

## NTDCL APPROVED CONTENT

Sr.#	Nomenclature of Post	BPS	Proposed Areas	
01	Trained Graduate Teacher	16	<b>General/ Professional/ Technical/ Computer: (Total 85 Marks)</b>  <b>1. General: (65 Marks)</b>  a) Islamic Studies( <b>10 Marks</b> ) b) Pakistan Studies, General Knowledge/ Current Affairs( <b>15 Marks</b> )  <b>2. Computer: (20 Marks)</b> Computer Proficiency	Professional/ Technical Knowledge as per their qualification and experience given in the advertisement of each category of the posts. ( <b>40 Marks</b> )
02	Senior Store Keeper	15		
03	Senior Clerk	13		
04	Junior Clerk (Admin)	11		
05	Junior Clerk (Accounts)	11		
06	Junior Clerk (Audit)	11		
07	Junior Clerk (Store)	11		
08	Teacher	9		
09	Physical Education Teacher	7		

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Sr.#	Nomenclature of Post	BPS	Proposed Areas	
10	Imam Cum Khateeb	9	<p><b>General/ Professional/ Technical: (Total 85 Marks)</b></p> <p>a) Pakistan Studies, General Knowledge/ Current Affairs(15 Marks)</p>	<p><b><u>Job Related Course Content (70 Marks) Must Include:</u></b></p> <ul style="list-style-type: none"> <li>• Pillars of Islam and articles of faith.</li> <li>• Islamic jurisprudence (Fiqh).</li> <li>• Islamic history and civilization.</li> <li>• Understanding the meanings and interpretations of selected Quranic verses.</li> <li>• Hadith literature and its importance in Islamic jurisprudence.</li> <li>• Study of selected authentic Hadith collections (e.g., Sahih Bukhari, Sahih Muslim).</li> <li>• Application of Hadith principles in daily life.</li> <li>• The life of Prophet Muhammad (Peace be upon him)</li> <li>• The life of Companion (RA) of Prophet Muhammad (Peace be upon him).</li> <li>• The Life of Khulafa-e-Rashideen (RA).</li> <li>• Lessons and morals from the Seerah.</li> <li>• Application of Fiqh rulings in matters of worship, transactions, and social interactions.</li> <li>• Techniques for public speaking and sermon delivery.</li> <li>• Structuring and delivering Friday sermons (khutbahs) in accordance with Islamic guidelines.</li> <li>• Engaging the congregation and addressing contemporary issues within an Islamic framework.</li> </ul>
11	Moazin Cum Khadim	5	_____	<p><b><u>Job Related Course Content (85 Marks) Must Include:</u></b></p> <ul style="list-style-type: none"> <li>• Reciting of Adhan (call to prayer) and Iqamah (call to commence prayer) with correct pronunciation.</li> <li>• Reciting selected portion of the Quran (e.g., a surah or a few verses) from memory with correct tajweed.</li> <li>• Answer questions on the meaning and Interpretation of selected</li> </ul>

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				<p>Quranic verses.</p> <ul style="list-style-type: none"> <li>• Questions regarding the followings:</li> <li>• The Five Pillars of Islam</li> <li>• The Six Articles of Faith</li> <li>• Basic rules of prayer and purification</li> <li>• The life of Prophet Muhammad (Peace be upon him)</li> <li>• The Life of Khulafa-e-Rashideen (RA).</li> <li>• Important events and figures in Islamic history</li> </ul>
12	Cook	5	_____	<p><b><u>Job Related Course Content (85 Marks) Must Include:</u></b></p> <p>-کھانا پکانے کے اجزاء، جن میں گوشت، مرغی، سمندری غذا، پھل، سبزیاں، اناج، اور مصالحے شامل ہیں۔</p> <p>-علاقائی اجزاء، کھانا پکانے کے طریقے، اور ذائقہ کے پروفائلز کی سمجھ۔</p> <p>-عام باورچی خانے کے آلات اور اوزار۔</p> <p>-چولہے، اوون، گرل، اور دیگر کھانا پکانے کے آلات کا استعمال۔</p> <p>-باورچی خانے کے آلات کی دیکھ بھال اور ضرورت پڑنے پر ان کی مرمت۔</p> <p>-کھانے کی پیشکش اور پلیٹنگ کے اصول۔</p> <p>-کھانوں کو سجانا اور سجاوٹ کرنا۔</p> <p>-کھانے کی حفاظت کے اصول اور عملی طریقے۔</p> <p>-صحیح کھانے کی بینڈنگ، ذخیرہ، اور صفائی کے طریقے۔</p>
13	Tube Well Operator	07	<p><b>General/ Professional/ Technical: (85 Marks)</b></p> <p>a) Islamic Studies (10 Marks)</p> <p>b) Pakistan Studies, General Knowledge/ Current Affairs (15 Marks)</p> <p>c) General Paper of Matriculation standard, plus basic nature of job/ trade related questions for</p>	<p><b><u>Job Related Course Content (60 Marks) Must Include:</u></b></p> <ul style="list-style-type: none"> <li>• Safety precautions, safety practice during operation of water turbine <ul style="list-style-type: none"> <li>• Operational procedure of turbine</li> </ul> </li> <li>• Inspection and maintenance of overhead water tank</li> <li>• Basic knowledge of simple measuring instruments i.e.</li> </ul>

