

ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ, ਪੰਜਾਬ  
S.S.S. BOARD, PUNJAB  
ਵਣ ਕੰਪਲੈਕਸ, ਸੈਕਟਰ-68 ਮੋਹਾਲੀ

ਨੰ: 2/8/2020-ਅ2/ 1100

ਮਿਤੀ, ਮੋਹਾਲੀ: 07/06/2021

ਜਨਤਕ ਨੋਟਿਸ

**Plan of Written Examination Clerk Legal (Advt. 03/2021)**

All the aspirants are informed as under with respect to the written test to be conducted for the recruitment of Clerk (Legal) :-

- (i) The Exam will be conducted in MCQ (Multiple Choice Questions) format. OMR sheets will be used for answering the questions.
- (ii) There will be negative marking. Each question carries 1 mark. **For every wrong answer, 1/4th mark would be deducted. The question(s) not attempted will receive no credit or discredit.**
- (iii) The Tentative syllabus is as follows:

**Total Marks: 100**

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1.	<b><u>General Knowledge/Awareness (India &amp; Punjab)</u></b> Current Affairs, History & Geography of India, its Physical Features, Climate, Demography, Its Economic and Social Development, Poverty Alleviation, Economic Planning. Knowledge related to Political and Scientific fields, Sports, Cinema and Literature etc. Important Events, Freedom and Social Movements and their Leaders of India and Punjab. Constitutional & Administrative law, its Features, Central and State Executive, Judicial System, Centre-State Relation Citizenship, Fundamental Rights & Duties of the citizens. , Major personalities in history of Punjab, Punjabi literature, folklore, performing arts and crafts.	10
2.	<b><u>Mental Ability:</u></b> Percentage, Profit and Loss, Interest, Divisibility Test, Simplification Problems, Problems on Ratio & Proportions, Time and Work, Time and Distance, Calender, Clocks, Trains, Problems on Age. Alphanumeric Series, Coding & Decoding problems, Letter & Number Series, Blood relation puzzles, Common Sense Test, problems on Alphabetical Arrangement of Words, Date and Calender problems, Sense of Direction problems, Ranking and Sitting arrangements.	10
3.	<b><u>Languages (English)</u></b> 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.	10
4.	<b><u>(ਪੰਜਾਬੀ):-</u></b> ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ ਸ਼ਬਦ ਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਾਮਾਨਾਰਥਕ/ਵਿਰੋਧੀ ਸ਼ਬਦ, ਨਾਂਵ,	10

	ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।	
5.	<b>Information Technology</b> Basics of Computers, Fundamentals of Computers and Networks, Computer hardware, input/output devices, Malware, Understanding emails/SMS/messengers & tracing, Use of Office Productivity Tools such as MS Word, MS Excel, MS PowerPoint, spreadsheets, Database Management, Legal software.	10
6.	<b>Civil Law :-</b> Law of Evidence, Indian Sale Goods Act, Indian Contract Act, Law of Torts, Civil Procedure Code, Indian Labour Law and Rules, Law of Limitation, Indian Partnership Act, Hindu Law, Specific Relief act, Muslim Personal Law, Law of Registration and Administrative law etc.  <b>Criminal Law:-</b> Criminal Procedure Code, Indian Evidence Act and Indian Penal Code etc.	50

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

ਸਕੱਤਰ

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