

# Syllabus for the Recruitment of Supreme Court of Pakistan

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

2	Assistant Protocol Officer (BPS-16)	<p><b>1. <u>WRITTEN TEST : 100 MARKS</u></b></p> <p><b>1.1 <u>Descriptive Type Test : 30 marks</u></b> A: Essay  <b>Writing (20 marks)</b>  B: Letter Writing (10 marks)</p> <p><b>1.2 <u>MCO Based Test: 70 marks</u></b>A: English  <b>(20 marks)</b></p> <p>i. Comprehension (05 marks)  ii. Active Passive (05 marks)  iii. Correct use of Tenses (05 marks)  iv. Antonym and Synonyms (05 marks)</p> <p><b>B: MS Office (10 marks)</b></p> <p>i. MS Word (2 marks)  ii. MS Excel (2 marks)  iii. MS Power Point (2 marks)  iv. Internet (2 marks)  v. Email (2 marks)</p> <p><b>C: Analytical Reasoning (08 marks)</b>  <b>D: Current Affairs (08 marks)</b></p> <p><b>E: General Knowledge (08 marks)</b></p> <p><b>F: Business Communication (06 marks)</b></p> <p><b>G: Issues pertaining to security and dealing with district management/police and other authorities. (10 marks)</b></p>
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<p>3</p> <p>Software Developer (Web/Mobile Apps)</p> <p>(BPS-16)</p> <p>(On contract)</p>		<p><b>1. <u>PROGRAMMING/DEVELOPMENT (WEB / APP / DESKTOP)</u></b></p> <p><b>1.1. <u>Programming Fundamentals: (05 Marks)</u></b></p> <p>i. Understanding of programming concepts such as variables, data types, control structures, functions.</p> <p><b>1.2. <u>Web Development: (10 Marks)</u></b></p> <p>i. Frontend technologies such as HTML,CSS3,Bootstrap, JavaScript, Vuejs, Angular</p> <p>ii. Backend technologies such as PHP, Python, .Net etc,Frameworks ( Laravel, codeigniter, Django, Flutter )</p> <p><b>1.3. <u>Mobile App Development: (10 Marks)</u></b></p> <p>i. Ios/Android App development concepts.</p> <p>ii. Understanding of App development iii. Frameworks/Languages</p> <p>iv. Flutter / DART</p> <p>v. React – Native</p> <p>vi. Kotlin / Java etc.</p> <p><b>1.4. <u>Structured and Object Oriented Programming(10 Marks)</u></b></p> <p>i. Memory concepts. operators, control structures,selection structures, Array &amp; functions/methods, classes &amp; data Abstractions, inheritance,encapsulation and polymorphism.</p> <p><b>1.5. <u>Data Structures and Algorithms (10 Marks)</u></b></p> <p>i. Pseudo language, Functions, Iteration, Recursion, Time/Complexity Analysis, Stacks Queue, hashing.linked list, Searching; Sequential. Binary, Soiling Algorithms, Graphs Algorithms, Tree Algorithms,Trees, ADTs, Implementation using Structured/object oriented languages.</p> <p><b>1.6. <u>Software Engineering: (10 Marks)</u></b></p> <p>i. Software Engineering Concepts, Software life cycle,Software Design Methodologies: Structured/Object oriented, Software documentation and Management,CASE tools.