**NTDCL Approved Content**

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| **Sr #** | **Name of Post & BPS** | **Proposed Areas Weightages** | **Course Content for Professional/ Technical Knowledge** |
| 1 | Assistant Legal Officer(BPS-16) | **General/ Professional/ Technical/ Computer:** **(Total 85 Marks)****1. General: (65 Marks)**1. Islamic Studies**(10 Marks)**
2. Pakistan Studies, General Knowledge/ Current Affairs**(15 Marks)**
3. 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 | **Job Related Course Content (40 Marks) Must Include:**Professional/Technical Knowledge as per their qualification andexperience given in the advertisement of the posts.1-Companies Laws:* Companies Act 2017.
* Public Sector Companies (Corporate Governance Rules) 2013.
* State-owned Enterprises Act 2023.

2- Contract Act 1872.3- NEPRA Act 1997.4- Land Acquisition Act 1894.5- Code of Civil Procedure 1908.6- Code of Criminal Procedure 1898.7- Pakistan Penal Code 1860.8-The Industrial Relation Acts 2012.9-Electricity Act, 191010- Legal Writing: Drafting legal documents such as legal opinions, memoranda’s.11- Case Analysis: Analyzing and Interpreting legal cases, Identifying key legal issues and applying relevant legal principles to specific cases.12- Ethical consideration in legal practice. 13- Professional conduct rules of lawyers.14- Awareness of the company’s industry and regulatory environment. |
| 2 | Assistant Private Secretary(BPS-16) | **General/ Professional/ Technical/ Computer:** **(Total 85 Marks)****1. General: (65 Marks)**1. Islamic Studies**(10 Marks)**
2. Pakistan Studies, General Knowledge/ Current Affairs**(15 Marks)**
3. 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 | **Job Related Course Content (40 Marks) Must Include:**Professional/Technical Knowledge as per their qualification andexperience given in the advertisement of the posts.1- Grammar: Part of Speech, Sentence Structure and Punctuation.2- Vocabulary: Synonyms, antonyms, idioms, phrases.3- Comprehension: Reading passages and answering questions to assess understanding.4- Drafting, Proof reading, Note-Taking, Composing Emails, writing letters and memos.5- Verbal Communication.6- Appointment, meeting and Task Scheduling.7- Basic arithmetic: Addition, Subtraction, Multiplication and division.8- Shorthand symbols and abbreviations. |
| 3 | Office Assistant (IT)(BPS-15)  | **General/ Professional/ Technical/ Computer: (Total 85 Marks)** **1. General: (65 Marks)** g) Islamic Studies **(10 Marks)** h) Pakistan Studies, General Knowledge/ Current Affairs **(15 Marks)** i) 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  | **Job Related Course Content (40 Marks) Must Include:*** Installation, configuration, testing, monitoring, and troubleshooting of end user workstations, software Applications, networks, printers and scanners.
* Implementation of new hardware installations, centralized/decentralized printers O&M and Hardware /Software configuration and reporting
* Capable to handle network hardware/Media i.e Layer 1 Troubleshooting
* Computer operations/functions.
* Knowledge about networked peripheral devices, and networking hardware products and their utility.
* Email Setup and using email clients i.e Microsoft outlook its backup restore procedures etc
* Knowledge of Data links status, monitoring and reporting
* Knowledge of Video Conference Systems and conducting of Video Conference meetings on various Systems available.
* Handling of meetings using VC/Skype/multimedia/wifi/webinar tools.
* Data entry, data cleaning, report preparations, formatting etc
* Working on MS Word, MS Excel, MS Power point for providing IT related support to the executives.
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| 4 | Assistant Admin(BPS-15) | **General/ Professional/ Technical/ Computer:** **(Total 85 Marks)****1. General: (65 Marks)**1. Islamic Studies**(10 Marks)**
2. Pakistan Studies, General Knowledge/ Current Affairs**(15 Marks)**
3. 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 | **Job Related Course Content (40 Marks) Must Include:**Professional/Technical Knowledge as per their qualification andexperience given in the advertisement of the posts.1- Basic of Human Resource Management.2- Knowledge of office procedures such as filing, record keeping and scheduling.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. |
| 5 | Accounts Assistant (BPS-15)  | **General/ Professional/ Technical/ Computer: (Total 85 Marks)** **1. General: (65 Marks)** a) Islamic Studies **(10 Marks)** b) Pakistan Studies, General Knowledge/ Current Affairs **(15 Marks)** c) 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  | **Job Related Course Content (40 Marks) Must Include:** Professional/ Technical Knowledge as per their qualification and experience given in the advertisement of the posts.  |