

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 Law and Legal Studies

- Basic principles of contracts formation, validity and enforceability.
- Basic features of a drafting commercial contract.
- Basic difference between the legal nature, identity and liability of companies and partnerships.
- Basic knowledge of the title of the laws and rules applicable to procurement in Sindh, i.e., Sindh Public Procurement Act, 2009 and Sindh Public Procurement Rules, 2010.
- Basic knowledge of the type of encumbrance/charge created over movable and immovable properties, for example immovable properties are encumbered by way of

mortgage while movable properties are encumbered by way of pledge or hypothecation charge.