

**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

on account of heavy load on Internet/Website. No request on this ground shall be entertained for extension in last date of application.

- vii. The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website <http://www.govt.thapar.edu>. Other mean/mode of application (through post, email, fax, deposit of Curriculum Vitae etc.) shall not be accepted.
- viii. Candidates already working in Other Government Departments/Boards/Corporation/PSU's can only apply ONLINE and hard copy of the application form through proper channel should be submitted in the name of CEO, Punjab Wakf Board, SCO 1062-63, Sector 22-B Chandigarh - 160019 through post only within 05 days from the last date of submission of online application form otherwise candidature will be cancelled.
- ix. The candidate must have the following before attempting to fill Online Application Form:
  - a) A valid email account which has not been used for filling Online Application Form by any other Candidate applying for this Examination. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. Two or more Candidates CANNOT share the same email ID. All future correspondence with the Candidate will be made through the registered email ID.
  - b) A mobile phone number which may be used to contact the Candidate. It is not necessary that the Candidate must have mobile connection in his/her name. The Candidate may register any mobile number for communication. More than one Candidate may register the same mobile however, information given on that mobile number shall be deemed to have been delivered to all such Candidates.
  - c) **Scanned copy of a recent passport size photograph** (jpg/jpeg format) as per specification given below:
    - i. Photograph must be a recent passport size colour photograph with light background.
    - ii. While taking photograph please look straight at the camera with a relaxed face.
    - iii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
    - iv. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face in a manner that it obscures the features.
    - v. Size of photograph (jpg/jpeg format) should not exceed **50 KB**.
  - d) **Scanned copy of the signature of the candidate** (jpg/jpeg format), as per specification given below:
    - i. The Candidate has to sign on white paper with black/blue ink pen.
    - ii. The Candidate must sign clearly so that the scanned image is clear because the same shall be used for verification at the time of the examination. Candidates are warned against making someone else sign on their behalf as it would be viewed as an attempt to Impersonate, which may lead to rejection of the candidate's candidature and may result in legal action against such a candidate.
    - iii. The scanned image of the candidate's signature will be used for comparison at all stages of examination and Document Checking. The candidate must maintain uniformity in the format of signatures affixed at various stages of selection process. The signature should be of the usual kind which the candidate uses for official purposes. Any attempt to modify or using confusing signature shall be taken as an effort on the part of the candidate to impersonate or of using some