



PUNJAB BOARD OF TECHNICAL EDUCATION

21-A KASHMIR BLOCK, ALLAMA IQBAL TOWN, LAHORE.

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DATE SHEET

OFFICE MANAGEMENT ASSISTANT

(Theory And Practical)

First Annual Examination , 2023

OFFICE MANAGEMENT ASSISTANT FIRST SEMESTER

| DATE | DAY | TIME | SUBJECTS | |
|------------|-----------|----------|----------|---|
| 01/06/2023 | Thursday | 9:00 A.M | TT&S | TELEPHONIC TECHNIQUES & SKILLS |
| 02/06/2023 | Friday | 9:00 A.M | SHW-I | SHORT HAND WRITING-I |
| 03/06/2023 | Saturday | 9:00 A.M | OP&M-I | OFFICE PROCEDURES & MANagements-I |
| 05/06/2023 | Monday | 9:00 A.M | CA-I | COMPUTER APPLICATIONS-I |
| 06/06/2023 | Tuesday | 9:00 A.M | FE-I | FUNCTIONAL ENGLISH-I |
| 07/06/2023 | Wednesday | 9:00 A.M | CA-I | COMPUTER APPLICATIONS-I (PRACTICAL) |
| 08/06/2023 | Thursday | 9:00 A.M | OP&M-I | OFFICE PROCEDURES & MANagements-I (PRACTICAL) |
| 09/06/2023 | Friday | 9:00 A.M | SHW-I | SHORT HAND WRITING-I (PRACTICAL) |
| 10/06/2023 | Saturday | 9:00 A.M | TT&S | TELEPHONIC TECHNIQUES & SKILLS (PRACTICAL) |

OFFICE MANAGEMENT ASSISTANT SECOND SEMESTER

| DATE | DAY | TIME | SUBJECTS | |
|------------|-----------|----------|----------|--|
| 01/06/2023 | Thursday | 1:30 P.M | BL&RW | BUSINESS LETTERS & REPORT WRITING |
| 02/06/2023 | Friday | 2:30 P.M | SHW-II | SHORT HAND WRITING-II |
| 03/06/2023 | Saturday | 1:30 P.M | FE-II | FUNCTIONAL ENGLISH-II |
| 05/06/2023 | Monday | 1:30 P.M | CA-II | COMPUTER APPLICATIONS-II |
| 06/06/2023 | Tuesday | 1:30 P.M | OP&M-II | OFFICE PROCEDURES & MANagements-II |
| 07/06/2023 | Wednesday | 1:30 P.M | CA-II | COMPUTER APPLICATIONS-II (PRACTICAL) |
| 08/06/2023 | Thursday | 1:30 P.M | OP&M-II | OFFICE PROCEDURES & MANagements-II (PRACTICAL) |
| 09/06/2023 | Friday | 2:30 P.M | SHW-II | SHORT HAND WRITING-II (PRACTICAL) |

Note:

1. All the practical examinations will be taken at the Institution concerned.
2. Local holiday will not affect the examination Schedule.
3. Paper should be opened according to the dates given in Date Sheet.
4. The attendance chart / memo of theory examination may be sent to Deputy Controller (Conduct).
A Copy it may be packed in the bundle containing solved Answer book's.
5. Practical attendance chart along with practical award lists may be sent to Chief Secrecy Officer of the PBTE Lahore.
6. Centre Superintendent should inform the candidates that they will be provided answer books containing 20 pages and they will not be provided any extra sheet. Therefore, they should not waste any page by making Margins / Borders.
7. If Extra Sheet is demanded by the candidate then issue him/her a new Answer Book instead of Extra Sheet.
8. Entry in Examination Centre is not allowed without wearing of face mask.
9. Implementation on SOPs issued by the Government regarding Corona Virus (COVID-19) is compulsory.

Attention:

The Supervisory Staff is requested to open the question papers according to the Date & Time as given in the Date sheet. In case of Non-compliance, the Supervisory Staff will be held responsible for any consequences.

(MUHAMMAD MUNAWAR HUSSAIN)
CONTROLLER OF EXAMINATIONS
PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE