

Plan of Written Examination

*All the aspirants are informed as under with respect to the written test to be conducted for the recruitment of **Driver (Advt. 04 of 2025) Group-C 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 30 minutes duration.*
3. *The Exam will consist of two parts (Part A, Part B and Part C) as follows:-*

(a) Part A:- Qualifying test of Punjabi Language equivalent to Matriculation standard as per Notification No. G.S.R.72 / Const. / Art.309/Amd..(22)/2022, dated:28.10.2022.

Part	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
A	Punjabi (Qualifying Nature) (Annexure-1)	50	50	MCQs (Multiple Choice Questions)

Note:- (i)There will be no negative marking in Part-A.

(ii) Part 'B' and Part 'C' combined will be evaluated only if a candidate scores minimum 50% marks (i.e 25 marks) in Part 'A'.

Part	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
B	Questions from General Knowledge and Current Affairs, Punjab History and Culture, Logical Reasoning and Mental ability, Punjabi, English, ICT, (Annexure-2)	40	40	MCQs (Multiple Choice Questions)
C	Questions from the Subject (Annexure-3)	60	60	MCQs (Multiple Choice Questions)
	Total	100	100	

4. *There will be negative marking in Part B and Part C. Each question carries 1 mark. For every wrong answer, 1/4th mark i.e. 0.25 mark 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 **Driver (Advt.04 of 2025)** is annexed at Annexure-1 and Annexure-2 and Annexure-3.*

Annexure-1 (Punjabi Syllabus)

Part-A (Punjabi Qualifying Exam)

1. ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ:-

ਸ਼੍ਰੀ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਰਾਮਦਾਸ ਜੀ,

ਸ਼੍ਰੀ ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ।

2. ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ।

3. ਮੁਹਾਵਰੇ।

4. ਅਖਾਣ।

5. ਸਬਦ ਦੇ ਭੇਦ।

6. ਅਗੇਤਰ/ਪਿਛੇਤਰ।

7. ਵਚਨ ਬਦਲੋ ਤੇ ਲਿੰਗ ਬਦਲੋ।

8. ਵਿਸ਼ਵਾਸ ਚਿੰਨ੍ਹ।

9. ਸ਼ਬਦਾਂ / ਵਾਕਾਂ ਨੂੰ ਸ਼ੁਣ ਕਰਕੇ ਲਿਖੋ।

10. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸ਼ੁਣ ਰੂਪ।

11. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸ਼ੁਣ ਪੰਜਾਬੀ ਰੂਪ।

12. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।

13. ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।

14. ਪੰਜਾਬ ਦੇ ਸਭਿਆਚਾਰ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।

Annexure-2

Part- B

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1.	<p>General Knowledge and Current affairs of National and International importance including:</p> <ul style="list-style-type: none"> (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 	10
2.	<p>Punjab History and Culture:-</p> <p>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.</p>	5
3.	<p>Logical Reasoning & Mental Ability:</p> <ul style="list-style-type: none"> (i) Logical reasoning, analytical and mental ability. (05 Marks) (ii) Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation. (03 Marks) (iii) Data analysis, Graphic presentation charts, tables, spreadsheets. (02 Marks) 	10
4.	<p>ਪੰਜਾਬੀ:-</p> <p>ਸ਼ੁਣ-ਅਣ੍ਣਾਂ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਰਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।</p>	5
5.	<p>English:-</p> <p>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 Sentences, etc.</p>	5
6.	<p>ICT:-</p> <p>Basics of computers, Network & Internet, Use of office productivity tools Word, Excel, Spreadsheet & PowerPoint.</p>	5
	Maximum Marks	40

Annexure-3

Part-C

Number of Questions 60

Maximum Marks 60

Questions on Driving Technique & Motor Car Mechanism shall aim at testing the candidate's knowledge of driving skills and procedures, duties of drivers, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, Vehicle & Environmental Pollution i.e. Petrol and Diesel Vehicle, CNG Operated Vehicle, Noise Pollution, etc., Knowledge of Maintenance of Vehicle i.e. tyre pressure, battery water level, quantity & grade of oils to be used, coolant, the tension of belts/hose pies, etc.