</p> <p><b>1.7. <u>Data Base Management: (10 Marks)</u></b></p> <p>i. DB Concepts ( Data Models, E-R Models, Relational Database concepts, SQL, Normalization). DBmanagement Tools such as mysql, sql server, monogo DB, oracle.</p> <p><b>1.8. <u>Testing / Debugging / QA: (05 Marks)</u></b></p> <p>i. Testing concepts ( unit testing, integration testing )</p> <p>ii. QA concepts</p> <p>iii. Debugging Tools ( i.e vscode, visual studio, eclipse,xcode )</p> <p><b>1.9. <u>Source Control / Security: (05 Marks)</u></b></p> <p>i. SC Management concepts</p> <p>ii. SC Tools ( Git, SVN )</p> <p>iii. Source control management workflows ( Git flow )</p> <p><b>2. <u>Computer Architecture (05 Marks)</u></b></p> <p>i. Modern machine Architecture concepts, StorageHierarchy Main/ Virtual/ Cache/ Secondary Memory, CPU, ALU, Peripheral communication,</p>
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		<p>Designing of Instruction set, Stored program concept. parallel computing.</p> <p><b>3. <u>Operating System (05 Marks)</u></b></p> <p>i. Functions/Types of operating systems, Processes, Interprocess Communication/ Synchronization/Co- ordination, Process Scheduling Policies, VirtualMemory Management Techniques: Paging/Segmentation, File Management Systems.</p> <p><b>4. <u>Computer Networks/ Network Security (05 Marks)</u></b></p> <p>i. Network concepts (LAN/WAN/MAN), Communication channels, Internetworking, Internet, Network layer structure, ISO Internet Protocol, OSI/TCP/IP reference model, Concepts of security threat / vulnerabilities, How to secure Mobile / Web Apps</p> <p><b>5. <u>Artificial Intelligence/ Machine Learning (05Marks)</u></b></p> <p>i. Machine Learning Concepts, Deep learning, Reinforcement Learning, Neural Networks , Natural Language Processing, Computer Vision, Recommended Systems.</p> <p><b>6: <u>Others (05 Marks)</u></b></p> <p>i. English Language Skills (Comprehension, Tenses,Letter Writing etc.)</p> <p>ii. Communication/ Problem Solving &amp; AnalyticalSkills</p>
4	<p>Software Developer (Artificial Intelligence/ Machine Learning) (BPS-16)</p>	<p><b>1. <u>Artificial Intelligence/ Machine Learning (30Marks)</u></b></p> <p>i. Concepts of AI, AGI Recommendation Systems. (05Marks)</p> <p>ii. Proficiency in Programming languages i.e. R, Python, Javascript, Java etc regarding AI/ML (05Marks)</p> <p>iii. Working knowledge of ML framework Tensor flow,Pytorch Scikit-learn (04 Marks)</p> <p>iv. Understanding / Concepts of (07 Marks)</p> <ul style="list-style-type: none"> <li>▪ Probability and Statistics such as distribution,hypothesis testing, confidence intervals.</li> <li>▪ Knowledge of Descriptive and inferentialStatistics.</li> <li>▪ Statistical modeling i.e. Linear regression, Cognitive regression and baysian inference</li> </ul> <p>v. Machine Learning Concepts (09 Marks)</p> <ul style="list-style-type: none"> <li>▪ Understanding of supervised/unsupervisedlearning</li> </ul>

