Plan and Syllabus of Written Examination of Advertisement No 12 of 2026

All the aspirants are informed as under with respect to the written test to be conducted for the recruitment of Group-C post of ***Clerk (Accounts)*** *under* ***Advertisement No. 12 of 2026*** **in the Department of Excise & Taxation Punjab (Field)**

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 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, ICT and Subject related syllabus:-*

Part	**Topic**	**No. of Questions**	**Marks (Each Question carries 1 mark)**	**Type of Questions**
B(i)	**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)**
B(ii)	**Questions from the Syllabus related to Subject (Annexure-2)**	**60**	**60**	**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, 1/4th mark i.e, 0.25 marks would be deducted. The question(s) not attempted will receive no credit or discredit.***

(ii) ***<u>The merit list of only such candidates, who qualify Part-'A', will be prepared on the basis of marks secured by candidate in Part-B.</u>***

4. ***Syllabus for the written examination for the the recruitment of Group-C post of Clerk (Accounts) under Advertisement No. 12 of 2026 in the Department of Excise and Taxation Punjab (Field) is annexed at Annexure-1 and Annexure-2***

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. ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ।

9. ਸ਼ਬਦਾਂ / ਵਾਕਾਂ ਨੂੰ ਸ਼ੁੱਧ ਕਰਕੇ ਲਿਖੋ।

10. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸ਼ੁੱਧ ਰੂਪ।

11. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸ਼ੁੱਧ 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 (i) - General Knowledge, *Punjab History and Culture,* Logical Reasoning Mental Ability, Punjabi, English and ICT.

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*	*10*
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.*	*5*
3.	***Logical Reasoning & Mental Ability:*** *(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.	***ਪੰਜਾਬੀ:-*** **ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀਸ਼ਬਦ, ਨਾਂਵ, 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*
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 Sentences, etc.*	*5*
6.	***ICT:-*** *Basics of computers, Network & Internet, Use of office productivity tools Word, Excel, Spreadsheet & PowerPoint.*	*5*
	Maximum Marks	**40**

Part-B(ii)

Subject Syllabus (Clerk Accounts) *Weightage (Approx.)= 60*

Accounting

Nature and attributes of Financial Statements, Analysis and interpretation of Financial Statements; Techniques of Analysis: Comparative Statements, Common Size Statements, Trend Analysis, Ratio Analysis; Fund Flow Statement and Cash Flow Statement as per Ind AS3. Accounting Standards: Purpose, International harmonisation of financial reporting, Role of IASB, Convergence of Indian accounting standards with IFRS. Indian Accounting Standards (Ind AS).

Corporate Reporting Practices in India and its evaluation. Accounting for Price Level Changes: Nature and Techniques; Accounting for Human Resources: Need, Models for Valuation; Areas of Corporate Social Performance: Measurement and Public reporting of Corporate Social Performance.

Traditional Cost Management System: Concept, Factors Affecting Cost Management, Cost Assignment. Applications of Marginal Costing and Cost Volume Profit analysis for decision making.

Strategic Cost Management (SCM): Concept and Philosophy, Key elements in SCM, Strategic Positioning and Cost Driver Analysis.

Cost Management and Performance Evaluation: Evaluation criteria; Return on Cash Systems; Balanced Score card: Concept, process, implementation of Balanced Score card. Value chain analysis; Activity Based Costing; Target and Life-Cycle Costing; Kaizen Costing; Back Flush Costing.

Budgetary Control: Concept, types and Process. Introduction to Performance Budgeting and Zero Base Budgeting.

Uniform Costing and Inter-Firm Comparison, Responsibility Accounting. International transfer pricing: Meaning, objectives, methods and regulation; Approaches to accounting for foreign currency transactions, Methods of foreign currency translation.

Issues related to consolidation of financial statements of MNCs.

International taxation: Diversity of national tax systems, taxation of foreign source income and double taxation.

Financial Management

Financial Management: Meaning, Scope, and Objectives, Finance Functions: Investment, Financing and Dividend decisions; Capital Budgeting: Nature of Investment Decisions, Investment evaluation criteria: Payback period, Accounting rate of return, Net present value, Internal rate of return, Profitability Index, Capital Rationing, Capital Budgeting under Risk and Uncertainty.

Cost of Capital: Meaning and Significance, Cost of debt, preference capital, equity capital and retained earnings; Weighted average cost of capital.

Financial, operating and combined leverage: their measurement and effect on profit.

Capital Structure: Concept and significance, Theories of Capital Structure, Dividend Policy: Forms of dividend, stability in dividend policy, Dividend theories, Dividends policy in practice.

Working Capital: Meaning, significance and types, Factors affecting working capital requirements, Determining working capital needs, Working capital management, Sources of working capital, Financing of working capital,

International Finance: Concept and Goals; Role of International Finance Manager in an MNC; Globalisation of World Economy; Recent trends. Foreign Direct Investment (FDI) and Multinational Corporations.

