

Proposed Content Weightages for Administrative Position
University of Layyah

S. No.	Title	Criteria and Subject Division	Subject % Weight
1-	Assistant Engineer (Civil) BS-17	As per the advertisement	100 MCQs
		Verbal Reasoning	20
		Analytical Reasoning	10
		Introduction to the Drawing Equipment	10
		Introduction to Civil Engineering Drawing: Building Drawing Elevation	10
		Elements of Structural Drawing and Detailing Introduction	10
		Horizontal and Vertical Control, Construction Surveys	10
		Modern Methods in Surveying	10
		Soil Mechanics	10
		Leveling and Contouring	10
2-	Assistant Director (Information Technology Services) BS-17	As per the advertisement	100 MCQs
		Verbal Reasoning	20
		Analytical Reasoning	10
		Programming Fundamentals	10
		Data Structures and Algorithms	10
		Object Oriented Paradigm	10
		Software Engineering	10
		Computer Networks and Communications	10
		Computer Architecture and Organization	10
Database Management Systems	10		
3-	Medical Officer BS-17	As per the advertisement	100 MCQs
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative	10
		Medicine	12
		Surgery	12
		Gynae	12
		ENT	12
Eye	12		
4-	Assistant Registrar BS-17	As per the advertisement	100 MCQs
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Fundamentals of Management	20
		Administrative Procedure	10
		Accounting	10

		General Knowledge	10
5-	Assistant Treasurer BS-17	As per the advertisement	100 MCQs
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative	10
		Banking & Finance	10
		Auditing	10
		Financial Management	15
		Cost Accounting	15
		Fundamentals of Management	10
6-	Assistant Controller of Examinations BS-17	As per the advertisement	100 MCQs
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Data Management	10
		Rules and Regulations of Examination	10
		Educational Measurement, Evaluation & Testing	10
		Business Statistics	10
		Fundamentals of Management	10
7-	Personal Secretary BS-17	As per the advertisement	100 MCQs
		English (Grammar, Vocabulary and Comprehension)	20
		Analytical Reasoning	10
		Quantitative	10
		Fundamentals of Management	10
		Basic IT and (MS-Word, Excel, PowerPoint)	10
		Simple Letter Drafting	10
		Shorthand	10
		Business Communication	10
		General Knowledge	05
Islamiyat/ Ethics	05		

Note: Skill Test for the post of Personal Secretary will be held on later stage after qualifying their screening test.