

Syllabus for Written Test

Test Components: MCQs-based Questions

S No.	Section	No. of MCQs	Marks
1	English Comprehension	10	10
2	Analytical Skills	10	10
3	General Knowledge	10	10
4	IT Skills (MS Office)	10	10
5	Subject-Specific	60	60
	Total	100	100

1. English Comprehension:

English Comprehension section will include a reading paragraph followed by Multiple Choice Questions. The questions will assess the grammar, vocabulary, English comprehension etc.

2. Analytical Reasoning:

Analytical Reasoning section will include but not be limited to statements and conclusions, cause and effect, analogies, pattern recognition, relationship deduction, number series, missing numbers, critical reasoning etc.

3. General Knowledge

General Knowledge will include but not be limited to current affairs, Pakistan studies, geography, currencies, international relations, trade and commerce relationships, entrepreneurial ecosystem.

4. Information Technology (IT) Skills

IT Skills section will include but not be limited to MS Office (Word, Excel, Power Point), Email, Web Browsing, and use of Internet.

5. Subject-Specific

5.1 Examination

- Prepare exam timetables and coordinate with departments on exam arrangements.
- Ensure exam rules and regulations are followed at every stage.
- Maintain confidentiality, fairness, and integrity throughout the processes.
- Manage exam registrations, verify student eligibility, and keep accurate records.
- Oversee the safe receipt, printing, and distribution of question papers.
- Keep all examination materials and processes confidential and secure.
- Organize exam venues, seating plans, and invigilation staff.
- Monitor exams to ensure rules are being followed.
- Handle cases of cheating or misconduct according to university policy.
- Coordinate collection and delivery of answer scripts for marking.
- Compile and publish accurate results on time.

- Issue transcripts, certificates, degrees, and result notices; handle requests for duplicates or corrections.
- Support the Controller of Examinations in committee and academic meetings.
- Prepare meeting agendas, minutes, and follow-up actions.
- Answer students' and faculty's questions about exams.
- Process requests for rechecking, re-evaluation, corrections, and appeals.
- Maintain exam records, archives and disposal of obsolete materials.
- Prepare reports, statistics, and correspondence related to exams.
- Help implement policies and improve exam systems.
- Note: exact duties may vary by university, but the core role is to ensure exams and academic records are handled securely, efficiently, and transparently.