



PUNJAB BOARD OF TECHNICAL EDUCATION

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DATE SHEET

OFFICE MANAGEMENT ASSISTANT

(Theory)

Second Annual Examination , 2019

OFFICE MANAGEMENT ASSISTANT FIRST SEMESTER

DATE	DAY	TIME	SUBJECTS
19/12/2019	Thursday	9:00 A.M	OP&M-I OFFICE PROCEDURES & MANAGERMENTS-I
20/12/2019	Friday	9:00 A.M	CA-I COMPUTER APPLICATIONS-I
21/12/2019	Saturday	9:00 A.M	FE-I FUNCTIONAL ENGLISH-I
23/12/2019	Monday	9:00 A.M	TT&S TELEPHONIC TECHNIQUES & SKILLS
24/12/2019	Tuesday	9:00 A.M	SHW-I SHORT HAND WRITING-I

OFFICE MANAGEMENT ASSISTANT SECOND SEMESTER

DATE	DAY	TIME	SUBJECTS
26/12/2019	Thursday	1:30 P.M	FE-II FUNCTIONAL ENGLISH-II
28/12/2019	Saturday	1:30 P.M	BL&RW BUSINESS LETTERS & REPORT WRITING
30/12/2019	Monday	1:30 P.M	SHW-II SHORT HAND WRITING-II
31/12/2019	Tuesday	1:30 P.M	CA-II COMPUTER APPLICATIONS-II
01/01/2020	Wednesday	1:30 P.M	OP&M-II OFFICE PROCEDURES & MANAGERMENTS-II

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 Secreary 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.

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