**Content Weightages for Prime Minister’s Office Board of Investment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Designation of the Post** | **Criteria and Subject Division** | **Subject**  **% Weight** |

|  |  |  |  |
| --- | --- | --- | --- |
| **01** | **General Manager Corporate Affairs** | **As per the advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word Excel, PowerPoint) | 10% |
| Companies Act 2017. | 10% |
| Corporate Law | 10% |
| Tax Law | 10% |
| English Legal Language | 10% |
| Islamic studies | 10% |
| **02** | **General Manager Civil & Construction** | **As per the Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word Excel, PowerPoint) | 10% |
| Engineering Surveying | 10% |
| Engineering Material | 10% |
| Fluid Mechanics | 10% |
| Mechanics of Solids | 10% |
| Civil Work Quantity and Cost Estimations | 10% |
| **03** | **Accounts and Admin officer** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word Excel, PowerPoint) | 10% |
| Financial Accounting | 10% |
| Cost Accounting | 10% |
| Auditing | 10% |
| Business Law | 10% |
| Business taxation | 10% |
| **04** | **Project Coordinator** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word Excel, PowerPoint) | 10% |
| Communication skills | 10% |
| Monitoring & Evaluation | 10% |
| Project Management | 10% |
| Report Writing | 10% |
| HR Management | 10% |
| **05** | **Admin & Account Assistant** | **As per the Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| IQ | 10% |
| Analytical Reasoning | 10% |
| Basic Computer Knowledge (MS-Word Excel, PowerPoint) | 10% |
| Financial Accounting | 10% |
| Cost Accounting | 10% |
| Auditing | 10% |
| Business Law | 10% |
| Business taxation | 10% |