Plan of Written Examination

All the aspirants are informed as under with respect to the written test to be conducted for the recruitment **of Senior Assistant (Adv.t No. 04 of 2025) Group-B post:-**

1. The Exam will be conducted in MCQ (Multiple Choice Questions) format.
   OMR sheets will be used for answering the questions.
2. The Exam would be of 2 hours duration.
3. Pattern of the written competitive examination is as follows:

Sr. No.	Topic	No. of Questions	Marks (Each Question carries1 mark)	Type of Questions
1	Questions from General Knowledge and Current Affairs, Punjab History and Culture, Logical Reasoning and Mental ability, Punjabi, English, ICT (Annexure-1)	120	120	MCQs (Multiple Choice Questions)
Total		120	120	

4. Note:- (i) There will be negative marking. Each question carries 1 mark. For every wrong answer,1/4th mark i.e. 0.25 marks would be deducted. The question(s) not attempted will receive no credit or discredit.

5. Tentative syllabus for the written examination for the recruitment of Senior Assistant (Advt. No. 04/2025) of Group-B post is annexed at **Annexure-1.**

Annexure-1

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1	**General Knowledge and Current affairs of National and International importance including:** i) Polity issues, ii) Environment issues, iii) Current Affairs, iv) Science and Technology, v) Economic issues, vi) History of India with special reference to Indian freedom struggle movement. vii) Sports. viii) Cinema and Literature. ix) Geography.	30
2	**Punjab History and Culture: -** Physical features of Punjab and its ancient history. Social, religious, and economic life in Punjab Development of Language & Literature and Arts in Punjab, Social and culture of Punjab during Afgan/Mughal Rule, Bhakti Movement, Sufism, Teachings/History of Sikh Gurus and Saints in Punjab. Adi Granth, Sikh Rulers, Freedom movements of Punjab.	20
3	**Logical Reasoning & Mental Ability:** (i) Logical reasoning, analytical and mental ability. (20 marks) (ii) Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation. (05Marks) iii) Data Analysis, Graphic presentation charts, tables, spreadsheets. (05 Marks)	30
4	**ਪੰਜਾਬੀ:-** ਸੁੱਧ-ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਰਥਕ/ਵਿਰੋਧੀਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।	15
5	**English:-** 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, Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentence, etc.	15
6	**ICT:-** Basic of computers, Network & Internet, Use of office productivity tools Word, Excel, Spreadsheet & PowerPoint.	10
	Maximum Marks	**120**