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| Contents - Weightages | | | | | | | | |
| Sr No | Posts | Shorthand | Typing | English | Math | IQ | G. Knowledge / Current Affairs | Computer |
| 1 | Superintendent | \* | \* | 50% | 10% | 20% | 10% | 10% |
| 2 | Stenographer | 70%  (80 WPM) | 30%   (40 WPM) | \* | \* | \* | \* | \* |
| 3 | Reader | \* | \* | 50% | 10% | 20% | 10% | 10% |
| 4 | Almad | \* | \* | 20% | 20% | 20% | 20% | 20% |
| 5 | Naib Qasid | \* | \* | \* | \* | \* | 100%  (1 Hour Urdu Test) | \* |

Written Test Syllabus