

Appendix 1&3

DEPUTY REGISTRAR/ASSISTANT REGISTRAR

A. Relevant Professional Knowledge (University Administration & Governance)

1. Higher Education System in Pakistan
2. University Governance & Administration
3. Academic Administration
4. Service & Establishment Rules
5. Public Sector Rules & Procedures

B. General Aptitude & Analytical Ability

1. Verbal Ability
2. Quantitative Ability
3. Analytical & Logical Reasoning
4. General Knowledge

C. Job-Specific Skills & Competencies

1. Office Management & Coordination
2. Drafting & Communication Skills
3. Information Technology Skills
4. Legal & Regulatory Awareness
5. Ethics & Professional Conduct

Appendix 2&4

DEPUTY TREASURER/ASSISTANT TREASURER

A. Relevant Professional Knowledge (Finance, Accounts & Public Sector Rules)

1. Public Sector Financial Management
2. University Financial Governance
3. Accounting Standards & Practices
4. Government Rules & Regulations
5. Budget & Grants Management

B. General Aptitude & Analytical Ability

1. Quantitative & Numerical Ability
2. Analytical & Logical Reasoning
3. Verbal Ability

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4. **General Knowledge**

C. **Job-Specific Skills & Competencies**

1. **Financial Operations & Control**
2. **Audit & Compliance**
3. **Procurement & Contract Management**
4. **Information Technology Skills**
5. **Professional Ethics & Integrity**

Appendix 5

ASSISTANT CONTROLLER EXAMINATION

A. **Relevant Professional Knowledge (Examinations & Academic Regulations)**

1. **University Examination System**
 2. **Academic Rules & Regulations**
 3. **Conduct of Examinations**
 4. **Result Processing & Degree Matters**
 5. **Coordination with Academic Units**
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B. **General Aptitude & Analytical Ability**

1. **Verbal Ability**
 2. **Quantitative Ability**
 3. **Analytical & Logical Reasoning**
 4. **General Knowledge**
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C. **Job-Specific Skills & Competencies**

1. **Examination Management Skills**
2. **Drafting & Documentation**
3. **Information Technology Skills**
4. **Legal & Regulatory Awareness**
5. **Professional Ethics & Integrity**

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