

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF
DISTRICT MANAGER**

Section-I: GENERAL KNOWLEDGE(15 MARKS)

Current Events – Punjab, National, International, History of India & Punjab. Geography of India & Punjab. General Politics, Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

Section-II: MATHS (10 MARKS)

Arithmetic Operations, Algebra, Geometry, Statics and Probability, Mean, Median and Mode, Ratios, Direct and Indirect variation, permutation, patterns and sequences.

COMPUTER (5 MARKS)

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

Section-III: GENERAL STUDIES(40 MARKS)

Indian culture will cover the salient aspects of Art Forms, Literature and Architecture from ancient to modern times, Modern Indian history from about the middle of the eighteenth century until the present significant events, personalities, issues. The Freedom Struggle - its various stages and important contributors or contributions from different parts of the country. Post-independence consolidation and reorganization within the country. History of the world will include events from 18th century such as industrial revolution, world wars, redrawing of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc. - their forms and effect on the society. Salient features of Indian Society, Diversity of India. Role of women and women's organization, population and associated issues, poverty and developmental issues, urbanization, their problems and their remedies. Effects of globalization on Indian society. Social empowerment, communalism, regionalism & secularism. Salient features of world's physical geography. Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location - changes in critical geographical features (including waterbodies and ice-caps) and in flora and fauna and the effects of such changes. Indian Economy and issues relating to planning, mobilization of resources, growth, development and employment. Distribution System- objectives, functioning, limitations, revamping; issues of buffer stocks and food security; Technology missions; economics of animal-rearing. Land reforms in India. Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth. Infrastructure: Energy, Ports, Roads, Airports, Railways, etc. Investment models. Conservation, environmental pollution and degradation, environmental impact assessment. Disaster and disaster management. Linkages between development and spread of extremism. Security challenges and their management in border areas; linkages of organized crime with terrorism. Various Security forces and agencies and their mandate.

Section-III: ENGLISH GRAMMAR(10 MARKS)

General English up to 10+2 standard.

PUNJABI GRAMMAR (5 MARKS)

General Punjabi up to 10+2 standard.

Section-IV: GENERAL APTITUDE (15 MARKS)

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

SYLLABUS FOR ENTRANCE TEST FOR THE POST OF STATISTICAL ASSISTANT

Section-I: GENERAL KNOWLEDGE (15 MARKS)

Current Events – Punjab, National, International. History of India & Punjab. Geography of India & Punjab. General Politics. Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

Section-II: MATHS (10 MARKS)

Arithmetic Operations, Algebra, Geometry, Statics and Probability, Mean, Median and Mode, Ratios, Direct and Indirect variation, permutation, patterns and sequences.

COMPUTER (5 MARKS)

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

Section-III: PROFESSIONAL (40 MARKS)

Classification and Tabulation of Data, Measures of central Tendency and Dispersion their relative merits and demerits, Theory of Probability, Elementary Knowledge of Theoretical Distributions (Binomial, Poisson and Normal), Correlation and regression- Concept and definition and simple applications, Theory of Attributes- Basic concepts and their applications, Co-efficient and Association and Coefficient of Contingency, Hypothesis Testing- Chi Square Test & T-Test. Sampling Techniques- Simple Random Sampling with and without replacement, Stratified Sampling, Ratio and Regression estimates, Cluster Sampling and Systematic Sampling, Sampling and Non- Sampling errors, Analysis of Time Series components, Measurement of Trend and Seasonal variation. Theory of Index Numbers: Tests of Index numbers- Wholesale and consumer price Index numbers, Interpolation and Extrapolation, Demography-Census, its features and functions, Methods of Census taking, Vital Statistics- Measures of fertility, Crude fertility rates, specific fertility rates, gross and net reproduction rates, Measures of Mortality. Meaning, Scope and Methodology, Theory of

consumers demand using indifference curve technique, Consumer Surplus-Basic concept & measurement, Theory of distribution:- Marginal productivity Theory, Ricardian Theory of Rent, Kenysian Theory of Interest, Pricing under various forms of Market, Theory of production:- Returns to Scale & Returns to Factor, Factors of production& Production functions, Concept of Economic Growth and its measurement, Characteristics and problems of developing economy- Demography and economic development, Rationale of Planning in Developing Countries, Poverty Concepts & Measurement, Unemployment- Concept & Measurement, Objectives & Strategies of Indian Planning, Problems of resource mobilization- Successes & Failures, Decentralization & Role of PRIs. Planning for Inclusive Growth & Development Schemes, Fiscal and Monetary Policy, Inflation & Deflation, Concepts of National Income, RBI and Developmental Banks. SEBI, Foreign Trade, Balance of Payments, Deficit Financing.

