

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)** :-

- (i) The Exam will be conducted in MCQ (Multiple Choice Questions) format. OMR sheets will be used for answering the questions.
- (ii) There will be negative marking. Each question carries 1 mark. **For every wrong answer, 1/4th mark would be deducted. The question(s) not attempted will receive no credit or discredit.**
- (iii) The test would be of 2 hours duration.
- iv) Pattern of the written competitive examination is as follows:-

Sr. No.	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
1.	Questions from the Subject (Part A of Syllabus)	90	90	MCQs (Multiple Choice Questions)
2.	Questions from General Knowledge, English, Punjabi, Logical Reasoning and Mental ability (Part B of Syllabus)	30	30	
Total		120	120	

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

Annexure-I

Part A-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; Plaintiff; 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 Reorganization 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-2

Part B--General Knowledge, English, Punjabi, Logical Reasoning and Mental Ability.

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1	<p>General Knowledge and Current affairs of National and International importance including:</p> <ul style="list-style-type: none"> (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. 	10
2	<p>Logical Reasoning & Mental Ability:</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 & Loss, Partnership and Mixture, Simple and Compound Interest, Work and Time, Time and Distance, Mensuration and Data Interpretation.</p>	10
3	<p>English:-</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>ਪੰਜਾਬੀ:-</p> <p>ਸੁੱਧ-ਅਸੁੱਧ, ਸ਼ਬਦ ਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀ</p>	5

	<p>ਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।</p>	
	<p>Maximum Marks</p>	<p>30</p>

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.