age Calculation
- Blood Relations
- Analogy
- Decision Making

Non- Verbal

- Non Verbal Series
- Mirror Images
- Cubes and Dice
- Grouping Identical Figures
- Embedded Figures
- Machine Input Output
- Coding-Decoding
- Puzzles
- Direction and Distance
- Order and ranking
- Syllogism
- Blood relations
- Data Sufficiency
- Seating arrangement

- Arrangement and pattern
- Classification/Analogy
- Coded Inequalities

Quantitative Aptitude /Numerical Ability

- Number System
- HCF , LCM
- Simplification
- Decimal Fractions
- Ratio and Proportions
- Unitary Method
- Percentage
- Time and Distance
- Time and Work
- Profit and Loss
- Average
- Simple and Compound Interest
- Mensuration (2D and 3D)
- Algebra
- Data Interpretation

General/Financial Awareness:

- Current Affairs (National and International) minimum last 1 year
- Major Financial/Economic News/ Banking news updates
- Budget and Five Year Plans, Who is Who, Sports, Books and Authors,
- Awards and Honours,
- Science – Inventions and Discoveries, Abbreviations,
- Important Days
- International and National Organisations

Computer Knowledge:

- Fundamentals of the Computer (Hardware and Software, Memory and Memory Units, Number System)
- Internet
- Microsoft Office (MS-Office)
- Networking
- DBMS (Database Management System)
- Programming Languages
- Full Forms/Abbreviations and Important Terms
- Shortcut Keys
- Miscellaneous (Latest in Computers and Mobile Technology)

English Language :

- Reading Comprehension
- Cloze Test
- Error Detection

- Para Jumbles
- Fill In The Blanks/Sentence Improvement

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