

PSCB Punjab State Cooperative Bank Clerk, DEO, Steno, Manager Syllabus 2021



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5. SYLLABUS FOR TEST

I. Syllabus for written examination to be held for the post of **SENIOR MANAGER**

Objective Paper

Sr. No.	Subjects	Marks
1.	Banking	40
2.	Computer application	10
3.	Reasoning ability	10
4.	Quantitative aptitude	10
5.	General awareness	20
6.	English	10
Total		100

Detailed Contents of Syllabus for written examination to be held for the posts of **SENIOR MANAGER.**



1. BANKING

Impact of Government Policy and Regulation on Banking and the Financial-Services Industry, Measuring and Evaluating the Performance of Banks, Prudential Norms, Asset-Liability Management, Managing the Investment Portfolios and Liquidity Positions of Bank, Liquidity and Reserve Management, Managing and Pricing Deposit Services, Providing Loans to Businesses and Consumers, Risk Management, Balance Sheet Management, International Banking, Treasury Management, Economic analysis, Business mathematics, Human resource management, Credit management, Advanced Money, Banking and Cooperative Act.

2. COMPUTER APPLICATION

Basic computer operations, classification of computers, input devices, output devices, Computer hardware and software, memory of computer, storage, processing of data, number system and computer languages, operating systems, networking, internet and e mail, maintenance and security.

3. REASONING ABILITY

This section judges the candidate on their reasoning abilities and mental aptitude. Mentioned below are the various categories across which questions can be asked:

Verbal

Number Series, Alphabet Series, Test of Direction Sense, Coding-Decoding, Number Ranking, Arithmetical Reasoning, Problem on Age Calculation, Blood Relations, Analogy, Decision Making etc.

Non-Verbal

Non Verbal Series, Mirror Images, Cubes and Dice, Grouping Identical Figures, Embedded Figures etc.

4. QUANTITATIVE APTITUDE

This section checks the quantitative and mathematical skills of the candidate. The questions asked in the entrance exam are from the following categories:

Number System, HCF, LCM, Simplification, Decimal Fractions, Ratio and Proportions, Unitary Method, Percentage, Time and Distance, Time and Work, Profit and Loss, Average, Simple and Compound Interest, Mensuration (2D and 3D), Algebra, Data Interpretation.

5. GENERAL AWARENESS

This section tests the candidate on their awareness of the world around them. Questions are asked mainly from the following categories:

Current Affairs (National and International), Major Financial/Economic News, Budget and Five Year Plans, Who's Who, Sports, Economy and Geography with special reference to Punjab, Awards and

Honours, Science - Inventions and Discoveries, Abbreviations, History and culture with special reference to Punjab, International and National Organisations.

6. ENGLISH

The candidates are gauged on the language abilities and understanding of English grammar in this section. Questions are asked mainly from the following categories:

Error correction, Tenses, Sentence rearrangement, Fill in the blanks with modals, Articles and prepositions etc., Comprehension, Vocabulary, Synonyms, Antonyms.

Note: - The above syllabus is indicative of the broad pattern of the examination, there may be some deviation in allocation of marks / weightage across different topics mentioned.

II. Syllabus for written examination to be held for the post of MANAGER

Objective Paper

Sr. No.	Subjects	Marks
1.	Computer application	10
2.	Reasoning ability	15
3.	Quantitative aptitude	15
4.	General awareness and Banking	35
5.	Punjabi	10
6.	English	15
Total		100

II. Syllabus for written examination to be held for the posts of MANAGER: -

1. COMPUTER APPLICATION

Basic computer operations, classification of computers, input devices, output devices, Computer hardware and software, memory of computer, storage, processing of data, number system and computer languages, operating systems, networking, internet and e mail, maintenance and security.

2. REASONING ABILITY

This section judges the candidate on their reasoning abilities and mental aptitude. Mentioned below are the various categories across which questions can be asked:

Verbal

Number Series, Alphabet Series, Test of Direction Sense, Coding-Decoding, Number Ranking, Arithmetical Reasoning, Problem on Age Calculation, Blood Relations, Analogy, Decision Making etc.

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Non Verbal Series, Mirror Images, Cubes and Dice, Grouping Identical Figures, Embedded Figures etc.

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The questions regarding banking and Cooperative Societies Act will be general in nature.

5. PUNJABI

ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ, ਦਿੱਤੇ ਹੋਏ ਵਾਕਾਂਜਾਂ ਸ਼ਬਦਾਂ ਨੂੰ ਸੂਧ ਕਰਨਾ, ਵਾਕਵਟਾਂਦਰਾ (ਵਾਕਾਂ ਨੂੰ ਦਿੱਤੀਆਂ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਬਦਲਣਾ), ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ ਲਗਾਉਣਾ, ਅਗੇਤਰ, ਪਿਛੇਤਰ, ਬਹੁ ਆਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਆਰਥਕ ਸ਼ਬਦ, ਵਿਰੋਧੀ ਸ਼ਬਦ, ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ, ਲਿੰਗ-ਪੁਲਿੰਗ, ਇਕਵਚਨ-ਬਹੁਵਚਨ ਆਦਿ।

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III. Syllabus for written examination to be held for the post of INFORMATION TECHNOLOGY OFFICER

Objective Paper

Sr. No.	Subjects	Marks
1.	Information Technology and Computer Application	45
2.	Reasoning ability	10
3.	Quantitative aptitude	10
4.	General awareness and Banking	15
5.	Punjabi	10
6.	English	10
Total		100

Detailed Contents of Syllabus for written examination to be held for the posts of Information Technology Officer:-The syllabus of IT Officer may include general topics as well as technical ones.

1. Information Technology and Computer Application

In the technical section, shall include questions from areas like Basics of Computer such as WINDOWS OS/DOS.

Questions on Office Applications, RDBMS - Oracle etc. shall also be included. The technical test may also cover questions on below said

1. Database Management (DBMS)
2. Networking
3. Network Security
4. Web Technologies
5. Programming concepts (Basics)
6. Basic hardware (Microprocessor, timer, ALU etc)
7. Internet technologies and other emerging technologies.

Distribution of questions :	• Database Management (DBMS)	14
COMPUTER KNOWLEDGE	• Networking	13
		05

	<ul style="list-style-type: none"> • Web Technology • Programming concepts (Basics) • Network Security • Basic hardware (Microprocessor, timer, ALU etc) 	05 04 04
	Total	45

2. REASONING ABILITY

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5. PUNJABI

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IV. Syllabus for written examination to be held for the post of CLERK-CUM-DATA ENTRY OPERATOR and STENO-TYPISTS

Objective Paper

Sr. No.	Subjects	Marks
1.	Computer application	15
2.	Reasoning ability	15
3.	Quantitative aptitude	15
4.	General awareness and Banking	25
5.	Punjabi	15
6.	English	15
Total		100

IV. Syllabus for written examination to be held for the posts of Clerk-cum Data Entry Operator and Steno-Typist:-

1. COMPUTER APPLICATION

Basic computer operations, classification of computers, input devices, output devices, Computer hardware and software, memory of computer, storage, processing of data,

number system and computer languages, operating systems, networking, internet and e mail, maintenance and security.

2. REASONING ABILITY

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