

**ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ, ਪੰਜਾਬ**  
**S.S.S. BOARD, PUNJAB**  
**ਵਣ ਭਵਨ, ਸੈਕਟਰ-68 ਮੋਹਾਲੀ**

**ਜਨਤਕ ਨੋਟਿਸ**

ਇਸਤਿਹਾਰ ਨੰਬਰ 17 ਆਫ 2021(ਕਲਰਕ), 18 ਆਫ 2021 (ਕਲਰਕ ਆਈ. ਟੀ.) ਅਤੇ 19 ਆਫ 2021 (ਕਲਰਕ ਲੇਖਾ) ਦੀ ਲਿਖਤੀ ਪ੍ਰੀਖਿਆ ਲਈ ਸਿਲੇਬਸ ਹੇਠ ਅਨੁਸਾਰ ਹੈ:-

**ਇਸਤਿਹਾਰ ਨੰਬਰ 17 ਆਫ 2021 (ਕਲਰਕ)**

**Proposed Syllabus**

Sr. No.	Main Topic	Detailed	No. of MCQ
1.	Reasoning Ability	Number & alphabet series, blood relation puzzles, coding decoding, directions, analogies, similarities and differences, symbols and notation, statements, verbal and non-verbal reasoning, odd one out problems.	15
2.	Numerical Ability	Average, Number Systems , Percentage , Ratio and Proportion , Pipes and Cisterns , Problems on Trains , Problems on Ages , H.C.F and L.C.M , Profit & Loss , Time and Distance , Clocks and Calendars , Data Interpretation , Mixture and Allegation , Boats and Streams , Simple Interest & Compound Interest , Time & Work. , Discounts	15
3.	English/Punjabi	Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One word Substitution, Fill in the blanks, Problem concerning words, Comparison of Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, gender, Singular and Plural, Idioms and their meanings, Reading comprehension, Spell Checks etc.	30
4.	General Knowledge	Current Affairs, History & Geography, Its Physical Features, Climate, Demography of India, Its Economic and Social Development, Poverty Alleviation, Economic Planning, Etc. Economic Affairs and Culture, knowledge related to Political and Scientific fields, Sports, Cinema and Literature etc. Important Events, Movements and Leaders of India and Punjab. (Only questions with definitive dates or years, if required)	20
5.	ICT	Basic of computers, network & Internet, email, use of office productivity tools like Word, spreadsheet & presentation	20
6.	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.	20
		Total MCQs	120
		Total Duration	90 minutes
		Maximum Marks	120

Note:- 1) The distribution of marks/questions in each section is indicative. It may vary slightly.

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

ਇਸ਼ਤਿਹਾਰ ਨੰਬਰ 18 ਆਫ 2021 (ਕਲਰਕ ਆਈ.ਟੀ.)

Proposed Syllabus

Sr. No.	Main Topic	Detailed	No. of MCQ
1.	Reasoning Ability	Number & alphabet series, blood relation puzzles, coding decoding, directions, analogies, similarities and differences, symbols and notation, statements, verbal and non-verbal reasoning, odd one out problems.	10
2.	Numerical Ability	Average, Number Systems, Percentage, Ratio and Proportion, Pipes and Cisterns, Problems on Trains, Problems on Ages, H.C.F and L.C.M, Profit & Loss, Time and Distance, Clocks and Calendars, Data Interpretation, Mixture and Allegation, Boats and Streams, Simple Interest & Compound Interest, Time & Work, Discounts	10
3.	English/Punjabi	Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One word Substitution, Fill in the blanks, Problem concerning words, Comparison of Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, gender, Singular and Plural, Idioms and their meanings, Reading comprehension, Spell Checks etc.	20
4.	General Knowledge	Current Affairs, History & Geography, Its Physical Features, Climate, Demography of India, Its Economic and Social Development, Poverty Alleviation, Economic Planning, Etc. Economic Affairs and Culture, knowledge related to Political and Scientific fields, Sports, Cinema and Literature etc. Important Events, Movements and Leaders of India and Punjab. (Only questions with definitive dates or years, if required)	10
5.	ICT	<p><b>Fundamentals of Computer:</b> Basic of computers, network &amp; Internet, email, use of office productivity tools like Word, spreadsheet &amp; presentation, Operating System:</p> <p><b>DBMS:</b> DBMS, RDBMS, Characteristics of DBMS, Architecture of DBMS and Data Independence, CODD Rules, Data Modelling, ER Model, Relational Data model concepts and constraints, Keys-primary, foreign candidate etc., SQL- DDL, DML, DCL command. Queries and views, indexes &amp; constraints, Normalization-1NF, 2NF, 3NF, 4NF, BCNF, 5NF. Transaction, concurrency control and recovery techniques. NoSQL databases.</p> <p><b>Computer Organization:</b> Digital Logic, Boolean algebra, K-Maps, Flip flops, combination circuit-adders, multiplexers, de-multiplexer, sequential circuit, Computer system, memories, IO organization, process organization, instruction format, control unit, multiprocessing and multi-core computers.</p> <p><b>Data Structure:</b> Data structure, time and space complexity, data types, link list and its operations like insert, delete etc. double &amp; circular linked list and their operations, Stack &amp; its operation (push and pop), infix to post fix conversion, infix/postfix evaluation, queues and their operation, array and its representation, sorting algorithms (selection/bubble/sort, insertion, quick, merge, shell, radix etc.), searching algorithm: linear, binary etc. Trees and their representation. Properties of trees, binary tree.</p> <p><b>Programming skills:</b> Basics of problem solving, providing solution to problem using flowchart, algorithm</p>	50

