

## **Final Plan of Written Examination**

All the aspirants are informed as under with respect to the written test to be conducted for the recruitment of **Clerk (Legal)(Advt. No. 02 of 2022)** :-

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
<b>A</b>	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 two sub-sections i.e Section (I) and Section (II) as following:-

Part	Section	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
B	(I)	Questions from the Subject (Annexure-2)	70	70	MCQs (Multiple Choice Questions)
	(II)	Questions from General Knowledge, English, Logical Reasoning and Mental ability, Punjabi (Annexure-3)	30	30	
<b>Total</b>			<b>100</b>	<b>100</b>	

**Note:-(i) There will be negative marking in Part-B. Each question carries 1 mark. For every wrong answer, 1/4<sup>th</sup> 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.**

4. Tentative syllabus for the written examination for the recruitment of **Clerk (Legal)** is annexed at Annexure-1,2 and 3.

**Annexure-1 (Punjabi Syllabus)**

**Part-A (Punjabi Qualifying Exam)**

1. ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ:-  
ਸ੍ਰੀ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਰਾਮਦਾਸ ਜੀ,  
ਸ੍ਰੀ ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ।
2. ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ।
3. ਮੁਹਾਵਰੇ।
4. ਅਖਾਣ।
5. ਸਬਦ ਦੇ ਭੇਦ।
6. ਅਗੋਤਰ/ਪਿਛੇਤਰ।
7. ਵਚਨ ਬਦਲੇ ਤੇ ਲਿੰਗ ਬਦਲੇ।
8. ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ।
9. ਸ਼ਬਦਾਂ / ਵਾਕਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖੋ।
10. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸੁੱਧ ਰੂਪ।
11. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸੁੱਧ 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)-Subject Syllabus(Clerk legal)**

#### Unit-1 – Code of Criminal Procedure

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; FIR and Commencement of Investigation; Recording of 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 – Warrant Case, Summons Case and Summary Trial; Bail, Anticipatory Bail, Cancellation of Bail, Bail Bonds; Inherent Powers of High Court.

#### Unit-II – Indian Penal Code

Introduction to Criminal Substantive Law; Definitions; General Explanations; Group Liability and Joint Liability; Punishments; Abetment; Criminal Conspiracy and Offences against the State; Offences Relating to Public Servants; Offences relating to Contempt of Lawful Authority of Public Servants; Offences affecting Public Health, Safety and Morals; Culpable Homicide and Murder; Causing Death by Negligence, Dowry Death, Attempt to Murder and Attempt to commit Suicide; Hurt, Grievous Hurt, Acid Attack; Criminal Force, Assault, Outraging the Modesty of Woman, Voyeurism and Stalking; Rape – its Aggravated Forms and Punishment; Criminal Misappropriation of Property and Criminal Breach of Trust; Receiving of Stolen Property and Cheating.

#### Unit-III – Indian Evidence Act

Definitions and Statutory Interpretation, May Presume, Shall Presume, Conclusive Proof etc.; Relevancy of Facts: Facts Connected with Facts in Issue; Admissions; Confessions; Dying Declaration and Statement by Persons who cannot be called as witnesses; Relevancy of Judgments; Expert Testimony; Oral Evidence; Documentary 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 NonAppearance; 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 Public 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 Re-organization of States; Citizenship; Fundamental Rights; Fundamental Duties; Directive Principles of State Policy; Union and

State 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.

**Annexure-3**

**Part B(II)--General Knowledge, Logical Reasoning and Mental Ability.**

<b>Sr. No.</b>	<b>Indicative Contents of Syllabus</b>	<b>Weightage (Approx.)</b>
1	<p><b>General Knowledge and Current affairs of National and International importance including:</b></p> <p>(i) Political 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) History of Punjab-14<sup>th</sup> century onwards</p>	10
2	<p><b>Logical Reasoning &amp; Mental Ability:</b></p> <p>Verbal reasoning: Coding, Decoding, Analogy, Classification, Series, Direction sense test, relations, mathematical operations, time test, odd man out problems.</p> <p>Non Verbal reasoning: Series, Analogy and Classification.</p> <p>Basic numerical skills, Percentage, Number system, LCM and HCF, Ratio and Proportion, Number series, Average, Problems based on Ages, Profit &amp; Loss, Partnership and Mixture, Simple and Compound Interest, Work and Time, Time and Distance. Mensuration and Data Interpretation.</p>	10
3	<p><b>English:-</b></p> <p>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.</p>	5
4.	<p><b>ਪੰਜਾਬੀ:-</b></p> <p>ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।</p>	5
	<b>Maximum Marks</b>	30

Note:-a) The distribution of marks/question in each section is indicative. It may vary slightly.

b) The syllabus is broadly classified as above but may vary to some extent.

