



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ
ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Ref.No/Reg/PSOU/ 2328

Dated: 16.09.2022

(Important instructions, viz.mode of selection, syllabus, tentative schedule, scheme of test, etc. for the post of Data Entry Operator advertised by Advertisement No. 08/2022)

Mode of Selection

Selection of the candidates for the post of Data Entry Operator will be done in two steps:

- I. Step – 1: Written test.
- II. Step – 2: Typing test

The total number of candidates to be called for the typing test will be five (5) times the number of posts in each category. Typing test shall be of qualifying nature.

Final merit shall be prepared on the basis of marks secured in the written test of all the candidates who will qualify the typing test.

a. Instructions regarding the written test

- i. Written test will contain 100 multiple choice questions (with one correct choice) of one mark each.
- ii. The paper will be of 120 minutes duration.
- iii. In case of a tie of marks in the written test, the same shall be broken on the basis of date of birth. Candidate senior in age shall rank higher in order of merit. In the case of a tie in age also, a candidate getting higher percentage of marks secured at graduation level shall be ranked higher in order of merit.

b. Instructions regarding the Typing test

General Instructions

1. Punjabi and English typing test will be conducted on the Computer using typing software. The type test will be evaluated by the software and the result will be displayed immediately after the test on the screen.
2. Demo software will be uploaded on the website by 20th Sep, 2022.

3. Unicode compliant Raavi font will be used in Punjabi typing test.
4. The duration of the type test will be 10 minutes for each test. The test will be submitted automatically after 10 minutes.
5. The timer will start automatically as soon as any key is pressed on the keyboard and the time will be continuously displayed on the screen.
6. The candidates will be given 2 minutes before the start of test for practice.
7. Candidates will be required to type the paragraph as displayed on the computer screen.
8. Candidates will be able to correct the word using backspace till the time the word is being typed. Once the space bar is pressed after typing the word, next word will be required to be typed and candidates will not be able to use backspace to correct the previous typed word.
9. To qualify the English and Punjabi typing test, candidate must have a minimum Gross speed of 30 WPM. A maximum of 8% mistakes would be allowed to qualify the test which means a minimum of at least 92% accuracy is required in addition to required gross speed to qualify the Punjabi typing test.

Syllabus for the written test

SYLLABUS		
Punjabi	10 questions	10 Marks
English	10 questions	10 Marks
Mental Ability/ Logical Reasoning	20 questions	20 Marks
General Knowledge	10 questions	10 Marks
Domain Knowledge: Computer Proficiency	50 questions	50 Marks
Total	100 questions	100 Marks

1. **ENGLISH (10 Q):** Matriculation level
2. **PUNJABI (10 Q):** Matriculation level
3. **MENTAL ABILITY/ LOGICAL REASONING (20 Q):**

Verbal Reasoning, Blood Relations, Number Series, Data Interpretation, Reasoning Ability: Analogy / Analogous Problems, Distance and Direction, Arithmetical / Numerical ability: Simplification, L.C.M. & H.C.F., Average, Percentage, Profit and Loss, Time and Work.

4. GENERAL KNOWLEDGE (10 Q)


Punjab History, Culture and Geography, Current Affairs of National & International Importance, National and International Sports, Indian History and Indian Geography.

5. COMPUTER PROFICIENCY (50 Q)

Introduction of Computer and History, Basics of Windows Operating Systems, PC and System Software, Computer Devices, Microsoft Office: MS Word, MS Excel, MS PowerPoint, Security Aspects for PC, Various uses of Computers, Fundamentals of Computer Networks, Applications of the internet like: E-mail and Browsing, Various Browsers like WWW (World wide web); hyperlinks; HTTP (Hyper Text Transfer Protocol); FTP (File Transfer Protocol).

Tentative Schedule of the Recruitment Process

Start date of downloading the admit card for written test	28.09.2022
Date of Written Test	08.10.2022
Uploading of question paper and answer key	10.10.2022
Window for filling objection on psou2022@thapar.edu	10.10.2022 to 11.10.2022
Result of Written Test	14.10.2022
Date of Typing Test	19.10.2022


Registrar 16/9/22