

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF  
AUDIT OFFICER**

**Section-I: GENERAL KNOWLEDGE (20 MARKS)**

Current Events – Punjab, National, International, History of India & Punjab. Geography of India & Punjab. General Politics, Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

**Section-II: PROFESSIONAL (35 MARKS)**

Accounting Principles & Procedures, Scrutiny of Record for Audit Purposes, Journal Ledger & Cash book, Adjustment & Depreciation, Preparation and Annual Budget, Financial Planning & Cost Accounting, Heads of Accounts Re appropriation of funds and supplementary Grant, Settlement of Audit Objections, Pensions, Public Procurement Rules-2004. Income Tax Records, Procedure regarding issue of notices, including summons, under different sections of the Income Tax Act-1961, Procedures of collection and Recovery of Taxes under the Income Tax Act-1961, Procedure regarding granting of refunds, Expenditure and Revenue Budget, Internal Audit & Revenue Audit, Procedure for reopening assessments under the Income Tax Act and Wealth Tax Act, Time limitations for finalization if assessments and penalty proceedings under the Income Tax Act and Wealth tax Act.

**COMPUTER (5 MARKS)**

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

**Section-III: ENGLISH GRAMMAR (15 MARKS)**

General English up to 10+2 standard.

**PUNJABI GRAMMAR (5 MARKS)**

General Punjabi up to 10+2 standard.

**Section-IV: GENERAL APTITUDE (20 MARKS)**

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF  
SENIOR SCALE STENOGRAPHER**

**Section-I: GENERAL KNOWLEDGE (20 MARKS)**

Current Events – Punjab, National, International, History of India & Punjab. Geography of India & Punjab. General Politics, Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

**Section-III: GENERAL STUDIES (35 MARKS)**

Indian culture will cover the salient aspects of Art Forms, Literature and Architecture from ancient to modern times, Modern Indian history from about the middle of the eighteenth century until the present significant events, personalities, and issues. The Freedom Struggle - its various stages and important contributors or contributions from different parts of the country. Post independence consolidation and reorganization within the country. History of the world will include events from 18th century such as industrial revolution, world wars, redrawing of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc. - their forms and effect on the society. Salient features of Indian Society, Diversity of India. Role of women and women's organization, population and associated issues, poverty and developmental issues. Effects of globalization on Indian society. Social empowerment, communalism, regionalism & secularism. Salient features of world's physical geography. Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location. Indian Economy and issues relating to planning, mobilization of resources, growth, development and employment. Distribution System- objectives, functioning, limitations, revamping; issues of buffer stocks and food security; Economics of animal-rearing. Land reforms in India. Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth. Infrastructure: Energy, Ports, Roads, Airports, Railways, etc. Investment models. Conservation, environmental pollution and degradation, environmental impact assessment. Disaster and disaster management. Security challenges and their management in border areas; linkages of organized crime with terrorism. Various Security forces and agencies and their mandate.

**COMPUTER (5 MARKS)**

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

**Section-III: ENGLISH GRAMMAR(15 MARKS)**

General English up to 10+2 standard.

**PUNJABI GRAMMAR (5 MARKS)**

General Punjabi up to 10+2 standard.

**Section-IV: GENERAL APTITUDE (20 MARKS)**

Questions of both verbal and non-verbal type, Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF  
FIELD OFFICER**

**Section-I: GENERAL KNOWLEDGE (20 MARKS)**

Current Events – Punjab, National, International, History of India & Punjab. Geography of India & Punjab. General Politics, Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

**Section-II: PROFESSIONAL (35 MARKS)**

Agriculture current affairs, Crop types including horticulture and vegetables, cropping season, the use of herbicides and pesticides and pest management. Important points in horticulture and agriculture. Soil types and fertility green manure, compost and vermicomposting. Preservation of fruits and vegetables, Agriculture economics – Agriculture cost and schemes. Animal husbandry- various animal types and uses as income source, bee culture, sericulture etc. Rural welfare schemes, insurance schemes for agriculture, woman and child development. Sampling Techniques- Simple Random Sampling with and without replacement, Ratio and Regression estimates, Cluster Sampling and Systematic Sampling, Sampling and Non- Sampling errors, Analysis of Time Series components; Measurement of Trend and Seasonal variation. Theory of Index Numbers: Tests of Index numbers- Wholesale and consumer price Index numbers, Interpolation and Extrapolation, Demography-Census, its features and functions, Methods of Census taking, Vital Statistics- Measures of fertility, Crude fertility rates, specific fertility rates, gross and net reproduction rates, Measures of Mortality. Theory of consumer demand using indifference curve technique, Consumer Surplus-Basic concept & measurement, Theory of distribution:- Marginal productivity Theory, Ricardian Theory of Rent, Keynesian Theory of Interest, Pricing under various forms of Market, Theory of production:- Returns to Scale & Returns to Factor, Factors of production & Production functions, Concept of Economic Growth and its measurement, Characteristics and problems of developing economy- Demography and economic development, Rationale of Planning in Developing Countries, Poverty Concepts & Measurement, Unemployment- Concept & Measurement, Objectives & Strategies of Indian Planning, Problems of resource mobilization- Successes & Failures, Decentralization & Role of Panchayati Raj Institutions (PRIs). Planning for Inclusive Growth & Development Schemes, Fiscal and Monetary Policy, Inflation & Deflation, Concepts of National Income, RBI and Developmental Banks. SEBI, Foreign Trade, Balance of Payments, Deficit Financing. Punjab Land Revenue Act-1967, Punjab Land Reforms Act-1972, Hindu Succession Act-1956, Hindu Minority and Guardianship Act-1954, The Benami Transaction (Prohibition) Act- 1988, Limitation Act-1980, The *Land Acquisition (Punjab Amendment) Act-1953*, *Punjab Stamp Rules-1934*. Punjab Registration Manual.

