

Final Approved Content Weightages for
Ministry of Defence- National University of Pakistan

Sr. No	Designation of the Post	Criteria and Subject Division	Subject % Weight
01	Deputy Registrar	As per the advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Administrative Law	10%
		Report Writing	10%
		Constitution of Pakistan	10%
		Administrative Procedures	10%
		Principal of Management	15%
Strategic Management	15%		
02	Deputy Treasurer	As per the Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Finance	15%
		Accounting	15%
		Management	10%
		Business Statistic	10%
		Business Communication and Report Writing	10%
03	Deputy Controller Examination	As per the Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	30%
		Analytical Reasoning	10%
		Quantitative	10%
		Academic Regulations and Compliance	10%
		Fundamentals of Management	15%
		Education Management	15%
		Examination Policies	10%
04	Assistant Registrar	As per the Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Management	10%

		Constitution of Pakistan	10%
		Administrative Procedures	10%
		General Knowledge	15%
		Administrative Law	15%
		English Legal Language	05%
		Basic Computer Knowledge (MS Office)	05%
05	Assistant Treasurer	As per the Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Finance	15%
		Accounting	15%
		Management	10%
		Business Statistic	10%
		Business Communication and Report Writing	05%
		English Legal Language	05%
06	Assistant Controller Examination	As per the Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	20%
		Quantitative	10%
		General Knowledge (Pakistan Studies)	10%
		Basic Computer Knowledge (MS-Word, Excel & PowerPoint)	05%
		Examination Policies	05%
		Education Management	15%
		Fundamentals of Management	10%
		English Legal Language	05%
07 (a)	Assistant Professor (Management Science)	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	25%
		Analytical Reasoning	10%

		Subject i. Finance ii. Accounting iii. Marketing iv. Management v. Quantitative Techniques vi. Business Research Methods vii. Business Communication and Report Writing viii. Economics	65%
07(b))	Assistant Professor (Computer Science)	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	25%
		Analytical Reasoning	10%
		Subject i. Computer Communication and Networks ii. Computer Architecture & Assembly Language iii. Theory of Automata and Formal Languages iv. Database Systems v. Operating Systems vi. Data Structures and Algorithms vii. Software Engineering & Development	65%
07(c)	Assistant Professor (Psychology)	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	25%
		Analytical Reasoning	10%
		Subject i. Experimental Psychology ii. Social Psychology iii. Personality Theories iv. Mental Health and Psychopathology v. Clinical Psychology vi. Developmental Psychology vii. Research Methods and Statistics viii. Psychological Testing ix. Neurological Bases of Behavior	65%

		<ul style="list-style-type: none"> x. Educational Psychology xi. Industrial and Organizational Psychology 	
07(d)	Assistant Professor (English)	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	25%
		Analytical Reasoning	10%
		Subject: Literature	40%
		<ul style="list-style-type: none"> i. Literary Movements ii. Poetry/ Poets iii. Drama/Dramatists iv. Novel/Novelists v. Prose/Prose-writers vi. Short story/ Writers vii. Criticism/Critics viii. History of English Literature ix. Postcolonial/Postmodern literature in English 	
Linguistics:	25%		
		<ul style="list-style-type: none"> i. Syntax ii. Semantics iii. Pragmatics iv. Sociolinguistics v. Psycholinguistics vi. Phonetics and Phonology vii. Morphology 	
08	Lecturer (Management Science)	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	15%
		Analytical Reasoning	15%
		General Knowledge	10%

		Subject i. Finance ii. Accounting iii. Marketing iv. Management v. Quantitative Techniques vi. Business Research Methods vii. Business Communication and Report Writing viii. Economics	60%
09	Lecturer (Computer Science)	Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	15%
		Analytical Reasoning	15%
		General Knowledge	10%
		Subject i. Computer Communication and Networks ii. Computer Architecture & Assembly Language iii. Theory of Automata and Formal Languages iv. Database Systems v. Operating Systems vi. Data Structures and Algorithms vii. Software Engineering & Development	60%
10	Lecturer (Psychology)	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	15%
		Analytical Reasoning	15%
		General Knowledge	10%
		Subject i. Experimental Psychology ii. Social Psychology iii. Personality Theories iv. Mental Health and Psychopathology v. Clinical Psychology vi. Developmental Psychology vii. Research Methods and Statistics	60%

		viii. Psychological Testing ix. Neurological Bases of Behavior x. Educational Psychology xi. Industrial and Organizational Psychology	
11	Front Office Executive	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Quantitative	05%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	20%
		Fundamentals of IT	10%
		Simple Letter Drafting	10%
		General Knowledge	10%
		Islamiyat/ Ethics	10%
		English Legal Language	05%
12	Personal Assistant	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Quantitative	20%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	15%
		Fundamentals of IT	15%
		Simple Letter Drafting	10%
		Islamiyat/ Ethics	10%
13	Superintendent	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	15%
		Fundamentals of Management	15%
		Team Management/ Time Management	10%
		General Knowledge	10%

		Record Keeping	10%
14	Stenographer	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Quantitative	20%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	15%
		Fundamentals of Management	10%
		Team Management/ Time Management	10%
		General Knowledge	10%
		Record Keeping	15%
15	Technical Assistant	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Quantitative	10%
		Fundamentals of Management	10%
		General Knowledge	10%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	15%
		Islamiyat/ Ethics	15%
		Fundamentals of IT	15%
		Team management	05%
		16	Assistant Accounts
Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%		
Analytical Reasoning	10%		
Quantitative	10%		
Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10%		
Financial Accounting	10%		
Cost Accounting	10%		
Auditing	10%		
Business Taxation	10%		
Financial Management	10%		
17	Statistical Assistant	As per Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Introduction to statistics	10%
		Probability	10%

		Probability Distributions	10%
		Regression Analysis and Correlation	10%
		Analysis of variance and Designs of experiments	10%
		Sampling Techniques	10%
18	Data Entry Operator	As per the Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Quantitative	20%
		IQ	15%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	15%
		Fundamentals of IT	20%
		General Knowledge / Pakistan Studies Islamiat/Ethics	10%
19	Laboratory Attendant	As per the Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Biology (Matric-Level)	15%
		Physics(Matric-Level)	15%
		Chemistry (Matric-Level)	20%
		General Knowledge	10%
20	Laboratory Assistant	As per the Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Quantitative	10%
		General Knowledge	10%
		Equipment and tools of Laboratory	15%
		Laboratory Techniques	15%
		Everyday Science	20%
21	Upper Division Clerk	As per the Advertisement	100%
		Verbal Reasoning (English Grammar, Vocabulary and Comprehension)	20%
		IQ	15%
		Basic Computer Knowledge (MS-Office)	20%
		Islamiat	10%
		General Knowledge	15%

		Record Keeping	10%
		Simple Letter Drafting	10%
22	Driver	As per the Advertisement	50%
		General Knowledge	10%
		Islamiyat/Ethics	10%
		Pakistan Studies	10%
		Job Related	20%
23	Naib Qasid	As per the Advertisement	50%
		General Knowledge	10%
		Islamiyat/Ethics	10%
		Pakistan Studies	10%
		Office Manners	20%