

Syllabus for Computer Operator Examination

Maximum Marks: 100

Time Duration: 60 Minutes

Total Question: 100 (1mark each)

The written test will be of Objective type consisting of

Topics:

SECTION-A

I, II & III – 20 Marks

I General Awareness

This section may consist of questions on Basic Knowledge of the following topics Indian Economy

- Science and Technology
- Current Events
- Political Awareness/ Polity
- Persons in the News
- Places in the News
- Important Awards & Honors
- Sports

II Quantitative Aptitude

The questions might be based on the following topics Numbers

- Simplification
- HCF & LCM
- Percentage
- Average
- Ration & Proportion
- Profit & Loss
- Partnership
- Time and work
- Time and Distance
- Number Series
- Permutations & combinations

III Reasoning Ability

Under this section questions based on

- 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

IV General Punjabi (upto Matric standard)

10 Marks

V General English (upto Matic standard)

10 Marks

The questions in both these section may be asked from the following topics:

- Common Errors
- Sentence Improvement
- Fill in the blanks
- Antonyms and Synonyms
- Use of Prepositions, Nouns, Adverbs and Adjectives.

SECTION – B

Computer Knowledge

60 Marks

- Introduction of Computer and History
- Operating Systems
- PC and System Software
- Computer Net Work
- 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 Computer
- Computer of Future