

Paper Content for the Posts of Assistant Manager and Junior Executive 2025

Post	Content
Assistant Manager (Legal)	<div><div>1.</div><div>Contract Act, 1872.</div></div> <div><div>2.</div><div>Code of Civil Procedure, 1908.</div></div> <div><div>3.</div><div>Constitution of Pakistan, 1973.</div></div> <div><div>4.</div><div>The Limitation Act, 1908.</div></div> <div><div>5.</div><div>General Clauses Act, 1897</div></div>
Assistant Manager (Finance)	<div><div>1.</div><div>CPPA Annual reports</div></div> <div><div>2.</div><div>Electric Power Procurement Regulations 2022</div></div> <div><div>3.</div><div>Approved CTBCM Model</div></div> <div><div>4.</div><div>Latest IGCEP</div></div>
Assistant Manager (Graphics Designer (UI/UX))	<div><div>1.</div><div>UI/UX basics and graphic design Basics</div></div> <div><div>2.</div><div>Basic Design Principles</div></div> <div><div>3.</div><div>User Research &amp; Personas</div></div> <div><div>4.</div><div>Wireframing &amp; Prototyping Fundamentals &amp; tools</div></div> <div><div>5.</div><div>Basic Principles of Design Thinking</div></div> <div><div>6.</div><div>UI Components &amp; Interaction Design</div></div> <div><div>7.</div><div>Interaction Design &amp; Simple Animations</div></div>
Assistant Manager (Business Analyst)	<div><div>1.</div><div>Business Analysis Fundamentals</div></div> <div><div>2.</div><div>Software Development Methodologies (Agile &amp; Waterfall)</div></div> <div><div>3.</div><div>Basic Requirements Gathering and Documentation</div></div> <div><div>4.</div><div>Understanding Business Processes &amp; Workflows</div></div> <div><div>5.</div><div>Logical Thinking &amp; Scenario-Based Analysis</div></div> <div><div>6.</div><div>Fundamentals of Software Development Life Cycle (SDLC)</div></div> <div><div>7.</div><div>Basic Communication &amp; Documentation Skills</div></div>
Junior Executive IT	<div><div>1.</div><div><b>Programming Fundamentals:</b> Evaluate understanding of variables, loops, conditionals, and syntax in languages such as Python, Java, or C++.</div></div> <div><div>2.</div><div><b>Data Structures and Algorithms:</b> Assess proficiency with arrays, linked lists, trees, graphs, sorting algorithms, and their time and space complexities.</div></div> <div><div>3.</div><div><b>Object-Oriented Programming (OOP):</b> Test knowledge of classes, objects, inheritance, polymorphism, and design principles like SOLID.</div></div> <div><div>4.</div><div><b>Database Management Systems (DBMS):</b> Include questions on SQL queries, normalization, indexing, and differences between SQL and NoSQL databases.</div></div> <div><div>5.</div><div><b>Software Development Methodologies:</b> Cover Agile practices, Scrum roles, and the importance of continuous integration and delivery.</div></div> <div><div>6.</div><div><b>Software Design Patterns and Principles:</b> Evaluate understanding of common design patterns (e.g., Singleton, Factory) and principles like DRY (Don't Repeat Yourself) and KISS (Keep It Simple, Stupid).</div></div> <div><div>7.</div><div><b>Version Control Systems:</b> Assess familiarity with tools like Git, including branching, merging, and resolving conflicts.</div></div> <div><div>8.</div><div><b>Web Technologies:</b> Test knowledge of HTML, CSS, JavaScript, and frameworks such as React or Angular.</div></div> <div><div>9.</div><div><b>Problem-Solving and Critical Thinking:</b> Present scenarios requiring logical reasoning and the application of computer science principles to solve complex problems. <a href="#">Asbury</a></div></div> <div><div>10.</div><div><b>Emerging Trends and AI Integration:</b> Given the rise of AI-assisted coding tools, include questions on prompt engineering, the use of AI in software development, and ethical considerations.</div></div>
Junior Executive Finance	<div><div>1.</div><div>CPPA Annual reports</div></div> <div><div>2.</div><div>Electric Power Procurement Regulations 2022</div></div> <div><div>3.</div><div>Approved CTBCM Model</div></div> <div><div>4.</div><div>Latest IGCEP</div></div>
Junior Executive HR	<div><div>1.</div><div><b>HR Basics &amp; Functions:</b> HRM scope, Core functions, employee well-being, organizational behavior /development, HR theories.</div></div> <div><div>2.</div><div><b>MS Suites:</b> Basic Excel functions relevant to HR (e.g., formulas, data handling).</div></div> <div><div>3.</div><div><b>HR Analytics &amp; Formulas:</b> Different HR metrics (e.g., turnover rate, absenteeism, cost per hire).</div></div> <div><div>4.</div><div><b>Business Communication:</b> Writing, Email Etiquette, Development of Professional Report.</div></div>