i. **Section Officers/Estate Officer/Executive Officer**
   **Rent collector/Assistant EOs/ Clerks**
   **Senior Assistants**
   Duration of test: 3 hours

| Section | Number of Questions | Marks | Min Qualifying marks |
|---|---|---|---|
| Logical Reasoning, Mental Ability and English Comprehension | 40 | 160 | 64 |
| Current Affairs & General Knowledge including History, General Science, Geography, Polity, Economy | 50 | 200 | 80 |
| The Waqf Act, 1995 (as amended till date), The Punjab Waqf Rules, 2018, Waqf property (Lease Rules), 2014 (as amended till date) | 10 | 40 | 16 |
| **Total - (a)** | **100** | **400** | |
| Urdu Language Test (Only qualifying nature)#(**Not to be included for merit determination**) | 25 | 100 | 40 |
| **Total** | **125** | **500** | |
| **Interview- (b)** | | **70** | |
| **Total Marks** | | **570** | |
| **Total marks for final merit- (a+b)** | | **470** | |

ii. **Accounts Clerk**
   **Legal Support assistants/ Officers**
   Duration of test: 3 hours

| Section | Number of Questions | Marks | Min Qualifying marks |
|---|---|---|---|
| Logical Reasoning, Mental Ability and English Comprehension | 40 | 160 | 64 |
| Domain related* | 50 | 200 | 80 |
| The Waqf Act, 1995 (as amended till date), The Punjab Waqf Rules, 2018, Waqf property (Lease Rules), 2014 (as amended till date) | 10 | 40 | 16 |
| **Total - (a)** | **100** | **400** | |
| Urdu Language Test (Only qualifying nature)#(**Not to be included for merit determination**) | 25 | 100 | 40 |
| **Total** | **125** | **500** | |
| **Interview- (b)** | | **70** | |
| **Total Marks** | | **570** | |
| **Total marks for final merit- (a+b)** | | **470** | |

**\*Domain related:**

**For the post of Accounts Clerk:** Special focus on but not limited to Financial accounting, Principles of Economics, Business laws, Tax procedures & practice and Indian tax system with special focus on Income-tax law and Indirect taxation particularly GST, Corporate accounting, Company law, Law of contracts, Money and Banking, Corporate Financing, Management accounting, Cost accounting, e-commerce and Marketing etc.

**For the post of Legal Support assistants/ Officers:** Special focus on but not limited to Constitution of India, Civil procedure Code, CrPC, Evidence Act, The Waqf Act, Prevention of Corruption act, Transfer of Property act, Law of Contracts, Punjab Village (Common Lands) Act, Punjab Land Revenue Act, Punjab security of land tenures act, Specific performance act, Punjab Relief of Indebtedness Act, 1934 etc as amended till date.

iii. **Peon**

Duration of test: 1 hour

| Section | Number of Questions | Marks | Min Qualifying marks |
|---|---|---|---|
| Urdu Language Test (Only qualifying nature) | 50 | 200 | 80 |

**#Urdu Language Test:**

**For all the posts:**
i. Comprehension based on unseen passage
ii. Change the number (Wahid/Jamma:Singular/Plural)
iii. Change the Gender (Jins ki qismain/Muzakkar Monas)
iv. Synonyms (Hum-maeni)
v. Antonyms (Mutzaad/Mutradif)
vi. Idioms and Phrases (Jumle aur Mahavre)

7. **SUBMISSION OF APPLICATION FORMS**

i. Candidates are advised to go through the Instructions carefully before filling up Online Application Form. Request of change/correction in any particular in the online application Form shall not be entertained under any circumstance after the closing of date of receipt of applications. The Board shall not be responsible for any consequence arising out of incorrect filling up of Online Application Form.

ii. Candidates may apply for more than one post by submitting separate application for each post along with separate application fee.

iii. Each Candidate shall fill only one Online Application Form for one post. An attempt by any candidate to fill more than one Online Application Form for one post may result in rejection of all such applications filed by him/her.

iv. Each Candidate shall fill particulars like name, father's name and date of birth etc. as per given in the matriculation or equivalent certificate.

v. Any person trying to upload pseudo application or illegal photographs or any other such material would be proceeded against as per law. IP address of the computer system accessing the Online Application Form shall be noted for security purposes.

vi. Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server

## Quantitative Aptitude

- Simple Equations
- Problems on Numbers
- Averages
- Indices and Surds
- Compound Interest
- Volumes
- Odd Man Out
- Quadratic Equations
- Time and Work Partnership
- Ratio and Proportion
- Boats and Streams
- Probability
- Profit and Loss
- Numbers and Ages
- Mixtures and Allegations
- Mensuration
- Time and Distance
- Problems on Trains
- Areas
- Races and Games
- Permutations and Combinations
- Problems on L.C.M and H.C.F
- Pipes and Cisterns
- Percentages
- Simplification and Approximation
- Simple Interest

## English Language

- Spot the Error,
- Fill in the Blanks,
- Synonyms/Homonyms,
- Antonyms,
- Spellings/ Detecting Mis-spelt words,
- Idioms & Phrases,
- One word substitution,
- Improvement of Sentences,
- Active/Passive Voice of Verbs,
- Conversion into Direct/Indirect narration,
- Shuffling of Sentence parts,
- Shuffling of Sentences in a passage,
- Cloze Passage,
- Comprehension Passage.

## Logical Reasoning

- Coding and decoding
- statement conclusion syllogistic reasoning etc.
- The topics are Semantic Analogy,
- Symbolic/Number Analogy,
- Figural Analogy,
- Semantic Classification,
- Symbolic/Number Classification,
- Figural Classification,
- Semantic Series,
- Number Series,
- Figural Series,
- Problem Solving,
- Word Building,
- Coding & de-coding,
- Numerical Operations,
- symbolic Operations,
- Trends,
- Space Orientation,
- Space Visualization.
- Venn Diagrams,
- Drawing inferences,
- Punched hole/pattern –folding & unfolding,
- Figural Pattern – folding and completion,
- Indexing,
- Address matching,
- Date & city matching,
- Classification of center codes/roll numbers,
- Small & Capital letters/numbers coding,
- decoding and classification,
- Embedded Figures,
- Critical thinking,
- Emotional Intelligence,
- Social Intelligence,
- Other sub-topics, if any.

## General Awareness

- Questions are designed to test the candidate"s general awareness of the environment around him and its application to society.
- Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person.
- The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy, and scientific research.