Syllabus

**Junior Executives**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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)* |

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

|  |
| --- |
| **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

\*\*\*\*\*