

**Finance Division**  
**Automation Project of Central Directorate of National Savings (Phase II)**  
**(Recruitment Test)**

**Content Weightages**

<b>Sr. No</b>	<b>Designation of the Post</b>	<b>Subject Description</b>
<b>1</b>	<b>Project Manager</b>	A: Islamic Studies B: Pakistan Studies C: English D: General Knowledge E: Project Management F: Human Resource Management/Administration, Financial Management, Basic understanding of Database, Networks, Hardware/Software, PPRA Rules G: Risk Management H: Project Closure
<b>2</b>	<b>Director (Database)</b>	A: Islamic Studies B: Pakistan Studies C: English D: General Knowledge E: Database Design and Management F: User Administration and Security G: Database Performance Management H: Oracle High Availability Tools I: Backup/Recovery and Upgrades J: Oracle Licensing/SQL K: Relevant Degree / Subject related questions
<b>3-</b>	<b>Deputy Director (Admin)</b>	A: Islamic Studies B: Pakistan Studies C: English D: General Knowledge E: Computer Knowledge/Proficiency F: Civil Servants Act 1973 and associated rules (Leave Rules, E&D, APT) G: Staff Car Rules. PPRA Rules, General Financial Rules H: Basic Accounting I: Human Resource Management/Office Management/Inventory Management J: Relevant Degree / Subject related questions
<b>4-</b>	<b>Project Coordinator</b>	A: Islamic Studies B: Pakistan Studies C: English D: General Knowledge E: Project Management F: Project Management Framework G: Project Planning

		H: Relevant Degree / Subject related questions
<b>5-</b>	<b>Deputy Director (Database)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Database Design and Management
		F: User Administration and Security
		G: DATABASE Performance Management
		H: Oracle High Availability Tools
		I: Backup/Recovery and Upgrades
		J: Relevant Degree / Subject related questions
<b>6-</b>	<b>Deputy Director (Systems)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: System Configuration & Management
		F: Managing System Resources
		G: Installing and Managing Software
		H: File-system Management, LVM, snapshots
		I: Security Management
		J: Network Servers and Services Management
		K: Backup/Recovery, troubleshoot, optimization, SAN Storage
		L: Relevant Degree / Subject related questions
<b>7-</b>	<b>Deputy Director (Networks)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Network Design & Architecture
		F: Network Implementation
		G: Network Security
		H: Network Monitoring and Reporting
		I: SLAs for network connectivity
		J: Backup/Recovery, Optimization
		K: Relevant Degree / Subject related questions
<b>8-</b>	<b>Deputy Director (Software Applications)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Systems Development Lifecycle
		F: Object Oriented Concepts
		G: Development Expertise (Java/PHP)

		H: Programming standards, security I: Relevant Degree / Subject related questions
<b>9-</b>	<b>Assistant Director (Admin)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Computer Knowledge/Proficiency
		F: Admin Duties as per Secretariat Instructions
		G: Civil Servants Act 1973 & Associated Rules) PPRA Rules, Leave Rules, Staff Car rules
		H: Human Resource Management
		I: Relevant Degree / Subject related questions
<b>10-</b>	<b>Assistant Director (Accounts)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Basic Computer Knowledge
		F: Accounting Knowledge
		G: Depreciation, WDV etc.
		H: Budgeting
		I: Financial Accounting & Budgeting
		J: PSDP Fund Management
		K: Relevant Degree / Subject related questions
<b>11-</b>	<b>Assistant Director (Training)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: System Configuration & Management
		F: Computer Hardware
		G: Installing and Managing Software
		H: Operating Systems Linux, Windows
		I: Fundamentals of Networking
		J: Database knowledge (SQL)
		K: Basic Training Skills
		L: Data Entry Process (General Concepts)
		M:MS-Office knowledge
		N: Relevant Degree / Subject related questions
<b>12-</b>	<b>Assistant Director (Inventory)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Computer Knowledge / Proficiency
		F: Inventory Management

		G: Stock Management H: Warranty Claims I: PPRA Rules, General Financial Rules, Secretariat Instructions J: Relevant Degree / Subject related questions
<b>13-</b>	<b>Assistant Director (IT)</b>	
		A: Islamic Studies B: Pakistan Studies C: English D: General Knowledge E: System Configuration & Management F: Computer Hardware G: Installing and Managing Software H: Operating Systems Linux, Windows I: Security Management J: Fundamentals of Networking K: Database knowledge (SQL) L: System troubleshooting and Optimization M: Data Entry Process (General Concepts) N: MS-Office knowledge O: Relevant Degree / Subject related questions
<b>14-</b>	<b>Quality Assurance Officer</b>	
		A: Islamic Studies B: Pakistan Studies C: English D: General Knowledge E: Fundamentals of Testing F: Testing Throughout Software Life Cycle G: Test Types H: Static Techniques & Test Design Techniques I: Specification and Structure Based Techniques J: Test Management K: Relevant Degree / Subject related questions
<b>15-</b>	<b>Assistant Director (Software Applications)</b>	
		A: Islamic Studies B: Pakistan Studies C: English D: General Knowledge E: Systems Development Lifecycle F: Object Oriented Concepts G: Development Expertise (Java) H: Web Development, SQL, <i>My SQL</i> , <i>SQL Server</i> I: Programming standards, security J: Relevant Degree / Subject related questions
<b>16-</b>	<b>Assistant Director (Networks)</b>	
		A: Islamic Studies B: Pakistan Studies C: English D: General Knowledge

