SYLLABUS AND JOB DESCRIPTION FOR THE POST OF PERSONAL ASSISTANT (BS-18) AT LAHORE HIGH COURT, LAHORE.

SR.#	***PERSONAL ASSISTANT (BS-18)*** *Job Code: G-128*
1.	***SYLLABUS (Graduation Level)*** ***Practical Test (Phase-I)*** ***Dictation for Short-hand & Typing Test*** *Dictation of two paragraphs, one from civil and the other from criminal cases, for short-hand and typing test at the speed of 110/50 w.p.m.* ***Written Test (Subjective) (Phase-II)*** ***(English Language)*** ***a) (English Composition)*** *Essay writing, precis writing, comprehension, drafting of letters /notices/other forms of communication in English.* ***b) (English Grammar)*** *Idioms, synonyms, antonyms, sentence correction, fill-in the blanks with use of prepositions.* *Note: In Phase-II only those candidates will be called to appear in the Written Test (Subjective) who pass the Practical Test (Phase-I) as per prescribed criteria.*
	Job Description *i) To attend the Court and chamber for taking dictation of orders/ judgments from the Hon'ble Judges and to transcript the same neatly & correctly and present the same in the chamber of their lordships for reading, vetting and signature.* *ii) To perform all the duties already assigned to the Private Secretary in his absence.* *iii) To perform miscellaneous work etc.* *iv) To perform any other duty assigned by the Hon'ble Judge/Officer.*