



THE
GILGIT-BALTISTAN CHIEF COURT
GILGIT

All communication should be addressed to the Registrar Gilgit-Baltistan Chief Court Gilgit and not to any official by name.



Office: 05811-920241

Fax: 05811-920850

www.gbcc.gov.pk
registrargb@gmail.com

No.CC.E-7/2024

Dated: 23rd May, 2024.

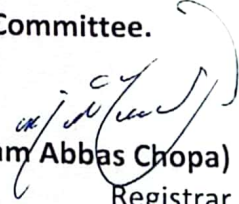
CIRCULAR

As approved by the Departmental Promotion Committee under section 10 and as per appendix-A at serial No.07 of the Gilgit-Baltistan Chief Court Ministerial Establishment (Appointment and Conditions of Service) Rules 2020, the Departmental Promotional Examination for promotion against the posts of Private Secretary (BPS-18) from amongst Private Secretaries (BPS-17) and Senior Scale Stenographers (BPS-17) of Gilgit-Baltistan Chief Court, having 5 years Service in (BPS-17), is scheduled to be held on 8th June 2024 at 11:00 AM at Gilgit-Baltistan Chief Court Gilgit as per attached syllabus.

The following officers from GB Chief Court are eligible to appear in the Departmental Promotional Examination:-

S. No	Name of officer	Designation	Place of posting
1.	Mr.Shams-ul-Hadi,	Senior Stenographer	GB Chief Court.
2.	Mr. Sultan Karim Khan	Senior Stenographer	GB Chief Court.
3.	Mr. Khadim Hussain	Senior Stenographer	GB Chief Court.
4.	Mr. Ubaid ullah	Senior Stenographer	GB Chief Court.

This issues with the approval of Departmental Promotion Committee.


(Ghulam Abbas Chopra)
Registrar

DISTRIBUTION


- ✓ 1. The Private Secretary to Mr. Justice Raja Shakeel Ahmed and Mr. Justice Mushtaq Muhammad Hon'ble Judge GB Chief Court, Gilgit.
2. Officers concerned.
3. Office file.



Despatch No. 10071
Date 23-5-24
Gilgit Chief Court Gilgit

SYLLABUS FOR DEPARTMENTAL PROMOTIONAL EXAMINATION FOR THE POST OF PRIVATE SECRETARY AND COURT ASSOCIATE IN GILGIT-BALTISTAN CHIEF COURT AS PER SECTION 10 OF THE GILGIT-BALTISTAN CHIEF COURT MINISTERIAL ESTABLISHMENT (APPOINTMENT AND CONDIATIONS OF SERVICE)RULES 2020.

S#	POST	SYLLABUS
1.	Private Secretary	<p align="center"><u>Written Test (Subjective)</u> <u>(English Composition)</u></p> <ul style="list-style-type: none"> ➤ Essay writing. ➤ Precise note. ➤ Drafting of letters . ➤ Notices. ➤ English to Urdu translation. <p align="center"><u>Practical Test</u></p> <p align="center"><u>Dictation for Short-hand & Typing Test</u></p> <ul style="list-style-type: none"> ➤ Dictation of 500 words, one from civil and the other from criminal cases, for short-hand and typing test at the speed of 100/50 w.p.m. respectively. ➤ Urdu typing speed of 40 w.p.m. <p align="center"><u>I.T Related Knowledge.</u></p> <ul style="list-style-type: none"> ➤ General Knowledge about Computer. ➤ MS Word. ➤ MS Excel. ➤ MS PowerPoint. ➤ Knowledge about CFMS. ➤ Online updating daily disposal on CFMS.
2.	Court Associate	<p align="center"><u>Written Test (Subjective)</u> <u>(English Composition)</u></p> <ul style="list-style-type: none"> ➤ Essay writing, precise Note. ➤ Writing comprehension. ➤ Drafting of letters. ➤ Notices/ Judgment /Order. ➤ Translation from Urdu to English and vice versa. <p align="center"><u>Gilgit-Baltistan Chief Court Rules and Orders relating to Practice and Procedures 2020.</u></p> <p align="center"><u>Practical Test</u></p> <p align="center"><u>Dictation for Short-hand & Typing Test</u></p> <ul style="list-style-type: none"> ➤ Dictation of 1000 words, one from civil and the other from criminal cases, for short-hand and typing test at the speed of 100/40 w.p.m respectively ➤ Urdu Typing speed of 40 w.p.m. <p align="center"><u>I.T Related Knowledge.</u></p> <ul style="list-style-type: none"> ➤ General Knowledge about Computer. ➤ MS Word. ➤ MS Excel. ➤ MS PowerPoint. ➤ Knowledge about CFMS. ➤ Online updating daily disposal on CFMS.


Ghulam Abbas Chopra)
 Registrar