(On contract)

- Knowledge of Regression & Classification models
- Familiarity with clustering and dimensionality reduction techniques.
- Knowledge of Neural Networks, Deep Neural Network, deep learning and reinforcement learning.
- Knowledge of NLP and computer vision

		<ul style="list-style-type: none"> <li>▪ Knowledge of recommended systems.</li> </ul> <p><b>2. <u>Problem Solving &amp; Critical Thinking (10 Marks)</u></b></p> <ul style="list-style-type: none"> <li>i. Ability to analyze complex problem and develop solutions using AI/ ML</li> <li>ii. Ability to evaluate different algorithms and models based on performance metrics and interpret skills</li> <li>iii. Familiarity with experiential design and hypothesis testing.</li> </ul> <p><b>3. <u>Programming/Development (40 Marks)</u></b></p> <ul style="list-style-type: none"> <li>i. Programmer/Development (web/App/Desktop) (08 Marks) <ul style="list-style-type: none"> <li>▪ Understanding of programming concepts such as variables, data types, control structures, functions.</li> <li>▪ Frontend technologies such as HTML, CSS3, Bootstrap, JavaScript, Vuejs, Angular</li> <li>▪ Backend technologies such as PHP, Python, .Net etc,</li> <li>▪ Frameworks ( Laravel, codeigniter, Django, Flutter )</li> </ul> </li> <li>ii. Mobile App Development: (07 Marks) <ul style="list-style-type: none"> <li>▪ Ios/Android App development concepts.</li> <li>▪ Understanding of App development Frameworks/Languages</li> <li>▪ Flutter / DART</li> <li>▪ React – Native</li> <li>▪ Kotlin / Java etc.</li> </ul> </li> <li>iii. Structured and Object Oriented Programming (05 Marks) <ul style="list-style-type: none"> <li>Memory concepts. operators, control structures, selection structures, Array &amp; functions/methods, classes &amp; data Abstractions, inheritance, encapsulation and polymorphism.</li> </ul> </li> <li>iv. Data Structures and Algorithms (05 Marks) <ul style="list-style-type: none"> <li>Pseudo language, Functions, Iteration, Recursion, Time/Complexity Analysis, Stacks Queue, hashing. linked list, Searching; Sequential. Binary, Sorting Algorithms, Graphs Algorithms, Tree Algorithms, Trees, ADTs, Implementation using Structured/object oriented languages.</li> </ul> </li> <li>v. Software Engineering (05 Marks) <ul style="list-style-type: none"> <li>Software Engineering Concepts, Software life cycle, Software Design Methodologies: Structured/Object oriented, Software documentation and Management, CASE tools.</li> </ul> </li> <li>vi. Data Base Management (05 Marks) <ul style="list-style-type: none"> <li>DB Concepts ( Data Models, E-R Models, Relational Database concepts, SQL, Normalization). DB management Tools such as mysql, sql server, monogo DB, oracle.</li> </ul> </li> <li>vii. Testing / Debugging / QA (03 Marks) <ul style="list-style-type: none"> <li>▪ Testing concepts ( unit testing, integration testing)</li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li>▪ QA concepts</li> <li>▪ Debugging Tools ( i.e vscode, visual studio,eclipse, xcode )</li> </ul> <p>viii. Source Control / Security (02 Marks)</p> <ul style="list-style-type: none"> <li>▪ SC Management concepts</li> <li>▪ SC Tools ( Git, SVN )</li> <li>▪ Source control management workflows ( Gitflow)</li> </ul> <p><b>4. <u>Computer Architecture (05 Marks)</u></b></p> <p>i. Modern machine Architecture concepts, Storage Hierarchy Main/ Virtual/ Cache/ Secondary Memory, CPU, ALU, Peripheral communication, Designing of Instruction set, Stored program concept. parallel computing.</p> <p><b>5. <u>Operating System (05 Marks)</u></b></p> <p>i. Functions/Types of operating systems, Processes, Inter-process Communication/ Synchronization/Co-ordination, Process Scheduling Policies, VirtualMemory Management Techniques:Paging/Segmentation, File Management Systems.</p> <p><b>6. <u>Computer Networks/ Network Security (05 Marks)</u></b></p> <p>i. Network concepts (LAN/WAN/MAN), Communication channels, Internetworking, Internet, Network layer structure, ISO Internet Protocol, OSI/TCP/IP reference model, Concepts of security threat / vulnerabilities, How to secure Mobile / Web Apps</p> <p><b>7 <u>Others (05 Marks)</u></b></p> <p>i. English Language Skills (Comprehension, Tenses,Letter Writing etc.)</p> <p>ii. Communication Skills</p>
5	<p>Network Technician/ VideoLink Operator (BPS-15)</p> <p>(On contract)</p>	<p><b>A: <u>Network Essentials: (Marks: 25)</u></b></p> <p><b>1.1. Basic concepts of computer networking (16Marks)</b></p> <p>i. Types of networks, including LAN, WAN, andMAN</p> <p>ii. Network topologies and their advantages anddisadvantages</p> <p>iii. Types of network media, including wired(Copper/Fiber) and wireless options.</p> <p>iv. Types/Functions of Network Devices (i.e. Switches,Access Points, Routers, etc)</p> <p>v. Connecting Devices, Computers over a network, andwith other networks.</p> <p>vi. Types, functions and usage of Networking Protocols(TCP, IP, UDP, HTTP, SMTP, FTP, Telnet, etc.)</p> <p>vii. Concepts of OSI, TCP/IP models and their Layers.</p> <p>viii. Network addressing</p> <p><b>1.2 IP Addressing Schemes (6 Marks)</b></p> <p>i. Static, Dynamic, APIPA, etc</p>