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			each category of the posts. <b>(60 Marks)</b>	<p>Voltmeter, ammeter, watt and KWH meter and their working principle.</p> <ul style="list-style-type: none"> <li>• Different type of control valve used in water supply network i.e. Gate valve, NRV, air relieve valve, ball valve <ul style="list-style-type: none"> <li>• Use the hand tools like pliers, hacksaw, hammer, screwdriver, hand</li> </ul> </li> </ul>
14	Sub Engineer (Civil)	14	<p><b>General/ Professional/ Technical: (Total 85 Marks)</b></p> <p>a) Islamic Studies <b>(10 Marks)</b></p> <p>b) Pakistan Studies, General Knowledge/ Current Affairs <b>(15 Marks)</b></p> <p>c) Professional/ Technical Knowledge as per their qualification and experience given in the advertisement of each category of the posts. <b>(60 Marks)</b></p>	<p><b>Job Related Course Content (60 Marks) Must Include:</b> The knowledge of subject matter in the following area shall be examined.</p> <ul style="list-style-type: none"> <li>• <b>Surveying</b></li> </ul> <p>Principle of surveying, Selection of suitable method, Scales, plans and maps, Entry into survey field books and level books, Methods of levelling, Levelling instruments and accessories, Principles of levelling, Equipment's required for Plane Tabling, Methods of plane tabling, Theodolite and Traverse surveying, Basic difference between different theodolites, Checks in closed traverse, Contouring, characteristics of contour lines,</p> <ul style="list-style-type: none"> <li>• <b>Construction Materials:</b> Stones, Formation and availability of stones in Pakistan, Methods of laying and construction with various stones, Cement, Different cements, Ingredients of cement, properties and manufacture of cement, Storage and transport of cement, Admixtures, Brick type, manufacture of brick, laying bonds, Paints and Varnishes Type and selection, Bitumen Type, Selection &amp; Use <ul style="list-style-type: none"> <li>• <b>Mechanics of Materials and Structures</b></li> </ul> </li> </ul> <p>Mechanics of Materials, Internal effects of loading, Ultimate strength and working stress of materials, Mechanics of Beams, Relation between shear force and bending moment, Thrust, shear and bending moment diagrams for statically determinate beams under various types of loading, Simple Strut Theory</p> <ul style="list-style-type: none"> <li>• <b>Hydraulics</b></li> </ul>

