

# Syllabus for the post of Clerk/ Computer Assistant/ Statistical Clerk Examination

Maximum Marks: 100

Time Duration: 60 Minutes

Total Questions: 100 (1 mark each)

Negative Marking: 0. 25 Marks for each wrong attempted question

The written test will be of Objective type consisting of

Topics:

**Section A**

**50 Marks**

## General Awareness

This section may consist of questions on basic Knowledge of the following topics

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

## Quantitative Aptitude

The questions might be based on following topics

- Numbers
- Simplification
- HCF & LCM
- Percentage
- Average
- Ratio & Proportion
- Profit & Loss
- Partnership
- Time and Work
- Time and Distance
- Number Series
- Permutations & Combinations

## Reasoning Ability

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

**Section B**

**50 Marks**

**Computer knowledge**

- 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

### General Punjabi upto metric standard

### General English (upto metric standard)

The questions in this section may be asked from the following topics

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

### Pattern of Syllabus for written examination of recruitment of various categories in the department of Health and Family Welfare, Punjab excluding the post of Clerk/ Computer Assistant/Statistical Clerk.

| S. No. | Name of Post                            | Basic and professional Qualification  | Pattern of Syllabus  |
|--------|---|---|--|
| 1.     | Staff Nurse                             | i Should have passed Senior Secondary Part-ii Examination or its equivalent from a recognized university or institution<br>ii Should possess a diploma in General Nursing and Midwifery from recognized university or institution and<br>iii Should be registered with the Punjab Nursing Registration Council established under the Punjab Nurses Registration Act-1932 (Punjab Act No-I of 1932)  | Whole syllabus of diploma in General Nursing and Midwifery.<br>1 <sup>st</sup> year 30 marks<br>2 <sup>nd</sup> year 30 marks<br>final year 40 marks |
| 2.     | Multipurpose Health Worker (Female)     | i Should have passed Matriculation Examination with Science or its equivalent from a recognized university or institution<br>ii Should possess a diploma in Multipurpose Health Worker (Fe-male) from recognized university or institution and<br>iii Should be registered as a Multipurpose Health Worker (Fe-male) with the Punjab Nursing Registration Council established under the Punjab Nurses Registration Act-1932 (Punjab Act No-1 of 1932) | Whole syllabus of diploma in Multipurpose Health Worker (Fe-male)<br>1 <sup>st</sup> year 60 marks<br>final year 40 marks                            |
| 3.     | Medical laboratory Technician Grade - 2 | i Should have passed the Senior Secondary Part-II Examination with Science or its equivalent from a recognized university or institution and<br>ii Should possess a diploma in Medical Laboratory Technology from recognized university or institution.   | Whole syllabus of diploma in Medical Laboratory Technology<br>1 <sup>st</sup> year 40 marks<br>final year 60 marks                                   |
| 4.     | Ophthalmic Officer                      | i Should have passed the Senior Secondary Part-II Examination in Science with Biology as one of the subject or its equivalent from a recognized university or institution and<br>ii Should possess a diploma of Ophthalmic Assistant from recognized university or institution  | Whole syllabus of diploma of Ophthalmic Assistant<br>1 <sup>st</sup> year 40 marks<br>final year 60 marks  |

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| 5. | Operation Theatre Assistant              | <ul style="list-style-type: none"> <li>i. Should have passed the senior secondary Part-II Examination with Science from a recognised University or Institution; and</li> <li>ii. Should possess a diploma in Operation Theater Technique from a recognised University or Institution.</li> </ul>   | <p>Whole syllabus of diploma in Operation Theater Technique</p> <p>1<sup>st</sup> year 40 marks<br/>final year 60 marks</p>  |
| 6. | E.C.G Technician (Electro Cardiographer) | <ul style="list-style-type: none"> <li>i. Should have passed the Senior Secondary Part –II Examination or its equivalent from a recognised University or Institution; and</li> <li>ii. Should possess a diploma in Electro Cardiographer from a recognised University or Institution.</li> </ul>   | 100 marks out of Whole syllabus of diploma in Electro Cardiographer  |
| 7. | Physiotherapist (25 Male 25 Female)      | <ul style="list-style-type: none"> <li>i. Should have passed 10+2 with Science (Physics Chemistry, Biology and English) Pass marks in these subjects are essential.</li> <li>ii. Four and half years Bachelor of Physiotherapy Degree/ Course (B.P.T.) (inclusive of six months compulsory rotatory internship training) from a recognised Institution/University having experience of three years as physiotherapist from reputed institution.</li> </ul>   | <p>Whole syllabus of Bachelor of Physiotherapy Degree/ Course (B.P.T.)</p> <p>1<sup>st</sup> year 20 marks<br/>2<sup>nd</sup> year 20 marks<br/>3<sup>rd</sup> year 20 marks<br/>final year 40 marks</p> |
| 8. | Radiographer                             | <ul style="list-style-type: none"> <li>i. Should have passed the Senior Secondary Part –II Examination in Science (Physics Chemistry and Biology) or its equivalent from a recognised University or Institution; and</li> <li>ii. Should have passed diploma in Radiography from a recognised university or Institution</li> </ul>   | <p>Whole syllabus of diploma in Radiography</p> <p>1<sup>st</sup> year 40 marks<br/>final year 60 marks</p>  |
| 9. | Technical Supervisor                     | <ul style="list-style-type: none"> <li>i. Should have passed the Senior Secondary Part –II Examination in Science (Physics Chemistry, Biology and English) or its equivalent from a recognised University or Institution. Pass marks in these subjects are essential.</li> <li>ii. Degree of Medical Laboratory Technician from a recognised Institution/University.</li> <li>iii. Experience of one year from an reputed institute where blood components are manufactured as Laboratory Technician</li> </ul>                              | <p>Whole syllabus of Degree of Medical Laboratory Technician</p> <p>1<sup>st</sup> year 30 marks<br/>2<sup>nd</sup> year 30 marks<br/>final year 40 marks</p>  |
| 10 | Dialysis Technician                      | <ul style="list-style-type: none"> <li>i. Should have passed the Senior Secondary Part –II Examination in Science (Physics Chemistry, Biology and English) or its equivalent from a recognised University or Institution. Pass marks in these subjects are essential.</li> <li>ii. Should possess a Degree of Medical Laboratory Technician from a recognised university or institution</li> <li>iii. Should have an experience of one year for operating the dialysis machine as dialysis technician from a reputed institution.</li> </ul> | <p>Whole syllabus of Degree of Medical Laboratory Technician</p> <p>1<sup>st</sup> year 30 marks<br/>2<sup>nd</sup> year 30 marks<br/>final year 40 marks</p>  |
| 11 | Drivers                                  | <ul style="list-style-type: none"> <li>i. Should have passed Matriculation Examination or its equivalent from a recognized university or institution</li> <li>ii. Should possess a Licence for driving heavy vehicle and</li> <li>iii. Should have experience of driving heavy transport vehicle for a minimum period of 5 years.</li> </ul>   | <p>Traffic rules and road safety etc – 60 marks and engine maintenance/ mechanism - 40 marks ( said syllabus will be as per knowledge level of driver).</p>  |