

**Approved Content Weightages for
Population Welfare Department, Punjab SPU**

Sr. No	Designation of the Post	Criteria and Subject Division	Subject % Weight
01	Assistant Director (IEC-Social Media) (BS-17)	As per the advertisement	100%
		Verbal Reasoning	10%
		Analytical Reasoning	10%
		IQ	10%
		Fundamentals of Management	10%
		International/Global Communication	10%
		Advertising and Public Relations	10%
		Social Media Ethic and Laws	10%
		Journalistic Writings	10%
		Social Structure	10%
		Culture and Related Concepts	10%
02	Assistant Director (Planning) (BS-17)	As per the advertisement	100%
		Verbal Reasoning	20%
		Analytical Reasoning	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10%
		Consumer Behavior	10%
		Principles of Management	10%
		Supply Chain Management	10%
		Project Planning & Management	10%
		Public Administration	10%
03	Assistant Director (Admin & Finance) (BS-17)	As per the advertisement	100%
		Verbal Reasoning	20%
		Analytical Reasoning	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10%
		Fundamentals of Management	10%
		Administrative Procedures	10%
		Management Accounting	10%
		Financial Accounting	10%
		Financial Management	10%
04	System Network	As per the advertisement	100%
		Verbal Reasoning	20%
		Analytical Reasoning	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10%

	Analyst(BS-17)	Fundamentals of IT	10%
		Operating Systems	10%
		Network and Communication	10%
		Hardware and Software	10%
		Database Systems	10%
05	Computer Operator(BS-15)	As per the advertisement	100%
		Verbal Reasoning	10%
		Analytical Reasoning	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	20%
		Programming Fundamentals	10%
		Computer Software	10%
		Introduction to Computers	10%
		Windows Operating System	10%
		Data Communication & Networking	10%
06	Driver (BS-04)	As per the advertisement	50%
		Verbal Reasoning	10%
		IQ	10%
		Traffic Laws	10%
		Driving Skills	10%
		General Knowledge	05%
		Islamiyat/Ethics	05%
07	Naib Qasid (BS-01)	As per the advertisement	50%
		Verbal Reasoning	10%
		Office Manners	20%
		General Knowledge	10%
		Pakistan Studies	05%
		Islamiyat/Ethics	05%