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**SYLLABUS – TIME SCALE UP-GRADATION
SR. VIGILANCE OFFICER - BPS 16 TO BPS-17**

Paper-A

Time Allowed : 3 Hours (Each paper)
Total Marks : 100 (Each paper)
Pass Marks : 50% (Each papers)

1. Part-I **Current Affairs, General and Departmental Knowledge**

1. Total Marks = 50

2. Pass Marks = 25

3. Number of Questions = All questions are compulsory

4. Questions for paper of 'Current Affairs' will be set from News Papers of last three months whereas "General Knowledge" will include national and international affairs.

5. This paper will include questions from Pak Studies and Islamiyat. Following is proposed for non-Muslim candidates in lieu of Islamiyat:-

a. History before creation of Pakistan to include role of Quaid-e-Azam, Allama Iqbal and other prominent leaders and events leading towards independence.

b. Present status of Pakistan to include potential, vulnerabilities, threats to sovereignty, mega projects (post & current) and achievements.

6. Departmental / General Knowledge portion will include one question relating to WAPDA Projects / Installations (10 marks).

2. Part-II **Rule & Regulations (As amended from time to time)**

1. Total Marks = 50

2. Pass Marks = 25

3. **Subject to be covered**

a. The Pakistan WAPDA Employees (Conduct) and E&D Rules – 1978

b. Pakistan WAPDA Leave Rules for WAPDA Employees 1982.

c. Guidelines for completion of ACRs.

d. TA/DA Rules and overtime allowance, instructions of Authority.

e. WAPDA Employees Retirement Rules.

f. Conduct of inquiries & investigation

g. Tender / Auction and DPE etc.

Note:

1. 50% Paper will be objective.
2. 50% Paper will be subjective.
3. 25% Choice in subjective portion.
4. Books allowed in Paper-A Part-II

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PAPER – B

Time Allowed : 3 Hours
Total Marks : 100
Pass Marks : 50%

1. Subject to be covered

a. Staff Duties / Office Management

- (1) Basic functions of Staff.
- (2) Essential elements of written staff work.
- (3) Security classification of documents.
- (4) Pakistan WAPDA Vigilance Officers / Staff Service Rules 2008 (as amended from time to time).

b. Vigilance

- (1) Role and functions of Vigilance Directorate.
- (2) Duties of Director (Vigilance) WAPDA.
- (3) Collection of Information.
- (4) Terrorism.
- (5) Surveillance.
- (6) Investigation.

c. Interrogation

- (1) Definition and Types.
- (2) Interrogation Do's and Don't's.

d. Security


- (1) Security Principles and Measures.
- (2) Security of Documents.
- (3) Communication Security.
- (4) Security of Installations.
- (5) Protection of VVIPs and VIPs.

e. Security of Foreigners. SOPs related to foreigners.

f. Fire Fighting. Maintenances of Fire Fighting equipment.

Note:

1. 50% Paper will be objective.
2. 50% Paper will be subjective.
3. 25% Choice in subjective portion.


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