**NTDCL Approved Content**

|  |  |  |  |
| --- | --- | --- | --- |
| **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, 1910  10- 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. |
| 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. |