

District Hamirpur, Himachal Pradesh – 177001 | Website: hprca.hp.gov.in

EXAMINATION SYLLABUS & PATTERN

Post: **Panchayat Secretary (Job Trainee)** | Post Code: **26005** | Department: **Panchayati Raj, HP (Zila Parishad Cadre)**

Advertisement No. 04/2026 | Dated: 28.02.2026 | Total Vacancies: 119 | Last Date to Apply: **04.04.2026**

Note: This syllabus is based on Advertisement No. 04/2026 issued by HPRCA, Hamirpur. The official notification defines subject areas in broad terms. Candidates are advised to visit hprca.hp.gov.in regularly for any updated or revised syllabus notification prior to the examination.

1. EXAMINATION PATTERN

S.No.	Parameter	Details
1	Mode of Examination	Computer Based Test (CBT) / OMR-based Written Test
2	Type of Questions	Objective Type – Multiple Choice Questions (MCQ)
3	Total Questions	120 Questions
4	Total Marks	120 Marks (1 mark per question, no negative marking mentioned)
5	Duration	1½ Hours (90 Minutes)
6	Minimum Qualifying Marks	45% for General / UR 40% for SC / ST / OBC / WFF (may be relaxed up to 5% if adequate candidates not available)
7	Score Normalization	Z-Score Method (Mean & Standard Deviation) applied if exam is held in multiple shifts
8	Stage 2 – Typing Test	Mandatory and Qualifying in nature . Conducted after CBT shortlisting. Does not add to merit.
9	Final Merit	Based on CBT score only (Typing Test is qualifying)

2. SECTION-WISE QUESTION DISTRIBUTION

Part	Section	Subject Area	Standard	Approx. Qs.
I	Subject Specific	Panchayati Raj, Rural Development, Governance & Accounts at Graduation level	Bachelor's Degree Level	50–60
II(a)	HP GK & Current Affairs	HP History, Geography, Economy, Culture, HP Govt. Schemes, Current Affairs	General Level	25–30
II(b)	General Aptitude	Everyday Science, Logical Reasoning, Social Science, General English & General Hindi	Matric Standard	30–40
		TOTAL		120

3. DETAILED SYLLABUS

PART I – SUBJECT SPECIFIC (Bachelor's Degree Level)

Questions will be asked from subjects/fields up to the level of the prescribed essential qualification i.e. **Bachelor's Degree**. Since the post is for Panchayat Secretary under Department of Panchayati Raj, HP (Zila Parishad Cadre), the following topics are relevant:

A. Panchayati Raj System & HP Panchayati Raj Act, 1994

- 73rd Constitutional Amendment Act, 1992 – provisions, significance and implementation
- Three-tier Panchayati Raj: Gram Panchayat, Panchayat Samiti, Zila Parishad – composition and functions
- HP Panchayati Raj Act, 1994 – important provisions, powers and functions of Gram Panchayat
- Role and duties of Panchayat Secretary – record keeping, meeting proceedings, accounts, correspondence
- Gram Sabha & Ward Sabha – composition, quorum, functions and meetings
- Election of Panchayat members – reservation, disqualification, State Election Commission
- Standing Committees of Gram Panchayat
- Devolution of 3 Fs (Funds, Functions, Functionaries) to Panchayats
- District Planning Committee (DPC) – role and composition
- Part IX of Constitution – Articles 243 to 243O (critical section for this post)

B. Rural Development Schemes & Programmes

- MGNREGS – objectives, job card, social audit, wage provisions
- PM Awas Yojana – Gramin (PMAY-G) – eligibility, components, implementation
- Pradhan Mantri Gram Sadak Yojana (PMGSY) – rural road connectivity norms
- Swachh Bharat Mission – Gramin – ODF status, solid waste management
- National Rural Livelihood Mission (NRLM/Ajeevika) – SHGs, bank linkage, skill training
- 15th Finance Commission – grants to Panchayats (tied and untied funds)
- Digital India & e-Gram Swaraj Portal – online Panchayat accounting and reporting
- RTI Act 2005 – application in Panchayat context
- Social Audit of Panchayat works – process and importance
- HP State rural development programmes and HP planning process at village level

C. Panchayat Accounts, Finance & Record Management

- Sources of Panchayat income – own taxes, government grants, devolved funds
- Panchayat budget – preparation, approval and execution
- Cash Book, Register of Works, Asset Register, Demand Register – maintenance
- Expenditure rules and financial propriety applicable to Gram Panchayats
- Internal and external audit of Panchayat accounts
- e-Gram Swaraj Portal – online accounting, reporting and asset management
- Maintenance of minutes register, resolutions, and notice of meetings
- Issue of birth and death certificates – role of Panchayat Secretary
- Property tax, water tax and other local taxes levied by Gram Panchayat