- ii. Classful IP Addressing
  - iii. Classless Inter-Domain Routing (CIDR)
  - iv. TCP/IP Addressing.
- 1.3 Difference between IPv4/IPv6 and the difference between IP addresses and MAC addresses (3 Marks)**
- B: Network Architecture, Design and Standards (20 Marks)**
- 1.1. Concepts of the architecture, design and standards for establishment, management and maintenance of:(Marks: 9)
- i. LAN, WAN, MAN
  - ii. VPN, MPLS
  - iii. WLAN
- 1.2 Concepts of Configuration/Management of Network Service/Protocols: (Marks: 9)**
- i. Domain Name System (DNS)
  - ii. Dynamic Host Configuration Protocol (DHCP)
  - iii. File Transfer Protocol (FTP)
  - iv. NAT
  - v. WINS
  - vi. Multicasting
  - vii. Remote Access
  - viii. Web Services.
- 1.3 Knowledge/Understanding IEEE standards for Ethernet, wireless, and Bluetooth etc. (Marks: 2)**
- C: Network Administration / Troubleshooting.(Marks: 35)**
- 1.1. Network Admin Tasks. (Marks: 25)**
- i. Installation and configuration of Oss/Software Apps(Windows 7/10/11, Windows Servers, Linux)
  - ii. Configuring/managing PDCs, Proxy Servers, DNSservers, etc.
  - iii. Configuring/managing Active Directory Services
  - iv. Configuring/managing group policy.
  - v. Server virtualization with Hyper-V
  - vi. Configuring/managing firewalls.
  - vii. Memory Management, configuration and optimization.
  - viii. Configuring/installation of hardware/Applications
  - ix. Network performance management/monitoring
  - x. General network administration/management tasks such as remote access, UAC, profile management, file/folder/printer sharing, network settings, dual OS installation / configuration, documentation etc.



		<p><b>1.2 Troubleshooting: (Marks: 10)</b></p> <p>i. Identifying/rectifying connectivity/ installation/configuration issues in network/systems.</p> <p>ii. Identifying/rectifying performance issues.</p> <p><b>D: <u>Network Security Concepts: (Marks: 10)</u></b></p> <p><b>1.1 Understanding of common network security principals. (Marks: 3)</b></p> <p>Knowledge of Threats and Vulnerabilities</p> <p>i. Malwares</p> <p>ii. Phishing attacks</p> <p>iii. Social Engineering</p> <p>iv. DOS/DDOS</p> <p><b>1.2 Understanding of Security Policies and Procedures (Marks: 3)</b></p> <p>i. Access Control.</p> <p>ii. Incident response.</p> <p>iii. Data Encryption, etc.</p> <p><b>1.3 Network monitoring and management tools such as SIEM, IDS (Marks: 2)</b></p> <p><b>1.4 Best Practices for Network Security. (Marks: 2)</b></p> <p><b>E: <u>Video Conferencing/Others (Marks: 10)</u></b></p> <p>i. Basic concepts of conducting Video Conferences.</p> <p>ii. Know-How about the equipment for VCs (Marks:i+ii=5)</p> <p>iii. Communication, Problem Solving and analytical Skills</p> <p>iv. English Language Skills (Comprehension, Tenses, essay/letter writing, etc) (Marks: iii+iv=5)</p>
6	User Support Technician (BPS-14)	<p><b>A: Technical Skills (30 Marks)</b></p> <p><b>1.1. <u>Computer Hardware (05 Marks)</u></b></p> <p>i. Assembling</p>

(On contract)

- ii. Installation of hardware peripheral devices
- iii. Replacement of faulty parts
- vi. Devices connections and interfaces

**1.2 Operating System (09 Marks)**

- i. Hardware requirement for OS
- ii. Compatibility of Hardware and Software
- iii. Hard Drive partition
- iv. Installation of Operating Systems (Windows 10, Windows Server 2019 & Linux)
- v. Dual OS installation
- vi. Remote Installation Services