		and pseudocode. <b>C programming:</b> Basic of C, data types, variables and their scope, Storage classes, I/O operations, Operators, control structures, looping structures, Array, strings, Functions, pointers, Enum, struct, union, memory management, File handling.	
6.	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.	20
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Note:- 1) The distribution of marks/questions in each section is indicative. It may vary slightly.

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

ਇਸ਼ਤਿਹਾਰ ਨੰਬਰ 19 ਆਫ 2021 (ਕਲਰਕ ਲੇਖਾ)

### Proposed Syllabus

Sr. No.	Main Topic	Detailed	No. of MCQ
1.	Reasoning Ability	Number & alphabet series, blood relation puzzles, coding decoding, directions, analogies, similarities and differences, symbols and notation, statements, verbal and non-verbal reasoning, odd one out problems.	10
2.	Numerical Ability	Average, Number Systems, Percentage, Ratio and Proportion, Pipes and Cisterns, Problems on Trains, Problems on Ages, H.C.F and L.C.M, Profit & Loss, Time and Distance, Clocks and Calendars, Data Interpretation, Mixture and Allegation, Boats and Streams, Simple Interest & Compound Interest, Time & Work, Discounts	10
3.	English/Punjabi	Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One word Substitution, Fill in the blanks, Problem concerning words, Comparison of Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, gender, Singular and Plural, Idioms and their meanings, Reading comprehension, Spell Checks etc.	20
4.	General Knowledge	Current Affairs, History & Geography, Its Physical Features, Climate, Demography of India, Its Economic and Social Development, Poverty Alleviation, Economic Planning, Etc. Economic Affairs and Culture, knowledge related to Political and Scientific fields, Sports, Cinema and Literature etc. Important Events, Movements and Leaders of India and Punjab. (Only questions with definitive dates or years, if required)	10
5.	ICT	Basic of computers, network & Internet, email, use of office productivity tools like Word, spreadsheet & presentation	15
6.	Finance and Accounts	<b>Financial Accounting:</b> Accounting as a Financial Information System, Accounting Standards, Ind AS, Accounting for Share Capital Transactions including	35

		<p>Bonus Shares, Accounting for issue and redemption of Debentures, Preparation and Presentation of Company Final Accounts.</p> <p><b>Auditing:</b> Meaning and Objectives of Auditing, Company Audit, Standards on Auditing (Basic Knowledge), Vouching, Verification of Assets and Liabilities.</p> <p><b>Cost Accounting:</b> Meaning, Concept and Classification of Cost, Contract and Job costing, operating costing, Marginal Costing- Profit – Volume Ratio, Break – Even Point, Unit Costing, Overhead costing</p> <p><b>Direct Taxation:</b> Basic Concepts of Income Tax – Definitions, Basis of Charge, Computation of Income under various heads, Deductions from gross total income, Advance Tax and Tax Deduction at Source, Filing of return of Income, Knowledge of PAN &amp; TAN</p> <p><b>Indirect Taxation,</b> Concept of Indirect taxes, GST Laws – Basic Concepts, Levy and collection of GST, Registration under GST, Input Tax Credit under GST Regime, Computation of GST, Penalties under GST Law</p> <p><b>Business and Corporate Law,</b> Companies Act, 2013, The Indian Contract Act, 1872, The Indian Partnership Act, 1932, The Sale of Goods Act, 1930, Payment of gratuity act 1972,</p> <p><b>Financial Management,</b> Meaning, Objective and scope of Financial Management, Source of Finance, Capital budgeting, Working Capital management</p>	
7.	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.	20
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ਸਕੱਤਰ

ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ

ਮਿਤੀ: 22/11/2021