

## TEST PATTERNS AND COMPOSITION

### Senior Assistant (BS-15) & Junior Assistant (BS-13)

#### MCQs Based Test = 50 Marks

- English = 20%
- Islamiyat / Pak Studies = 15%
- Computer/IT = 15%
- IQ portion = 20%
- General Knowledge = 15%
- Constitution & Elections Act = 15%

**Passing Marks: 50%**

#### Descriptive Test = 25 Marks

- English Essay = 10 marks  
(500 words for Sr. Assistant and 300 Words for Jr. Assistant)
- Précis' Writing = 10 marks  
(A paragraph of 300 words for Sr. Assistant and 200 words for Jr. Assistant shall be provided)
- Letter Writing = 05 marks

#### Typing / Computer Literacy Test = 25 Marks

- Typing Test = 05 marks
- MS Word + Printing = 10 marks
- MS Excel = 05 marks
- E-mailing = 05 marks

### DEOs (BS-14)

#### Typing / Computer Literacy Test = 50 Marks

- Screening Test: **Typing Speed minimum 40 wpm (English)**
- Typing Test (English) = 15 marks
- Typing Test (Urdu) = 05 marks
- MS Word = 10 marks
- MS Excel = 10 marks
- MS PowerPoint = 05 marks
- Digitization & E-mailing = 05 marks

#### MCQs Based Test = 25 Marks

- English = 20%
- Computer/IT = 40%
- IQ portion = 20%
- General Knowledge = 20%

**Passing Marks 50%**

#### Descriptive Test = 25 Marks

- English Essay = 10 marks (500 words)
- Précis' Writing = 10 marks (A paragraph of 300 words shall be provided)
- Letter Writing = 05 marks

**Typing / Computer Literacy Test = 50 Marks**

- - Screening Test: ***Typing Speed minimum 30 wpm (English)***
- - Typing Test = 20 marks
- - MS Word + Printing = 10 marks
- - MS Excel = 10 marks
- - E-mailing = 10 marks

**MCQs Based Test = 25 Marks**

- - General Knowledge = 50%
- - English = 50%

**Passing Marks 50%**

**Descriptive Test = 25 Marks**

- - Essay Writing Test = 25 Marks