		<ul style="list-style-type: none"> <li>vii. Internal &amp; external commands</li> <li>viii. Configuration of display, sound card</li> <li>ix. Troubleshooting system startup and user logons</li> <li>x. Troubleshooting resource conflicts</li> <li>xi. Memory management, configuration and optimization</li> </ul> <p><b>1.3 <u>Network (12 Marks)</u></b></p> <ul style="list-style-type: none"> <li>i. Basics of Networking / IP Routing</li> <li>ii. Network media (Copper &amp; Fiber optics)</li> <li>iii. Connecting Networks LAN, WAN, VPN, MPLS</li> <li>iv. Network Protocols (TCP, IP, UDP, SMTP, FTP, Telnet etc.</li> <li>v. Internetworking and Transport Layer Protocols</li> <li>vi. Network Services (DHCP, DNS, WINS, NAT)</li> <li>vii. Layers of OSI model</li> <li>viii. Layers of TCP/IP model</li> <li>ix. Relationship between OSI model and TCP/IP model</li> <li>x. Network Devices (Router, Network Switch, Access Point)</li> </ul> <p><b>1.4 <u>Backup and Recovery (2 Marks)</u></b></p> <ul style="list-style-type: none"> <li>i. Hardware and Software tools for Cloning of OS &amp; Apps</li> <li>ii. Disaster Recovery</li> </ul> <p><b>1.5 <u>Virtualization (2 Marks)</u></b></p> <ul style="list-style-type: none"> <li>i. Server</li> <li>ii. Storage</li> <li>iii. Scalability</li> <li>iv. Security</li> <li>v. Fault tolerance</li> </ul> <p><b>B: <u>Software Applications (15 Marks)</u></b></p> <p><b>1.1. <u>OS configuration (10 Marks)</u></b></p> <ul style="list-style-type: none"> <li>i. Desktop Settings.</li> <li>ii. User environment</li> <li>iii. Taskbar, Start Menu, and Toolbar Settings.</li> <li>iv. Localization, Regional and Language Options.</li> <li>v. Pointing device settings</li> <li>vi. Multiple languages and multiple locations</li> <li>vii. Fast user switching</li> <li>viii. Configuring and Troubleshooting Local Security Policy Settings</li> <li>ix. Recognizing Network Security Policy Settings</li> <li>x. Local User and Group Accounts.</li> <li>xi. System Startup and User Logon</li> <li>xii. User Logon to a Computer</li> <li>xiii. User Logon to a Domain</li> <li>xiv. Computer Resources</li> <li>xv. Performance monitoring tools</li> </ul> <p><b>1.2. <u>MS Office / Software Apps (5 Marks)</u></b></p> <ul style="list-style-type: none"> <li>i. Office installation and configuration.</li> <li>ii. Troubleshooting Microsoft Office Applications</li> <li>iii. Configuring and troubleshooting Outlook Email</li> </ul>
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Accounts for Clients

**C: Troubleshooting (30 Marks)**

**1.1 General (10 Marks)**

- i. NTFS File Permissions.
- ii. NTFS Folder Permissions.
- iii. Verifying NTFS File and Folder Permissions.
- iv. Special Considerations with Managing and Troubleshooting NTFS Permissions
- v. Shared Folders
- vi. Simple File Sharing.
- vii. Classic Sharing.
- viii. Local Printers.
- ix. Troubleshooting local & Network Printers
- x. Offline Files and Folders. Settings

**1.2: Network (11 Marks)**

- i. Connectivity issues
- ii. Configuration problems
- iii. Name Resolution
- iv. Types of Services and Files that are used to resolveNames  
IP Address
- v. Subnet Mask
- vi. Default Gateway
- vii. LAN and Routing and Remote Access  
Configuration.
- viii. Firewall Configuration
- ix. Remote Access Server configuration for clients
- x. Troubleshooting network problems

**1.3 Hardware Devices (9 Marks)**

- i. Computer
- ii. Display
- iii. Printers
- iv. Scanners
- v. Network Switches
- vi. Router
- vii. Firewall
- viii. Wi-Fi Router
- ix. Cameras.

**D: Security (10 Marks)**

**1.1: Application (5 Marks)**

- i. Problems related to Permissions
- ii. Security incidents
- iii. Viruses
- iv. Security Updates and Patches
- v. Application Security

