

Content Weightages for Administrative Positions

Sr. No.	Post Description	Post Related Detailed Distribution	Topic-wise Weightage
01-	Assistant Registrar (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Fundamentals of Management	20
		Administrative Procedure	10
		Business Communication	10
		General Knowledge	10
02-	Assistant Treasurer (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Cost Accounting	15
		Financial Accounting	15
		Economics	10
		Fundamentals of Management	10
03-	Assistant Controller of Examination (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	15

		Data Management	10
		Rules and Regulations of Examination	15
		Business Statistics	10
		Fundamentals of Management	10
04-	Assistant Engineer (Electrical) (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		General Knowledge, Current Affairs, Everyday Science	10

		Fundamentals of Electrical Engineering	15
		Control Systems	10
		Engineering Mathematics	10
		Computer	10
		Electronics	05
05-	Assistant Director ORIC (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10
		Research Methodology	20
		Public Relations	10
		Business Communications and Report Writing	10
		Public Administration	10
06-	Assistant Director QEC (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Administrative procedures	10
		Quality Management System	20
Business Communication	10		

		Fundamentals of Management	10
07-	Assistant Director Academics (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Fundamentals of Management	10
		Administrative Procedure	10
		Human Resource Management	10
		Business Communication	10
		General Knowledge	10
08-	Assistant Director Student Affair (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Human Resource Management	15
		Principles of Management	10
		Business Communication	10
		Role of Student Affairs department in University	15
09-		As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Fundamentals of Management	10

	Assistant Director Planning & Development (BS-17)	Business Statistics	10
		Human Resource Management	10
		Project Management	10
		General Knowledge	10
10-	Financial Aid & Scholarship Officer (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Cost Accounting	15
		Financial Accounting	15
		Economics	10
		Business Statistics	10