

Proposed Content Weightages for Supreme Court of Pakistan

Sr. No	Designation of the Post	Criteria and Subject Division	Subject % Weight
01	Judicial Assistant (BPS-16)	As per the Advertisement	65 MCQ's
		A: English (16 Marks)	16
		i. Comprehension (04 Marks)	
		ii. Active Passive (04 Marks)	
		iii. Correct use of Tenses (04 Marks)	
		iv. Antonym and Synonyms (04 Marks)	
		B: Analytical Reasoning (10 Marks)	10
		C: MS Office (09 Marks)	09
		i. MS Word (02 Marks)	
		ii. MS Excel (02 Marks)	
		iii. MS Power Point (02 Marks)	
		iv. Internet (02 Marks)	
		D: LAW (30 Marks)	30
		i. The Principles of Criminal Law (02 Marks)	
		ii. English Jurisprudence (03 Marks)	
		iii. The Pakistan Penal Code (03 Marks)	
		iv. The Constitution of Pakistan, 1973 (03 Marks)	
		v. The Law of Contract (03 Marks)	
		vi. The Code of Civil Procedure, 1908 (03 Marks)	
		vii. The Code of Criminal Procedure, 1898 (03 Marks)	
		viii. The Qanun-e-Shahadat Order 1984 (03 Marks)	
ix. The Limitation Act, 1908 (03 Marks)			
x. The Arbitration Act, 1940 (02 Marks)			
xi. The Cort Fee Act, 1870 (02 Marks)			
2.1 Descriptive Type Test: 20 Marks	20		
A: Law Descriptive Portion (10 Marks) (Questions 2 out of 3)			
B: Essay Writing (10 Marks)			
1. Skill Test: 15 Marks	15		
A: Practical Computer Literacy Test (15 Marks) (MS Office Proficiency)			
02	Assistant Private Secretary (BPS-16)	As per the Advertisement	70 MCQ's
		A: English (20 Marks)	20
		i. Comprehension (05 Marks)	
		ii. Active Passive (05 Marks)	
		iii. Correct use of Tenses (05 Marks)	
		iv. Antonym and Synonyms (05 Marks)	
		B: MS Office (25 Marks)	25
		i. MS Word (05 Marks)	
		ii. MS Excel (05 Marks)	
		iii. MS Power Point (05 Marks)	
		iv. Internet (05 Marks)	
		v. Email (05 Marks)	
C: Analytical Reasoning (10 Marks)	10		

		D: Office Procedures of Federal & Provincial Governments (15 Marks)	15
		i.Office filling Procedure (07 Marks)	
		ii.Correspondence, noting (08 Marks)	
		2.1 Descriptive Type Test : 30 Marks	30
		A: Essay Writing (20 Marks)	
		B: Letter Writing (10 Marks)	
		1.Skill Test	
		A: Shorthand speed : 110 wpm	
		B: Typing Test : 40 wpm	
03	Protocol Assistant (BPS-14)	As per the Advertisement	70 MCQ's
		A: English (20 Marks)	20
		i.Comprehension (05 Marks)	
		ii.Active Passive (05 Marks)	
		iii.Correct use of Tenses (05 Marks)	
		iv.Antonym and Synonyms (05 Marks)	
		B: MS Office (10 Marks)	10
		i.MS Word (02 Marks)	
		ii.MS Excel (02 Marks)	
		iii.MS Power Point (02 Marks)	
		iv.Internet (02 Marks)	
		v.Email (02 Marks)	
		C: Analytical Reasoning (08 Marks)	08
		D: Current Affairs (08 Marks)	08
		E: General Knowledge (08 Marks)	08
		F: Business Communication (06 Marks)	06
		G: Issues pertaining to security and dealing with district management / police and other authorities (10 Marks)	10
		1.1 Descriptive Type Test : 30 Marks	30
		A: Essay Writing (20 Marks)	
		B: Letter Writing (10 Marks)	
04	Stenotypist (BPS-14)	As per the Advertisement	70 MCQ's
		A: English (20 Marks)	20
		i.Comprehension (05 Marks)	
		ii.Active Passive (05 Marks)	
		iii.Correct use of Tenses (05 Marks)	
		iv.Antonym and Synonyms (05 Marks)	
		B: MS Office (25 Marks)	25
		i.MS Word (05 Marks)	
		ii.MS Excel (05 Marks)	
		iii.MS Power Point (05 Marks)	
		iv.Internet (05 Marks)	
		v.Email (05 Marks)	
		C: Analytical Reasoning (10 Marks)	10
		D: Office Procedures of Federal & Provincial Governments (15 Marks)	15
		i.Office filling Procedure (07 Marks)	
		ii.Correspondence, noting (08 Marks)	
		2.1 Descriptive Type Test : 30 Marks	30
		A: Essay Writing (20 Marks)	