Plan of Written Examination

All the aspirants are informed as under with respect to the written test to be conducted for all the recruitment of **Clerk (Group-C post)** under Advertisement No. 04 of 2025:-

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 30minutes duration.

3. The Exam will consist of two parts (Part A and Part B) as follows:

(a) **Part A:-** Qualifying test of Punjabi Language equivalent to Matriculation standard as per Notification No G.S.R 72/Const./ Art. 309/Amd.(22)/2022, dated: 28.10.2022.

Part	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
A	Punjabi (Qualifying Nature) Annexure-1)	50	50	MCQs (Multiple Choice Questions)

Note:- (i) There will be no negative marking in Part-A.

(ii) Part 'B' will be evaluated only if a candidate scores minimum 50% marks (i.e. 25 marks) in Part 'A'.

(b) Part-B:- Part-B will consist of Questions from General Knowledge and current Affairs, Punjab History and Culture, Logical Reasoning & Mental Ability, Punjabi, English and ICT

Part	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
B	Questions from General Knowledge and Current Affairs, Punjab History and Culture, Logical Reasoning & Mental Ability, Punjabi, English and ICT (Annexure-2)	100	100	MCQs (Multiple Choice Questions)
Total		100	100	

Note:- (i) There will be negative marking in Part-B. Each question carries 1 mark. For every wrong answer, $1/4^{\text{th}}$ mark would be deducted. The question(s) not attempted will receive no credit or discredit.

ii) The merit list of candidates, who will qualify Part-'A', will be prepared on the basis of marks secured by candidate in Part-'B'.

(i) The merit list of candidates, who will qualify Part-'A', will be prepared on the basis of marks secured by candidates in Part-B.

4. Tentative syllabus for the written examination for the recruitment of Clerk (Group-C post) is annexed at Annexure-1 and 2.

Part-A (Punjabi Qualifying Exam)

1. ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ:-
ਸ੍ਰੀ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਰਾਮਦਾਸ ਜੀ,
ਸ੍ਰੀ ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ।
2. ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ।
3. ਮੁਹਾਵਰੇ।
4. ਅਖਾਣ।
5. ਸ਼ਬਦ ਦੇ ਭੇਦ।
6. ਅਗੋਤਰ/ਪਿਛੇਤਰ।
7. ਵਚਨ ਬਦਲੋ ਤੇ ਲਿੰਗ ਬਦਲੋ।
8. ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ।
9. ਸ਼ਬਦਾਂ/ਵਾਕਾਂ ਨੂੰ ਸੁਧਾਰਕ ਕਰਕੇ ਲਿਖੋ।
10. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸੁਧਾਰਕ ਰੂਪ।
11. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸੁਧਾਰਕ ਪੰਜਾਬੀ ਰੂਪ।
12. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
13. ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
14. ਪੰਜਾਬ ਦੇ ਸੱਭਿਆਚਾਰ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।

Annexure-2

Part B

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.	25
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.	17
3	Logical Reasoning & Mental Ability: (i) Logical reasoning, analytical and mental ability. (17 marks) (ii) Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation. (04 Marks) (iii) Data analysis, Graphic presentation Charts, tables, Spreadsheets (04 Marks)	25
4	ਪੰਜਾਬੀ:- ਸੁਧ-ਅਸੁਧ, ਸ਼ਬਦਜੋੜ, ਅਗੋਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਰਥਕ/ਵਿਰੋਧੀਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਇ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।	13
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.	12
6	ICT:- Basic of computers, Network & Internet, Use of office productivity tools Word, Excel, Spreadsheet & PowerPoint.	08
	Maximum Marks	100

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 carries 1 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, $1/4^{\text{th}}$ 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> (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-ਅਸੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਰਥਕ/ਵਿਰੋਧੀਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਰਨ, 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