

SYLLABUS OF D.P.E. FOR TIME SCALE UPGRADATION OF
NON-GRADUATE STENO GR-I (BPS-15) FOR PLACEMENT IN BPS-16

Paper-A Staff Duties and Office Management

Total Marks 100 Passing Marks 50 Time Allowed 2 Hours

1. Official Correspondence
2. Handling of ordinary, confidential and secret letters / security classification.
3. Proper maintenance and preservation of record.
4. Filing system
5. Destruction of un-wanted / old record.
6. Annual Confidential Reports. Guidelines for writing of ACRs.
7. General Knowledge about handling of inquiry reports.
8. Report formatting and paragraphing of minutes / letters.

Paper-B

Part-I GK / CA / Pak & Islamic Studies (Objective Type)

Total Marks 50 Passing Marks 25 Time Allowed One Hour

1. Pak Studies (Matric Level).
2. Islamic Studies (Matric Level)
3. Current Affairs (Previous two months) / General Knowledge

Part-II WAPDA Rules & Regulations (Subjective Type)

Total Marks 50 Passing Marks 25 Time Allowed One Hour

Books will be allowed.

1. E&D Rules (Procedure only)
2. Conduct Rules
3. TA Rules (Basic Only)
4. Leave Rules