

## 5. **AGE**

5.1 **Candidates should not be below 18 years and above 37 years of age as on 01/01/2022.**

5.2 The upper age limit may be relaxed up to 45 years for Punjab Government employees, the employees of its Boards/Corporations/Commissions and Authorities, and all States/Central Government employees.

5.3 The upper age limit is relaxed up to 42 years for Scheduled Castes and Backward Classes of Punjab.

5.4 Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.

5.5 The upper age limit is also relaxed up to 42 years for widows, divorcees and certain other categories of women.

5.6 The upper age limit is also relaxed up to 47 years for "Persons with Disability" of Punjab.

**Note:** Provisions mentioned in Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 amended from time to time may be considered

## 6. **PATTERN AND SCHEME OF COMPETITIVE EXAMINATION FOR SELECTION**

### 6.1 **PROCEDURE FOR SELECTION**

The procedure for selection of candidates for the post of Legal Assistant (Group-B) in the various departments of Government Of Punjab will be as per the following details:-

Subject Matter	No. of Questions	Total Marks
Written Competitive Examination	120	480

The written competitive examination for the post will be scheduled soon.

### 6.2 **PATTERN OF THE WRITTEN COMPETITIVE EXAMINATION**

The pattern for written competitive examination comprising of 120 questions (@ 4 marks for each question) is as follows:

S..No.	Topic	No. of Questions	Marks (Each Question carries 4 marks)	Type of Questions
1.	Questions from the Subject(Part A of Syllabus)	100	400	MCQs (Multiple Choice Questions)
2.	Questions from General Knowledge, Logical Reasoning and Mental ability (Part B of Syllabus)	20	80	
<b>Total</b>		<b>120</b>	<b>480</b>	

#### ***The important points to note:***

1. There will be a **JOINT COMPETITIVE EXAMINATION for 36 posts of Legal Assistant** [01 post in Department of Animal Husbandry, Fisheries And Dairy Development , 02 post in Department Of Excise And Taxation Govt. of Punjab, 11 posts in Department of School

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General Information regarding the 36 posts of Legal Assistant and 3 posts of Law Officer in Various Departments of Government Of Punjab in the year of 2022

Education(Head Office), 22 posts in the Department of School Education (Subordinate Offices)] and **3 posts of Law officer** in Department of Housing and Urban Development(PUDA).

- II. *The question paper will be in English language only.*
- III. *Each question carries **4 marks** and for each correct answer, the candidate will get **4 (four) marks**.*
- IV. *There will be **negative marking** (one mark for each question) in the written examination for questions wrongly answered i.e. for each incorrect answer, **1 (one) mark** will be deducted from the total score*
- V. *To answer a question, the candidate has to find, for each question, the correct answer/ best option.*
- VI. *Answer key will be uploaded on the PPSC website (after written examination), and the candidates will be permitted to raise objections (if any). Candidates will be given four days to deliberate before putting up the objections.*
- VII. *Unanswered/unattempted questions will be given no marks. In case, a question is withdrawn, all candidates will be given **four (04) marks** irrespective of the fact whether the question has been attempted or not attempted by the candidate.*

### 6.3 DURATION OF EXAMINATION

The exam will be of two (02) hours duration.

### 6.4 SYLLABUS OF THE WRITTEN EXAMINATION

The question paper will be based on the given syllabus from the Subject and General Knowledge, , Logical Reasoning & Mental Ability. (**Annexure-VIII**)

### 6.5 MODE OF EXAMINATION

The examination is a pen and paper-based, to be answered on the specially designed machine gradable OMR sheet using ball point pen.

### 6.6 INFORMATION ABOUT EXAM CENTRE

Information about the examination centre(s) will be mentioned on Admit Cards of all candidates. The Public Notice to download the Admit cards will be given on the website of the Commission.

### 6.7 ELIGIBILITY AND SCRUTINY OF APPLICATION FORMS AND TESTIMONIALS

**6.7.1** All candidates who apply for the ibid posts will be treated "provisionally eligible" for appearing in the competitive exam. Acceptance of applications at this stage and allotment of Roll Numbers by PPSC does not indicate acceptance of candidature by the PPSC, since there is no scrutiny of documents before the written exam.

**6.7.2** The scrutiny of application forms shall be done after the conduct of the examination. During the process of scrutiny, the application forms and other relevant documents, certificates, etc. of the candidates shall be examined to determine their eligibility **as on**

## **ANNEXURE (VIII)- Syllabus**

### **Part A -Subject Syllabus**

#### **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; Plaint; Written Statement; Summoning of Parties – Issue & Service of Summons; Appearance of Parties – Appearance and Consequences of Non-Appearance; 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 Re-organization 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.

## **Part-B**

### **General Knowledge, Logical Reasoning & Mental Ability**

#### **(a) General Knowledge and Current affairs of National and International importance including:**

- (i) Economic issues.
- (ii) Polity issues.
- (iii) Environment issues
- (iv) Science and Technology.
- (v) Any other current issues.
- (vi) (a) History of India with special reference to Indian freedom struggle movement  
(b) History of Punjab- 14th century onwards

#### **(b) Logical Reasoning & Mental Ability**

- (i) Logical reasoning , analytical and mental ability
- (ii) Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation.
- (iii) Data analysis, Graphic presentation charts, tables, spreadsheets.