



PUNJAB AGRO INDUSTRIES CORPORATION LIMITED

2-A, Sector 28-A, Madhya Marg, Chandigarh

SYLLABUS FOR ENTRANCE TEST FOR THE POST OF JUNIOR SCALE STENOGRAPHER

General Awareness and General Knowledge: General information about the state of Punjab, Economy, Science and Technology, Current Events, Political Awareness/Polity, Persons in News, Places in News, Important Awards & Honours, Sports

Quantitative Aptitude: Numbers, Simplification, HCF & LCM, Percentage, Average, Ratio & Proportion, Profit & Loss, Partnership, Time and Work, Time and Distance, Number Series, Permutations & Combinations.

Reasoning Ability: Analogy / Analogous Problems, Classification, Word formation, Series, Ranking / Arrangement, Coding & Decoding, Distance and Direction, Symbol & Notation, Scheduled Day or Date, Mathematical problem, Problem Solving: Data Analysis.

Computer Awareness: Introduction of Computer and History, Operating Systems, PC and System Software, Computer Network, Computer Devices, Windows, MS Word: MS Excel, Internet Programming Language (HTML/DHTML), Security Aspects for PC, e world, Advanced Technology Regarding Computer, Various uses of Computers.

General Punjabi up to Matric standard

General English: Passage, Common Errors, Sentence Improvement, Fill in the blanks, Antonyms and Synonyms, Use of Propositions, Nouns, Adverbs and Adjectives.