**1.2: Network (5 Marks)**

- i. Network security principals
- ii. Intrusion detection / prevention

		<ul style="list-style-type: none"> <li>iii. Authorization</li> <li>iv. Authentication</li> <li>v. Encryption</li> </ul> <p><b>E: Video conferencing / others (15 Marks)</b></p> <ul style="list-style-type: none"> <li>i. Basic concepts of video conference (Marks: 4)</li> <li>ii. Know-How about the equipment required for VC (Marks:3)</li> <li>iii. Communication, Problem Solving and analytical skills (Marks: 3)</li> <li>iv. English Language Skills (Comprehension, Tenses, essay/letter writing etc.) (Marks: 5)</li> </ul>
7.	<p>Protocol</p> <p>Assistant (BPS-14)</p> <p>(On contract)</p>	<p><b>1. <u>WRITTEN TEST : 100 MARKS</u></b></p> <p><b>1.1 <u>Descriptive Type Test : 30 marks A:</u></b></p> <p><b>Essay Writing (20 marks)</b></p> <p><b>B: Letter Writing (10 marks)</b></p> <p><b>1.2 <u>MCO Based Test: 70 marksA:</u></b></p> <p><b>English (20 marks)</b></p> <ul style="list-style-type: none"> <li>v. Comprehension (05 marks)</li> <li>vi. Active Passive (05 marks)</li> <li>vii. Correct use of Tenses (05 marks)</li> <li>viii. Antonym and Synonyms (05 marks)</li> </ul> <p><b>B: MS Office (10 marks)</b></p> <ul style="list-style-type: none"> <li>vi. MS Word (2 marks)</li> <li>vii. MS Excel (2 marks)</li> <li>viii. MS Power Point (2 marks)</li> <li>ix. Internet (2 marks)</li> <li>x. Email (2 marks)</li> </ul> <p><b>C: Analytical Reasoning (08 marks)D:</b></p> <p><b>Current Affairs (08 marks)</b></p> <p><b>E: General Knowledge (08 marks)</b></p> <p><b>F: Business Communication (06 marks)</b></p> <p><b>G: Issues pertaining to security and dealing with district management/police and other authorities. (10 marks)</b></p>
8	<p>Stenotypist (BPS-14)</p>	<p><b>1. <u>SKILL TEST:-</u></b></p> <p><b>A: Shorthand speed 80 wpm</b></p> <p><b>B: Typing speed 40 wpm</b></p> <p><b>2. <u>WRITTEN TEST: 100 MARKS</u></b></p> <p><b>2.1 <u>Descriptive Type Test : 30 marks</u></b></p> <p><b>A: Essay Writing (20 marks)B:</b></p> <p><b>Letter Writing (10 marks)</b></p>

		<p><b>2.2 MCO Based Test : 70 marks</b><b>A:</b></p> <p><b>English (20 marks)</b></p> <p>i. Comprehension (05 marks)</p> <p>ii. Active Passive (05 marks)</p> <p>iii. Correct use of Tenses (05 marks)</p> <p>iv. Antonym and Synonyms (05 marks)</p> <p><b>B: MS Office (25 marks)</b></p> <p>i. MS Word (05 marks)</p> <p>ii. MS Excel (05 marks)</p> <p>iii. MS Power Point (05 marks)</p> <p>iv. Internet (05 marks)</p> <p>v. Email (05 marks)</p> <p><b>C: Analytical Reasoning (10 marks)</b></p> <p><b>D: Office Procedures of Federal &amp; Provincial Governments (15 marks)</b></p> <p>i. Office filing procedure (07 marks)</p> <p>ii. Correspondence, noting (08 marks)</p>
9	Caretaker (BPS-11)	<p><b>1. Basic Knowledge of the duties (30 marks)</b></p> <p><b>2. MCQ Based Relevant Test (30 marks)</b></p> <p><b>3. IQ Skill (20 marks)</b></p> <p><b>4. Essay Writing (20 marks)</b></p>
10	Telephone Operator (BPS-9)	<p><b>1. Basic Knowledge of the duties (30 marks)</b></p> <p><b>2. MCQ Based Relevant Test (30 marks)</b></p> <p><b>3. IQ Skill (20 marks)</b></p> <p><b>4. Essay Writing (20 marks)</b></p>
11	Library Clerk (BPS-9) CI	<p><b>1. SKILLS TEST:-</b></p> <p><b>A:</b> Typing speed 35 wpm</p> <p><b>2. WRITTEN TEST : 100 MARKS</b></p> <p><b>2.1 Descriptive Type Test : 25 marks</b><b>A:</b></p> <p><b>Essay Writing (15 marks)</b></p> <p><b>B: Letter Writing (10 marks)</b></p> <p><b>2.2 MCO Based Test: 70 marks</b></p> <p><b>A: Knowledge of Library Affairs (40 marks)</b><b>B:</b></p> <p><b>English (15 marks)</b></p> <p>i. Comprehension (05 marks)</p> <p>ii. Active Passive (03 marks)</p> <p>iii. Correct use of Tenses (04 marks)</p> <p>iv. Antonym and Synonyms (03 marks)</p> <p><b>C: MS Office (15 marks)</b></p> <p>i. MS Word (03 marks)</p> <p>ii. MS Excel (03 marks)</p> <p>iii. MS Power Point (03 marks)</p> <p>iv. Internet (03 marks)</p> <p>v. Email (03 marks)</p>

