

Syllabus for the
Written Test for Public
Sector Organization
Recruitment

Position	Company Secretary
Test Components	<ol style="list-style-type: none"> 1. Mathematics & Logics = 25% MCQs, 2. English = 15% MCQs 3. Specialized Section= 50% MCQs 4. Writing Skills = 10%
Passing Criteria	Please note that only those candidates are eligible for the group discussion / interviews who scored an overall of 50% or above marks in the written test.
Syllabus	<p><u>Mathematics & Logic:</u> This section will test the knowledge of fundamentals of interest rate, depreciation, ratio, and proportion problems. The other areas of mathematics include but not limited to mensuration, geometry, trigonometry, calculus, linear algebra, probability, and statistics, etc. The logic section includes but not limited to propositional logic, logical reasoning, and critical thinking, relationship, and direction problems.</p> <p>Difficulty level = GMAT</p> <p><u>English:</u> English section would comprise Grammar-in-context and Reading Comprehension.</p> <p>Grammar: Key topics</p> <ul style="list-style-type: none"> - Pronoun-Antecedent Agreement - Subject-Verb Agreement - Modifiers - Idiomatic Expressions - Parallelism - Verb Tense - Modal Auxiliaries - Articles - Preposition - Syntax <p>Grammar section would comprise multiple choice questions covering the above range of grammar topics in context. The questions would either be in the form of a cloze passage or sentences correction format.</p> <p>Reading Comprehension: Level – Inferential and Critical</p> <p>Reading Comprehension section tests higher order reading skills of candidates. Questions in this section include passages (200-400 words), followed by multiple-choice questions. Texts would cover a diverse range of subject areas, written for a general audience and would not require expert knowledge. Candidates should be able to analyze and evaluate a given text, applying various levels of comprehension. Desired skills include speed reading, reading for inference, critical evaluation of texts, and identification of author’s purpose.</p>

Writing Skills:

Writing skills will be assessed through composition, fluency, content, vocabulary, and structuring strategies based on the given scenario, argument, or essay.

Difficulty level: GMAT

Specialized:

This test, while keeping in view the job descriptions of the various posts, would emphasize these topics. Nevertheless, the broader areas in liaison, rules, legislations, and Management would also be touched upon to test the general aptitude of the candidates towards these subjects. Accordingly, the MCQs are primarily taken from the following areas, but not restricted to:

Computer Knowledge

- MS-Word, Excel, Power Point

Fundamental of Management

- Effective Management Skills and Organizational productivity related to the internal and external environment
- Strategic management, tactical, and operational plans
- Elements and steps involved in Decision Making and use of Situation analysis.

Procurement Planning (SPPRA/PPRA Rules)

Companies Act 2017

Public Sector Companies (Corporate Governance) Rules

Books (Please recommend the books / reading material)

- Companies Act 2017
- Public Sector Companies (Corporate Governance) Rules (amended up to date)
- PPRA ordinance 2002
- PPRA rules and regulations
- SPP Act 2009
- SPPRA rules

Position	Financial Analyst
Test Components	<ol style="list-style-type: none"> 1. Mathematics & Logics = 25% MCQs, 2. English = 15% MCQs 3. Specialized Section= 50% MCQs 4. Writing Skills = 10%
Passing Criteria	Please note that only those candidates are eligible for the group discussion / interviews who scored an overall of 50% or above marks in the written test.
Syllabus	<p><u>Mathematics & Logic:</u> This section will test the knowledge of fundamentals of interest rate, depreciation, ratio, and proportion problems. The other areas of mathematics include but not limited to mensuration, geometry, trigonometry, calculus, linear algebra, probability, and statistics, etc. The logic section includes but not limited to propositional logic, logical reasoning, and critical thinking, relationship, and direction problems.</p> <p>Difficulty level = GMAT</p> <p><u>English:</u> English section would comprise Grammar-in-context and Reading Comprehension.</p> <p>Grammar: Key topics</p> <ul style="list-style-type: none"> - Pronoun-Antecedent Agreement - Subject-Verb Agreement - Modifiers - Idiomatic Expressions - Parallelism - Verb Tense - Modal Auxiliaries - Articles - Preposition - Syntax <p>Grammar section would comprise multiple choice questions covering the above range of grammar topics in context. The questions would either be in the form of a cloze passage or sentences correction format.</p> <p>Reading Comprehension: Level – Inferential and Critical</p> <p>Reading Comprehension section tests higher order reading skills of candidates. Questions in this section include passages (200-400 words), followed by multiple-choice questions. Texts would cover a diverse range of subject areas, written for a general audience and would not require expert knowledge.</p>

Candidates should be able to analyze and evaluate a given text, applying various levels of comprehension. Desired skills include speed reading, reading for inference, critical evaluation of texts, and identification of author's purpose.