**COMPUTER (5 MARKS)**

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

**Section-III: ENGLISH GRAMMAR (15 MARKS)**

General English up to 10+2 standard.

**PUNJABI GRAMMAR (5 MARKS)**

General Punjabi up to 10+2 standard.

**Section-IV: GENERAL APTITUDE (20 MARKS)**

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF  
SENIOR ASSISTANT**

**Section-I: GENERAL KNOWLEDGE (20 MARKS)**

Current Events – Punjab, National, International, History of India & Punjab. Geography of India & Punjab. General Politics, Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

**Section-II: PROFESSIONAL (35 MARKS)**

Agriculture current affairs, Crop types including horticulture and vegetables, cropping season, the use of herbicides and pesticides and pest control. Important points in horticulture and agriculture. Soil types and fertility green manure, compost and vermicomposting. Preservation of fruits and vegetables, Agriculture economics – Agriculture cost and schemes. Animal husbandry- various animal types and uses as income source, bee culture, sericulture etc. Rural welfare schemes, insurance schemes for agriculture, woman and child development. Sampling Techniques- Simple Random Sampling with and without replacement, Stratified Sampling, Ratio and Regression estimates, Cluster Sampling and Systematic Sampling, Sampling and Non-Sampling errors, Analysis of Time Series components; Measurement of Trend and Seasonal variation. Theory of Index Numbers: Tests of Index numbers- Wholesale and consumer price Index numbers, Interpolation and Extrapolation, Demography-Census, its features and functions, Methods of Census taking, Vital Statistics- Measures of fertility, Crude fertility rates, specific fertility rates, gross and net reproduction rates, Measures of Mortality. Theory of consumers demand using indifference curve technique, Consumer Surplus-Basic concept & measurement, Theory of distribution:- Marginal productivity Theory, Ricardian Theory of Rent, Keynesian Theory of Interest, Pricing under various forms of Market, Theory of production:- Returns to Scale & Returns to Factor, Factors of production & Production functions, Concept of Economic Growth and its measurement, Characteristics and problems of developing economy- Demography and economic development, Rationale of Planning in Developing Countries, Poverty Concepts & Measurement, Unemployment-Concept & Measurement, Objectives & Strategies of Indian Planning, Problems of resource mobilization- Successes & Failures, Decentralization & Role of Panchayati Raj Institutions (PRIs). Planning for Inclusive Growth & Development Schemes, Fiscal and Monetary Policy, Inflation & Deflation, Concepts of National Income, RBI and Developmental Banks. SEBI, Foreign Trade, Balance of Payments, Deficit Financing.

**COMPUTER (5 MARKS)**

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

**Section-III: ENGLISH GRAMMAR (15 MARKS)**

General English up to 10+2 standard.

**PUNJABI GRAMMAR (5 MARKS)**

General Punjabi up to 10+2 standard.

**Section-IV: GENERAL APTITUDE (20 MARKS)**

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF  
SENIOR ASSISTANT ACCOUNTS**

**Section-I: GENERAL KNOWLEDGE (20 MARKS)**

Current Events – Punjab, National, International, History of India & Punjab. Geography of India & Punjab. General Politics, Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

**Section-II: PROFESSIONAL (35 MARKS)**

Average, Number Systems, Percentages, Problems on Trains, Ratio and Proportion, Simplification, H.C.F. and L.C.M, Time and Distance, Problems on Ages, Data Interpretation, Profit and Loss, Simple & Compound Interest, Boats and Streams, Time and Work, Discounts etc.

