

**Composition for the post of Administrative Officer (BPS-18)**

<b>S. No</b>	<b>Criteria and subject division</b>	<b>Subject weightage</b>
1	Verbal Reasoning	20%
2	Basic Computer Knowledge (MS-Word, Excel, Power Point)	10%
3	Administrative Procedures	10%
4	Public Administration	10%
5	Service Law	10%
6	Efficiency and Discipline Rules	10%
7	Current Affairs & General Knowledge	10%
8	Quantitative	10%
9	Analytical Reasoning	10%
<b>Total</b>		<b>100%</b>