

Ministry of Federal Education & Professional Training (Daanish Wing), Government of Pakistan (Non Teaching Staff)

Post wise Syllabus for Screening Test

Sr. No	Post Name	Syllabus	Percentage
1	Medical Officer (OG-I)	Professional (MBBS Core Subjects): Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Microbiology, Forensic Medicine, Community Medicine, Medicine, Surgery, Pediatrics, Gynecology & Obstetrics, ENT, Ophthalmology, Orthopedics, Psychiatry, Dermatology, Emergency Medicine)	70
		English (Grammar, Vocabulary, Synonyms, Antonyms, Comprehension, Sentence Correction)	10
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat	10
		Analytical Reasoning / IQ	10
2	Counseling Officer/ Psychologist (OG-I)	Professional (Psychology): Nature & Scope of Psychology, Biological Basis of Behaviour, Cognitive Psychology, Learning & Memory, Motivation & Emotion, Personality Theories, Intelligence, Developmental Psychology, Social Psychology, Counseling Psychology, Clinical & Abnormal Psychology, Psychological Testing & Assessment, Psychotherapy & Counseling Techniques, Organizational/Industrial Psychology, Research Methods & Statistics, Ethics in Psychology	70
		English (Grammar, Vocabulary, Comprehension, Sentence Correction)	10
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat	10
		Analytical Reasoning / IQ	10
3	Accounts Officer (OG-I)	Professional (Accounting & Finance): Accounting Principles & Procedures, Financial Accounting, Cost & Management Accounting, Auditing, Journal, Ledger & Cash Book, Trial Balance, Financial Statements, Budgeting, Financial Planning, Cost Accounting, Depreciation, Bank Reconciliation, Taxation (Basic), Heads of Accounts, Re-appropriation of Funds, Supplementary Grants, Audit & Audit Objections, Public Procurement Rules (PPRA), Basic IT & MS Excel	70
		English (Grammar, Vocabulary, Comprehension, Sentence Correction)	10
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat	10
		Analytical Reasoning / IQ	10

4	Admin Officer (OG-I)	Professional (Administration & Management): Principles of Management, Office Administration, Human Resource Management (HRM), Organizational Behaviour, Public Administration, Leadership & Decision Making, Office Procedures, Record Management, Communication Skills, Procurement & Inventory Management, PPRA Rules (Basic), Service Rules, Time Management, Project Management, Basic IT & MS Office	70
		English (Grammar, Vocabulary, Comprehension, Sentence Correction)	10
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat	10
		Analytical Reasoning / IQ	10
5	Accounts Assistant (DS-16)	Professional (Accounting & Finance): Basic Accounting Principles, Journal, Ledger, Trial Balance, Cash Book, Bank Reconciliation, Financial Statements, Cost Accounting (Basic), Budgeting, Auditing (Basic), Taxation (Basic), Bookkeeping, Depreciation, Accounting Standards (Basic), Public Finance, Basic PPRA Rules, MS Excel & Computer Applications	70
		English (Grammar, Vocabulary, Comprehension, Sentence Correction)	10
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat	10
		Analytical Reasoning / IQ	10
6	Admin Assistant (DS-16)	Professional (Administration & Office Management): Office Administration, Office Procedures, Record & File Management, Human Resource Management (Basic), Organizational Behaviour, Communication Skills, Office Correspondence (Letters, Notes & Office Orders), Inventory & Store Management, Procurement (Basic), PPRA Rules (Basic), Service Rules (Basic), MS Office (Word, Excel, PowerPoint), Email & Internet, Office Automation	70
		English (Grammar, Vocabulary, Comprehension, Sentence Correction)	10
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat	10
		Analytical Reasoning / IQ	10
7	Data Entry Operators (General & Accounts) (DS-11)	Professional: Computer Fundamentals, Data Entry Techniques, Typing Speed & Accuracy, MS Office (Word, Excel, PowerPoint), Internet & Email, Operating Systems, Basic Database Concepts, File Management, Computer Hardware & Software (Basic), Basic Accounting (for Accounts DEO), Office Automation, IT Security Basics	70
		English (Grammar, Vocabulary, Comprehension, Sentence Correction)	10
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat	10
		Analytical Reasoning / IQ	10

8	Librarian (OG-I)	Professional (Library & Information Science): Library Science Fundamentals, Classification Systems (DDC, UDC, LCC), Cataloguing (AACR-2, RDA), Library Management, Reference & Information Services, Collection Development, Information Retrieval, Digital Libraries, Library Automation, Library Software (e.g., Koha), Indexing & Abstracting, Bibliography, Preservation & Conservation of Library Materials, Research Methods, Information Literacy, Copyright & Intellectual Property (Basic)	70
		English (Grammar, Vocabulary, Comprehension, Sentence Correction)	10
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat	10
		Analytical Reasoning / IQ	10