Agriculture, its importance in national economy. Factors determining agro-ecological zones and geographic distribution of crop plants. Importance of crop plants, cultural practices for cereal, pulses, oilseed, fibre, sugar, tuber and fodder crops and scientific basis for these crop rotations, multiple and relay cropping, intercropping and mixed cropping. Important fruit and vegetable crops of India, method of propagation–Sexual and asexual. Package and practices and their scientific basis. Crop rotation, intercropping, companion crops, role of fruits and vegetables in human nutrition, post-harvest handling and processing of fruits and vegetables. Landscaping and ornamental horticulture, commercial floriculture. Medicinal and aromatic plants. Serious pests and diseases affecting major crops. Principles of control of crop pests and diseases, integrated management. Proper use and maintenance of plant protection equipment. Principles of economics as applied to agriculture. Farm planning and optimum resource–use efficiency and maximising income and employment. Sampling Techniques- Simple Random Sampling with and without replacement, Stratified Sampling, Ratio and Regression estimates, Cluster Sampling and Systematic Sampling, Sampling and Non- Sampling errors, Analysis of Time Series components, Measurement of Trend and Seasonal variation. Theory of Index Numbers: Tests of Index numbers- Wholesale and consumer price Index numbers, Interpolation and Extrapolation, Demography-Census, its features and functions, Methods of Census taking, Vital Statistics- Measures of fertility, Crude fertility rates, specific fertility rates, gross and net reproduction rates, Measures of Mortality.

Meaning, Scope and Methodology, Theory of consumers demand using indifference curve technique, Consumer Surplus-Basic concept & measurement, Theory of distribution:- Marginal productivity Theory, Ricardian Theory of Rent, Keynesian Theory of Interest, Pricing under various forms of Market, Theory of production:- Returns to Scale & Returns to Factor, Factors of production & Production functions, Concept of Economic Growth and its measurement, Characteristics and problems of developing economy- Demography and economic development,



Rationale of Planning in Developing Countries, Poverty Concepts & Measurement, Unemployment- Concept & Measurement, Objectives & Strategies of Indian Planning, Problems of resource mobilization- Successes & Failures, Decentralization & Role of PRIs. Planning for Inclusive Growth & Development Schemes, Fiscal and Monetary Policy, Inflation & Deflation, Concepts of National Income, RBI and Developmental Banks. SEBI, Foreign Trade, Balance of Payments, Deficit Financing.

### **COMPUTER (5 MARKS)**

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

### **Section-III: ENGLISH GRAMMAR (15 MARKS)**

General English up to 10+2 standard.

### **PUNJABI GRAMMAR (5 MARKS)**

General Punjabi up to 10+2 standard.

### **Section-IV: GENERAL APTITUDE (20 MARKS)**

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF  
JUNIOR AUDITOR**

**Section-I: GENERAL KNOWLEDGE (20 MARKS)**

Current Events – Punjab, National, International. History of India & Punjab. Geography of India & Punjab. General Politics. Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

**Section-II: PROFESSIONAL (35 MARKS)**

Nature Scope and Significance of Management and Administration, The modern concept of Management, The process of Management, Process of Control: Production Planning & Control, Quality Control, Inventory Control, Budgetary Control and Cost Control. PERT, CPM and GNATT Charts, Personnel Management: Definition, meaning and Scope, Performance appraisal, Evaluation and Monitoring, Human Resource Planning. Marketing Management : Definition, Meaning and Scope, Marketing Environment in India, Consumer Behavior, Marketing Strategies, Challenges of Marketing In India, Social Responsibilities & Marketing Ethics, Financial Management : Definition, meaning and Scope, Financial Statement, Analysis:, Income & Expenditure Statement, Profit & Loss Account, Balance Sheet, Ratio Analysis, Working Capital Analysis, Fund Flow Statement, Cash Flow Statement, Capital Budgeting/Financial Leverage, Price level Accounting, Cost of Capital & Capital Structure , Issue of Shares & Debentures, Dividend Policy, Bonus , Share Markets: Primary & Secondary, Inventory & Receivable Management, Budgeting & Budgetary Control, Standard costing & Cost Sheets, Marginal Costing and Break Even Analysis, Differential Cost Analysis, Income Tax : Calculation of Income Tax-Salary, Public Finance: Nature Scope and Importance of Public Finance. Registration of Companies- Memorandum of Associations, Articles of Associations, Mergers, Acquisition, Diversification, Expansion, Zero Based Budgeting & Performance Budgeting, Indian Financial System.

**COMPUTER (5 MARKS)**

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

**Section-III: ENGLISH GRAMMAR (15 MARKS)**

General English up to 10+2 standard.

**PUNJABI GRAMMAR (5 MARKS)**

General Punjabi up to 10+2 standard.