		E: Network Design & Architecture
		F: Network Implementation
		G: Network Security
		H: Network Monitoring and Reporting
		I: Backup/Recovery, Network optimization
		J: Relevant Degree / Subject related questions
<b>17-</b>	<b>Assistant Director (Systems)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: System Configuration & Management
		F: Managing System Resources
		G: Installing and Managing Software
		H: File-system Management, LVM, snapshots
		I: Security Management
		J: Network Servers and Services Management
		K: System Recovery / troubleshooting and Optimization
		L: Relevant Degree / Subject related questions
<b>18-</b>	<b>Assistant Director (Database)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Database Design and Management
		F: User Administration and Security
		G: DATABASE Performance Management
		H: Oracle DB Utilities & HA
		I: Backup/Recovery and Upgrades
		J: SQL*Plus, PL/SQL
		K: Relevant Degree / Subject related questions
<b>19-</b>	<b>Assistant Director (Hardware)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Hardware Infrastructure Management
		F: Designing and Planning
		G: Testing and Maintenance of hardware
		H: Knowledge of Circuits
		I: Knowledge & Maintenance of UPS
		J: Relevant Degree / Subject related questions
<b>20-</b>	<b>Deputy Assistant Director (Database)</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge

		E: Database Design and Management
		F: User Administration and Security
		G: DATABASE Performance Management
		H: Backup/Recovery and Upgrades
		I: SQL *Plus, PL/SQL, Oracle Forms & Reports
		J: Relevant Degree / Subject related questions
<b>21</b>	<b>Deputy Assistant Director (Systems)</b>	
		A: Islamic Studies
		B: Pakistan Studies
		C: English
		D: General Knowledge
		E: System Configuration & Management
		F: Managing System Resources
		G: Installing and Managing Software
		H: File-system Management
		I: Security (iptables, file permissions)
		J: Backup/Recovery, troubleshoot, optimize
		K: Relevant Degree / Subject related questions
<b>22-</b>	<b>Deputy Assistant Director (Networks)</b>	
		A: Islamic Studies
		B: Pakistan Studies
		C: English
		D: General Knowledge
		E: Network Design & Architecture
		F: Network Implementation
		G: Network Security
		H: Network Monitoring and Reporting
		I: Backup/Recovery of Network Devices
		J: Troubleshooting network problems
		K: Relevant Degree / Subject related questions
<b>23-</b>	<b>Deputy Assistant Director (Hardware)</b>	
		A: Islamic Studies
		B: Pakistan Studies
		C: English
		D: General Knowledge
		E: Hardware Infrastructure Management
		F: Configuring Hardware/Comm. Equipment
		G: Testing/Maintenance of hardware equipment
		H: Hardware safety
		I: Relevant Degree / Subject related questions
<b>24-</b>	<b>Deputy Assistant Director (Operations)</b>	
		A: Islamic Studies
		B: Pakistan Studies
		C: English
		D: General Knowledge
		E: Operating Systems Windows / Linux
		F: Troubleshooting hardware issues
		G: Network configuration of hardware equipment

		H: Data Entry Operations / Techniques
		I: Basic Data base concepts
		J: SQL
		K: MS-Office
		L: Relevant Degree / Subject related questions
<b>25-</b>	<b>Technical Assistant</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Hardware Infrastructure Management
		F: Configuring Hardware/Communication Equipment
		G: Data Entry Process – Techniques
		H: Relevant Degree / Subject related questions
<b>26-</b>	<b>Account Assistant</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Basic Computer Knowledge
		F: Accounting Knowledge, General Financial Rules, Reconciliation, Financial statements
		G: Depreciation, WDV etc.
		H: Budgeting
		I: Relevant Degree / Subject related questions
<b>27-</b>	<b>Admin Assistant</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Computer Knowledge /Proficiency
		F: Secretariat Instructions, Admin Duties
		G: Civil Servants Act 1973 & Associated rules
<b>28-</b>	<b>Inventory Assistant</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Computer Knowledge /Proficiency
		F: Inventory Management, Asset Management
		G: Secretariat Instructions
<b>29-</b>	<b>Data Entry Operator</b>	
		A:Islamic Studies
		B:Pakistan Studies
		C:English
		D:General Knowledge
		E: Computer Knowledge / Proficiency
		F: Data Entry Operations
		G: Shortcuts Keys in MS-Office
		H: Typing Test