

FEDERAL PUBLIC SERVICE COMMISSION

Revised Scheme and Syllabus for Screening Tests of all posts of Assistant Private Secretary (APS) and Official Reporter Advertised vide Adv. No. 01-04/2018

S. No	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
1.	Assistant Private Secretary (BS-16),	i. Second Class or Grade 'C' Bachelor's degree from a University recognized by HEC. ii. Minimum shorthand speed: 100 W.P.M. and typing speed: 50 W.P.M. iii. Must be computer literate.	<ul style="list-style-type: none"> • Typing Test with minimum Speed of 50 W.P.M • Shorthand Test with minimum Speed of 100 W.P.M • Computer Literacy Test: <ul style="list-style-type: none"> i Microsoft Word (Typing, Formatting) ii Microsoft Excel (Typing, Graph, Calculations) iii Microsoft Power Point (Typing, Formatting, Inserting Objects) 	35 Marks 35 Marks 10 Marks 10 Marks 10 Marks
2.	Official Reporter (English)	i. 2 nd Class or Grade 'C' Bachelor Degree from HEC recognized University ii. English Shorthand Speed 120 W.P.M iii. English Typing Speed 50 W.P.M iv. Proficiency in relevant Computer Software	<ul style="list-style-type: none"> • Typing Test with minimum Speed of 50 W.P.M • Shorthand Test with minimum Speed of 120 W.P.M • Computer Literacy Test: <ul style="list-style-type: none"> i Microsoft Word (Typing, Formatting) ii Microsoft Excel (Typing, Graph, Calculations) iii Microsoft Power Point (Typing, Formatting, Inserting Objects) 	35 Marks 35 Marks 10 Marks 10 Marks 10 Marks