Writing Skills:

Writing skills will be assessed through composition, fluency, content, vocabulary, and structuring strategies based on the given scenario, argument, or essay.

Difficulty level: GMAT

Specialized:

Accounts are Finance as subjects have an immense coverage of the topics that touch upon the various roles that personnel take in different organizations to achieve their goals. The knowledge of principle of accounting, financial reporting and financial management are the most. In addition to that the theoretical understanding and the practical exposure of the topics like investments, security analyses and working of financial markets and institutions are very essential skills of a financial analyst. This test, while keeping in view the job descriptions of the various posts, would emphasize these topics. Nevertheless, the broader areas in accounting and finance would also be touched upon to test the general aptitude of the candidates towards these subjects. Accordingly, the MCQs are primarily taken from the following areas, but not restricted to:

Accounting:

- Introduction to Financial Statement Analysis.
- Financial Reporting Standards.
- Understanding Income Statements.
- Understanding Balance Sheets.
- Understanding Cash Flow Statements.
- Financial Analysis Techniques.
- Inventories.
- Long- Lived Assets.
- Non- Current (Long- Term) Liabilities.
- Financial Reporting Quality
- Applications of Financial Statement Analysis.

Finance:

- Capital Budgeting
- Cost of Capital
- Leverage
- Working Capital Management
- Equity Valuation
- Understanding Fixed-Income Risk and Return
- Derivative Markets and Instruments

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| | <ul style="list-style-type: none">• Behavioral Finance• Portfolio Management• Market Efficiency• Types and Role of Financial Markets.• The Role of Interest Rates in Valuation.• Central Banking and Monetary Policy.• Foreign Exchange Market.• Banking and the Management of the Financial Institutions.• Risk Management of the Financial Institutions.• The Global Financial Crises, The Debt Crises. |
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Books

- Accounting: The Basis for Business Decision, Meigs & Meigs, Bettner, Whittington
- Financial Management Theory and Practice, Brigham and Ehrhardt.
- Financial Markets and Institutions, Frederic S. Mishkin & Stanley G. Eakins.

Position	Internal Auditor
Test Components	<ol style="list-style-type: none"> 1. Mathematics & Logics = 25% MCQs, 2. English = 15% MCQs 3. Specialized Section= 50% MCQs 4. Writing Skills = 10%
Passing Criteria	Please note that only those candidates are eligible for the group discussion / interviews who scored an overall of 50% or above marks in the written test.
Syllabus	<p><u>Mathematics & Logic:</u> This section will test the knowledge of fundamentals of interest rate, depreciation, ratio, and proportion problems. The other areas of mathematics include but not limited to mensuration, geometry, trigonometry, calculus, linear algebra, probability, and statistics, etc. The logic section includes but not limited to propositional logic, logical reasoning, and critical thinking, relationship, and direction problems.</p> <p>Difficulty level = GMAT</p> <p><u>English:</u> English section would comprise Grammar-in-context and Reading Comprehension.</p> <p>Grammar: Key topics</p> <ul style="list-style-type: none"> - Pronoun-Antecedent Agreement - Subject-Verb Agreement - Modifiers - Idiomatic Expressions - Parallelism - Verb Tense - Modal Auxiliaries - Articles - Preposition - Syntax <p>Grammar section would comprise multiple choice questions covering the above range of grammar topics in context. The questions would either be in the form of a cloze passage or sentences correction format.</p> <p>Reading Comprehension: Level – Inferential and Critical</p> <p>Reading Comprehension section tests higher order reading skills of candidates. Questions in this section include passages (200-400 words), followed by multiple-choice questions. Texts would cover a diverse range of subject areas, written for a general audience and would not require expert knowledge. Candidates should be able to analyze and evaluate a given text, applying various levels of comprehension. Desired skills include speed reading, reading for inference, critical evaluation of texts, and identification of author’s purpose.</p>

Writing Skills:

Writing skills will be assessed through composition, fluency, content, vocabulary, and structuring strategies based on the given scenario, argument, or essay.

