

Approved Content Weightages for
Punjab Municipal Development Fund Company

Sr. No	Designation of the Post	Criteria and Subject Division	Subject % Weight
01	Senior Program Officer (Procurement)	As per the Advertisement	100%
		English Grammar, Vocabulary & Comprehension (Grammar, Vocabulary & Comprehension)	10%
		Analytical Reasoning	10%
		Quantitative	10%
		Procurement Management	20%
		World Bank Procurement Regulations	20%
		Project Management	10%
		PPRA Rules	20%
02	Program Officer Procurement	As per the Advertisement	100%
		English (Grammar, Vocabulary & Comprehension)	10%
		Analytical Reasoning	10%
		Quantitative	10%
		PPRA Rules	20%
		Project Management	10%
		Procurement Management	20%
		World Bank Procurement Regulations	20%
03	Programs Officer-Communication	As per the Advertisement	100%
		English (Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint), Web surfing	10%
		Media Research	10%
		Public Relations Strategies	10%
		Organization of Public Relations Setup	10%
		Evaluation of Advertising Campaign	10%
		Media Ethics and Laws	10%
04	Program Officer-Contract Management	As per the Advertisement	100%
		English (Grammar, Vocabulary & Comprehension)	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Monitoring & Evaluation	10%
		Contract Management	10%
		FIDIC Condition of Contract	20%
		Construction Planning and Management	10%
		MS Project/Prima	10%
05	Program Officer-Institutional Strengthening	As per the advertisement	100%
		English Grammar, Vocabulary & Comprehension	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Research Techniques	20%
		Fundamentals of Economics	10%
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10%
		General Knowledge	10%
Islamiat/ Ethics	10%		

06	Program Officer- Institutional Strengthening	As per the advertisement	100%
		English Grammar, Vocabulary & Comprehension	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Research Techniques	20%
		Fundamentals of Economics	10%
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10%
		General Knowledge	10%
		Islamiat/ Ethics	10%
07	Program Officer- Coordination	As per the advertisement	100%
		English Grammar, Vocabulary & Comprehension	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Basic Computer Knowledge (MS-Word, Excel & PowerPoint)	10%
		Fundamentals of Management	10%
		Project Management	10%
		Fundamentals of Economics	10%
		Financial Management	10%
		Supply Chain Management	10%
08	Deputy Program Officer- Institutional Strengthening	As per the advertisement	100%
		English Grammar, Vocabulary & Comprehension	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Research Techniques	20%
		Fundamentals of Economics	10%
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10%
		General Knowledge	10%
		Islamiat/ Ethics	10%
09	Deputy Program Officer- Infrastructure	As per the advertisement	100%
		English Grammar, Vocabulary & Comprehension	20%
		IQ	10%
		Quantitative	10%
		Engineering Construction	10%
		Engineering Material	10%
		Maintenance Engineering and Safety	10%
		Structural Analysis	10%
		General Knowledge (Pakistan Studies)	10%
		Islamiyat/Ethics	10%
10	Quantity Surveyor	As per the advertisement	100%
		English Grammar, Vocabulary & Comprehension	10%
		IQ	10%
		Quantitative	10%
		Engineering Surveying	10%
		Engineering Drawing	20%
		Cost Estimation	20%
		Construction Planning and Management	10%
		AutoCAD	10%

11	Administrative Assistant	As per the advertisement	100%
		English Grammar, Vocabulary & Comprehension	20%
		IQ	10%
		Quantitative	10%
		Basic Computer Knowledge (MS-Word, Excel & PowerPoint)	10%
		Administrative Procedures	20%
		Fundamentals of Management	10%
		Inventory Management	10%
		Accounting Procedures	10%
12	Office Boy	As per the advertisement	100%
		IQ	20%
		Office Manners	30%
		Record Keeping	20%
		General Knowledge (Pakistan Studies)	10%
		Islamiyat/Ethics	20%