

ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ, ਪੰਜਾਬ  
ਵਣ ਭਵਨ, ਸੈਕਟਰ-68, ਐਸ.ਏ.ਐਸ. ਨਗਰ

**ਜਨਤਕ ਨੋਟਿਸ** **govtsarkarivacancy**

**Plan of Written Examination(Advertisement No. 09 of 2021)**

All the aspirants are informed as under with respect to the common written test to be conducted for the recruitment of Senior Industrial Promotion Officer, Block Level Extension officer and Excise & Taxation Inspector :-

- (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, 1/4<sup>th</sup> mark would be deducted. The question(s) not attempted will receive no credit or discredit.**
- (iii) The Tentative syllabus is as follows:

**Total Marks: 120**

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1	<b>General Knowledge/Awareness (India &amp; Punjab):</b> Current Affairs, History & Geography of India, its Economic and Social Development. Knowledge related to Political and Scientific fields, Sports, Cinema and Literature. Important Events, Freedom and Social Movements and their Leaders of India and Punjab. Central and State Executive, Judicial System, Fundamental Rights & Duties of the citizens.	15
2	<b>Numerical Ability:</b> Simplification, Percentage, Number system, LCF and HCF, Ratio and Proportion, Number series, Average, Problems based on Ages, Profit & Loss, Partnership and Mixture, Simple and Compound Interest, Work and Time, Time and Distance. Mensuration and Data Interpretation.	15
3	<b>Reasoning Ability:</b> Verbal reasoning : Coding, Decoding, Analogy, Classification, Series, Direction sense test, relations, mathematical operations, time test, odd man out problems. Non Verbal reasoning : Series, Analogy and Classification.	10
4	<b>Languages (English and Punjabi):</b> Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, Fill in the Blanks, Correction in Sentences, Idioms and their meanings, Spell Checks, etc.	20
5	<b>Information Technology:</b> Basics of Computers, Introduction to wireless technology in day-to-day communication, Fundamentals of Computers and Networks, Internet, Malware, Understanding emails/SMS/ messengers, Use of Office Productivity Tools such as MS Word, PowerPoint, and spreadsheets.	10
6	<b>Punjab History and Culture:</b> Sufis, Saints and Gurus, Sikh Rulers, The British Period, National Movement in Punjab, Punjab in Independent India, Major personalities in history of Punjab, Punjabi literature, performing arts and crafts.	10
7	<b>Taxation:</b> Indian Economy, Economy of Punjab, Niti Aayog, Taxation Rules and Regulations applicable to industries, GST, Customs, Excise, Licensing of Industrial Units.	20
8	<b>Industrial Promotion and Development:</b> Government Industrial Development Policies & Schemes (Centre/State), Industrial Development-Rules & Regulations, Industrial Laws and Acts, Industrial Project Report preparation and Evaluation, Registration procedure of Micro, Small & Medium Enterprises	20

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

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ਸਕੱਤਰ,

ਮਿਤੀ: 17.06.2021

ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