Approved Content Weightages for Primary&SecondaryHealthcareDepartment(NMSAD) 24.05.2023

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| **Sr.**  **No** | **Designation ofthe**  **Post** | **Criteria and Subject Division** | **Subject**  **%Weight** |
| **01** | **Procurement Officer** | **As perthe advertisement** | **100%** |
| English (Grammar, Vocabulary&  Comprehension) | 10% |
| Analytical Reasoning | 5% |
| Quantitative | 10% |
| Procurement Management | 10% |
| Fundamentals of Management | 5% |
| AdministrativeProcedures | 10% |
| Project Management | 10% |
| PPRA Rules | 40% |
| **02** | **Human Resource& Legal Officer** | **Asper the Advertisement** | **100%** |
| PEEDA | 15% |
| Contract Policy 2022 | 15% |
| Service Rules | 10% |
| ESTA Code | 10% |
| English (Grammar, Vocabulary&  Comprehension) | 5% |
| Analytical Reasoning | 5% |
| Basic ComputerKnowledge(MS-Word, Excel,  PowerPoint) | 10% |
| Organizational Behavior | 5% |
| HRM functions: Recruitment, Orientation,  Training and Development | 5% |
| HR policies, PerformanceAppraisal Systems | 10% |
| Fundamentals of Management | 0% |
| BusinessLaw | 5% |
| CorporateLaw | 5% |
| **03** | **IT/Statistical Officer** | **As perthe Advertisement** | **100%** |
| English (Grammar, Vocabulary&  Comprehension) | 10% |
| Analytical Reasoning | 10% |
| Basic ComputerKnowledge(MS-Word, Excel,  PowerPoint) | 15% |
| IQ | 10% |
| Computer Architectureand Organization | 10% |
| Computer Networks andCommunications | 15% |
| SoftwareEngineering | 05% |
| Web Application Designand Development | 05% |
| Analysis of variance andDesigns of Experiments | 10% |
| StatisticalInference | 10% |

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| **04** | **Finance&Budget officer** | **As peradvertisement** | **100%** |
| General financial rules | 15% |
| Delegation of financial powers | 15% |
| English (Grammar, Vocabulary&  Comprehension) | 10% |
| Analytical Reasoning | 5% |
| IQ | 5% |
| Financialaccounting | 10% |
| Principles of management | 10% |
| Budgeting | 10% |
| Fundamentals ofeconomics | 5% |
| AdvanceAccounting | 10% |
| General knowledge | 5% |
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| **05** | **Data Entry Operator** | **As perthe Advertisement** | **100%** |
|  | Verbal Reasoning | 20% |
|  | Quantitative | 10% |
|  | IQ | 10% |
| **Data Entry Operator** | Basic ComputerKnowledge(MS-Word, Excel,  PowerPoint) | 15% |
|  | Fundamentals ofIT | 20% |
|  | General Knowledge/ Pakistan Studies | 15% |
|  | Islamiat/Ethics | 10% |
|  | Typingtest |  |
| **06** | **Logistic officer** | **Asper the Advertisement** | **100%** |
| English (Grammar, Vocabulary&  Comprehension) | 10% |
| Basic ComputerKnowledge(MS-Word, Excel,  PowerPoint) | 10% |
| Analytical Reasoning | 5% |
| IQ | 5% |
| SupplyChain Management | 15% |
| Logistics and WarehouseManagement | 15% |
| Principles of Management | 10% |
| Fundamentals of Economics | 5% |
| InventoryManagement | 15% |
| General knowledge | 05% |
| Operations management | 05% |

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| **07** | **Quality Assurance Officer** | **As perthe Advertisement** | **100%** |
| English (Grammar, Vocabulary&  Comprehension) | 10% |
| MSDS | 20% |
| IQ | 10% |
| Quantitative | 05% |
| Computer Knowledge(MS-Word, Excel and  PowerPoint) | 10% |
| Total QualityManagement | 20% |
| SupplyChain Management | 10% |
| Principles of Management | 05% |
| Fundamentals of Economics | 05% |
| InventoryManagement | 05% |
| **08** | **AdminOfficer** | **As perthe advertisement** | **100%** |
| English (Grammar, Vocabulary&  Comprehension) | 10% |
| AnalyticalReasoning | 5% |
| Micro-Economics | 0% |
| Marco-Economics | 0% |
| Project PlanningMonitoringand Evaluation | 5% |
|  |  | PEEDA | 5% |
|  |  | Contract Policy 2022 | 5% |
|  |  | Service Rules | 5% |
|  |  | ESTA Code | 5% |
|  |  | General financial rules | 5% |
|  |  | Delegation of financial powers | 5% |
|  |  | MSDS | 10% |
|  |  | Contract Management | 15% |
|  |  | Computer Knowledge(MS-Word, Excel and  PowerPoint) | 10% |
|  |  | AdministrativeProcedures | 5% |
|  |  | Record Keeping | 5% |
|  |  | Report WritingSkills | 5% |
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| **09** | **Assistant Admin Officer** | **As per the Advertisement** | **100%** |
| English (Grammar, Vocabulary&  Comprehension) | 10% |
| IQ | 5% |
| Basic Computer Knowledge(MS-Word Excel,  PowerPoint) | 10% |
| Office Management | 10% |
| Administrative Procedures | 10% |
| Basic HR management | 10% |
| Inventory Management | 10% |
| MSDS | 10% |
| Contract Management | 15% |
| Administrative Procedures | 5% |
| Record Keeping | 5% |
| **10** | **Biomedical Engineer** | **As perthe advertisement** | **100%** |
| English (Grammar, Vocabulary&  Comprehension) | 20% |
| Quantitative | 10% |
| Analytical reasoning | 10% |
| Biomedical EngineeringDesign | 10% |
| Biomedical Electronics andInstrumentation | 10% |
| EngineeringMaterial | 10% |
| Electronics | 10% |
| Fundamentals ofelectrical engineering | 10% |
| General Knowledge | 10% |
| **11** | **Audit officer** | **Asperthe advertisement** | **100%** |
| General financial rules | 10% |
| Delegation of financial powers | 10% |
| English (Grammar, Vocabulary&  Comprehension) | 5% |
| Financialaccounting | 10% |
| Principles of management | 05% |
| Budgeting | 05% |
| Fundamentals ofeconomics | 05% |
| AdvanceAccounting | 05% |
| Financial Accounting | 05% |
| Cost Accounting | 05% |
| Internal Audit | 10% |
| Business law | 05% |
| AuditingBasics | 10% |
| PPRA | 10% |