Syllabus

**Junior Executives**

**(Data Support Team) (Pay-package)**

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| Sr. | Part | Weightage | Passing Marks  (minimum) | Details |
| 1. | **General Ability** | **17%**  (17 Questions) | **40 %**  (7/17) | Pakistan Studies, Islamic Studies, Ethics/Islamic Studies, General Knowledge, Current Affairs |
| 2. | **Subject Ability** | **83%**  (83 Questions) | **50 %**  (42/83) | *(Syllabus details provided below under the respective post/title)* |

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| Syllabus of the Subjective PART *(as per ACADAMICS & requirement of the post)*: |

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| **JUNIOR EXECUTIVES (DATA SUPPORT TEAM)** |

* Programming Fundamentals
* Compilation of data /data handling/management
* MS Office (Word / Excel / PowerPoint)
  + VLOOKUP
  + Pivot
  + IF statements
  + Conditional formatting
  + Data reporting
* Report generation

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