

Sr. No.	Name of Post and BPS	Syllabus with allocated marks
1.	Judicial Assistant (BPS-16)	1. <u>SKILL TEST : 15 MARKS</u> A: Practical Computer Literacy Test (15 marks) (MS Office proficiency) 2. <u>WRITTEN TEST: 85 MARKS</u> 2.1. <u>Descriptive Type Test : 20 Marks</u> A: Law Descriptive Portion (10 marks) (Questions 2 out of 3) B: Essay Writing (10 marks) 2.2. <u>MCQ Based Test : 65 Marks</u> A: English (16 marks) i. Comprehension (04 marks) ii. Active Passive (04 marks) iii. Correct use of Tenses (04 marks) iv. Antonym and Synonyms (04 marks) B: Analytical Reasoning (10 marks) C: MS Office (09 marks) i. MS Word (02 marks) ii. MS Excel (02 marks) iii. MS Power Point (02 marks) iv. Internet (02 marks) v. Email (01 marks) D: LAW (30 marks) i. The Principles of Criminal Law (02 marks) ii. English Jurisprudence (03 marks) iii. The Pakistan Penal Code (03 marks) iv. The Constitution of Pakistan, 1973 (03 marks) v. The Law of Contract (03 marks) vi. The Code of Civil Procedure, 1908 (03 marks) vii. The Code of Criminal Procedure, 1898 (03 marks) viii. The Qanun-e-Shahadat Order 1984 (03 marks) ix. The Limitation Act, 1908 (03 marks) x. The Arbitration Act, 1940 (02 marks) xi. The Court Fee Act, 1870 (02 marks)
2.	Assistant Private Secretary (BPS-16)	1. <u>SKILL TEST:-</u> A: Shorthand speed 110 wpm B: Typing speed 40 wpm 2. <u>WRITTEN TEST : 100 MARKS</u> 2.1. <u>Descriptive Type Test : 30 marks</u> A: Essay Writing (20 marks) B: Letter Writing (10 marks) 2.2. <u>MCQ Based Test: 70 marks</u> A: English (20 marks) i. Comprehension (05 marks)

		ii. Active Passive (05 marks) iii. Correct use of Tenses (05 marks) iv. Antonym and Synonyms (05 marks) B: MS Office (25 marks) i. MS Word (05 marks) ii. MS Excel (05 marks) iii. MS Power Point (05 marks) iv. Internet (05 marks) v. Email (05 marks) C: Analytical Reasoning (10 marks) D: Office Procedures of Federal & Provincial Governments (15 marks) i. Office filing procedure (07 marks) ii. Correspondence, noting (08 marks)
3.	IT Assistant (BPS-14)	1. <u>SKILL TEST: 30 MARKS</u> A: Practical Computer Literacy Test (30 marks) (MS Office proficiency) 2. <u>WRITTEN TEST : 70 MARKS</u> 2.1 <u>Descriptive Type Test : 30 marks</u> A: Essay Writing (20 marks) B: Letter Writing (10 marks) 2.2 <u>MCQ Based Test: 40 marks</u> A: Computer Hardware & Software (10 marks) B: Data Entry Operations (5 marks) C: English (10 marks) i. Comprehension (05 marks) ii. Correct use of Tenses (05 marks)

		iii. Antonym and Synonyms (05 marks) D: Analytical Reasoning (10 marks) E: Quantitative Analysis (5 marks)
4.	Accounts Assistant (BPS-14)	1. <u>WRITTEN TEST : 100 MARKS</u> 1.1 <u>Descriptive Type Test : 25 marks</u> A: Essay Writing (15 marks) B: Letter Writing (10 marks) 1.2 <u>MCQ Based Test: 75 marks</u> A: English (10 marks) i. Comprehension (04 marks) ii. Correct use of Tenses (04 marks) iii. Antonym and Synonyms (02 marks) B: Accounting Knowledge (45 marks) i. General Ledgers, payables/receivables (8 marks) ii. Maintenance of accounts, balance sheets (7 marks) iii. Reconciliation of bank statements (5 marks) iv. Financial reports verification (5 marks) v. Petty cash (5 marks) vi. Depreciation, Written Down Value etc. (5 marks) vii. Budgeting (5 marks) viii. Simple Math (5 marks) C: Analytical Reasoning (10 marks) D: MS Office (10 marks) i. MS Word (03 marks) ii. MS Excel (05 marks) iii. Internet (01 marks) iv. Email (01 marks)

5.	Stenotypist (BPS-14)	1. <u>SKILL TEST:-</u> A: Shorthand speed 80 wpm B: Typing speed 40 wpm 2. <u>WRITTEN TEST: 100 MARKS</u> 2.1 <u>Descriptive Type Test : 30 marks</u> A: Essay Writing (20 marks) B: Letter Writing (10 marks) 2.2 <u>MCQ Based Test : 70 marks</u> A: English (20 marks) i. Comprehension (05 marks) ii. Active Passive (05 marks) iii. Correct use of Tenses (05 marks) iv. Antonym and Synonyms (05 marks) B: MS Office (25 marks) i. MS Word (05 marks) ii. MS Excel (05 marks) iii. MS Power Point (05 marks) iv. Internet (05 marks) v. Email (05 marks) C: Analytical Reasoning (10 marks) D: Office Procedures of Federal & Provincial Governments (15 marks) i. Office filing procedure (07 marks) ii. Correspondence, noting (08 marks)
6.	Protocol Assistant (BPS-14)	1. <u>WRITTEN TEST : 100 MARKS</u> 1.1 <u>Descriptive Type Test : 30 marks</u> A: Essay Writing (20 marks) B: Letter Writing (10 marks)

		1.2 <u>MCQ Based Test: 70 marks</u> A: English (20 marks) i. Comprehension (05 marks) ii. Active Passive (05 marks) iii. Correct use of Tenses (05 marks) iv. Antonym and Synonyms (05 marks) B: MS Office (10 marks) i. MS Word (2 marks) ii. MS Excel (2 marks) iii. MS Power Point (2 marks) iv. Internet (2 marks) v. Email (2 marks) C: Analytical Reasoning (08 marks) D: Current Affairs (08 marks) E: General Knowledge (08 marks) F: Business Communication (06 marks) G: Issues pertaining to security and dealing with district management/police and other authorities. (10 marks)
7.	LDC (BPS-7)	1. <u>SKILLS TEST:-</u> A: Typing speed 40 wpm 2. <u>WRITTEN TEST : 100 MARKS</u> 2.1 <u>Descriptive Type Test : 30 marks</u> A: Essay Writing (20 marks) B: Letter Writing (10 marks) 2.2 <u>MCQ Based Test: 70 marks</u> A: English (20 marks)

		i. Comprehension (05 marks) ii. Active Passive (05 marks) iii. Correct use of Tenses (05 marks) iv. Antonym and Synonyms (05 marks) B: MS Office (30 marks) i. MS Word (07 marks) ii. MS Excel (07 marks) iii. MS Power Point (07 marks) iv. Internet (05 marks) v. Email (04 marks) C: Analytical Reasoning (10 marks) D: Office Procedures of Federal & Provincial Governments. (10 marks) i. Office filing procedure (05 marks) ii. Correspondence, noting (05 marks)
8.	Motor Mechanic (BPS-7)	1. Practical - Auto Mechanical Test (Urdu) (80 marks) 2. General Knowledge Questions related to field (Urdu) (20 marks)