

## Syllabi/Weightage Distribution for PEF Recruitment and Professional Test

Sr.#	Position	Age	Educational Qualification	Experience	Syllabi for Professional Test	English		Quantitative	Punjab Education Foundation Rules & Regulations & Estacode	Professional/Post/Qualification Related Questions	General Ability	Computer	Total Marks	Level	Difficulty
						Essay Writing	English Grammar and Composition	Basic Arithmetic; Ratios, Algebra, Percentages, and Arithmetic Means & Analytical Skills	PEF Rules & Regulations Book, & Estacode	Relevant Experience/ Relevant Master/ Professional	General Knowledge, Current Affairs	Microsoft Office Suite, internet search, and email	100		
						Subjective	Multiple-Choice Questions								
1	Deputy Director (Programs)	40 Years Maximum	Minimum of 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University.	At least 06 years post qualification experience in medium level organization. Must have good communication and reporting skills. Experience of work with Government Agencies, NGOs, international and domestic donors will be preferred. Must be proficient in MS Suite.	a. National Educational Policy. b. Foundational Literacy and Numeracy. c. Early Childhood Education. d. Universal Primary Education. e. Accelerated Learning Program. f. Middle-Tech and Matric-Tech. g. Question on PEF Programs as given on PEF website. And Questions on relevant qualification and experience. Candidate to be tested in the field of study (Sciences, Business & Management Sciences or Social Sciences discipline)	15	10	15	10	20	15	15	100	Masters	High
2	Assistant Director	35 Years Maximum	Minimum of 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University.	Must have 04 years post qualification experience, preferably in education related organization. Must have good communication and reporting skills. Experience of work with Government Agencies, NGOs, international and domestic donors and knowledge of Pakistan's education sector will be preferred. Must be proficient in MS Suite.	a. National Educational Policy. b. Foundational Literacy and Numeracy. c. Early Childhood Education. d. Universal Primary Education. e. Accelerated Learning Program. f. Middle-Tech and Matric-Tech. g. Question on PEF Programs as given on PEF website. And Questions on relevant qualification and experience. Candidate to be tested in the field of study (Sciences, Business & Management Sciences or Social Sciences discipline)	15	10	15	10	20	15	15	100	Masters	Moderate
3	Subject Specialist (Academics/QAI)	35 Years Maximum		Must have 04 years post qualification experience in teaching, academic development, curriculum designing & trainings.	Linguistics. Syntax. Diction. Drama: Shakespeare (Hamlet; King Lear; Twelfth Night), William Congreve (The Way of the World), Shaw (Pygmalion; Heartbreak House ), Harold Pinter (The Caretaker), Samuel Beckett (Waiting for Godot), Eugene O'Neill (Long Day's Journey into Night). <b>B.Ed Syllabus:</b> Knowledge of Bloom's Taxonomy, Teaching Techniques and Methodology Classroom Management and Discipline Testing and Evaluation	15	10	5	10	30	15	15	100	Masters	Moderate

