

**Approved Content Weightages for  
Higher Education Commission Regular Positions (BPS-5 to BPS-16)**

Category	Title	Criteria and Subject Division	Subject % Weight
1-	<b>Senior Cashier (BPS-16)</b>	<b>As per the advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	10%
		Quantitative	10%
		Introduction to IT and MS Office	15%
		Fundamentals of management	10%
		Office procedure	10%
		Accounting	15%
		Cash Handling	10%
		General Knowledge (Pakistan Studies)	10%
		Islamiyat/Ethics	10%
2-	<b>AC Supervisor (BPS-16)</b>	<b>As per the advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		IQ	10%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10%
		Principles of Air Conditioning	10%
		Safety at Heating, Ventilation, Air Conditioning and Refrigeration	05%
		Applied Mechanics	05%
		Physics & Chemistry	10%
		Fundamentals of Electronics	10%
		General Knowledge (Pakistan Studies)	10%
		Islamiyat/Ethics	10%
3-	<b>House Keeping Supervisor (BPS-15)</b>	<b>As per the advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Quantitative	10%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10%
		PPRA Rules	10%
		Administrative Procedures	10%
		Inventory and Cost Management	10%
		Introduction to hotel management	10%
		Food and Beverage	10%
		Housekeeping	10%

4-	<b>Carpenter (BPS-11)</b>	<b>As per the advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Quantitative	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	15%
		Pakistan Studies and Islamiyat/Ethics	10%
		Job Skills	35%
5-	<b>Telephone Operator (BPS-07)</b>	<b>As per the advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Quantitative	10%
		IQ	10%
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	15%
		FAX Machine	10%
		PBX System	10%
		Customer Inquiry Handling	10%
		Pakistan Studies	10%
		Islamiyat/Ethics	05%
6-	<b>Cheque Writer (BPS-07)</b>	<b>As per the advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Quantitative	10%
		IQ	10%
		Introduction to IT and MS Office	20%
		Record Keeping	10%
		Communication Skills	10%
		Pakistan Studies	10%
Islamiyat/Ethics	10%		
7-	<b>Receptionist (BPS-05)</b>	<b>As per the advertisement</b>	<b>100%</b>
		English (Grammar, Vocabulary and Comprehension)	20%
		Quantitative	10%
		IQ	10%
		Introduction to IT and MS Office	20%
		Maintaining Meeting Calendar	05%
		Mail Sorting	05%
		Basic Communication Skills	10%
		Pakistan Studies	10%
Islamiyat/Ethics	10%		