SYLLABUS FOR ENTRANCE TEST FOR THE POST OF
AUDIT OFFICER

Section-I: GENERAL KNOWLEDGE (20 MARKS)


Section-II: PROFESSIONAL (35 MARKS)


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)


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, redrawal 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)


Section-II: PROFESSIONAL (35 MARKS)

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)


Section-II: PROFESSIONAL (35 MARKS)


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)


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.


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,

**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)


Section-II: PROFESSIONAL (35 MARKS)


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)


Section-II: PROFESSIONAL (35 MARKS)


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)


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)


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)


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 8th standard.

Section –IV: PUNJABI GRAMMAR (20 MARKS)

General Punjabi up to 10th standard.
SYLLABUS FOR ENTRANCE TEST FOR THE POST OF

PEON (Revised on 19-Sep-2016)

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