

Computer Operator (BPS-16)	Budget and Accounts Assistant	Steno typist
Computer Science/ I.T = 50% English (Grammar, vocabulary and sentence structuring) = 30% General Knowledge = 10% Basic Mathematics = 10%	Accounting & Finance = 25% Budgeting & Audit = 25% English = 20% Basic Computer/IT = 20% General Knowledge = 10%	<i>Skills Test</i> = 60 % (i.e Typing & Shorthand) English (Grammar, vocabulary and sentence structuring) = 20% Computer Skills /IT = 20%