

SYLLABUS BREAK-UP

Name of Post	Test	Syllabus	Remarks
Computer Operator	1. Screening Test:	MCQS from Computer Science, English, Current affairs, General knowledge, Islamic Studies, Pakistan Studies.	
	2. Typing Test:	Not a requirement. However, will have weightage in interview.	Successful candidates in screening test will undergo typing test
	3. Descriptive test:	Written test of descriptive writing on any topic related to English, Current affairs, General knowledge and Pakistan Affairs.	Successful candidates in screening test further undergo Written test

Interview:

Bring all original educational documents, extra qualification documents, experience letters and original CNIC at the time of interview.

Name of Post	Test	Syllabus	Remarks
Junior Scale Stenographer	1. Screening Test:	MCQS from Basic Computer Knowledge, English, Current affairs, General knowledge, Islamic Studies, Pakistan Studies.	
	2. Shorthand Test:	05 minutes shorthand dictation 50 WPM.	Successful candidates in screening test will be subjected to shorthand.
	3. Typing Test:	03 to 05 minutes test on typing tutor/master 35 WPM.	Successful candidates in shorthand test will undergo typing test.
	4. Descriptive test:	Written test of descriptive writing on any topic related to English, Current affairs, General knowledge and Pakistan Affairs.	Successful candidates in typing test further undergo Written test

Interview:

Bring all original educational documents, extra qualification documents, experience letters and original CNIC at the time of interview.

Name of Post	Test	Syllabus	Remarks
Junior Clerk	1. Screening Test:	MCQS from Basic Computer Knowledge, English, Current affairs, General knowledge, Islamic Studies, Pakistan Studies.	
	2. Typing Test:	03 to 05 minutes test on typing tutor/master 30 WPM.	Successful candidates in screening test will undergo typing test.
	3. Descriptive test:	Written test of descriptive writing on any topic related to English, Current affairs, General knowledge and Pakistan Affairs.	Successful candidates in typing test further undergo Written test

Interview:

Bring all original educational documents, extra qualification documents, experience letters and original CNIC at the time of interview.