

**Suggestive Contents of proposed MCQ Question Paper for the Recruitment of
Warders/Matron Prison, Punjab**

Marks: 120

HaryanaJobs.in

Duration: 100 minutes

S.no	Topic	Weightage
1.	Quantitative Ability Number Series, Profit and Loss, Calculation of Interest, Divisibility test, problems on Ratio & Proportions, Percentage problems, problems on Interest, Data Interpretation	15
2.	Information Technology & Computers Basics of Computers, Working of Mobile Phones and personal digital Gadgets, Wireless Technology including 3G, 4G, 5G, Wi-Fi and Bluetooth, Use of hotspots, Fundamentals of Computers and Networks, Internet, Malware, Concepts related to GPS, understanding emails/SMS/messengers, Use of Office Productivity Tools such as MS Word, spreadsheets	25
3.	Reasoning Ability Problems on Logical thinking, Alphanumeric Series, Letter & Number Series, Odd Man Out problems, Analogy problems, Common Sense Test, problems on Alphabetical Arrangement of Words	15
4.	Languages (English/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.	30
5.	General Knowledge/Awareness (India & Punjab) Current Affairs, History & Geography, Its Physical Features, Climate, Demography of India, Its Economic and Social Development, Poverty Alleviation, Economic Planning, Etc. Economic Affairs and Culture, knowledge related to Political and Scientific fields, Sports, Cinema and Literature etc. Important Events, Movements and Leaders of India and Punjab. (Only questions with definitive dates or years, if required)	20
6.	Basic Law & Constitution Features of constitution, Preamble, Fundamental rights, Fundamental Duties, Directive principles of the state policy, structure of Central Government, Powers of Parliament, Procedure of Law making, Roles of President, Vice-President and Prime Minister, Council of Ministers. State Governments – Structure, Powers and functioning, Chief Minister and council of ministers. Governors – Powers and functions Supreme Court of India, High Courts and Subordinate Courts – Structure and Powers. Democracy and elections, Role of Election commission.	15

- Note: 1) The Distribution of marks/questions in each section is indicative. It may vary slightly.
2) The syllabus is broadly classified as above but may vary to some extent.