

SYLLABUS FOR THE ADVERTISED POSITIONS IN NATIONAL TRANSMISSION & DESPATCH COMPANY LTD.

Sr.	Part	Weightage	Passing Marks (minimum)	Details
1.	General Ability	17% (17 Questions)	40 % (7/17)	Pakistan Studies, Islamic Studies Ethics/Islamic Studies, General Knowledge, Current Affairs
2.	Subject Ability	83% (83 Questions)	50 % (42/83)	<i>(Syllabus details provided below under the respective post/title)</i>

TITLE-WISE SYLLABUS OF THE SUBJECTIVE PART (AS PER REQUIREMENT OF THE POST):

DEPUTY MANAGER (SECURITY)		
Sr.	Concept	Weightage / Questions
A	Staff Duties / Office Management	
1	Basic Functions of Staff.	15
2	Essential elements of written staff work.	
3	Security classification of documents	
B	Security	
1	Various Security Measures, aspects and Procedures.	38
2	Emergency Evacuation Plan.	
3	Security of Person. Officials, Documents and Information.	
4	Handling & maintenance of Weapons.	
5	Various SOPs on security matters.	
6	Handling of various contingencies i.e., Strike, Mobs, Terrorist Threat/ attack, protest by employees etc.	
7	Voice procedure & communication security.	
8	Security of Installations / Transmission Lines.	
9	Points to be considered for security check of installations and security clearance of Security Staff.	
10	Investigation and interrogation.	
11	Suggested points for Security Standing Orders.	
12	Types of Security Equipment.	
C	Security of Foreigners	
1	Latest SOPs of Govt; of Pakistan.	15
2	Security during movement of Foreigners.	
3	Security of Residential Areas.	
4	Coordination with Law Enforcement Agencies required during movement.	
5	Reporting channels of incidents / violation of SOPs.	
6	Regular feedback to NACTA (National Counter Terrorism Authority), Ministry of Interior (Govt; of Pakistan).	
7	Security / protection of VVIP / VIPs.	

B	Fire Fighting	
1	New trend in Fire Fighting techniques & latest equipment used in Fire.	15
2	General information and knowledge about Fire Fighting.	
3	Safety of equipment used in fire services.	
4	Tasks of various officials of Fire Fighting staff and actions to be taken on put break of fire by each official.	
5	Name of various Rescue Organizations.	
	Total	83

ASSISTANT MANAGER (IT) (BPS-17)

Sr.	Concepts
1	Programming Fundamentals (Variables, Data structures, Control Structures, Exception Handling, Threading, Files, Socket Programming, Server side programming concepts)
2	Object Oriented Programming (Classes, Objects, Inheritance, Polymorphism, Encapsulation, Abstraction)
3	Data Communication and Computer Networks (Network Types, Topologies, TCP/OSI Layers, Storage)
4	Database Systems (Basic Concepts, Keys, Relationships, DDL/DML, Normalization, SQL, Joins)
5	Operating System Concepts (Basic Concepts, Scheduling Algorithm, Inter process Communication, Deadlocks, Memory management)
6	Fundamentals of ERP

PASSING MARKS WILL BE 50% FOR THE FOLLOWING CATEGORIES:

ACCOUNTS ASSISTANT (BPS-15)

Proposed Areas Weightages	Course Content for Professional/ Technical Knowledge
General/ Professional/ Technical/ Computer: (Total 85 Marks) 1. General: (65 Marks) <ol style="list-style-type: none"> Islamic Studies (10 Marks) Pakistan Studies, General Knowledge/ Current Affairs (15 Marks) Professional/ Technical Knowledge as per their qualification and experience given in the advertisement of each category of the posts. (40 Marks) 2. Computer: (20 Marks) Computer Proficiency	<u>Job Related Course Content (40 Marks) Must Include:</u> Professional/ Technical Knowledge as per their qualification and experience given in the advertisement of the posts.

TRANSPORT SUPERVISOR (BPS-14)

Proposed Areas Weightages	Course Content for Professional/ Technical Knowledge
<p>General/ Professional/ Technical: (Total 85 Marks)</p> <p>a) Islamic Studies (10 Marks)</p> <p>b) Pakistan Studies, General Knowledge/ Current Affairs (15 Marks)</p> <p>c) Professional/ Technical Knowledge as per their qualification and experience given in the advertisement of each category of the posts. (60 Marks)</p>	<p><u>Job Related Course Content (60 Marks) Must Include:</u></p> <ul style="list-style-type: none"> • Transportation Risk Management • Technical Knowledge about following: <ul style="list-style-type: none"> ▪ Internal combustion Engine ▪ Automatic Electric and Electronics works ▪ Suspension, steering and brakes ▪ Automatic transmission ▪ Motor vehicle inspection ▪ Fuel injection and carburetion ▪ Autobody Building and finishing