Difficulty level: GMAT

Specialized:

Internal audit is a subject have an immense coverage of the topics that touch upon the various roles that personnel take in different organizations to evaluate their functions according to the compliance with regulations and identify the risks of the organization. This test, while keeping in view the job descriptions of the various posts, would emphasis these topics. Nevertheless, the broader areas in Internal Audit would also be touched upon to test the general aptitude of the candidates towards these subjects. Accordingly, the MCQs are primarily taken from the following areas, but not restricted to:

- International Professional Practice Framework (IPPF)
- Role of Internal Auditor for Governance, Internal Control & Risk Management Process
- Assurance and Advisory Engagements
- Scope of Internal Auditor
- Risk-Based Audit Plan
- Audit Observations and Recommendations
- Audit Reporting & Follow ups

Books / Reading Material

- International Standards for the Professional Practice of Internal Auditing
- Code of Ethics - The Institute of Internal Auditors
- Practice of Internal Auditing - CIA Gleim
- Code of Corporate Governance - Pakistan

Department	Content & Communications Specialist
Test Components	<ol style="list-style-type: none"> 1. Mathematics & Logics = 25% MCQs, 2. English = 15% MCQs 3. Specialized Section= 50% MCQs 4. Writing Skills = 10%
Passing Criteria	Please note that only those candidates are eligible for the group discussion / interviews who scored an overall of 50% or above marks in the written test.
Syllabus	<p><u>Mathematics & Logic:</u> This section will test the knowledge of fundamentals of interest rate, depreciation, ratio, and proportion problems. The other areas of mathematics include but not limited to mensuration, geometry, trigonometry, calculus, linear algebra, probability, and statistics, etc. The logic section includes but not limited to propositional logic, logical reasoning, and critical thinking, relationship, and direction problems.</p> <p>Difficulty level = GMAT</p> <p><u>English:</u> English section would comprise Grammar-in-context and Reading Comprehension.</p> <p>Grammar: Key topics</p> <ul style="list-style-type: none"> - Pronoun-Antecedent Agreement - Subject-Verb Agreement - Modifiers - Idiomatic Expressions - Parallelism - Verb Tense - Modal Auxiliaries - Articles - Preposition - Syntax <p>Grammar section would comprise multiple choice questions covering the above range of grammar topics in context. The questions would either be in the form of a cloze passage or sentences correction format.</p> <p>Reading Comprehension: Level – Inferential and Critical</p> <p>Reading Comprehension section tests higher order reading skills of candidates. Questions in this section include passages (200-400 words), followed by multiple-choice questions. Texts would cover a diverse range of subject areas, written for a general audience and would not require expert knowledge. Candidates should be able to analyze and evaluate a given text, applying various levels of comprehension. Desired skills include speed reading, reading for inference, critical evaluation of texts, and identification of author’s purpose.</p>

Difficulty level: GMAT

Writing Skills:

Writing skills will be assessed through composition, fluency, content, vocabulary, and structuring strategies based on the given scenario, argument, or essay.

Specialized:

The Specialized Section is designed to test candidates' knowledge and skills, that are aligned with the curriculum of Mass and media communication, Marketing, or other related disciplines. The objective is to test the candidates' knowledge, comprehension, and skills for designing, coordinating, and communicating different communication activities/campaigns for the organization to enhance its content & communications, engagement, and public relations. The topics include but are not limited to the design and management of communication strategy, communication theories, communication sources/media, advertising, campaign planning, appropriate use of social media and digital marketing platforms, Content marketing, SEO, and search engine marketing, etc. The difficulty level of the questions would be graduate/master level.

