

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	Paper Language	Percentage
1	Sports Coach (OG-1)	Professional (Sports Coach): Fundamentals of Physical Education, Sports Coaching Principles, Training Methods & Techniques, Fitness & Conditioning, Exercise Physiology, Sports Psychology, Sports Nutrition, Anatomy & Physiology, Injury Prevention & First Aid, Rules & Regulations of Major Sports, Talent Identification & Athlete Development, Coaching Ethics, Team Management, Sports Event Organization, Officiating & Refereeing Basics, Sports Equipment & Facilities, Warm-up & Cool-down Techniques, Performance Evaluation, Communication & Leadership Skills.	English	70
		English (Grammar, Vocabulary, Synonyms, Antonyms, Comprehension, Sentence Correction)		10
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		10
		Analytical Reasoning / IQ		10
2	Qari / Qaria (DS-14)	Professional (Qari / Qaria): Tajweed Rules, Makharij-ul-Huroof, Sifaat-ul-Huroof, Correct Quranic Recitation, Hifz & Revision Techniques, Waqf & Ibtida (Rules of Stopping & Starting), Basic Qira'at, Quran Translation (Basic Understanding), Basic Tafseer, Islamic Studies, Daily Duas & Sunnah, Fiqh of Salah, Islamic Ethics & Moral Values, Teaching Methodology for Quran, Classroom Management, Voice Modulation & Tilawat Etiquettes.	Urdu	70
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		30
3	Electrician (DS-9)	Professional (Electrician): Basic Electrical Engineering, Electrical Safety Procedures, AC & DC Fundamentals, Ohm's Law, Series & Parallel Circuits, Single Phase & Three Phase Systems, Electrical Wiring & Installation, Electrical Drawings & Wiring Diagrams, Switches, Sockets & Distribution Boards, Earthing & Grounding Systems, Circuit Breakers, Fuses & Protective Devices, Electric Motors & Motor Controls, Transformers (Basic), Lighting Systems, Electrical Measuring Instruments (Multimeter, Clamp Meter, Megger), Cable Selection & Jointing, Troubleshooting & Fault Diagnosis, Preventive & Corrective Maintenance, Tools & Equipment, Workshop Practices.	Urdu	70
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		30
4	Turbine / Tube Well Operator (DS-9)	Professional (Turbine / Tube Well Operator): Fundamentals of Tube Well & Turbine Systems, Water Supply & Distribution Systems, Types of Pumps (Centrifugal, Submersible & Turbine), Pump Components & Functions, Electric Motors, Motor Starters & Control Panels, AC & DC Basics, Single & Three Phase Systems, Electrical Safety, Installation & Operation of Tube Wells, Pump Alignment & Coupling, Valves & Pipe Fittings, Water Flow & Pressure Measurement, Preventive & Corrective Maintenance, Lubrication Practices, Troubleshooting & Fault Diagnosis, Electrical Measuring Instruments (Multimeter, Clamp Meter, Megger), Safety Procedures, Tools & Equipment, Workshop Practices.	Urdu	70
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		30
5	Tailor (DS-9)	Professional (Tailor): Fundamentals of Tailoring, Sewing Machine Operation & Maintenance, Hand & Machine Stitching Techniques, Fabric Types & Properties, Measurement Taking, Pattern Making & Drafting, Cutting Techniques, Garment Construction, Alteration & Repair of Garments, Finishing Techniques, Ironing & Pressing, Embroidery (Basic), Buttonholes, Zippers & Fasteners, Uniform & Clothing Stitching, Quality Control, Workplace Safety, Tailoring Tools & Equipment, Workshop Practices.	Urdu	70

