**Content Weightages for**

**Prime Minister’s Office - Board Of Investment**

**Sector Mapping & Regulatory Transformation (SMART)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Designation of the Post** | **Criteria and Subject Division** | **Subject****% Weight** |
| **1** | **Business Reforms & Automation Expert (PPS-09)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Administrative procedures | 10% |
| Fundamentals of management | 10% |
| Quality Assurance | 10% |
| Business administration & Taxation | 10% |
| Business Law | 10% |
| Business Communication skills | 10% |
| **2** | **Legal Specialist (PPS-08)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Constitution | 10% |
| Jurisprudence | 10% |
| Civil Law | 10% |
| Criminal Law | 10% |
| Law of evidence | 10% |
| English Legal Language | 10% |
| **3** | **Business Analyst****(PPS-07)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Business Communication Skills | 10% |
| Software Engineering | 10% |
| Business Mathematics and Statistics | 10% |
| Development Expertise(Java/SQL) | 10% |
| Financial Management | 10% |
| Database Management | 10% |
| **4** | **Public Sector Specialist****(PPS-07)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Public administration | 10% |
| Fundamentals of management | 10% |
| Fundamentals of Economics | 10% |
| Human Resource management | 10% |
| Communication skills | 10% |
| Basic computer knowledge | 10% |
| **5** | **Regulatory Modernization Specialist****(PPS-07)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Public administration | 10% |
| Fundamentals of management | 10% |
| Fundamentals of Economics | 10% |
| Human Resource management | 10% |
| Communication skills | 10% |
| Basic computer knowledge | 10% |
| **6** | **SME Specialist****(PPS-07)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Business administration | 10% |
| Fundamentals of management | 10% |
| Fundamentals of Economics | 10% |
| Human Resource management | 10% |
| Communication skills | 10% |
| Basic computer knowledge | 10% |
| **7** | **Content Writer****(PPS-06)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Introduction to Mass communication | 10% |
| International/Global Communication | 10% |
| History of English Literature | 10% |
| Journalistic Writings | 10% |
| Communication Theories | 10% |
| Media Research | 10% |
| **8** | **Sector Associate Specialist****(PPS-06)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Business administration | 10% |
| Fundamentals of management | 10% |
| Fundamentals of Economics | 10% |
| Human Resource management | 10% |
| Communication skills & report writing | 10% |
| Basic computer knowledge | 10% |
| **9** | **Assistant****(PPS-05)** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| Quantitative | 10% |
| **Subjective** | **60%** |
| Basic Computer Knowledge (MS-Word, Excel, PowerPoint) | 20% |
| Simple Letter Drafting | 10% |
| Basic communication skills | 10% |
| General Knowledge (Pakistan Studies) | 10% |
| Islamiyat/ Ethics | 10% |