Books:

1. The dynamics of mass communication: Media in the digital age, 8th edition by Joseph R. Dominick
2. Mass Communication Theory: Foundations, Ferment and Future, 6th edition by Stanley J. Baran and Dennis K. Davis
3. Converging Media: An Introduction to Mass Communication by John V. Pavlik and Shawn McIntosh
4. Digital Marketing: Strategy, Implementation and Practice 6th Edition by Dave Chaffey and Fiona Ellis-Chadwick

Position	Human Resource Officer
Test Components	<ol style="list-style-type: none"> 1. Mathematics & Logics = 25% MCQs, 2. English = 15% MCQs 3. Specialized Section= 50% MCQs 4. Writing Skills = 10%
Passing Criteria	Please note that only those candidates are eligible for the group discussion / interviews who scored an overall of 50% or above marks in the written test.
Syllabus	<p><u>Mathematics & Logic:</u> This section will test the knowledge of fundamentals of interest rate, depreciation, ratio, and proportion problems. The other areas of mathematics include but not limited to mensuration, geometry, trigonometry, calculus, linear algebra, probability, and statistics, etc. The logic section includes but not limited to propositional logic, logical reasoning, and critical thinking, relationship, and direction problems.</p> <p>Difficulty level = GMAT</p> <p><u>English:</u> English section would comprise Grammar-in-context and Reading Comprehension.</p> <p>Grammar: Key topics</p> <ul style="list-style-type: none"> - Pronoun-Antecedent Agreement - Subject-Verb Agreement - Modifiers - Idiomatic Expressions - Parallelism - Verb Tense - Modal Auxiliaries - Articles - Preposition - Syntax <p>Grammar section would comprise multiple choice questions covering the above range of grammar topics in context. The questions would either be in the form of a cloze passage or sentences correction format.</p> <p>Reading Comprehension: Level – Inferential and Critical</p> <p>Reading Comprehension section tests higher order reading skills of candidates. Questions in this section include passages (200-400 words), followed by multiple-choice questions. Texts would cover a diverse range of subject areas, written for a general audience and would not require expert knowledge. Candidates should be able to analyze and evaluate a given text, applying various levels of comprehension. Desired skills include speed reading, reading for inference, critical evaluation of texts, and identification of author’s purpose.</p>

Writing Skills:

Writing skills will be assessed through composition, fluency, content, vocabulary, and structuring strategies based on the given scenario, argument, or essay.

Difficulty level: GMAT

Specialized:

Functions of human resources, operations and administration are crucial for organizations to manage their business and achieve their goals. Compared to personnel management, the HR management function is strategic in nature which places the workforce at the heart of any business function. The focus is on maximizing the potential of every employee to its maximum level to achieve competitive advantage of an organization over others. An employee's competencies such as leadership, attitudes and behaviors are the keys to an organization's success. Functions of HR such as recruitment, training, career development and compensation enable a strategic human resource framework with the help of an effective workforce.

This aptitude test will assess broader areas of HR, administration, and operation in addition to specific dimensions such as knowledge, skills and behaviors needed for the specific role for the vacancy. MCQs will assess the candidates in the areas of "functions of management" such as planning, organizing, directing controlling, and "HR functions" such as recruitment, selection, training, performance management, compensation, diversity, health and safety and work-life balance.

Recommended Books & Text:

- MANAGMENT
DAFT, RICHARD L. THE DRYDEN PRESS U.S.A 9TH EDITION.

- HUMAN RESOURCES MANAGEMENT
Human Resource Management Gary Dessler and Biju Varkkey, latest edition,
Pearsons.

Position	Software Engineer
Test Components	<ol style="list-style-type: none"> 1. Mathematics & Logics = 15% MCQs, 2. English = 5% MCQs 3. Specialized Section= 80% MCQs
Passing Criteria	Please note that only those candidates are eligible for the group discussion / interviews who scored an overall of 50% or above marks in the written test.
Syllabus	<p><u>Mathematics & Logic:</u> This section will test the fundamental knowledge of calculus, geometry, trigonometry, linear algebra, probability and statistics.</p> <p>Difficulty level = GRE</p> <p><u>English:</u> English section would comprise Grammar-in-context and Reading Comprehension.</p> <p>Grammar: Key topics</p> <ul style="list-style-type: none"> - Pronoun-Antecedent Agreement - Subject-Verb Agreement - Modifiers - Idiomatic Expressions - Parallelism - Verb Tense - Modal Auxiliaries - Articles - Preposition - Syntax <p>Grammar section would comprise multiple choice questions covering the above range of grammar topics in context. The questions would either be in the form of a cloze passage or sentences correction format.</p> <p>Difficulty level: GMAT</p> <p><u>Specialized:</u> This test, while keeping in view the job descriptions of the post, would emphasis these topics. Nevertheless, the broader areas in application development, and testing would also be touched upon to test the general aptitude of the candidates towards these subjects. Accordingly, the MCQs are primarily taken from the following areas, but not restricted to:</p> <ul style="list-style-type: none"> • Software Testing Methodologies • Software Project Management • Databases, SQL and No SQL • Software Engineering Practices • Web Frameworks / JavaScript framework (ExpressJS, NodeJS) • Webserver (JavaScript) • Application / ERPs Development techniques • Business Intelligence / Dashboards

