**Content Weightages for G.O.P.**

**Ministry of Federal Education and Professional Training**

**Government Polytechnic Institute for Woman (GPIW).**

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| --- | --- | --- | --- |
| **Sr. No.** | **Designation of the Post** | **Criteria and Subject Division** | **Subject****% Weight** |
| **1** | **Assistant****(BPS-15)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 30% |
| Pakistan Studies | 10% |
|  IQ | 10% |
| Islamiyat | 10% |
| **2** | **Stenotypist****(BPS-14)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 10% |
| Record Keeping and Files Management  | 10% |
| General Knowledge | 10% |
| Pak studies | 10% |
| **Skill Test**  |  |
| Shorthand Speed (80 w.p.m) | 10% |
| Typing Speed (40 w.p.m) | 10% |
| **3** | **Jr. Instructor Commerce****(BPS-14)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Financial Accounting | 20% |
| Principle of Economics | 20% |
| Business Mathematics & Statistics | 10% |
| Communication Skills | 10% |
| **4** | **Jr. Instructor Electronics****(BPS-14)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Applied Chemistry  | 5% |
| Electrical Circuits | 5% |
| Electronic Devices  | 10% |
| Engineering Drawing & Computer Aided Design | 10% |
| Microcontroller program and Applications | 10% |
| Electrical Instruments and Measurement | 5% |
| Electrical Machines | 10% |
| Power Electronics | 5% |
| **5** | **Jr. Instructor Computer****(BPS-14)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Introduction to Computer Programming | 10% |
| Computer Networks  | 10% |
| Operating System | 10% |
| Graphic Designs  | 10% |
| Business Communication  | 10% |
| Object Oriented Programming  | 5% |
| Applied Physics  | 5% |
| **6** | **Library Assistant****(BPS-11)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Classification and cataloging (Organization of information) | 20% |
| Collection Development and management | 10% |
| Management of Libraries and information | 10% |
| Information and communication technologies in LIS (basic concepts and an application) | 10% |
| Islamiyat/Ethics | 5% |
| General Knowledge | 5% |
| **7** | **Store Keeper****(BPS-08)** | **As per Advertisement** | **100%** |
| Analytical Reasoning | 20% |
| **Subjective** | **80%** |
| Basic Computer Knowledge( MS-Word, Excel, PowerPoint) | 30% |
| Inventory Management | 20% |
| Islamiyat/Ethics | 10% |
| Pak Studies | 10% |
| General Knowledge | 10% |
| **8** | **Shop Assistant****(BPS-06)****(Urdu)** | **As per Advertisement** | **50%** |
| General Knowledge | 20% |
| Islamiyat/Ethics | 10% |
| Pak studies | 10% |
| Job Description | 10% |