

PSEB Clerk Syllabus|| Check Punjab Clerk-Cum-Data Entry Operator Exam Pattern

Punjab SEB Clerk Exam Pattern:

ਲਿਖਤੀ ਪ੍ਰੀਖਿਆ - ਕੁੱਲ ਅੰਕ 100

| Subject | Total Marks | Pass Marks |
|---|--------------|--------------|
| General Awareness | 20 | 08 |
| Mental Aptitude/ Reasoning | 20 | 08 |
| Computer Proficiency including use of modern office automation tools (Fundamentals of Computer and use of specialized software such as MS Office etc) | 20 | 08 |
| Mathematical Ability (with Matriculate difficulty level) | 20 | 08 |
| Language Proficiency (Punjabi and English) | 20 (10 each) | 08 (04 each) |
| Total Marks | 100 | 40 |

Punjab SEB Clerk Syllabus:

English

- Articles.
- Vocabulary.
- Adverb.
- Fill in the Blanks.
- Unseen Passages.
- Sentence Rearrangement.
- Idioms & Phrases
- Antonyms
- Error Correction etc.
- Verb.
- Grammar.
- Synonyms.
- Tenses.
- Comprehension.
- Subject-Verb Agreement.

General Awareness

- Indian Constitution.
- Budget and Five Year Plans.
- Economy.
- Culture.
- Current Affairs – National & International.
- Knowledge of Current Events.
- Economy, Banking, and Finance
- Important Financial & Economic News.
- Sports.
- General Politics.
- Scientific Research.
- History.
- Countries & Capitals.
- Science – Inventions & Discoveries. etc.

Quantitative Aptitude

- Embedded Figures.
- Data Interpretation.
- Mensuration.
- Number Systems.
- Percentage.
- Whole Numbers.
- Average.
- Discount.
- Time and Distance.
- Profit & Loss.
- Differences.
- Non-Verbal Series.
- Similarities.
- Number Ranking etc.
- Blood Relations.
- Time & Work.
- Arithmetical Reasoning.
- Decimals & Fractions.
- Ratio and Proportion.
- Mixtures & Allegations.
- Alphabet Series.
- Cubes and Dice.
- Coding-Decoding.
- Analogy.
- Directions.
- Number Series.
- Clocks & Calendars.

- Arrangements.
- Interest
- Decision Making.
- Ratio and Time.

- **Reasoning**

- Analogy.
- Alphabet Series.
- Number Series.
- Blood Relations etc.
- Coding-Decoding.
- Directions.
- Non-Verbal Series.
- Clocks & Calendars.
- Decision Making.
- Mirror Images.
- Number Ranking.
- Cubes and Dice.
- Embedded Figures
- Arithmetical Reasoning.

Computer Knowledge

- The hardware of a Computer.
- MS PowerPoint.
- Operating Systems.
- MS Excel.
- Internet.
- Computer Basics.
- MS-DOS.
- MS Word.
- MS Office.
- Windows.