D. Indian Constitution & General Governance

- Preamble, Fundamental Rights (Articles 12–35), Fundamental Duties
- Directive Principles of State Policy (Articles 36–51)
- Part IX – Panchayats (Articles 243–243O) and Part IXA – Municipalities (Articles 243P–243ZG)
- Parliament, State Legislature – functions and legislative procedure
- President, Governor, Prime Minister – roles and powers
- Emergency Provisions – Articles 352, 356, 360
- Right to Information Act (RTI), 2005 – key provisions
- Prevention of Corruption Act – relevant provisions

PART II (a) – GENERAL KNOWLEDGE OF HIMACHAL PRADESH & CURRENT AFFAIRS

A. Himachal Pradesh – General Knowledge

- History of HP: Pre-merger princely states, formation of HP (1948), merger of Bilaspur (1954), full statehood (1971)

- Important personalities: Dr. Y.S. Parmar (Father of HP), Raja Bhuri Singh, Pt. Padam Dev
- Geography: 12 Districts, rivers (Beas, Satluj, Ravi, Chenab, Yamuna), passes (Rohtang, Baralacha, Shipki La), lakes
- Climate, agro-climatic zones, snowfall regions
- Agriculture & Horticulture: Apple, wheat, maize, potato, off-season vegetables; HP Horticulture Mission
- Economy: Hydel power projects (Bhakra, Pong, Nathpa Jhakri, Kol Dam), industries, tourism
- Culture & Heritage: Folk dances (Nati), festivals (Kullu Dussehra, Lavi Fair, Minjar, Shivratri Mandi)
- Tribes: Kinnauri, Gaddi, Gujjar, Lahauli – lifestyle, customs and dialects
- National Parks: Great Himalayan, Pin Valley, Khirganga; Wildlife Sanctuaries; Van Panchayats
- Tourism: Shimla, Manali, Dharamshala, Spiti Valley, Kinnaur, Kasauli, Dalhousie
- HP Administrative structure: Districts, sub-divisions, tehsils, Vidhan Sabha constituencies
- HP Government Schemes: State-specific rural schemes, budget announcements 2024–26
- HP Universities: HPU, NIT Hamirpur, IIT Mandi, HPTU; major hospitals and health institutions

B. Current Affairs – National & State Level (Last 12–18 months)

- Important national and international events
- Central Government schemes and programmes launched recently
- Union Budget highlights, GDP, RBI policies, economic indicators
- Science & Technology: ISRO missions (Aditya L1, Gaganyaan), Defence (Tejas, Agni-V)
- Sports: Major tournaments, national awards, HP sports personalities
- Awards & Honours: Padma Awards, Nobel Prize, Bharat Ratna, Sahitya Akademi, Jnanpith Award
- Important appointments: Governors, Chief Ministers, CJI, RBI Governor, heads of constitutional bodies
- International: G20, G7, SCO, BRICS summits; UN resolutions; bilateral relations
- HP Current Affairs: State budget, new HP schemes, government decisions in HP

PART II (b) – EVERYDAY SCIENCE, LOGICAL REASONING, SOCIAL SCIENCE, ENGLISH & HINDI (Matric Standard)

A. Everyday Science (Matric Level)

- Physics: Motion, Force, Work-Energy-Power, Light (reflection & refraction), Sound, Electricity (Ohm's Law), Magnetic effects
- Chemistry: Matter & states, Atoms & Molecules, Chemical reactions, Acids-Bases-Salts, Metals & Non-metals, Carbon compounds
- Biology: Cell, Tissues, Life Processes (nutrition, respiration, excretion), Reproduction, Heredity, Ecosystem, Natural Resources
- Science in Daily Life: Common diseases, vaccines, food adulteration, environment pollution and its effects

B. Logical Reasoning & Mental Ability

- Verbal Reasoning: Analogy, Classification (Odd One Out), Series completion, Coding-Decoding, Blood Relations, Direction & Distance
- Non-Verbal Reasoning: Figure series, Pattern completion, Mirror image, Embedded figures
- Logical Deduction: Syllogism, Statements & Conclusions, Statements & Assumptions, Cause and Effect
- Basic Arithmetic (Matric): Number System, HCF & LCM, Average, Percentage, Ratio & Proportion, Simple Interest, Time & Work, Time & Distance
- Data Interpretation: Tables, Bar graphs, Pie charts (basic level)

