

**Approved Content Weightages for Establishment of Federal  
Institute at Hyderabad Sindh  
Higher Education Commission-Pakistan**

S. No.	Title	Criteria and Subject Division	Subject % Weight
<b>01-</b>	<b>Assistant Director (Accounts) (PPS-07)</b>	<b>As per the advertisement</b>	<b>100%</b>
		English Essay	20%
		Precis Writing	10%
		Secretariat Instruction, Office Procedure, Rules of business, Revised Leave Rules	15%
		Public Procurement Regulatory Authority Rules	10%
		Quantitative Reasoning	05%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10%
		Commerce	06%
		Cost Accounting	07%
		Advanced Accounting	07%
		General Knowledge, Current Affairs, Everyday Science	10%
		<b>02-</b>	<b>Data Entry Operator (PPS-05)</b>
English Grammar, Vocabulary & Comprehension-Basic Level	20%		
IQ	10%		
Quantitative- Basic Level	10%		
Basic Computer Knowledge (MS-Word, Excel & PowerPoint)	20%		
Fundamentals of IT, Web Surfing and email	20%		
Simple Letter Drafting	10%		
General Knowledge (Pakistan Studies)	05%		
Islamiyat/ Ethics	05%		