

Syllabus for Written Test

Position: Assistant Manager (Business Facilitation Center)

Time Allowed: Two Hours

Section	Title	Marks	Questions	Time
Part-I: Multiple Choice Questions (70%)				
1	Specialized Section	40	40	80 Minutes
2	Analytical Reasoning	15	15	
3	General Knowledge	15	15	
Part-II: Subjective Question (30%)				
4	Essay Writing	30	2	40 Minutes

1. Specialized Section:

Specialized Section will include but not be limited to communication, relationship management, conflict management, Business to Business (B2B) strategies, event management, Investor Query Resolution, One-Window Facilitation Processes, Liaison with Chinese Investors.

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. Essay Writing:

One question will be related to the translation from English to Chinese. Essay writing topics will include but not be limited to:

- Communication
- Relationship Management
- Conflict Management
- Business to Business (B2B) Strategies
- Event Management
- Economics
- Investor Query Resolution,
- One-Window Facilitation Processes,
- Liaison with Chinese Investors
- Other related topics