



PUNJAB PUBLIC SERVICE COMMISSION

SUBJECT: JOB DESCRIPTION FOR SIXTEEN (16 INCLUDING 01 POST RESERVED FOR MINORITY QUOTA AND 02 POSTS RESERVED FOR WOMEN QUOTA) POSTS OF STENOGRAPHER (BS-15) ON REGULAR BASIS IN THE OFFICE OF THE DEPUTY COMMISSIONER /DISTRICT COLLECTOR, HAFIZABAD (BOARD OF REVENUE, PUNJAB) (CASE NO. 2J2024)

Syllabus for Shorthand and Typing Test

A speed of 70 words per minute in shorthand in English and 35 words per minute in typewriting (English);

Note:

The candidates who qualify English Shorthand test will be called for English typing and proficiency test on computer.

Preference:

English typing/proficiency test qualified candidates will be called for Urdu Shorthand Test at a speed of 60 w.p.m. and typing (Urdu) at a speed of 25 w.p.m.

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