		<b>C: Analytical Reasoning (5 marks)</b>
12	Transcript Writer(BPS-9)	<b>1. <u>SKILLS TEST:-</u></b> <b>A: Typing speed (English/Urdu) (10+10=20 marks)</b> <b>2. Basic Knowledge of the duties (20 marks)</b> <b>2. MCQ Based Relevant Test (30 marks)</b> <b>3. IQ Skill (10 marks)</b> <b>4. Essay Writing (20 marks)</b>
13	Urdu Typist (BPS-8)	<b>1. <u>SKILLS TEST:-</u></b> <b>A: Typing speed 40 wpm (Urdu)</b> <b>2. <u>WRITTEN TEST : 100 MARKS</u></b>  <b>2.1 <u>Descriptive Type Test : 30 marks</u>A:</b> <b>Essay Writing (20 marks)</b> <b>B: Letter Writing (10 marks)</b>  <b>2.2 <u>MCO Based Test: 70 marks</u>A:</b> <b>English (20 marks)</b> i. Comprehension (05 marks) ii. Active Passive (05 marks) iii. Correct use of Tenses (05 marks) iv. Antonym and Synonyms (05 marks) <b>B: MS Office (30 marks)</b> i. MS Word (07 marks) ii. MS Excel (07 marks) iii. MS Power Point (07 marks) iv. Internet (05 marks) v. Email (04 marks) <b>C: Analytical Reasoning (10 marks)</b> <b>D: Office Procedures of Federal &amp; Provincial Governments. (10 marks)</b> i. Office filing procedure (05 marks) Correspondence, noting (05 marks)
14	LDC (BPS -7)	<b>1. <u>SKILLS TEST:-</u></b> <b>A: Typing speed 40 wpm</b>  <b>2. <u>WRITTEN TEST : 100 MARKS</u></b>  <b>2.1 <u>Descriptive Type Test : 30 marks</u>A:</b> <b>Essay Writing (20 marks)</b> <b>B: Letter Writing (10 marks)</b>

		<p><b>2.2 <u>MCO Based Test: 70 marksA:</u></b></p> <p><b>English (20 marks)</b></p> <p>v. Comprehension (05 marks) vi. Active Passive (05 marks) vii. Correct use of Tenses (05 marks) viii. Antonym and Synonyms (05 marks)</p> <p><b>B: MS Office (30 marks)</b></p> <p>vi. MS Word (07 marks) vii. MS Excel (07 marks) viii. MS Power Point (07 marks) ix. Internet (05 marks) x. Email (04 marks)</p> <p><b>C: Analytical Reasoning (10 marks)</b></p> <p><b>D: Office Procedures of Federal &amp; Provincial Governments. (10 marks)</b></p> <p>ii. Office filing procedure (05 marks) iii. Correspondence, noting (05 marks)</p>
15	Electrician (BPS-7)	<p><b>1. Basic Knowledge Practical Test of Electrician/Electronics (50 marks)</b></p> <p><b>2. MCQ Based Relevant Test: 30 marks</b></p> <p><b>3. IQ Skill (20 marks)</b></p>
16	Dispatch Rider (BPS-5)	<p><b>1. Practical Driving Test (40 marks)</b></p> <p><b>2. Basic Knowledge Practical Test of Auto Mechanical Test (10 marks)</b></p> <p><b>3. MCQ Based Test: 50 marksA: Driving Skills (20 marks) B: Traffic Rules (20 marks) C: IQ Skill (10 marks)</b></p>
17	Naib Qasid (BPS-2)	<p><b>Written Test (Primary School Level)</b></p> <p>1. Manners (40 marks) 2. IQ Skills (40 marks) 3. General Knowledge (20 marks)</p>
18	Cleaner (BPS-2)	<p><b>Written Test (Primary School Level)</b></p> <p>1. Manners (40 marks) 2. IQ Skills (40 marks) 3. General Knowledge (20 marks)</p>
19	Chowkidar (BPS-2)	<p><b>Written Test (Primary School Level)</b></p> <p>1. Manners (40 marks) 2. IQ Skills (40 marks) 3. General Knowledge (20 marks)</p>



20	Mali (BPS- 2)	<b>Written Test (Primary School Level)</b>  1. Manners (40 marks) 2. IQ Skills (40 marks) 3. General Knowledge (20 marks)
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