



**GILGIT BALTISTAN CHIEF COURT GILGIT**  
**SYLLABUS FOR THE POST OF STENOGRAPHER**  
**(BPS – 16)**

**Part – I**                      **ENGLISH**

- Antonyms (MCQs) 05
- Synonyms (MCQs) 05
- Idioms & Phrases MCQs) 05
- Prepositions (MCQs) 05
- Translation (Urdu to English) 05
- Translation (English to Urdu) 05
- Essay Writing 10

**Part – II**                      **COMPUTER**

- Fundamentals of Operating System (MCQs) 03
- Troubleshooting (Hardware & Software) (MCQs) 05
- Fundamentals of Networks & Internet (MCQs) 03
- Fundamentals of Hardware Devices (MCQs) 04
- PC Protection (MCQs) 03
- E-File Operation & Conversions (MCQs) 05
- MS Office (Word, Excel, PPT) (Shortcut keys MCQs) 05
- Urdu Integration in MS Word (Shortcut keys MCQs) 02
- In page (Shortcut keys MCQs) 05
- Basic definition of Hardware & Software (MCQs) 05

**Part – III**                      **Shorthand**

- Phrases (MCQs) 05
- Grammalogues (MCQs) 05
- Paragraph 10

**Candidates who are shortlisted in written test**

**Part – IV**

- Dictation (Shorthand) 10
- Dictation on Computer 10
- Typing Speed Test in Urdu & English (50 WPM) 10



**GILGIT BALTISTAN CHIEF COURT GILGIT**  
**SYLLABUS FOR THE POST OF LDC (BPS – 11)**

**Part – I**                      **ENGLISH**

- Antonyms (MCQs) 05
- Synonyms (MCQs) 05
- Idioms & Phrases MCQs) 05
- Prepositions (MCQs) 05
- Translation (Urdu to English) 10
- Letter Writing 10

**Part – II**                      **COMPUTER**

- Fundamentals of Operating Systems (Windows) (MCQs) 03
- Troubleshooting (Hardware & Software) (MCQs) 05
- Fundamentals of Hardware Devices (MCQs) 05
- PC Protection (MCQs) 03
- E-File Operation & Conversions (MCQs) 05
- MS Office (Word, Excel, PPT) (Shortcut keys MCQs) 10
- Abbreviations (MCQs) 05
- Basic definition of Hardware & Software (MCQs) 10
- Basics of Internet Usage 04

**Candidates who are shortlisted in written test**

**Part – III**

- Typing Speed Test (30 WPM) 20