**Content Weightages for Prime Minister’s Office,**

**Board of Investment-BOI (Main) , 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Designation of the Post** | **Criteria and Subject Division** | **Subject****% Weight** |
| **1** | **Manager Business Facilitation Centre** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 10% |
| Economics | 10% |
| Business Research Methods | 10% |
| Public Administration | 10% |
| Business Communication and Report Writing | 10% |
| International Relations | 10% |
| **2** | **Front Desk Officer** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 15% |
| Business Communication & Report Writing  | 15% |
| Administrative procedures | 10% |
| Fundamentals of Management  | 15% |
| Concepts of Public Relations | 5% |
| **3** | **Business Facilitation Officer** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 10% |
| Team Management/ Time Management | 10% |
| Public Administration | 10% |
| Business Communication and Report Writing | 10% |
| Fundamentals of Management  | 10% |
| Islamiat/ Ethics | 10% |
| **4** | **Document Controller** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 10% |
| Office Management  | 10% |
| Business Administration | 20% |
| Record Keeping | 10% |
| Letter Drafting & Report Writing | 10% |
| **5** | **IT Support Officer** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 10% |
| System troubleshooting and Optimization | 10% |
| Network Servers and Services Management  | 10% |
| Operating Systems  | 10% |
| Installing and Managing Software | 10% |
| System Configuration & Management  | 05% |
| Managing System Resources | 05% |