

Sr. No.	Subject	Content of Course	Approximate Training period (6 hrs/ day; 3 days a week)
PART-II (PRACTICAL)			
15	Urdu Typing (Inpage)	Typing of a passage of 500 words @25 wpm	One day
16	Downloading and use of Android Apps from Google Play Store	Practical demonstration on given Android Apps, duly issued by the Directorate of Land Records for the purpose	One day
17	Survey Work (Conventional, Total Station, GIS based etc, besides use of valuation tables), including copying of the Record.	As detailed in Land Records Manual and as per training manual specifically designed for the purpose by the Directorate of Land Records, and training imparted thereof.	For weeks

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18	Preparation of Land Records of 3000 field numbers (1500 each field numbers of Kistwari & Qilabandi along with all kind of mutations (20 of the each type), besides 500 mutations of inheritance.	Special indent / e-indent will be issued by the Directorate of Land Records Punjab for the said Purpose	Four weeks
19	To carried out crop inspection Rabi & Kharif and its implementation / change of Crop inspection (Girdawri) thereof	The candidate shall be required to reproduce his practical work in the field, already submitted with Directorate of Land Records through e-indent	Twelve weeks