		B: Letter Writing (10 Marks)	
		1.Skill Test	
		A: Shorthand speed : 80 wpm	
		B: Typing Test : 40 wpm	
05	Accounts Assistant (BPS-14)	As per the Advertisement	75 MCQ's
		A: English (10 Marks)	10
		i.Comprehension (04 Marks)	
		ii.Correct use of Tenses (04 Marks)	
		iii.Antonym and Synonyms (02 Marks)	45
		B: Accounting Knowledge (45 Marks)	
		i.General Ledgers, payables / receivables (08 Marks)	
		ii.Maintenance of accounts, balance sheet (07 Marks)	
		iii.Reconciliation of bank statements (05 Marks)	
		iv.Financial Reports verification (05 Marks)	
		v.Petty cash (05 Marks)	
		vi.Depreciation, Written Down Values etc. (05 Marks)	10
		vii.Budgeting (05 Marks)	
		viii.Simple Math (05 Marks)	
		C: Analytical Reasoning (10 Marks)	10
		D: MS Office (10 Marks)	
		i.MS Word (03 Marks)	
ii.MS Excel (05 Marks)			
iii.Internet (01 Marks)	25		
iv.Email (01 Marks)			
1.1 Descriptive Type Test : 25 Marks			
A: Essay Writing (15 Marks)	25		
B: Letter Writing (10 Marks)			
06	Library Clerk (BPS-09)	As per the Advertisement	75 MCQ's
		A: Knowledge of Library Affairs (40 Marks)	40
		B: English (15 Marks)	15
		i.Comprehension (05 Marks)	
		ii.Active Passive (03 Marks)	
		iii.Correct use of Tenses (04 Marks)	
		iv.Antonym and Synonyms (03 Marks)	15
		C: MS Office (15 Marks)	
		i.MS Word (03 Marks)	
		ii.MS Excel (03 Marks)	
		iii.MS Power Point (03 Marks)	
		iv.Internet (03 Marks)	
		v.Email (03 Marks)	05
		D: Analytical Reasoning (05 Marks)	
		2.1 Descriptive Type Test : 25 Marks	25
A: Essay Writing (15 Marks)			
B: Letter Writing (10 Marks)			
1.Skill Test			
		A: Typing speed : 35 wpm	
07	LDC	As per the Advertisement	70 MCQ's
		A: English (20 Marks)	20

	(BPS-07)	i.Comprehension (05 Marks)	
		ii.Active Passive (05 Marks)	
		iii.Correct use of Tenses (05 Marks)	
		iv.Antonym and Synonyms (05 Marks)	
		B: MS Office (30 Marks)	
		i.MS Word (07 Marks)	30
		ii.MS Excel (07 Marks)	
		iii.MS Power Point (07 Marks)	
		iv.Internet (05 Marks)	
		v.Email (04 Marks)	
		C: Analytical Reasoning (10 Marks)	10
		D: Office Procedures of Federal & Provincial Governments (10 Marks)	10
		i.Office filling Procedure (05 Marks)	
		ii.Correspondence, noting (05 Marks)	
		2.1 Descriptive Type Test : 30 Marks	30
	A: Essay Writing (20 Marks)		
	B: Letter Writing (10 Marks)		
	1.Skill Test		
	A: Typing speed : 40 wpm		
Testing Language of following ppost will be Urdu			
08	Driver (BPS-05)	As per the Advertisement	50 MCQ's
		1.Practical Driving Test (40 Marks)	50
		2.Basic Knowledge Practical Test of Auto Mechanical Test (10 Marks)	
		3.MCQ Based Test : 50 Marks	50
		A: Driving Skills (20 Marks)	
		B: Traffic Rules (20 Marks)	
		C: IQ Skill (10 Marks)	
09	Cook (BPS-03)	As per the Advertisement	50 MCQ's
		1.Written Test (Primary School Level) to ascertain knowledge about cooking & culinary art.	100
		2.Skill Test	
10	Naib Qasid (BPS-02)	As per the Advertisement	100 MCQ's
		Written Test (Primary School Level)	100
		1.Manners (40 Marks)	
		2.IQ Skills (40 Marks)	
		3.General Knowledge (20 Marks)	