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				<p>Properties of fluid: mass, specific weight, density, specific volume, specific gravity, viscosity, Pressure and Pascal's law, Hydro-Kinematics and Hydro-Dynamics, Energy of flowing liquid: elevation energy, Kinetic energy, potential energy, internal energy, Measurement of Discharge, Weirs and notches, Discharge formulas, Flows, Characteristics of pipe flow and open channel flow</p> <ul style="list-style-type: none"><li>• <b>Soil Mechanics</b></li></ul> <p>Soil types and classification, Unit Weight of soil mass: bulk density, saturated density, submerged density and dry density, Interrelationship between specific gravity, void ratio, porosity, degree of saturation, percentage of air voids air content and density index, Optimum moisture content</p> <ul style="list-style-type: none"><li>• <b>Building Construction Technology</b></li></ul> <p>Foundations, Subsoil exploration, type and suitability of different foundations: Shallow, deep, Type of walls and their functions, Choosing wall thickness, Height to length relation, Use of scaffolding, Damp Proofing, Constituents of cement concrete, Grading of aggregates, Concrete mixes, Water cement ratio, Factors affecting strength of concrete, Curing, Wood work, Frame and shutters of door and window, Design and construction of stairs, Flooring and Finishing</p> <ul style="list-style-type: none"><li>• <b>Water Supply and Sanitation Engineering</b></li></ul> <p>Objectives of water supply system, Source of water and its selection: gravity and artisan springs, shallow and deep wells, Gravity Water Supply System, Determination of daily water demand, Determination of storage tank capacity, Selection of pipe, Pipe line design and hydraulic grade line, Design of Sewer, Quantity of sanitary sewage, Maximum, Minimum and self cleaning velocity, Design of septic tank</p> <ul style="list-style-type: none"><li>• <b>Highway Engineering</b></li></ul> <p>Road Pavement, Pavement structure and its components: subgrade, sub-base, base and surface courses, Road Machineries, Earth moving</p>
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				<p style="text-align: center;">and compacting machines, Road Construction</p> <p style="text-align: center;">Technology, Road Maintenance and Repair, Type of maintenance Works</p> <ul style="list-style-type: none"> <li>• <b>Estimating and Costing</b> Main items of work, Units of measurement and payment of various items of work and material, Standard estimate formats of government offices, Rate Analysis. Basic general knowledge on the use of rate analysis norms prepared by Wapda and the schedule of rates prescribed by Wapda Specifications, Interpretation of specifications of Wapda,</li> <li>• <b>Construction Management</b> Responsibilities of a civil overseer, Relation between Owner, Contractor and Engineer, Preparation of site plan, Organizing labor, Measures to improve labor efficiency, Contract Procedure, Contracts, Types of contracts, Tender and tender notice, Earnest money and security deposit, Preparation before inviting tender, Agreement, Conditions of contract, Construction supervision, Admin approval and technical sanction, Familiarity with standard account keeping formats used in governmental organizations, Planning and Control, Construction schedule, Equipment and materials schedule.</li> </ul>
15	Junior Store Keeper	14	<p style="text-align: center;"><b>General/ Professional/ Technical: (Total 85 Marks)</b></p> <p style="text-align: center;">a) Islamic Studies <b>(10 Marks)</b></p> <p style="text-align: center;">b) Pakistan Studies, General Knowledge/ Current Affairs <b>(15 Marks)</b></p> <p style="text-align: center;">c) Professional/ Technical Knowledge as per their qualification and experience given in the advertisement of each category of the posts. <b>(60 Marks)</b></p>	<p><b>Job Related Course Content (60 Marks) Must Include:</b></p> <ul style="list-style-type: none"> <li>• Computer Applications:</li> <li>• Networking(LAN, WAN, Network, Internet, Browsing and Surfing)</li> <li>• Basics of computers</li> <li>• Input and Output Devices</li> <li>• MS(Office- Word and PowerPoint) Application</li> <li>• BIT, BYTE, RAM, ROM</li> <li>• Introduction of Email, Mobile Phone, internet</li> <li>• Concept of Analogue and Digital equipment.</li> <li>• Basic Concept of Accounting(Graduation Level):</li> <li>• Recording the business transactions: Journal, Ledger and Trial Balance</li> </ul>

