POLICY INSTRUCTIONS FOR CANDIDATES

[FOR THE POSTS OF RESEARCH ASSOCIATE (DATA ANALYST) (BS-17), RESEARCH ASSOCIATE (CONTENT DEVELOPER) (BS-17) & RESEARCH ASSISTANT (BS-16)].

The following instructions, governing the conduct of the examination, shortlisting, and interview process, are being issued for the information and guidance of candidates who have applied for subject posts:

i.   The recruitment process shall comprise of two (02) phases of examination, followed by interviews.

ii.   **PHASE – I:**

    a.   Initially, all eligible candidates shall be required to appear in a Multiple Choice Questions (MCQs)-based Examination.

    b.   Syllabus for the MCQs-Based Examination shall be as follows:

Research Associate (Data Analyst) (BS-17)

- **Subject Related**   **50 Marks**

  - Statistics and Analysis Fundamentals
  - Data Handling & Interpretation
  - Basics of Research and Research Tools

- **General**   **50 Marks**

  - English: 10 Marks
  - Pakistan Studies: 10 Marks
  - Islamiat: 10 Marks
  - Current Affairs: 10 Marks
  - Intelligence/Analytical Reasoning: 10 Marks

Research Associate (Content Developer) (BS-17)

- **Subject Related**   **50 Marks**

  - Research Fundamentals & Ethics
  - Content Creation, Writing & Editing
  - Digital Content & Tools

- **General**   **50 Marks**
  - English: 10 Marks
  - Pakistan Studies: 10 Marks
  - Islamiat: 10 Marks
  - Current Affairs: 10 Marks
  - Intelligence/Analytical Reasoning 10 Marks

Research Assistant (BS-16)

- **Subject Related**   **50 Marks**

  - Research Fundamentals
  - Data Collection & Analysis
  - Reporting & Technical Skills

- **General**   **50 Marks**

  - English: 10 Marks
  - Pakistan Studies: 10 Marks
  - Islamiat: 10 Marks
  - Current Affairs: 10 Marks
  - Intelligence/Analytical Reasoning: 10 Marks

  c. Candidates securing **seventy percent (70%) or above marks** in the MCQs-based examination shall be deemed to have qualified.

iii. **PHASE – II:**

  a. Notwithstanding the qualifying benchmark, only Fifteen (15) candidates, in order of merit, shall be shortlisted against each quota/post for the descriptive examination.

  b. The 15 shortlisted candidates per post as per merit shall appear in the descriptive examination.

  c. The descriptive examination shall be designed as per the following syllabus so as gauge candidates' aptitude and competence in research oriented domains:

Research Associate (Data Analyst) (BS-17)

- **Subject Related**   **100 Marks**

  - Fundamental Statistical techniques for Data Analysis (Definition, Types Methods, Descriptive Statistics, Probability Concepts, Hypothesis Testing, Confidence Intervals)
  - Data Collection, Data Handling Tools (MS Excel SPSS/ Stata/R/Python) & Interpretation of Outputs (sampling Techniques, Data Cleaning and Processing, Data Management, Tools Designing & Data Analysis including Trend & Pattern Analysis)
  - Basics of Research & Research Tools.
  - Essay on a Research Topic.

Research Associate (Content Developer) (BS-17)

- **Subject Related**   **100 Marks**

  - Research Fundamentals & Ethics (Definition, Types, Methods, Research Ethics)
  - Content Creation, Writing & Editing (Proof reading & Quality Control).
  - Tool designing for Digital Content Development for Research (Survey Tools, Digital Questionnaires & Research Dissemination Tools).
  - Essay on a Research Topic.

Research Assistant (BS-16)

- **Subject Related**   **100 Marks**

  - Fundamentals of Research Methodology (Definition, Types, Methods).
  - Data Collection & Analysis (Sampling, Tools Designing, Data Management & Data Analysis).
  - Technical Skills for Research, Ethics and Report Writing.
  - Essay on a Research Topic.

iv. Subject to securing 50 percent marks in descriptive examination, five (05) candidates, having obtained highest aggregate marks in MCQs and Descriptive examinations, shall be shortlisted for interviews against each post, in accordance with the Establishment Division Office Memorandum (O.M.) No.F.53/1/2008-SP. Dated 03-03-2015.