C. Social Science (Matric Level)

- History: Indian National Movement – 1857 Revolt, Indian National Congress, Gandhian Era, Independence; World Wars
- Geography: India – physical features, climate, agriculture, natural resources; World Geography – continents, climate zones
- Civics/Political Science: Indian Constitution basics, Democracy, Federalism, Panchayati Raj, Urban Local Bodies
- Economics: Sectors of Indian economy, Money and Credit, Globalisation, Consumer rights

D. General English (Matric Standard)

- Grammar: Tenses, Articles, Prepositions, Conjunctions, Parts of Speech, Active-Passive Voice, Direct-Indirect Speech
- Vocabulary: Synonyms, Antonyms, One-word substitution, Idioms & Phrases
- Reading Comprehension: Short passages with questions on facts, inferences and vocabulary
- Sentence Structure: Error spotting, Sentence correction, Fill in the blanks

E. General Hindi – ■■■■■■■■ ■■■■■■■■ (Matric Standard)

- Grammar / ■■■■■■■■: Noun, Pronoun, Verb, Adjective, Tense, Gender, Number, Karak (Case)
- Vocabulary / ■■■■■ ■■■■■■: Synonyms (Paryayvachi), Antonyms (Vilom), Muhavare & Lokoktiyan, Anekarthi Shabd
- Sandhi & Samas: Swar Sandhi, Vyanjan Sandhi, Visarg Sandhi; Tatpurush, Dvandva, Bahuvrihi Samas
- Sentence Correction / Vakya Shudhi: Error correction, fill in the blanks, sentence meaning
- Reading Comprehension / Apathit Gadyansh: Short passages with questions

4. TYPING SKILL TEST (Stage 2 – Mandatory & Qualifying)

Language	Minimum Speed Required	Mode	Nature
English	30 Words Per Minute (WPM)	Computer	Qualifying Only
Hindi	25 Words Per Minute (WPM)	Computer	Qualifying Only

Important Points regarding Typing Test:

- The Typing Test is **mandatory** for all shortlisted candidates and is **qualifying in nature** — it does not contribute to the final merit but must be cleared for selection.
- Candidates will be shortlisted for the Typing Test in the following ratio: **5 times** the number of posts (if vacancies < 30); **150 candidates** (if vacancies between 30–40); **4 times** the number of posts (if vacancies > 40).
- Candidate may attempt typing in **either English OR Hindi** — only one language is required.
- The test will be conducted on a **computer keyboard**. Candidates should practice on a standard English QWERTY keyboard for English; Mangal/Unicode font layout for Hindi typing.
- Both **speed and accuracy** are evaluated. Excessive errors may lead to disqualification even if the speed threshold is met.

5. SHORTLISTING NORMS FOR TYPING TEST

Number of Advertised Vacancies	Candidates Called for Typing Test
Less than 30	5 times the number of posts
Between 30 and 40 (both inclusive)	150 candidates
Greater than 40	4 times the number of posts

6. GENERAL INSTRUCTIONS TO CANDIDATES

1. The selection process will be conducted through a **Computer Based Test (CBT)** or OMR-based Written Test as decided by HPRCA.
2. The **Typing Test is mandatory and qualifying** — candidates who do not appear or fail the typing test will not be considered for final merit.
3. The syllabus covers subjects **up to the level of the prescribed essential qualification** (Bachelor's Degree for Part I; Matric standard for General aptitude sections).
4. Minimum qualifying marks in the CBT: **45% for General (UR)** and **40% for SC / ST / OBC / WFF** categories. HPRCA may relax these by up to 5% if sufficient candidates are not available.
5. In case of multiple examination shifts, the CBT scores of candidates shall be **normalized using Z-Score Method** for preparation of the final merit list.

6. The recommendations of the Aayog shall be valid **till the appointments are offered** to the candidates by the Appointing Authority.
7. A waiting panel (category-wise) shall be prepared as per HP Govt. norms: 25% (up to 25 posts, min. 2); 15% (25–50 posts, min. 7); 10% (above 50 posts, min. 8).
8. Candidates are advised to visit **hprca.hp.gov.in** regularly for any updates, clarifications or revised syllabus notifications.
9. This syllabus is indicative. HPRCA reserves the right to modify the syllabus or examination scheme at any stage with due notification.

Place: Hamirpur

(Dr. Vikram Mahajan, HPAS)

Secretary

HP Rajya Chayan Aayog, Hamirpur

Date: _____

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