

## PROPOSED SYLLABUS

### 1. SECTION OFFICER-ADMIN BPS-17

General Ability	Islamic Studies, Pakistan Studies, English, General Knowledge	20%
	Analytical & Verbal Reasoning	10%
Computer Knowledge	Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10%
Subject Ability	The Civil Servant Act, 1973	40%
	The Civil Servant (Appointment, Promotion & Transfer) Rules, 1973	
	The Rules of Business 1973	
	The Secretariat Instructions	
	The Revised Leave Rules 1980	
Subjective	The Civil Servants (Efficiency & Discipline) Rules, 2020	20%
	The Public Procurement Rules, 2004	
	Easy Writing	
	Report Writing	
	Precis Writing	

### 2. ASSISTANT PRIVATE SECRETARY BPS-16

General Ability	Islamic Studies, Pakistan Studies, English, General Knowledge	15%
	Analytical & Verbal Reasoning	15%
Computer Knowledge	Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10%
Subject Ability	Secretariat Instructions	40%
	Record Keeping	
	Letter Drafting	
Subjective	Essay <del>and</del> Writing (See words)	20%

**3. COMPUTER OPERATOR BPS-16**

General Ability	Islamic Studies, Pakistan Studies, English, General Knowledge	15%
	Analytical & Verbal Reasoning	15%
Subject Ability	Programming Fundamental	50%
	Database Management System	
	Operating System	
	Computer Architecture and Organization	
Subjective	Essay <del>and</del> Writing (300 words)	20%

**4. STENO TYPIST BPS-14**

General Ability	Islamic Studies, Pakistan Studies, English, General Knowledge	15%
	Analytical & Verbal Reasoning	15%
Computer Knowledge	Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10%
Subject Ability	Secretariat Instructions	40%
	Record Keeping	
	Letter Drafting	
Subjective	Essay <del>and</del> Writing (300 words)	20%

**5. LOWER DIVISION CLERK BPS-09**

General Ability	English	15%
	Islamiyat	15%
	Pakistan Studies	15%
	General Knowledge	15%
	Analytical & Verbal Reasoning	10%
	Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10%
Subjective	Essay <del>and</del> Writing (300 words)	20%