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 ***Clerk (Legal) Group-C (Advt 12 of 2026).***

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 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.

5. *Syllabus for the written examination for the recruitment of* ***Clerk (Legal) (Advt 12 of 2026)*** *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

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 (Legal)

Number of Questions – 60 **Maximum Marks – 60**

Unit-1- The Bhartiya Nagarik Suraksha Sanhita, 2023

Jurisdiction, Constitution and Powers of Criminal Courts; Public Prosecutor, Superior Police Officers and Aid to Magistrates and the Police; Arrest of Persons and Rights of Arrested Persons; Process to compel Appearances- Summons and Warrants, Attachment of Property; Order for Maintenance to Wives, Parents and Children FIR and Commencement of Investigation; Recording of Statements and Confession, Remand of Accused, Bail due to Non-Completion of Investigation and Completion of Investigation; Place of Inquiries and Trial; Complaints to Magistrates and Commencement of Proceeding before Magistrate; Charge: Contents of Charge, Effect of Error or Omission in Charge, Alteration or Addition of Charge, Joinder of Charges against Person or Persons, Exceptions to General Rule of Joinder of Charges; Trial before Court of Session; Trial before Magistrate in Warrant Case, Summons Case and Summary Trial; Plea Bargaining; Bail, Anticipatory Bail, Cancellation of Bail, Bail Bonds; Judgment, Appeals, Reference and Revision; Inherent Powers of High Court.

Unit-II- The Bharatiya Nyaya Sanhita, 2023

Introduction to Criminal Substantive Law; Definitions; General Explanations; General Exceptions; Group Liability and Joint Liability; Punishments; Abetment; Criminal Conspiracy, Attempt; Offences against State; Offences against Public Tranquillity; Offences Relating to Public Servants; Offences relating to Contempt of Lawful Authority of Public Servants; Offences affecting Public Health, Safety and Morals; Culpable Homicide, Murder and Mob Lynching; Causing Death by Negligence, Dowry Death, Attempt to Murder; Organised Crime, Terrorist Act; Hurt, Grievous Hurt; Kidnapping and Abduction; Acid Attack; Criminal Force, Assault, Outraging the Modesty of Woman, Voyeurism and Stalking; Rape- its Aggravated Forms and Punishment; Offences against Property- Theft, Snatching, Extortion, Robbery and Dacoity; Criminal Misappropriation of Property and Criminal Breach of Trust; Receiving of Stolen Property and Cheating.

Unit- III The Bhartiya Sakshya Adhiniyam, 2023

Definitions and Statutory Interpretation, May Presume, Shall Presume, Conclusive Proof etc.; Relevancy of Facts; Admissions; Confessions; Dying Declaration and Statement by Persons who cannot be called as witnesses; Relevancy of Judgments; Expert Testimony; Oral Evidence; Documentary Evidence; Special Provisions for Digital Evidence; Presumptions; Exclusion of oral evidence by documentary evidence; Burden of Proof and Onus of Proof; Estoppel; Competence of Witnesses; Privileged Communications; Examination of witnesses; Effect of improper admission and rejection of evidence.

Unit-IV-Code of Civil Procedure

Decree, Order, Judgement; Jurisdiction- Lack of Jurisdiction, Irregular Exercise of Jurisdiction; Place of Suing; Doctrine of Res Sub-Judice and Res Judicata; Parties to Suit and Frame of Suit Joinder, Misjoinder and Non-Joinder and Objections as to Misjoinder and Non Joinder; Pleadings and Amendment of Pleadings; Plaint; Written Statement; Summoning of Parties Issue & Service of Summons; Appearance of Parties Appearance and Consequences of Non Appearance; Hearing of the Suit -Framing of Issues, Disposal of Suits at First Hearing and Trial; Arrest Before Judgment, Attachment Before Judgment, Appointment of Receiver; Temporary Injunction and Interlocutory Orders; Commissions Appointment, Powers, Functions and Commissions at the instance of Foreign Courts; Suits by (or) Against Government (or) Public Officers; Suits by Indigent Persons, Suits Relating to 2Public Nuisance, Suits Relating to Public

Charities; Appeals First Appeal, Second Appeal, Appeal to Supreme Court; Reference, Review and Revision; General Principles of Execution of Decree and Procedure for Execution; Inherent Powers of Civil Courts; Pleadings and Trial of Commercial Suits in Commercial Courts.

Unit-V-Constitutional Law

Preamble, Preambular Objectives; Nature of Indian Constitution; Federal Features in Constitution of India; Formation of New States and Reorganization of States; Citizenship; Fundamental Rights; Fundamental Duties; Directive Principles of State Policy; Union and Staté Legislature; Money Bills, Finance Bills and Other Bills; Union and State Executive; Judiciary - Supreme Court, High Courts and Subordinate Judiciary; Appointment and Powers of President and Governor; Pardoning Power; Ordinance Making Power; Union-State Legislative, Administrative and Financial Relations; Freedom of Trade, Commerce and Intercourse; Official Language; Amendment of the Constitution; Special Provisions regarding Legislature and Executive of Union Territories; Elections; Services under the Union and States.