

SYLLABUS FOR THE POST OF SENIOR ASSISTANTS/INSPECTORS

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|---|----------------------|------------------|
| English | 5 questions | 05 Marks |
| Punjabi | 5 questions | 05 Marks |
| General Knowledge / Awareness | 15 questions | 15 Marks |
| Mental Ability / Aptitude/ Numerical Ability | 15 questions | 15 Marks |
| Computer Proficiency | 10 questions | 10 Marks |
| Professional (As per prescribed qualifications for job related) | 50 questions | 50 Marks |
| Total | 100 questions | 100 Marks |

LANGUAGE PROFICIENCY (ENGLISH 05 Q, PUNJABI 05 Q)

- i. General English up to 10th standard
- ii. General Punjabi up to 10th standard

GENERAL KNOWLEDGE / AWARENESS (NATIONAL AND INTERNATIONAL) (15 Q): General information about the state of Punjab, Economy, Science and Technology, Current Events, History, Geography, Political Awareness/Polity, Persons in News, Places in News, Important Awards & Honours, Sports.

MENTAL ABILITY / APTITUDE/ NUMERICAL ABILITY (15 Q) Reasoning Ability: Analogy / Analogous Problems, Classification, Word formation, Ranking / Arrangement, Series, Coding & Decoding, Distance and Direction, Symbol & Notation, Scheduled Day or Date, problem based on Ages and Calendar, Data Interpretation. Numbers, Simplification, HCF & LCM, Percentage, Average, Ratio & Proportion, Profit & Loss, Partnership, Time and Work, Time and Distance, Area and Volumes, Trigonometry, Probability, Permutations & Combinations.

COMPUTER AWARENESS (10 Q): Introduction of Computer and History, Operating Systems, PC and System Software, Computer Network, Computer Devices, Windows, Microsoft Office, MS Word, MS Excel, MS PowerPoint, Internet Programming Language (HTML/DHTML), Security Aspects for PC, Various uses of Computers.

PROFESSIONAL (50 QUESTIONS)

| S. No. | Subject/Topics | Questions | Maximum Marks |
|--------|---|-----------|---------------|
| 1. | History and Culture of Punjab | 05 | 05 |
| 2. | Political Economy of Punjab | 05 | 05 |
| 3. | Constitution of India (basic) | 10 | 10 |
| 4. | Basic Tax Calculation | 05 | 05 |
| 5. | The Right to Information Act, 2005 (basic); The Punjab Right to Service Act, 2011 (Basic); and The Punjab Municipal Election Rules, 1994 & Election related knowledge | 10 | 10 |
| 6. | Noting and Drafting | 05 | 05 |
| 7. | The Punjab Municipal Act, 1911 & The Punjab Municipal Corporation Act, 1976 and the Punjab Municipal Accounts Code, 1930 | 10 | 10 |
| | TOTAL | 50 | 50 |