



PUNJAB REMOTE SENSING CENTRE

(A Government of Punjab Enterprise)
PAU Campus, Ludhiana – 141 004, Punjab (India)

No.: PRSC/4332

Dated:03-11-2021

NOTICE TO CANDIDATES

This is for the information of all the candidates those applied for the post of **Multi-Tasking Executive (General)** against Advt. No. 04/2021 that an objective type MCQ pattern **written test** for this post is likely to be held in the last week of November 2021 followed by Interview (Only those who qualify in the written test). The tentative syllabus for the written test is attached herewith. The list of eligible candidates for written test shall be uploaded on the website of PRSC shortly. The exact date, time, venue of written examination and interview shall be intimated later on PRSC website www.prsc.gov.in

Attach: Syllabus (1 Page)


Director
(B. Patariya) 03/11/2021
Punjab Remote Sensing Centre



Syllabus for the post of Multi-Tasking Executive (General)

| Sr. No. | Indicative Contents of Syllabus |
|----------------|---|
| 1 | <p>General Knowledge/Awareness (India & Punjab) Current Affairs, History & Geography of India, its Physical Features, Climate, Demography, Its Economic and Social Development, Poverty Alleviation, Economic Planning. Knowledge related to Political and Scientific fields, Sports, Cinema and Literature etc. Important Events, Freedom and Social Movements and their Leaders of India and Punjab. Constitutional & Administrative law, its Features, Central and State Executive, Judicial System, Centre-State Relation Citizenship, Fundamental Rights & Duties of the citizens.</p> |
| 2. | <p>Mental Ability & Quantitative Ability: Problems on Logical thinking, Alphanumeric Series, Coding & Decoding problems, Letter & Number Series, Blood relation puzzles, Odd Man Out problems, Analogy problems, Common Sense Test, problems on Alphabetical Arrangement of Words, Date and Calendar problems, Sense of Direction problems, Ranking and Sitting arrangements.</p> <p>Mensuration of Rectangles, Square, Triangles, Trapezium, Rhombus, Pentagons, Circle etc. Units of measurement land and their conversion. Percentage, Profit and Loss, Interest, Divisibility Test, Simplification Problems, Problems on Ratio & Proportions, Data Interpretation, Time, and Work, Time and Distance, Calendar, Clocks, Trains, Problems on Age</p> |
| 3 | <p>Languages (English and Punjabi) Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, fill in the Blanks, Problem concerning words, Comparison of Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, Gender, Singular and Plural, Idioms and their meanings, Reading comprehension, Spell Checks etc.</p> |
| 4 | <p>Information Technology Basics of Computers, Working of Mobile Phones and personal digital Gadgets, Introduction to wireless technology in day-to-day communication, Fundamentals of Computers and Networks, Internet and Cyber Laws, Malware, Concepts related to GPS, Geo-fencing, understanding emails/SMS/ messengers & tracing, Use of Office Productivity Tools such as MS Word, PowerPoint, spreadsheets, Database Management.</p> |
| 5 | <p>Accounts/Procurement/Stores: Basic questions covering following Topics Accounting Concepts, Book-Keeping (Journal, Ledger, Trial Balance), Financial Accounting, Income Tax, TDS, GST, Methods of Procurement, Inventory Management, Accounting Software like Tally etc</p> |