Section-III: ENGLISH GRAMMAR (10 MARKS)

General English up to 10+2 standard.

PUNJABI GRAMMAR (5 MARKS)

General Punjabi up to 10+2 standard.

Section-IV: GENERAL APTITUDE (15 MARKS)

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

SYLLABUS FOR ENTRANCE TEST FOR THE POST OF

SECTION OFFICER

Section-I: GENERAL KNOWLEDGE (15 MARKS)

Current Events – Punjab, National, International. History of India & Punjab. Geography of India & Punjab. General Politics. Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

Section-II: MATHS (10 MARKS)

Arithmetic Operations, Algebra, Geometry, Statics and Probability, Mean, Median and Mode, Ratios, Direct and Indirect variation, permutation, patterns and sequences.

COMPUTER (5 MARKS)

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

Section-III: PROFESSIONAL (40 MARKS)

Nature Scope and Significance of Management and Administration, The modern concept of Management, The process of Management, Process of Control: Production Planning & Control, Quality Control, Inventory Control, Budgetary Control and Cost Control. PERT, CPM and GNATT Charts, Personnel Management: Definition, meaning and Scope, Performance appraisal, Evaluation and Monitoring, Human Resource Planning. Marketing Management : Definition, Meaning and Scope, Marketing Environment in India, Consumer Behavior, Marketing Strategies, Challenges of Marketing In India, Social Responsibilities & Marketing Ethics, Financial Management : Definition, meaning and Scope, Financial Statement, Analysis:, Income & Expenditure Statement, Profit & Loss Account, Balance Sheet, Ratio Analysis, Working Capital Analysis, Fund Flow Statement, Cash Flow Statement, Capital Budgeting/Financial Leverage, Price level Accounting, Cost of Capital & Capital Structure , Issue of Shares & Debentures, Dividend Policy, Bonus , Share Markets: Primary & Secondary, Inventory & Receivable Management, Budgeting & Budgetary Control, Standard costing & Cost Sheets, Marginal Costing and Break Even Analysis, Differential Cost Analysis, Income Tax : Calculation of Income Tax-Salary, Public Finance: Nature Scope and Importance of Public Finance. Registration of Companies- Memorandum of Associations, Articles of Associations, Mergers, Acquisition, Diversification, Expansion, Zero Based Budgeting & Performance Budgeting, Indian Financial System.

Section-III: ENGLISH GRAMMAR (10 MARKS)

General English up to 10+2 standard.

PUNJABI GRAMMAR (5 MARKS)

General Punjabi up to 10+2 standard.

Section-IV: GENERAL APTITUDE (15 MARKS)

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF
CLERK**

Section-I: GENERAL KNOWLEDGE (15 MARKS)

Current Events – Punjab, National, International. History of India & Punjab. Geography of India & Punjab. General Politics. Indian Constitution. Science & Technology. Culture & Heritage of India & Punjab. Social Events related to Punjab & India etc.

Section-II: MATHS (10 MARKS)

Arithmetic Operations, Algebra, Geometry, Statics and Probability, Mean, Median and Mode, Ratios, Direct and Indirect variation, permutation, patterns and sequences.

COMPUTER (5 MARKS)

Basics of Computer applications and proficiency in using windows, M.S office, Operating Systems, Internet Basics and usage of Internet

Section-III: GENERAL STUDIES (40 MARKS)

History of Modern India and Indian Culture, Geography of India, Indian Polity, Developments in the field of Science & Technology, Communication and Space, Games & Sports, Current Affairs, Geography, Civics, Culture & Heritage – India & Punjab, Geography – India & Punjab, Economy – India, Environmental Studies, Current Affairs – National & International.

Section-III: ENGLISH GRAMMAR (10 MARKS)

General English up to 10+2 standard.

PUNJABI GRAMMAR (5 MARKS)

General Punjabi up to 10+2 standard.

Section-IV: GENERAL APTITUDE (15 MARKS)

Questions of both verbal and non-verbal type. Analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF
PEON (Revised on 19-Sep-2016)**

1. General Awareness (Level of 8th Standard) – 80 Questions
2. Knowledge of Punjabi (Level of 8th Standard) – 20 Questions

**SYLLABUS FOR ENTRANCE TEST FOR THE POST OF
SWEEPER (Revised on 19-Sep-2016)**

1. General Awareness (Level of 5th Standard) – 80 Questions
2. Knowledge of Punjabi (Level of 5th Standard) – 20 Questions