

**SYLLABUS: WRITEN TEST FOR THE POST OF CHAIRMAN, SECRETARY,  
CONTROLLER OF EXAMINATION AND AUDIT OFFICER IN EDUCATIONAL  
AND TECHNICAL BOARDS**

**Universities & Boards Department, Government of Sindh**

**To be held on November 03, 2024**

**Test Components:** MCQs-based Questions

**Test Passing Criteria:** Overall, 50%

| <b>Syllabus for the Posts of Chairman and Secretary</b> |   | <b>Weightage (%)</b> | <b>No. of MCQ's</b> |
|---|---|----------------------|---------------------|
| <b>English</b>  | Comprehension   | 20%                  | 20                  |
|   | Sentence Structure  |                      |                     |
|   | Synonyms, Antonyms  |                      |                     |
| <b>Quantitative and Analytical Skills</b>               | Word Problems   | 20%                  | 20                  |
|   | Analytical Reasoning  |                      |                     |
|   | Basic Math  |                      |                     |
| <b>IT Skills</b>  | Basic understanding of Excel, Word etc.                                 | 10%                  | 10                  |
|   | Use of Digital Technologies in Education                                |                      |                     |
| <b>Management</b>                                       | Planning  | 30%                  | 30                  |
|   | Leadership  |                      |                     |
|   | Team Building   |                      |                     |
|   | Organizing  |                      |                     |
|   | Quality Control   |                      |                     |
|   | Ethics and Governance   |                      |                     |
|   | Communication in Organizations  |                      |                     |
|   | Public Administration   |                      |                     |
| Budgeting   |   |                      |                     |
| <b>General Knowledge (Education Sector)</b>             | Sindh Public Procurement Rules, 2010                                    | 20%                  | 20                  |
|   | UN SDG 4: Quality Education   |                      |                     |
|   | National Education Policy   |                      |                     |
|   | Sindh Education Policy  |                      |                     |
|   | Sindh Education Budget  |                      |                     |
|   | Federal Education Budget  |                      |                     |
|   | The Sind Boards of Intermediate and Secondary Education Ordinance, 1972 |                      |                     |
|   | IBCC Policies   |                      |                     |
|   | Pakistan Institute of Education (PIE)                                   |                      |                     |
|   | Sindh Board Policies  |                      |                     |

**Test Components: MCQs-based Questions**

**Test Passing Criteria: Overall, 50%**

| <b>Syllabus for the Post of Controller Examination</b> |  | <b>Weightage (%)</b> | <b>No. of MCQ's</b> |
|--|--|----------------------|---------------------|
| <b>English</b>   | Comprehension                            | 20%                  | 20                  |
|  | Sentence Structure                       |                      |                     |
|  | Synonyms, Antonyms                       |                      |                     |
| <b>Quantitative and Analytical Skills</b>              | Word Problems                            | 20%                  | 20                  |
|  | Analytical Reasoning                     |                      |                     |
|  | Basic Math                               |                      |                     |
| <b>IT Skills</b>                                       | Basic understanding of Excel, Word etc.  | 10%                  | 10                  |
|  | Use of Digital Technologies in Education |                      |                     |
| <b>Management</b>                                      | Planning                                 | 50%                  | 50                  |
|  | Leadership                               |                      |                     |
|  | Team Building                            |                      |                     |
|  | Organizing                               |                      |                     |
|  | Quality Control                          |                      |                     |
|  | Ethics and Governance                    |                      |                     |
|  | Public Administration                    |                      |                     |
|  | Communication in Organizations           |                      |                     |
| Budgeting  |  |                      |                     |

**Test Components: MCQs-based Questions**

**Test Passing Criteria: Overall, 50%**

| <b>Syllabus for the Post of Auditor</b>   |  | <b>Weightage (%)</b> | <b>No. of MCQ's</b> |
|---|--|----------------------|---------------------|
| <b>English</b>                            | Compositions                             | 20%                  | 20                  |
|   | Sentence Structure                       |                      |                     |
|   | Synonyms, Antonyms                       |                      |                     |
| <b>Quantitative and Analytical Skills</b> | Word Problems                            | 20%                  | 20                  |
|   | Analytical Reasoning                     |                      |                     |
|   | Basic Math                               |                      |                     |
| <b>IT Skills</b>                          | Basic understanding of Excel, Word etc.  | 10%                  | 10                  |
|   | Use of Digital Technologies in Education |                      |                     |
| <b>Accounting / Finance / Auditing</b>    | Accounting                               | 50%                  | 50                  |
|   | Auditing                                 |                      |                     |
|   | Budgeting                                |                      |                     |
|   | Banking Regulations                      |                      |                     |
|   | Financial Management                     |                      |                     |