	<p>Books:</p> <ul style="list-style-type: none">- Software Engineering by Roger S. Pressman- Database System Concepts 7th Edition (Abraham Silberschatz, Henry Korth, S. Sudarshan)- Patterns of Enterprise Application Architecture by Martin Fowler- Foundations of Software Testing by Rex Black
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- Patterns of Enterprise Application Architecture by Martin Fowler
- Foundations of Software Testing by Rex Black

Position	Project Coordinator (Bank Facilitation /Foreign Funded Projects / Business Development)
Test Components	<ol style="list-style-type: none"> 1. Mathematics & Logics = 25% MCQs, 2. English = 15% MCQs 3. Specialized Section= 50% MCQs 4. Writing Skills = 10%
Passing Criteria	Please note that only those candidates are eligible for the group discussion / interviews who scored an overall of 50% or above marks in the written test.
Syllabus	<p><u>Mathematics & Logic:</u> This section will test the knowledge of fundamentals of interest rate, depreciation, ratio, and proportion problems. The other areas of mathematics include but not limited to mensuration, geometry, trigonometry, calculus, linear algebra, probability, and statistics, etc. The logic section includes but not limited to propositional logic, logical reasoning, and critical thinking, relationship, and direction problems.</p> <p>Difficulty level = GMAT</p> <p><u>English:</u> English section would comprise Grammar-in-context and Reading Comprehension.</p> <p>Grammar: Key topics</p> <ul style="list-style-type: none"> - Pronoun-Antecedent Agreement - Subject-Verb Agreement - Modifiers - Idiomatic Expressions - Parallelism - Verb Tense - Modal Auxiliaries - Articles - Preposition - Syntax <p>Grammar section would comprise multiple choice questions covering the above range of grammar topics in context. The questions would either be in the form of a cloze passage or sentences correction format.</p> <p>Reading Comprehension: Level – Inferential and Critical</p> <p>Reading Comprehension section tests higher order reading skills of candidates. Questions in this section include passages (200-400 words), followed by multiple-choice questions. Texts would cover a diverse range of subject areas, written for a general audience and would not require expert knowledge.</p>

Candidates should be able to analyze and evaluate a given text, applying various levels of comprehension. Desired skills include speed reading, reading for inference, critical evaluation of texts, and identification of author's purpose.

Writing Skills:

Writing skills will be assessed through composition, fluency, content, vocabulary, and structuring strategies based on the given scenario, argument, or essay.

Difficulty level: GMAT

Specialized:

This section, while keeping in view the job descriptions of the various posts, would test the fundamentals of project management along with project types and its success/failures. The test will also assess the understanding of applicants on strategizing the project to feasibility, development, and successful execution of the project. Nevertheless, the broader areas in Business Management would also be touched upon to test the general aptitude of the candidates towards these subjects. Accordingly, the MCQs are primarily taken from the following areas, but not restricted to:

- Project Planning and Management
- Business Management theories & best practices
- Growth and evolution
- Managing strategies
- Business Climate
- Role of Marketing in Business Management
- Operational Management
- Costs and revenues
- Cash flow

Books:

1. Andersen, E.S., Grude, K.V., Haug, T. (2009) Goal Directed Project Management: effective techniques and strategies (4th edition), ISBN 0-7494-5334-6
2. Robbins, S. P., Coulter, M. K., & DeCenzo, D. A. (2020). Fundamentals of management. Pearson.
3. Yescombe E. R. (2013) Principles of Project Finance (2nd edition), ISBN 978-0-12-391058-5