

**Approved Content Weightages for the Non-Teaching
Posts of Emerson University Multan**

S. No.	Title	Criteria and Subject Division	Subject % Weight MCQ's
01-	Transport Officer (BS-17)	As per the advertisement	100 MCQs
		Verbal Reasoning	15
		Analytical Reasoning	10
		Fundamentals of Management	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Transport Management and Logistics	20
		Vehicle Maintenance and Repair	15
		Business Communication	10
		General Knowledge	10
02-	Assistant Director Purchase and Store (BS-17)	As per the advertisement	100 MCQs
		Verbal Reasoning	20
		Analytical Reasoning	10
		Fundamentals of Management	10
		Inventory Control Management	10
		Punjab Public Procurement Regulatory Authority 2009	10
		General Financial Rules	05
		e-PADS (Federal Public Procurement Re Regulatory Authority)	05
		Cost Accounting	10
		Commerce	10
		Financial Management	10
03-	Assistant Director Sports (BS-17)	As per the advertisement	100 MCQs
		Verbal Reasoning	20
		Analytical Reasoning	10
		Foundation of Physical Education	07
		Basics of Human Anatomy and Physiology	07
		Sports Medicine	10
		Rules & Techniques of Games and Sports	10
		Sports Management	04
		Exercise Physiology	07
		Research Methods in Physical Education	07
		Sports Psychology	04
		Nutrition for Sports	04
		Sports Biomechanics	04
		Sports Sociology	03
		Test, Measurement and Evaluation	03
04-	Estate Officer (BS-17)	As per the advertisement	100 MCQs
		Verbal Reasoning	20

		Analytical Reasoning	10
		Fundamentals of Management	10
		Lease Agreement and Contract Law	10
		Building Maintenance	10
		Building Evaluation and Appraisal	10
		Transfer of Property Act 1882	10
		Business Communication	10
		Construct Material and Process	10
05-	Assistant Director Academics (BS-17)	As per the advertisement	100 MCQs
		Verbal Reasoning	10
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Class and Schedule Management	10
		Education Policy	10
		Administrative Procedure	10
		Human Resource Management	10
		Business Communication	10
		General Knowledge	10
06-	Assistant Librarian (BS-17)	As per the advertisement	100 MCQs
		Verbal Reasoning	20
		Analytical Reasoning	10
		Foundations of LIS	05
		Information Sources and Services	07
		Classification and Cataloging (Organization of information)	07
		Collection Development and Management	07
		Information and Communication Technologies in LIS (basic concepts and an application)	10
		Research Methodology in LIS	10
		Library and Society	05
		Indexing and Abstracting	07
		LIS Development in Pakistan	07
		Information Literacy	05
07-	Personal Secretary (BS-17)	As per the advertisement	100 MCQs
		Verbal Reasoning	20
		Analytical Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	20
		Fundamentals of Management	10
		Simple Letter Drafting	10
		Secrecy and Privacy	10
		Business Communication	10
		General Knowledge	10
08-	Assistant (BS-16)	As per the advertisement	100 MCQs
		Verbal Reasoning	20

		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	20
		Fundamentals of Management	10
		Simple Letter Drafting	10
		General Knowledge	10
		Islamiyat/Ethics	10
09-	Library Assistant (BS-14)	As per the advertisement	100 MCQs
		English (Grammar, Vocabulary and Comprehension)	20
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Foundations of LIS	10
		Information Sources and Services	10
		Classification and Cataloging (Organization of Information)	10
		Collection Development and Management	10
		Information and Communication Technologies in LIS (basic concepts and an application)	10
		General Knowledge	10
10-	Mali (BS-01)	As per the advertisement	50 MCQS
		Basic Knowledge of Plants	10
		General Knowledge	10
		Islamiyat	10
		IQ	05
		Job Skills	15
		Paper will be in Urdu except English part	
11-	Computer Lab Attendant (BS-01)	As per the advertisement	50 MCQS
		English	10
		General Knowledge	10
		Lab Safety	10
		IQ	05
		Basic Computer	15
		Paper will be in Urdu except English part	
12-	Junior Lab Attendant (BS-01)	As per the advertisement	50 MCQS
		English	10
		General Knowledge	10
		Lab safety	10
		IQ	05
		Physics, Chemistry & Biology	15
		Paper will be in Urdu except English part	
13-	Helper Cook (BS-01)	As per the advertisement	50 MCQS
		English	10
		General Knowledge	10
		Islamiyat	10

		IQ and Knowledge about Cooking and Spices	05
		Job Skills	15
		Paper will be in Urdu except English part	
14-	Helper Electrician (BS-01)	As per the advertisement	50 MCQS
		English	10
		General Knowledge	10
		Islamiyat	10
		IQ and Basic Electricity Knowledge	05
		Job Skills	15
		Paper will be in Urdu except English part	