**Section-IV: GENERAL APTITUDE (20 MARKS)**

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF  
FIELD SUPERVISOR**

**Section-I: GENERAL KNOWLEDGE (20 MARKS)**

Current Events – Punjab, National, International, History of India & Punjab. Geography of India & Punjab. General Politics, Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

**Section-II: PROFESSIONAL (35 MARKS)**

Number series, Decimal Fraction, Ratio and Proportion, Percentage, Partnership, Simple & Compound Interest, time and work, time and Distance, Permutation and combination, Probability, Data Interpretation and Sufficiency includes Data Table, Pie Charts, Bar Graphs, Line Graphs, Mixed Graphs, etc. Geography, Indian History, Freedom Struggle, Culture & Sports, General Polity, Constitution of India, Economics, General Science, Current Affairs, Important points regarding plants fruits vegetables, Preservation of fruits and vegetables, Types of cropping system, Different Diseases, Seed technology – Different government schemes, Agriculture economics – Agriculture cost and schemes, Various types of agricultural practices, Soil resources, Indian soil, Types of facts ( like humans contents CN ratio etc), Green manures, Animal husbandry and technology, Different varieties of animals, Agriculture small industries like honey daily in the fisheries, Various diseases and its causes, Rural welfare activities in India, Before independence, After independence, Different insurance schemes regarding agriculture, Woman and child development schemes. Punjab Land Revenue Act-1967, Punjab Land Reforms Act-1972, Hindu Succession Act-1956, Hindu Minority and Guardianship Act-1954, The Benami Transaction (Prohibition) Act- 1988, Limitation Act-1980, The Land Acquisition (Punjab Amendment) Act-1953, Punjab Stamp Rules-1934, Punjab Registration Manual.

**COMPUTER (5 MARKS)**

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

**Section-III: ENGLISH GRAMMAR (15 MARKS)**

General English up to 10+2 standard.

**PUNJABI GRAMMAR (5 MARKS)**

General Punjabi up to 10+2 standard.

**Section-IV: GENERAL APTITUDE (20 MARKS)**

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF  
CLERK**

**Section-I: GENERAL KNOWLEDGE (20 MARKS)**

Current Events – Punjab, National, International. History of India & Punjab. Geography of India & Punjab. General Politics. Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

**Section-II: GENERAL STUDIES (35 MARKS)**

History of Modern India and Indian Culture, Geography of India, Indian Polity, Developments in the field of Science & Technology, Communication and Space, Games & Sports, Current Affairs, Geography, Civics, Culture & Heritage – India & Punjab, Geography – India & Punjab, Economy – India, Environmental Studies, Current Affairs – National & International.

**COMPUTER (5 MARKS)**

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

**Section-III: ENGLISH GRAMMAR (15 MARKS)**

General English up to 10+2 standard.

**PUNJABI GRAMMAR (5 MARKS)**

General Punjabi up to 10+2 standard.

**Section-IV: GENERAL APTITUDE (20 MARKS)**

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF  
JUNIOR SCALE STENOGRAPHER**

**Section-I: GENERAL KNOWLEDGE (20 MARKS)**

Current Events – Punjab, National, International. History of India & Punjab. Geography of India & Punjab. General Politics. Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

**Section-II: MATHS (35 MARKS)**

Number series, Decimal Fraction, Ratio and Proportion, Percentage, Partnership, Simple & Compound Interest, time and work, time and Distance, Permutation and combination, Arithmetic Operations, Algebra, Geometry, Statics and Probability, Mean, Median and Mode, Ratios, Direct and Indirect variation, permutation, patterns and sequences, Reasoning.

**COMPUTER (5 MARKS)**

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

**Section-III: ENGLISH GRAMMAR (15 MARKS)**

General English up to Matric standard.

**PUNJABI GRAMMAR (5 MARKS)**

General Punjabi up to Matric standard.

**Section-IV: GENERAL APTITUDE (20 MARKS)**

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF  
DRIVER**

**Section-I: GENERAL STUDIES (20 MARKS)**

Knowledge of Motor Vehicle Act and Traffic Rules, Knowledge of Bus/ Vehicle repair/maintenance, Basic knowledge of first-Aid, History of Modern India and Indian Culture, Geography of India, Indian Polity, Games & Sports, Current Affairs, Culture & Heritage – Punjab, Current Affairs – National & International.

**Section-II: BASIC MATHS (40 MARKS)**

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc

**Section-III: ENGLISH GRAMMAR (20 MARKS)**

General English up to 8<sup>th</sup> standard.

**Section –IV: PUNJABI GRAMMAR (20 MARKS)**

General Punjabi up to 10<sup>th</sup> standard.



**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF  
PEON (Revised on 19-Sep-2016)**

1. General Awareness (Level of 8<sup>th</sup> Standard) – 80 Questions
2. Knowledge of Punjabi (Level of 8<sup>th</sup> Standard) – 20 Questions