Wafaqi Mohtasib Secretariat Islamabad
Content Weight-ages

Post	Sr.No	Division of Contents	Weight (%)
UDC (BS-11) **Eligibility:** Intermediate, Computer skilled will be preferred. 3 weeks basic IT training course (including MS office)	1.	**General English**	**20%**
	2.	**Analytical Reasoning (Most Easy Level)**	**10%**
	3.	**Patterns based IQ Test**	**10%**
	4.	**MS Office**	**20%**
		MS Word	*5%*
		MS Excel	*5%*
		MS Power Point	*4%*
		Web Browsing	*3%*
		Email	*3%*
	5.	**Pak Studies**	**10%**
	6.	**Islamyat**	**10%**
	7.	**Wafaqi Mohtasib Laws and Rules**	**20%**
		TOTAL:	**100%**

Post	Sr.No	Division of Contents	Weight (%)
Assistant (BS-15) **Eligibility:** Bachelor Degree from any recognized University. 6 weeks basic IT training course (including MS office)	1.	**English Language**	**20%**
		English Language (Verbal Reasoning)	*10%*
		English Language (Precis Writing)	*10%*
	2.	**Analytical Reasoning (Most Easy Level)**	**10%**
	3.	**Patterns based IQ Test**	**10%**
	4.	**MS Office**	**20%**
		MS Word	*5%*
		MS Excel	*5%*
		MS Power Point	*4%*
		Web Browsing	*3%*
		Email	*3%*
	5.	**Pak Studies**	**10%**
	6.	**Islamyat**	**10%**
	7.	**Wafaqi Mohtasib Laws and Rules**	**20%**
		TOTAL:	**100%**

Post	Sr.No	Division of Contents	Weight (%)
Telephone Technician (BS-08) **Eligibility:** Matriculation with 2 years experience in the relevant field	1.	**English**	**20%**
	2.	**Line Installation and Repairing**	**08%**
	3.	**Knowledge about Telephone Operation Board**	**08%**
	4.	**Setting up phone and Fax Machines**	**07%**
	5.	**Assistance in monitoring of Automation System**	**07%**
	6.	**Patterns based IQ Test**	**20%**
	7.	**Pak Studies**	**15%**
	8	**Islamiyat**	**15%**
		TOTAL:	**100%**

Post	Sr.No	Division of Contents	Weight (%)
Assistant Private Secretary (BS-16)	1.	**Skill Test No. 1 (Shorthand)**	**100%**
		TOTAL:	**100%**
	2.	**Skill Test No.2 (Typing)**	**100%**
Eligibility:		TOTAL:	**100%**
Bachelor Degree from any recognized University with minimum speed of 100/50 w.p.m shorthand/typing respectively, computer skilled (including MS office) will be preferred	3.	**Computer Based Test:**	**100%**
		English Language (Essay Writing)	*20%*
		MS Word	*20%*
		MS Excel	*20%*
		Web Browsing	*20%*
		Email	*20%*
		TOTAL:	**100%**

Post	Sr.No	Division of Contents	Weight (%)
Stenotypist (BS-14)	1.	**Skill Test No. 1 (Shorthand)**	**100%**
		TOTAL:	**100%**
	2.	**Skill Test No.2 (Typing)**	**100%**
Eligibility:		TOTAL:	**100%**
Intermediate with shorthand typewriting speed of 80/40 w.p.m. Computer skilled (including MS office) will be preferred	3.	**Computer Based Test:**	**100%**
		English Language (Essay Writing)	*20%*
		MS Word	*20%*
		MS Excel	*20%*
		Web Browsing	*20%*
		Email	*20%*
		TOTAL:	**100%**

Post	Sr.No	Division of Contents	Weight (%)
LDC (BS-09)	1.	**Skill Test (Typing)**	**100%**
		TOTAL:	**100%**
Eligibility:	3.	**Computer Based Test:**	**100%**
Matric with typing speed 30w.p.m 3 weeks basic IT training course including MS Office		*English*	*20%*
		MS Word	*20%*
		MS Excel	*20%*
		Web Browsing	*20%*
		Email	*20%*
		TOTAL:	**100%**