		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		30
6	Head Mali (DS-12)	Professional (Head Mali): Fundamentals of Horticulture, Plant Identification & Classification, Soil Preparation & Management, Seed Sowing & Nursery Management, Plant Propagation Methods, Plantation & Transplantation Techniques, Irrigation Systems & Water Management, Fertilizers & Manures, Pruning, Trimming & Lawn Maintenance, Pest & Disease Identification & Control, Seasonal Flowers, Ornamental Plants & Trees, Landscape Gardening, Park & Garden Maintenance, Operation & Maintenance of Gardening Tools & Equipment, Greenhouse Basics, Workplace Safety, Supervision of Gardening Staff, Record Keeping, Workshop Practices.	Urdu	70
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		30
7	Mali (DS-07)	Professional (Mali): Fundamentals of Gardening & Horticulture, Plant Identification & Care, Soil Preparation & Management, Seed Sowing & Nursery Management, Planting & Transplanting Techniques, Watering & Irrigation Methods, Fertilizers & Manures, Lawn Care & Grass Maintenance, Pruning & Trimming, Seasonal Flowers & Ornamental Plants, Tree & Shrub Maintenance, Pest & Disease Identification & Control, Garden Tools & Equipment, Composting & Waste Management, Landscape Maintenance, Workplace Safety, Basic Record Keeping, Workshop Practices.	Urdu	70
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		30
8	Driver (DS-9)	Professional (Driver): Traffic Rules & Road Signs, Motor Vehicle Laws, Safe Driving Practices, Defensive Driving Techniques, Vehicle Controls & Operations, Light & Heavy Vehicle Driving Skills, Pre-Trip & Post-Trip Vehicle Inspection, Engine Basics, Brake System, Clutch, Gearbox & Transmission, Steering & Suspension System, Tyres & Wheel Maintenance, Battery & Electrical System (Basic), Fuel & Lubrication System, Cooling System, Preventive & Corrective Maintenance, Emergency Procedures, First Aid Basics, Accident Prevention, Driving Ethics, Vehicle Documents & Licensing Requirements, Tools & Equipment, Workshop Practices.	Urdu	70
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		30
9	Control Room Operator (DS-14)	Professional (Control Room Operator): Control Room Operations & Procedures, Monitoring & Surveillance Systems, CCTV Operations, Access Control Systems, Alarm Monitoring & Response, Communication Systems (Telephone, Intercom & Wireless Radio), Incident Reporting & Documentation, Emergency Response Procedures, Fire Safety & Evacuation Procedures, Basic Security Operations, Control Panel Operations, Computer Fundamentals, MS Office (Basic), Data Entry & Record Keeping, Basic Networking Concepts, Power Backup Systems (UPS & Generators), Troubleshooting of Control Room Equipment, Workplace Safety, Communication Skills, Ethics & Professional Conduct.	English	70
		English (Grammar, Vocabulary, Synonyms, Antonyms, Comprehension, Sentence Correction)		10
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		10
		Analytical Reasoning / IQ		10
10	Security Guards (Multiple Categories) (DS-5)	Professional (Security Guard): Fundamentals of Security Duties, Security Procedures & Protocols, Access Control & Visitor Management, Patrolling Techniques, Observation & Reporting Skills, Physical Security Measures, Emergency Response Procedures, Fire Safety & Firefighting Basics, First Aid Basics, Crowd Control, Search & Screening Procedures, Communication Skills, Incident Reporting, Security Equipment (Metal Detectors, CCTV, Alarm Systems & Handheld Radios), Personal Safety & Self-Discipline, Basic Law Enforcement Awareness, Workplace Safety, Ethics & Code of Conduct, Tools & Equipment, Security Practices.	Urdu	70
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		30

11	Secretariate Staff (Assistant/ Clerical) (DS 11)	Professional (Assistant / Clerical): Office Management & Secretariat Practices, Office Procedures, Filing & Record Management, Office Correspondence (Official Letters, Notes & Office Orders), Noting & Drafting, Computer Fundamentals, MS Office (Word, Excel & PowerPoint), Internet & Email Usage, Data Entry & Record Keeping, Typing Skills, Office Automation, Document Management, Basic Accounting & Office Finance, Office Communication Skills, Public Dealing & Customer Service, Time Management, Office Equipment (Printer, Scanner, Photocopier & Fax Machine), Basic Service Rules & Office Ethics, Workplace Safety, Professional Conduct.	English	70
		English (Grammar, Vocabulary, Synonyms, Antonyms, Comprehension, Sentence Correction)		10
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		10
		Analytical Reasoning / IQ		10
12	Janitor / Sweeper (DS-5)	Professional (Janitor / Sweeper): Cleaning & Sanitation Practices, Housekeeping Procedures, Use of Cleaning Tools & Equipment, Floor Cleaning & Maintenance, Washroom Cleaning & Hygiene, Waste Collection, Segregation & Disposal, Disinfection & Infection Control, Personal Hygiene, Safe Handling of Cleaning Chemicals, Workplace Health & Safety, Fire Safety Basics, First Aid Basics, Cleaning of Offices, Classrooms & Public Areas, Water Conservation Practices, Pest Control Awareness, Time Management, Ethics & Professional Conduct, Tools & Equipment, Workplace Practices.	Urdu	70
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		30
13	Bus Conductor (DS-5)	Professional (Bus Conductor): Duties & Responsibilities of a Bus Conductor, Passenger Handling & Customer Service, Ticket Issuance & Fare Collection, Ticketing Systems & Fare Rules, Cash Handling & Basic Accounting, Bus Routes & Timetable Management, Traffic Rules & Road Safety, Passenger Safety Procedures, Emergency Response & Evacuation, Communication Skills, Public Dealing, Record Keeping & Reporting, Basic Vehicle Knowledge, First Aid Basics, Fire Safety, Workplace Ethics & Professional Conduct, Tools & Equipment, Workplace Safety.	Urdu	70
		General Knowledge, Pakistan Affairs, Current Affairs & Islamiyat		30