The selection process shall be a 3 (three) stage process consisting of the following:

- **Stage-I**: Stage-I will consist of two common Computer Based Test (CBT), multiple Choice Question (MCQ) type Paper viz. Paper-I and Paper-II, of which Paper-II shall be qualifying in nature.

- **Stage-II**: Stage-II will consist of Physical Screening Test (PST) and Physical Measurement Test (PMT). Both Physical Screening Test and Physical Measurement Test shall be qualifying in nature.

- **Stage-III**: Stage-III will consist of Document Scrutiny.

7. **STAGE–I: Computer Based Test**

   The first stage of the selection process shall be Common Computer Based Test (CBT) comprising of the following:

Paper - I	Paper-I shall comprise of 100 questions carrying one (01) mark each.
Paper - II	Paper-II shall be a mandatory qualifying test of Punjabi language of matriculation standard comprising of 50 questions carrying one (01) mark each with 50% marks as the qualifying criteria. The marks obtained in this Paper shall not be counted for determining merit.

The syllabus and number of questions from various topics is as follows:-

	Section	SYLLABUS			Number of Questions
Paper- I **Duration: 2 hours** **Maximum Marks: 100**	**1.**	**General Awareness**	(i)	Constitution and its features, Central and State Legislature, Executive, Judicial Institutions & Local Government Institutions	35
			(ii)	History, Geography, Culture and Economy of Punjab	
			(iii)	Basics of Science & Technology	
			(iv)	Current Affairs	
	2.	**Quantitative Aptitude and Numerical Skills**	(i)	Simplification	20
			(ii)	Average	
			(iii)	Decimal and Fractions	
			(iv)	Ratio and Proportion	
			(v)	Percentages	
			(vi)	Profit and Loss	
			(vii)	Simple Interest	
			(viii)	Time and Work	
			(ix)	Bar graphs and Line graphs	
	3.	**Mental Ability & Logical Reasoning**	(i)	Number and Letter Series	20
			(ii)	Sequencing	
			(iii)	Statements and Conclusions	
			(iv)	Pattern Completion	
			(v)	Order and Ranking	

		(vi)	Direction and Distances		
		(vii)	Relationship Problems		
	4.	(i)	Reading Comprehension		10
	English Language Skills	(ii)	Punjabi to English Translation		
		(iii)	Sentence rearrangement and correction		
		(iv)	Error Spotting		
		(v)	Fill in the Blanks		
		(vi)	Spelling Correction		
		(vii)	Vocabulary (Synonym, Antonym, one word substitution)		
	Punjabi Language Skills	(i)	ਸ਼ੁੱਧ/ਅਸ਼ੁੱਧ		10
		(ii)	ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀ ਸ਼ਬਦ		
		(iii)	ਪੰਜਾਬੀ ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ		
		(iv)	ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ		
		(v)	ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਤੇ ਇਕ ਸ਼ਬਦ		
		(vi)	ਅਣਡਿੱਠਾ ਪੈਰਾ		
	5.	(i)	Fundamentals of Computers		05
	Digital Literacy & Awareness	(ii)	MS Office (Word, PowerPoint)		
		(iii)	Internet, Worldwide web and Web search engines.		
		(iv)	Email Communication		
		(v)	Mobile Phones(basic conceptual knowledge)		
Paper-II **Duration: 1 hour** **Maximum Marks: 50**	1.	**Mandatory Qualifying paper of Punjabi Language**		Mandatory Qualifying paper of Punjabi Language (equivalent to Matriculation standard)	50

Note1 : Each candidate shall be issued an Admit Card indicating the specific date, time and venue for candidate's Computer Based Test Papers. The candidate is required to download the Admit Card and bring a hard copy (printout) of the Admit card, 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 Examination Centre.

Note2 : No other Identity Proof shall be admissible.

7.1 Negative Marking

There shall be no negative marking.

7.2 Normalization

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:

Normalization mark of jth candidate in the ith Shift $\widehat{M}_{ij}$ is given by

$$\widehat{M}_{ij} = \frac{\overline{M}_t^g - M_q^g}{\overline{M}_{ti} - M_{iq}}(M_{ij} - M_{iq}) + M_q^{gm}$$

M_{ij} = is the actual marks obtained by the jth candidate in i[th] shift.

$\overline{M}_t^g$ = is the average marks of the top 0.1% of the candidates considering all shifts (number of candidates will be rounded-up).

M_q^g = is the sum of mean and standard deviation marks of the candidates in the paper considering all shifts.

$\overline{M}_{ti}$ = is the average marks of the top 0.1% of the candidates in the ith shift (number of candidates will be rounded-up).

M_{iq} = is the sum of mean marks and standard deviation of the ith shift.

M_q^{gm} = is the sum of the mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

Calculation of marks will be up to 5 places of decimal.

7.3   Minimum Marks

After normalization is carried out in the above-mentioned manner, candidates belonging to Scheduled Caste, Backward Class, Economically Weaker Section and Ex-servicemen categories shall be required to score a minimum of 35**%** marks and candidates belonging to other categories shall be required to score a minimum of 40**%** marks, in Paper-I, to be eligible to be considered for the next stage of the selection process.

The candidates shall also be required to score a minimum of 50% percent marks in Paper-II after normalization is carried out to qualify for the next stage of the selection process. The failure to secure minimum 50% marks in Paper-II shall disqualify the candidate for being considered for the next stage of the selection process irrespective of his score in Paper-I.

Note: The marks obtained by a candidate in Paper-II, which is a mandatory qualifying paper of Punjabi Language, shall not be considered in the overall score of the candidate for determining merit.

7.4   Answer Key and Seeking of Objections

Upon completion of the last session of the Computer based tests, the Answer Key shall be uploaded on the Recruitment Portal. Candidates will be given 48 hours to raise objections to the Answer Key. A nominal fee of rupees 50/- shall be charged per objection. The fee shall be refunded, if the objection is sustained.

7.5   Alerts to Candidates

It shall be the responsibility of the candidates to keep themselves abreast of the