Financial System

Financial System: Meaning, nature, structure and role. An overview of Indian Financial System.

Financial Institutions: Banking System in India; Development Banks; Role played by IFCI, SIDBI, SFCS SIDCs in development of Indian economy.

NBFCs: concept, role, and RBI guidelines.

RBI: Organisation, functions, credit creation, credit control, Recent Monetary Policy. NABARD: Role and functions; SEBI: Organisation, Functions.

Financial Markets: Meaning, nature, structure, significance of financial markets, Financial Markets in India

Money market: Meaning, constituents, and functions of money market; Money market instruments; Recent trends in Indian money market.

Capital market: Primary and secondary markets, role and recent developments in Indian Capital Markets. International Stock Exchanges.

Financial Services: Nature and types; Merchant Banking: Role, Services provided by merchant bankers, Structure of Merchant Banking in India, SEBI regulations, recent developments; Underwriting: concept, SEBI regulations.

Mutual Funds: Meaning, types, SEBI guidelines, Current developments; Credit Rating: Meaning, significance, types; SEBI regulations for credit rating, Credit Rating Agencies; Venture Capital: Characteristics, SEBI guidelines, venture capital funds in India; Plastic Money: Concept, various forms of plastic money. Growth and Present Scenario of Plastic Money in India.

Auditing

Auditing: Concept, Nature and limitations of Auditing, Basic Principles governing an audit, Relationship between Accounting and Auditing, Classification of Auditing: Different basis of classification, Internal and External Audit, Statutory and Non-Statutory Auditing, Continuous, Interim and periodic audit.

Auditor's Independence, Threats to Auditor's Independence, Regulatory Framework to ensure auditor's Independence; Standards of Auditing- Overview, Standards on Auditing issued by ICAI.

Company Audit: Preliminaries before commencement of Company Audit, Statutory requirements under Company Act 2013, Concept of true and fair, materiality and audit risk with respect to audit of companies. Company Auditor: Qualification, Disqualification, Appointment, Removal, Remuneration, Audit ceiling: Status, Power, Duties and Liabilities of Auditor.

Auditor Report: Qualifications, Disclaimers, Adverse opinion, Disclosures in reports and certificates. Management Audit; Cost Audit; Different Audits: Environmental Audit, Audit of Banks and Insurance companies, Auditing in EDP Environment.

Business Laws

Law of Contract (1872): Nature of contract, Classification; Offer and acceptance; Capacity of parties; Free consent; Consideration; legality of object; Agreements declared void; Performance of contract; Discharge of contract; Remedies for breach of contract. Special Contracts: Indemnity; Guarantee; Bailment and Pledge. Companies Act, 2013: Concept of Corporation and Legal Entity, Formation of a Company: Memorandum and Articles of Association and their alteration, Doctrine of Ultra Virus, Doctrine of Indoor Management, Prospectus, Shares and Share Capital, Transfer and Transmission of shares.

Borrowing Powers of the company: Fixed and Floating charge.

Management of companies, Directors; Meeting of directors and share holders; Winding up and dissolution.

Negotiable Instruments Act, 1881: Definition, types of negotiable instruments; Negotiation; Holder and holder in due course; Payment in due course; Endorsement and Crossing of Cheque: Presentation of negotiable instrument. Competition Act 2002: Establishment, composition, duties, functions and powers of Competition Commission of India, Provisions relating to anti-competitive agreements.

Tax Laws

Introduction to Direct Tax Laws, Definitions, Basis of Charge-Determination of Residential Status under Income Tax Act 1961, Computation of Income under various Heads (Salaries, House Property, Profits and Gains from Business and Profession, Capital Gains, Income from Other Sources).

Set Off and Carry Forward Losses, Income of other persons to be included in Total Income of the Assessee. Deduction out of Gross Total Income, Computation of Income in case of individuals, HUF, Partnership Firms, Companies.

Introduction to Tax Management: Concept of tax planning; Tax avoidance and tax evasion; Methods of tax planning.

Tax Planning for New Business: Tax planning with reference to location, nature and form of organization of new business.

Special Tax Provisions: Tax provisions relating to free trade zones, infrastructure sector and backward areas; Tax incentives for exporters.

Tax issues relating to Amalgamation and demerger of companies.

Tax Planning and Financial Management Decisions: Tax planning relating to capital structure decision, dividend policy, inter corporate dividends and bonus shares.

Tax Planning and Managerial Decisions : Tax planning in respect of own or lease, sale of assets used for scientific research, make or buy decisions; Repair, Replace, renewal or renovation and shutdown or continue decisions.

Double taxation avoidance agreements; Tax Planning and non-residents; Tax deductions and collection at source, Advance Payment of Tax.