**Approved Content Weightages for Teaching Hospitals / Institutes**

**Under SHC & ME Department**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **01** | **Procurement**  **Officer** | **As per the advertisement** | **100%** |
| English (Grammar, Vocabulary & Comprehension) | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| Procurement Management | 10% |
|  |  |
| Administrative Procedures | 10% |
|  |  |
| PPRA Rules | 40% |
| **02** | **Human Resource & Legal Officer** | **As per the Advertisement** | **100%** |
| English (Grammar, Vocabulary & Comprehension) | 20% |
| Analytical Reasoning | 10% |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 10% |
| Organizational Behavior | 10% |
| HRM functions: Recruitment, Orientation, Training and Development | 10% |
| HR policies, Performance Appraisal Systems | 10% |
| Fundamentals of Management | 10% |
| Business Law | 10% |
| Corporate Law | 10% |
| **03** | **IT/Statistical**  **Officer** | **As per the Advertisement** | **100%** |
| English (Grammar, Vocabulary & Comprehension) | 20% |
| Analytical Reasoning | 10% |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 10% |
| IQ | 10% |
| Computer Architecture and Organization | 10% |
| Computer Networks and Communications | 10% |
| Software Engineering | 05% |
| Web Application Design and Development | 05% |
| Analysis of variance and Designs of Experiments | 10% |
| Statistical Inference | 10% |
| **04** | **Finance & Budget**  **officer** | **As per advertisement** | **100%** |
| English (Grammar, Vocabulary & Comprehension) | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Financial accounting | 10% |
| Principles of management | 10% |
| Budgeting | 10% |
| Fundamentals of economics | 10% |
| Advance Accounting | 10% |
| General knowledge | 10% |
| **05** | **Data Entry**  **Operator** | **As per the Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Quantitative | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 15% |
| Fundamentals of IT | 20% |
| General Knowledge / Pakistan Studies | 15% |
| Islamiat/Ethics | 10% |
|  |  |
| **06** | **Logistic**  **officer** | **As per the Advertisement** | **100%** |
| English (Grammar, Vocabulary & Comprehension) | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Supply Chain Management | 10% |
| Logistics and Warehouse Management | 10% |
| Principles of Management | 10% |
| Fundamentals of Economics | 10% |
| Inventory Management | 10% |
| General knowledge | 05% |
| Islamiyat/ethics | 05% |
|  |  |
| **07** | **Quality Assurance**  **Officer** | **As per the Advertisement** | **100%** |
| English (Grammar, Vocabulary & Comprehension) | 20% |
| IQ | 10% |
| Quantitative | 10% |
| Computer Knowledge (MS-Word, Excel and PowerPoint) | 10% |
| Total Quality Management | 20% |
| Supply Chain Management | 10% |
| Principles of Management | 05% |
| Fundamentals of Economics | 10% |
| Inventory Management | 05% |
|  |  |
| **08** | **Admin Officer** | **As per the advertisement** | **100%** |
| English (Grammar, Vocabulary & Comprehension) | 20% |
| Analytical Reasoning | 10% |
| Micro-Economics | 10% |
| Marco-Economics | 10% |
| Project Planning Monitoring and Evaluation | 10% |
| Fundamentals of Management | 10% |
| Administrative Procedures | 10% |
| Record Keeping | 10% |
| Report Writing Skills | 10% |
| **09** | **Assistant Admin**  **Officer** | **As per the Advertisement** | **100%** |
| English (Grammar, Vocabulary & Comprehension) | 20% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word Excel, PowerPoint) | 10% |
| Office Management | 10% |
| Administrative Procedures | 10% |
| Basic HR management | 10% |
| Inventory Management | 10% |
| Fundamentals of Accounting | 10% |
| General knowledge | 05% |
| Islamiyat/ethics | 05% |
| **10** | **Biomedical**  **Engineer** | **As per the advertisement** | **100%** |
| English (Grammar, Vocabulary & Comprehension) | 20% |
| Quantitative | 10% |
| Analytical reasoning | 10% |
| Biomedical Engineering Design | 10% |
| Biomedical Electronics and Instrumentation | 10% |
| Engineering Material | 10% |
| Electronics | 10% |
| Fundamentals of electrical engineering | 10% |
| General Knowledge | 10% |
| **11** | **Audit officer** | **As per the advertisement** | **100%** |
| English (Grammar, Vocabulary & Comprehension) | 20% |
| Quantitative | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 10% |
| Organizational behavior | 10% |
| Financial Accounting | 05% |
| Cost Accounting | 05% |
| Internal Audit | 10% |
| Business law | 10% |
| Auditing | 10% |