

### Content Weightages

#### Federal Board of Intermediate and Secondary Education, H-8/4, Islamabad

Sr. No	Core Areas Division	% Weight
1-	Verbal Reasoning	20%
2-	Analytical Reasoning	20%
3-	Subject Related	60%
<b>Total</b>		<b>100%</b>

Sr. No	Designation of the Post	Criteria and Subject Division	Subject % Weight
<b>01</b>	<b>Assistant Secretary/ Assistant Controller of Examinations (BPS-17)</b>	<b>1) Second Class or Grade “C” Master’s Degree in any discipline. 2 years academic/administrative experience.</b>	<b>60%</b>
		Basic Computer knowledge MS Word, Excel & PowerPoint	10%
		Principles of Management	10%
		Quantitative (Mathematics, Statistics & Econometrics)	20%
		Job Description (Administration of Examination & Assessment)	20%
<b>02</b>	<b>Security Officer (BPS-17)</b>	<b>1) Second class Master’s Degree in any discipline 2 years experience in security/ intelligence matters (or) retired Commissioned Officer of the rank of Captain with good health.</b>	<b>60%</b>
		Basic Computer knowledge MS Word, Excel & PowerPoint	10%
		Principles of Management	10%
		Quantitative	10%
		Job Description (Security Management)	30%
<b>03</b>	<b>Assistant (BPS-14)</b>	<b>Second class Bachelor’s Degree.</b>	<b>60%</b>
		Basic Computer knowledge MS Word, Excel & PowerPoint	20%
		Fundamentals of Management	10%
		Record Keeping	10%
		Simple Letter Drafting	10%
		Quantitative	10%
<b>04</b>	<b>Accounts Assistant (BPS-14)</b>	<b>B.Com with 3 years experience of maintenance of accounts in any Government organization/ University. Knowledge of MS Word and Excel will be preferred.</b>	<b>60%</b>
		Basic Computer knowledge MS Word, Excel & PowerPoint	10%
		Commerce	10%

		Advance Accounting	10%
		Cost Accounting	10%
		Statistics	10%
		Quantitative	10%
05	Sub Engineer (BPS-11)	<b>Associate Diploma in Civil Engineering with 3 years experience in the relevant field.</b>	<b>60%</b>
		Engineering Material	10%
		Fluid Mechanics	10%
		Structural Analysis	10%
		Transportation Planning & Engineering	10%
		Reinforced Concrete Design	10%
		Soil Mechanics and Foundation Design	10%