

**i. Section Officers/Estate Officer/Executive Officer**

**Rent collector/Assistant EOs/ Clerks**

**Senior Assistants**

Duration of test: 3 hours

<b>Section</b>	<b>Number of Questions</b>	<b>Marks</b>	<b>Min Qualifying marks</b>
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
<b>Total - (a)</b>	<b>100</b>	<b>400</b>	
Urdu Language Test (Only qualifying nature)#(Not to be included for merit determination)	25	100	40
<b>Total</b>	<b>125</b>	<b>500</b>	
<b>Interview- (b)</b>		<b>70</b>	
<b>Total Marks</b>		<b>570</b>	
<b>Total marks for final merit- (a+b)</b>		<b>470</b>	

**ii. Accounts Clerk**

**Legal Support assistants/ Officers**

Duration of test: 3 hours

<b>Section</b>	<b>Number of Questions</b>	<b>Marks</b>	<b>Min Qualifying marks</b>
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
<b>Total - (a)</b>	<b>100</b>	<b>400</b>	
Urdu Language Test (Only qualifying nature)#(Not to be included for merit determination)	25	100	40
<b>Total</b>	<b>125</b>	<b>500</b>	
<b>Interview- (b)</b>		<b>70</b>	
<b>Total Marks</b>		<b>570</b>	
<b>Total marks for final merit- (a+b)</b>		<b>470</b>	

\*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