

Content for the Post of Non-Teaching Posts
Emerson University, Multan

S. No.	Title	Criteria and Subject Division
1-	Deputy Registrar BS-18	As per the advertisement
		Verbal Reasoning
		Analytical Reasoning
		Quantitative Reasoning
		Fundamentals of IT and (MS-Word, Excel, PowerPoint)
		Fundamentals of Management
		Administrative Procedure
		Public Administration
		Business Communication
		General Knowledge
2-	Deputy Treasurer BS-18	As per the advertisement
		Verbal Reasoning
		Analytical Reasoning
		Quantitative Reasoning
		Fundamentals of IT and (MS-Word, Excel, PowerPoint)
		Cost Accounting
		Financial Accounting
		Auditing
		Economics
		Fundamentals of Management
		PPRA rules
E bidding		
3-	Assistant Registrar BS-17	As per the advertisement
		Verbal Reasoning
		Analytical Reasoning
		Quantitative Reasoning
		Fundamentals of IT and (MS-Word, Excel, PowerPoint)
		Fundamentals of Management
		Administrative Procedure
		Business Communication
General Knowledge		
4-	Assistant Controller of Examination BS-17	As per the advertisement
		Verbal Reasoning
		Analytical Reasoning
		Quantitative Reasoning
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)
		Rules and Regulations of Examination
		Business Statistics
		Fundamentals of Management
General knowledge and ethics		

5-	Assistant Treasurer BS-17	As per the advertisement
		Verbal Reasoning
		Analytical Reasoning
		Quantitative Reasoning
		Fundamentals of IT and (MS-Word, Excel, PowerPoint)
		Cost Accounting
		Financial Accounting
		Auditing
		Economics
		Fundamentals of Management
		PPRA Rules
		E bidding's
		6-
Verbal Reasoning		
Analytical Reasoning		
Fundamentals of IT and (MS-Word, Excel, PowerPoint)		
Conceptualization the Public Relations		
History of Public Relations		
Strategic Communication		
Research in Public Relations		
Tools and Means of Public Relations		
Conflict Management		
Ethics and Laws in Public Relations		
Global and Corporate PR		
Social media		
Digital Media		
NEPRA		
PEMRA		
NEWs Agencies and registrations		
Cyber Laws		
7-	Security Officer BS-17	As per the advertisement
		Verbal Reasoning
		Analytical Reasoning
		IQ
		Fundamentals of IT and (MS-Word, Excel, PowerPoint)
		Introduction to Legal Procedures
		Fundamentals of Security Measures
		Handling Weapons and Security Gadgets
		Conduct and Behavior of Security Guard and Correct Wearing of Uniform
		Physical Training Needs and Deployment
		Security of Building and Household Security
8-	Horticulture Officer BS-17	As per the advertisement
		Verbal Reasoning
		Analytical Reasoning
		Horticulture Science and Practices
		Basics of Plants Sciences
		Horticultural Crop Management
		Horticultural Equipment and Technology
		Horticultural Extension and Education
		Horticultural research and Development
		Administration Procedure and Reporting

		Regulatory and Compliance
9-	Computer Programmer BS-17	As per the advertisement
		Verbal Reasoning
		Analytical Reasoning
		Quantitative Reasoning
		Fundamentals of IT and (MS-Word, Excel, PowerPoint)
		Programming Fundamentals
		Servers Configuration
		Information System Security
		Network Security
		CIS
		Computer Communication and Networks
10-	Assistant Engineer BS-17	As per the advertisement
		Verbal Reasoning
		Analytical Reasoning
		Introduction to the Drawing Equipment
		Introduction to Civil Engineering Drawing: Building Drawing Elevation
		Elements of Structural Drawing and Detailing
		Introduction
		Horizontal and Vertical Control, Construction Surveys
		Modern Methods in Surveying
		Soil Mechanics
Leveling and Contouring		
11-	Network Administrator BS-17	As per the advertisement
		Verbal Reasoning
		Analytical Reasoning
		Networks basics and data communication
		Switching and Routing
		Wireless Networks
		Network Security
		Network Models
		Network Troubleshooting and Monitoring
12-	Assistant BS-16	As per the advertisement
		English (Grammar, Vocabulary and Comprehension)
		Analytical Reasoning
		Quantitative
		Fundamentals of IT and (MS-Word, Excel, PowerPoint)
		Fundamentals of Management
		Simple Letter Drafting
		General Knowledge
		Islamiyat/Ethics
13-	Teaching Assistant BS-16	As per the advertisement
		English (Grammar, Vocabulary and Comprehension)
		Analytical Reasoning
		Basic Computer Knowledge (MS-Word, Excel & PowerPoint)
		Classroom Management
		Educational Psychology
		Grading and Assessment

		Guidance and Counseling
		Administrative Tasks
		Professional Development
		Mentoring and Training
		Research Assistance
14-	Computer Operator BS-15	As per the advertisement
		English (Grammar, Vocabulary and Comprehension)
		IQ
		Quantitative
		Basic Computer Knowledge (MS-Word, Excel & PowerPoint)
		Fundamentals of IT
		General Knowledge (Pakistan Studies)
		Islamiyat/ Ethics
15-	Imam Masjid BS-12	As per the advertisement
		English (Grammar, Vocabulary and Comprehension)
		Quantitative
		IQ
		General Knowledge
		Fiqh and Usool-al-Fiqh
		Islamic History
		Quran and Its Sciences
		Hadith and its Sciences
16-	Junior Clerk BS-11	As Per Advertisement
		English (Grammar, Vocabulary and Comprehension)
		IQ
		Quantitative Reasoning
		Pakistan Studies
		Fundamentals of IT and (MS-Word, Excel, PowerPoint)
		Simple Letter Drafting
		Islamiyat/Ethics
		Office Management / File Managements
17-	Dispenser BS-09	As Per Advertisement
		English (Grammar, Vocabulary and Comprehension)
		IQ
		Fundamentals of IT and (MS-Word, Excel, PowerPoint)
		Medication Dispensing
		Medication Inventory Management
		Patient Consultation
		Prescription Processing
		Compliance and Regulation
		Pharmacy Technology
		Medication Safety and Error
18-	Laboratory Assistant BS-07	As per the advertisement
		English (Grammar, Vocabulary and Comprehension)
		Analytical Reasoning
		Laboratory Safety
		Laboratory Equipment Maintenance
		Experimental Setup and Support
		Data Collection and Analysis
		Sample Handling and Preparation

		Laboratory Documentation
		Quality Control
		Research Support
		Training
19-	Library Attendant BS-05	As per the advertisement
		English (Grammar, Vocabulary and Comprehension)
		Analytical Reasoning
		Library Safety and Security
		Library Setup
		Books Handling
		Self-Readings
		Emergency Responses
		Customer Service
		Copying Services
20-	Chowkidar BS-01	As per the advertisement
		English
		General Knowledge
		Islamiat/Ethics
		IQ
21-	Naib Qasid BS-01	As per the advertisement
		English
		General Knowledge
		Islamiat/Ethics
		IQ
		Job Skills