Each candidate shall be required to attempt the following Papers as per schedule:

Paper I	SYLLABUS	Number of Questions
Total Duration 2 hours Total number of questions –100 Maximum marks- 400	**Section-1 General Awareness:** Indian Constitution and its features, Central and State Legislature, Executive & Local Government Institutions, Judicial Institutions, History & Culture of India and Punjab, Science & Technology, Indian Economy, Geography & Environment, Current Affairs (National and International) including current legal developments, Awareness of issues concerning Diversity, Ethics & vulnerable sections of society.	**50**
	Section-2 Quantitative Aptitude & Numerical Skills: Numbers & their relations, Simplification, Decimals and Fractions, Ratios and Proportions, Percentage, Average (Mean, Median and Mode), Profit & Loss, Simple & Compound Interest, Time and Work, Mensuration, Speed, Time and Distance, Equations.	**30**
	Section-3 Punjabi Language Skills: Punjabi Language skills including Sentence Completion and Structuring, Error Detection, Vocabulary (Synonyms/ Antonyms, One Word Substitution etc.), Reading Comprehension/Passage, Translation from English to Punjabi, Precis Skills, Fill in the blanks.	**20**

Paper II	SYLLABUS	Number of Questions
Total Duration 2 hours Total number of questions– 100	**Section-1 Logical & Analytical Reasoning and Data Interpretation** Statements & Conclusions, Number and Letter Series, Sequencing, Missing number, Pattern Completion, Order and Ranking, Direction and Distances, Data Sufficiency, Puzzles, Classification & Analogy, Calendars, Relationship Problems, Coding & De-coding, Verbal Reasoning, Non-Verbal Reasoning, Legal Reasoning, Data Interpretation (Graphs, Charts, Tables, Spread sheets etc).	**50**

Maximum marks-400	**Section-2 <u>Digital Literacy & Computer Awareness</u>** Fundamentals of Computers, Basics of Operating Systems, Computer Hardware, MS Office (Word, Excel & PowerPoint), Internet & Worldwide web, Social Media Platforms, Web Search engines, VoIP communication, Mobile Phones (basic conceptual knowledge), Instant Messaging Applications (WhatsApp, Signal etc.), Basics of Data Encryption, Basics of Cyber Security.	**30**
	Section-3 <u>English Language Skills</u> English Language skills, including Sentence Completion and Structuring, Error Detection, Vocabulary (Synonyms/ Antonyms, One Word Substitution etc.), Reading Comprehension/Passage, Translation from Punjabi to English, Precis Skills, Fill in the blanks	**20**

Paper III Total Duration 1 hour Total number of questions - 50 Maximum marks – 50	**Mandatory Qualifying paper of Punjabi Language** equivalent to Matriculation standard comprising of 50 questions carrying one (01) mark each. This paper shall be qualifying in nature with 50% marks as the qualifying criteria. The marks obtained in this Paper shall not be counted for determining merit.	**50**

Note: Each candidate shall be issued Admit Card(s) indicating the specific date, time and venue for candidate's Computer Based Test Papers. The candidate is required to download the Admit Card(s) and bring a hard copy (printout) of the Admit card(s), along with any one prescribed Photo Identity Proof (Aadhaar Card, Indian Driving License, PAN card, Voter Identity card, Indian Passport) for entry to the venue of the Papers.

7.1 <u>Negative Marking</u>

Negative marking for an incorrect answer in Paper I and in Paper II shall be 25% of the marks assigned to a question i.e., 1 mark.

There shall be no negative marking for Paper III, which is the mandatory qualifying paper of Punjabi Language.

7.2 <u>Normalization</u>

As computer based tests would be conducted in multiple shifts, with different sets of questions, for different sets of participants, normalization of scores shall be carried out using the Mean Standard Deviation method using the following formula: