

Markfed Senior Assistant, AE, JE, Manager, Boiler Attendant & Other Posts Exam Pattern

S.NO	Subject Name	No of Questions
1.	Language Proficiency (Punjabi & English)	20
2.	General Knowledge/ Awareness	10
3.	Mathematical Skill (Matric Level)	10
4.	Mental Ability/ IQ Determination	10
5.	Computer Fundamentals	10
6.	Job-Related Questions	40
Total		100

Markfed Steno Typist Exam Pattern

S.NO	Subject Name	No of Questions
1.	English Language	25
2.	Punjabi Language	25
3.	General Knowledge/ Awareness	15
4.	Mental Ability	15
5.	Computer Fundamentals	20
Total		100

Markfed Syllabus 2019

English Section Syllabus

- Comprehension passage.
- Fill in the blanks/Cloze Test
- Spellings.
- Synonyms
- Antonyms.
- Idioms and phrases.
- Jumble Sentences
- One word substitutions.
- Spot the error

Punjabi Syllabus

- Comprehension
- Synonyms.
- Verbal Ability.
- Error Detection.
- Vocabulary.
- Grammar.
- Antonyms.

GK/ General Awareness Syllabus

- Current Affairs – National & International.
- Countries & Capitals.
- India and its neighboring countries.
- Important days.
- Science – Inventions & Discoveries
- Abbreviations.
- Sports
- Books and Authors

Numerical Ability/Aptitude Syllabus

- HCM LCF
- Simplifications

- Number Series
- Percentages.
- Ratio and Proportion.
- DI
- Averages.
- Profit and Loss.
- Mensuration.
- Time and Work.
- Time and Distance.

Computer Knowledge Syllabus

- Introduction to Computers
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- Computer Software & Hardware
- Windows.
- The Internet.
- MS Word.
- MS Excel.
- MS PowerPoint.
- Computer Networks.
- PC Software and Office Automation.

Mental Ability/Reasoning Syllabus

- Analogies.
- Logical Problems.
- Analyzing Arguments.
- Statement and Assumption.
- Syllogisms
- Letter and Number Series
- Order and Ranking
- Direction Puzzles
- Blood Relations
- Statement and Argument.
- Logical Deduction Etc.