

Punjab State Co-operative Bank

Clerk & Steno 2021 Course

Crack Punjab State Co-operative Bank
Clerk & Steno 2021 Exam in 1st attempt



Punjab State Cooperative Bank Clerk-cum Data Entry Operator and Steno-Typist 2021 Syllabus

1. COMPUTER APPLICATION:

- Basic computer operations
- classification of computers,
- input devices, output devices,
- Computer hardware and software,
- memory of computer,
- storage, processing of data,
- number system and computer languages,
- operating systems, networking,
- internet and email,
- maintenance and security.

2. REASONING ABILITY:

- Number Series,
- Alphabet Series,
- Test of Direction Sense,
- Coding-Decoding,
- Arithmetical Reasoning,
- Problem on Age Calculation,
- Blood Relations, Analogy, Decision Making
- Non-Verbal Series,
- Mirror Images,
- Cubes and Dice,
- Grouping Identical Figures, Embedded Figures.

3. QUANTITATIVE APTITUDE:

- Number System,
- HCF, LCM,
- Simplification, Decimal Fractions,
- Ratio and Proportions,
- Unitary Method,
- Percentage,
- Time and Distance,
- Time and Work,
- Profit and Loss,
- Average,



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- Simple and Compound Interest,
- Mensuration (2D and 3D),
- Algebra,
- Data Interpretation.

4. GENERAL AWARENESS & BANKING:

- Current Affairs (National and International),
- Major Financial/Economic News,
- Budget and Five Year Plans,
- Who's Who,
- Sports,
- Economy and Geography with special reference to Punjab,
- Awards and Honours,
- Science - Inventions and Discoveries,
- Abbreviations,
- History and culture with special reference to Punjab,
- International and National Organisations.

NOTE: The questions regarding banking and cooperative society act will be general in nature.

5. ENGLISH LANGUAGE:

- Error correction,
- Tenses,
- Sentence rearrangement,
- Fill in the blanks with modals,
- articles and prepositions etc.,
- Comprehension,
- Vocabulary,
- Synonyms, Antonyms

6. Punjabi

ਮੁਹਾਵਰੇ ਅਤੇ ਅਥਾਣ, ਦਿੱਤੇ ਹੋਏ ਵਾਕਾਂਜਾਂ ਸ਼ਬਦਾਂ ਨੂੰ ਸੁਧ ਕਰਨਾ, ਵਾਕਵਟਾਂਦਰਾ (ਵਾਕਾਂ ਨੂੰ ਦਿੱਤੀਆਂ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਬਦਲਣਾ), ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ ਲਗਾਉਣਾ, ਅਗੇਤਰ, ਪਿਛੇਤਰ, ਬਹੁ ਆਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਆਰਥਕ ਸ਼ਬਦ, ਵਿਰੋਧੀ ਸ਼ਬਦ, ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ, ਲਿੰਗ-ਪੁਲਿੰਗ, ਇਕਵਚਨ-ਬਹੁਵਚਨ ਆਦਿ।



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This Course Includes:

- 200+ Classes
- 2000+ Practice Questions
- 200+ Study Notes
- 150+ PDFs
- Green Card Access