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|  |  |  |  | <ul style="list-style-type: none"><li>• Depreciation Methods and Accounting Treatment.</li><li>• Internal Control: Internal Audit, Internal Check, Internal Control for cash, purchases, store and sales departments.</li><li>• Introduction to Audit of computerized Accounting Records.</li><li>• Functional English:<ul style="list-style-type: none"><li>• Active and Passive voice</li><li>• Direct and Indirect speech</li></ul></li><li>• Concept of General Science(Intermediate Level):<ul style="list-style-type: none"><li>• Different Forms of Energy.</li><li>• Law of Conservation of Energy.</li><li>• Conventional Methods for production of Electrical energy.</li><li>• Non-Conventional Methods for production of Electrical energy.</li></ul></li><li>• Concept of Air and its properties.</li><li>• Basic Concept of Ozone, Global Warming, Green house gases, Chlorofluorocarbon, Pollution and SMOG.</li><li>• Concepts of Water, its properties and role as universal solvent.</li><li>• Pakistan studies and Current affairs<ul style="list-style-type: none"><li>• Objective Resolution.</li><li>• Khilafat Movement (1919- 1922).</li><li>• Economics in Islam: Economic role of State in Islam, Zakat and Usher.</li></ul></li><li>• Basic knowledge of Rashid UN Caliphate.</li><li>• Current Affairs of Pakistan (Basic Level).</li><li>• Pakistani and Muslim Scientists</li><li>• Basic Mathematics:<ul style="list-style-type: none"><li>• Matrices and Determinants.</li><li>• Sides and Angles of Triangle.</li><li>• Concept of Ratio and Proportion.</li><li>• Pythagoras Theorem.</li><li>• Concept related with area of different geometric shapes.</li></ul></li></ul> |
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16	Audit Assistant	15	<p><b>General/ Professional/ Technical/ Computer: (Total 85 Marks)</b></p> <p><b>1. General: (65 Marks)</b></p> <p>d) Islamic Studies (10 Marks)</p> <p>e) Pakistan Studies, General Knowledge/ Current Affairs (15 Marks)</p> <p>f) Professional/ Technical Knowledge as per their qualification and experience given in the advertisement of each category of the posts. (40 Marks)</p> <p><b>2. Computer: (20 Marks)</b></p> <p>Computer Proficiency</p>	<p><b>Job Related Course Content (40 Marks) Must Include:</b></p> <ul style="list-style-type: none"> <li>• Internal Audit Charter</li> <li>• Internal Audit Plan</li> <li>• Risk Assessment for Audit Plan</li> <li>• Engagement Planning</li> <li>• Field work - Obtaining Audit Evidence</li> <li>• Internal Controls</li> <li>• Internal Audit Report Writing</li> <li>• Follow-up of Audit Observations</li> <li>• Communication of Significant Observations to BoD &amp; Senior Management</li> </ul>
17	Transport Supervisor	14	<p><b>General/ Professional/ Technical: (Total 85 Marks)</b></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><b>Job Related Course Content (60 Marks) Must Include:</b></p> <ul style="list-style-type: none"> <li>• Safety precautions, safety practice during operation of water turbine</li> <li>• Operational procedure of turbine</li> <li>• Inspection and maintenance of overhead water tank</li> <li>• Basic knowledge of simple measuring instruments i.e. Voltmeter, ammeter, watt and KWH meter and their working principle.</li> <li>• Different type of control valve used in water supply network i.e. Gate valve, NRV, air relieve valve, ball valve</li> <li>• Use the hand tools like pliers, hacksaw, hammer, screwdriver, hand</li> </ul>
18	Assistant Admin	15	<p><b>General/ Professional/ Technical/ Computer: (Total 85 Marks)</b></p> <p><b>1. General: (65 Marks)</b></p> <p>c) Islamic Studies(10 Marks)</p> <p>d) Pakistan Studies, General Knowledge/ Current Affairs(15 Marks)</p> <p>e) Professional/ Technical Knowledge as</p>	<p><b>Job Related Course Content (40 Marks) Must Include:</b></p> <p>Professional/Technical Knowledge as per their qualification and experience given in the advertisement of the posts.</p> <p>1- Basic of Human Resource Management.</p> <p>2- Knowledge of office procedures such as filing, record keeping and scheduling.</p>



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			<p>per their qualification and experience given in the advertisement of each category of the posts. <b>(40 Marks)</b></p> <p><b>2. Computer: (20 Marks)</b> Computer Proficiency</p>	<p>3- Understanding of administrative systems and processes. 4- Drafting, Business letter, Memos, Report and email writing. 5- Task Management. 6- Analyzing and interpreting information. 7- Data Entry. 8- Basic arithmetic: Addition, Subtraction, Multiplication and division.</p>
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