



PUNJAB PUBLIC SERVICE COMMISSION

SUBJECT: RECRUITMENT TO 01 POST OF CASHIER (LUMP SUM) ON CONTRACT BASIS FOR THE PERIOD OF 03 YEARS IN PUNJAB LAND RECORD AUTHORITY (CASE NO. 42H2021)

SYLLABUS

One paper MCQ type Written Test of 100 marks and 90 minutes duration.

The syllabus for written test is as under:

A. Job relating questions (80%)

1. Handling of Cash/daily expenditures.
2. Record keeping/cash/bank vouchers/bills.
3. Maintaining of cash
4. Withdrawal of cash from state bank through cheques.
5. Reconciliations with bank/treasury.
6. Maintaining of Budget control register.
7. Finance Rules volume-0I (with amendments).

B. Question relation to General knowledge (20%)

Including Pakistan Studies, Current Affairs, Geography, Basic Mathematics, English, Urdu, Everyday Science & Basic Computer Studies.

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