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 for the posts of Clerk I.T. (Advt No. 12 of 2026) Group-C in the Department of Excise and Taxation Punjab(Head Office), Office of Labor Commissioner Punjab and Department of Civil Aviation Punjab :-

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 & Mental Ability, Punjabi, English and ICT (Annexure-2)	40	40	MCQs (Multiple Choice Questions)
B (ii)	Questions from the Syllabus related to Subject	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 would be deducted. The question(s) not attempted will receive no credit or discredit.**

(ii)<u>The merit list of candidates, who will 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 recruitment of **<u>Clerk I.T. (Advt No. 12 of 2026)</u>** Group-C post of Excise and Taxation Department Punjab(Head Office), Office of Labor Commissioner Punjab and Department of Civil Aviation Punjab is annexed at Annexure-1 and 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

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 I.T.)

Fundamentals of Computer: Basic of computers, network & internet, email, use of office productivity tools like Word, spreadsheet & presentation.

Operating System: Structure and Architecture of Operating system, basic function. Types of operating system: multi-user, multitasking, parallel, real time, time sharing and distributed. Process Management: process, states, threads, pre-emptive & non-pre-emptive scheduling, Scheduling algorithm. Concurrency Control: Concurrency, synchronization & Deadlocks, Memory Management: Memory management requirements, memory partitioning, memory allocation, allocation strategies, concept of virtual memory, page replacement policies, & threshing. I/O Management:I/O devices, disk scheduling, I/O Buffering, Inter Process Communication, Virtualization basics.

DBMS: DBMS, RDBMS, Characteristics of DBMS, Architecture of DBMS and Data Independence, CODD Rules, Data Modelling, ER Model, Relational Data model concepts and constraints, Keys-primary, foreign candidate etc., SQL-DDL, DML, DCL command. Queries and views, indexes & constraints, Normalization-1NF, 2NF, 3NF, 4NF, BCNF, 5NF. Transaction, concurrency control and recovery techniques. NoSQL databases.

Computer Organizastion: Digital Logic, Boolean algebra, K-Maps, Flip flops, combination circuit-adders, multiplexers, de-multiplexer, sequential circuit, Computer system, memories, IO organization, process organization, instruction format, control unit, multiprocessing and multi-core computers.

Data Structure: Data structure, time and space complexity, data types, link list and its operations like insert, delete etc. double & circular linked list and their operations, Stack & its operation (push and pop), infix to post fix conversion, infix/postfix evaluation, queues and their operation, array and its representation, sorting algorithms (selection/bubble/sort, insertion, quick, merge, shell, radix, etc.), searching algorithm : linear, binary etc. Trees and their representation. Properties of trees, binary tree.

Programming skills: Basics of problem solving, providing solution to problem using flowchart, algorithm and pseudocode.

C Programming: Basic of C, data types, variables and their scope, Storage classes, I/O operations, Operators, control structures, looping structures, Array, strings, Functions, pointers, Enum, struct, union, memory management, File handling.

Data communication and computer Networks: Basics of digital communication, Network architecture, physical layer, Medium access protocols, Data-link layer, Network layer, Transport layer and Application layer.

Artificial intelligence (AI): Artificial Neural Networks (ANN), Genetic Algorithms (GA)**,** Natural Language Processing, Knowledge Representation, Multi-Agent Systems.