

Annexure B

CLERK

1. Max. Marks : **95 Marks**
2. Time : **95 Minutes**
3. Question paper will be of Objective Type (**Multiple Choice Questions**).
4. There will be **Four sections** of the Question Paper.
5. Medium of Examination shall be English.

Section	Syllabus / Topics covered	Marks	No. of Questions
I	General English of Graduation Level - Verb, Subject-Verb Agreement, Error Correction, Tenses, Sentence Rearrangement, Adverb, Comprehension, Articles, Grammar, Fill in the Blanks, Unseen Passages, Synonyms, Vocabulary, Idioms & Phrases, Antonyms etc.	25	25
II	General Aptitude - Number System, Percentages, Decimal & Fractions, Average, Simplification, Problems on Ages, Profit and Loss, Time and Work, Ratio and Proportions, Time and Distance, HCF & LCM, Simple & Compound Interest, Data Interpretation etc. Number Series, Coding-Decoding, Non-Verbal Series, Number Ranking, Alphabet Series, Directions, Analogy, Arithmetical Reasoning, Blood Relations, Decision Making, Mirror Images, Clocks & Calendars, Cubes and Dice, Embedded Figures etc.	25	25
III	General Knowledge : Questions will be designed to test the ability of the candidate's General Knowledge viz. Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science, Environment, General awareness about Haryana etc	25	25
IV	Basic Computer Knowledge - Fundamental knowledge of computer and its operation. Basic knowledge of Windows , Internet , Electronic mailing system , Microsoft Office etc.,	20	20