

**Content Weightages for**  
**Punjab Information Commission**

<b>Sr. No</b>	<b>Designation of the Post</b>	<b>Criteria and Subject Division</b>	<b>Subject % Weight</b>
<b>01</b>	<b>Executive Director (BPS-19)</b>	<b>As per the advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Drafting/Analytical Reasoning	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10%
		Fundamentals of Management & Administrative Procedures	10%
		History & RTI (Right to Information) Laws in Pakistan	10%
		Public Administration & Public Relation	10%
		Constitutional law with emphasis on fundamental rights, Public Interest, and Writ Jurisdictions	10%
		High Court rules and orders	10%
		<b>02</b>	<b>Deputy Director (Admin &amp; Finance) (BPS-18)</b>
English (Grammar, Vocabulary and Comprehension)	20%		
Analytical Reasoning	10%		
IQ	10%		
Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10%		
Fundamentals of Management & Administrative Procedures	10%		
Public Administration	15%		
PPRA Rules	10%		
Financial Accounting & Management	15%		
<b>03</b>	<b>Assistant Director (Awareness &amp; Trainings) (BPS-17)</b>		
		English (Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10%
		Awareness and Training in corporate sector	10%
		Social Media	10%
		Print and Electronic Media	10%
		Culture of Punjab	10%
		Public Relations	10%

04	<b>Assistant Director (Research &amp; Publication) (BPS-17)</b>	<b>As per the Advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10%
		Research Methodology	10%
		Public Relations	10%
		Business Communication and Report Writing	10%
		Journalistic Writings	10%
		Public Administration	10%
05	<b>Assistant Director (Law &amp; Complaints) (BPS-17)</b>	<b>As per the Advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10%
		Fundamentals of Management	10%
		Constitutional History	10%
		Introduction to Political Science	10%
		Culture (Social Anthropology)	10%
		Independence Movement	10%
06	<b>Network Administrator (BPS-17)</b>	<b>As per the Advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	10%
		Analytical Reasoning	10%
		Microsoft server operating system	10%
		Cisco Network	10%
		IQ	10%
		Network Design & Architecture	10%
		Network Implementation	10%
		Network Security	10%
		Network Monitoring and Reporting	10%
		SLAs for Network Connectivity	10%
Backup/Recovery, Optimization	10%		
07	<b>Private Secretary (BPS-17)</b>	<b>As per the Advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word, Excel & PowerPoint)	15%
		General Science	10%
Simple Letter Drafting	10%		

		General Knowledge (Pakistan Studies)	15%
		Islamiyat/ Ethics	10%
08	Superintendent (BPS-17)	<b>As per the Advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word, Excel & PowerPoint)	15%
		General Science	10%
		Simple Letter Drafting	10%
		General Knowledge (Pakistan Studies)	15%
		Islamiyat/ Ethics	10%
09	Web Master (BPS-17)	<b>As per the Advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Programming Fundamentals	10%
		Object Oriented Paradigm	
		Software Engineering & Development	10%
		Database Systems	10%
		Development Expertise (Java/PHP), ASP.NET, C#	20%
		DB/SQL Expertise (integration)	10%
General Knowledge (Pakistan Studies)	10%		
10	Assistant (BPS-16)	<b>As per the Advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	15%
		Simple Letter Drafting	10%
		General Knowledge (Pakistan Studies)	15%
		Islamiyat/ Ethics	10%
11	Accountant (BPS-14)	<b>As per the Advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Analytical Reasoning	10%
		Quantitative	10%
		Auditing	10%
		Advance Accounting	10%
		Business Mathematics and Statistics	10%
		Business Law & Taxation	10%
		General Knowledge (Pakistan Studies)	10%
Islamiyat/ Ethics	10%		

12	<b>Stenographer (BPS-14)</b>	<b>As per the Advertisement</b>	<b>100%</b>	
		English (Grammar, Vocabulary and Comprehension)	20%	
		Analytical Reasoning	10%	
		IQ	10%	
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	20%	
		Record Keeping	10%	
		Fundamentals of IT	20%	
		Islamiyat/ Ethics	10%	
		<b>Skill Test</b>		
		English/Urdu Short Hand (70 w.p.m)		
		English/Urdu Typing Speed (40 w.p.m)		
13	<b>Data Entry Operator (BPS-12)</b>	<b>As per the Advertisement</b>	<b>100%</b>	
		English Grammar, Vocabulary & Comprehension-Basic Level	20%	
		IQ	10%	
		Quantitative- Basic Level	10%	
		Basic Computer Knowledge (MS-Word, Excel & PowerPoint)	10%	
		Fundamentals of IT	20%	
		General Knowledge (Pakistan Studies)	15%	
		Islamiyat/ Ethics	15%	
		<b>Skill Test</b>		
		Typing Speed: 40 W.P.M		
14	<b>Junior Clerk (BPS-11)</b>	<b>As per the Advertisement</b>	<b>100%</b>	
		English Grammar, Vocabulary & Comprehension-Basic Level	20%	
		IQ	10%	
		Quantitative- Basic Level	10%	
		Basic Computer Knowledge (MS-Word, Excel & PowerPoint)	10%	
		Fundamentals of IT	20%	
		General Knowledge (Pakistan Studies)	15%	
		Islamiyat/ Ethics	15%	
		<b>Skill Test</b>		
		Typing Speed: 25 W.P.M		