## Syllabi/Weightage Distribution for PEF Recruitment and Professional Test

Sr.#	Position	Age	Educational Qualification	Experience	Syllabi for Professional Test	English		Quantitative	Punjab Education Foundation Rules & Regulations & Estacode	Professional/Post/Qualification Related Questions	General Ability	Computer	Total Marks	Level	Difficulty
						Essay Writing	English Grammer and Composition	Basic Arithmetic; Ratios, Algebra, Percentages, and Arithmetic Means & Analytical Skills	PEF Rules & Regulations Book, & Estacode	Relevant Experience/ Relevant Master/ Professional	General Knowledge, Current Affairs	Microsoft Office Suite, internet search, and email	100		
						Subjective	Multiple-Choice Questions								
4	Officer	33 Years Maximum	Minimum of 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University.	01 Year post qualification relevant experience	a. National Educational Policy. b. Foundational Literacy and Numeracy. c. Early Childhood Education. d. Universal Primary Education. e. Accelerated Learning Program. f. Middle-Tech and Matric-Tech. g. Question on PEF Programs as given on PEF website. And Questions on relevant qualification and experience. Candidate to be tested in the field of study (Sciences, Business & Management Sciences or Social Sciences discipline)	15	10	15	10	20	15	15	100	Masters	Moderate
5	Executive Assistant	33 Years Maximum	Minimum of 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University.	Fresh Typing speed should be 35 wpm	50 Marks are allocated for the typing test, based on speed and accuracy. Candidates must secure a minimum typing speed of 35 words per minute with at least 90% accuracy.	-	10	10	10	<b>50 (Typing Test)</b>	10	10	50	Masters	Moderate
6	Deputy Director-IT (Software Development)	40 Years Maximum	Minimum of 16 years of education in Computer Science/Information Technology	At least 06 years post qualification experience. Must have experience of web application development using core .Net & related technologies. Must be able to design, develop & documentation of client/server, complex multi-tier distributed web based application & must be well versed in ASP.NET, VB.NET, C#, AJAX, web services, web references, LINQ, XML, SQL Server, 2005/2008 Oracle 11 G, Java Script/JQUERY and CSS. Must have strong concepts of object oriented programming & relational data bases.	Object Oriented Programming Visual Studio .Net Framework Software Development Lifecycle C#, VB.Net, Web Services, APIs, JSON, XML jQuery, Java Script Relational Databases MS SQL Server Reporting Tools	15	10	15	10	30	15	5	100	Masters	High
7	Deputy Director-IT (Android Application Development)	40 Years Maximum	Minimum of 16 years of education in Computer Science, Computer Engineering from HEC recognized University.	At least 06 years post qualification experience in a medium sized organization (out of which 2 years experience must be of solid development experience with Android Studio, Microsoft .Net, MS SQL Server, SQLite databases, Java, XML, JSON and Web Services/API's.	Object Oriented Programming Android Studio .Net Framework Software Development Lifecycle C#, VB.Net, Web Services, APIs, JSON, XML jQuery, Java Script Relational Databases MS SQL Server, SQL Lite	15	10	15	10	30	15	5	100	Masters	High

## Syllabi/Weightage Distribution for PEF Recruitment and Professional Test

Sr.#	Position	Age	Educational Qualification	Experience	Syllabi for Professional Test	English		Quantitative	Punjab Education Foundation Rules & Regulations & Estacode	Professional/Post/Qualification Related Questions	General Ability	Computer	Total Marks	Level	Difficulty
						Essay Writing	English Grammar and Composition	Basic Arithmetic; Ratios, Algebra, Percentages, and Arithmetic Means & Analytical Skills	PEF Rules & Regulations Book, & Estacode	Relevant Experience/ Relevant Master/ Professional	General Knowledge, Current Affairs	Microsoft Office Suite, internet search, and email	100		
						Subjective	Multiple-Choice Questions								
8	Assistant Director (IT) (Network Support Engineer)	35 Years Maximum	Minimum of 16 years of education in Computer Science/Information Technology	At least 04 years post qualification experience. Must have experience in hardware/software troubleshoot. Strong knowledge in implementation and administration of network devices setting and maintaining policies, rights/security within a window Server 2003/2008 environment. Must have thorough understanding of the OS network model, Ethernet and TCP/IP Networking, TCP/IP based services including DNS, DHCP, HTTP, FTP, SSH, SMTP etc.	Network Topologies Routers and Switches Fire walls Operating Systems (Windows, Linux, Server Operating System) Cloud System Administration Printers and other network devices	15	10	15	10	30	15	5	100	Masters	Moderate
9	Assistant Director-IT (Software Development)	35 Years Maximum	Minimum of 16 years of education in Computer Science/Information Technology	At least 04 years post qualification experience. Must have experience of web development & designing. Working knowledge of ASP.NET, VB.NET, AJAX, web services, web references, XML, Oracle 11 G/sql server 2008, DOT Net framework 2.0,3.5 & above, Java Script/JQUERY. Must have strong concepts of object oriented programming & relational data bases.	Object Oriented Programming Visual Studio .Net Framework Software Development Lifecycle C#, VB.Net, Web Services, APIs, JSON, XML jQuery, Java Script Relational Databases MS SQL Server Reporting Tools	15	10	15	10	30	15	5	100	Masters	Moderate
10	Officer-IT (Network Support Engineer)	33 Years Maximum	Minimum of 16 years of education in Computer Science/Information Technology	01 Year post qualification experience. Hands on experience of hardware/software troubleshooting. Knowledge of network devices, topologies, operating systems.	Network Topologies Routers and Switches Fire walls Operating Systems (Windows, Linux, Server Operating System) Cloud System Administration Printers and other network devices	15	10	15	10	30	15	5	100	Masters	Moderate
11	Officer-IT (Software Development)	33 Years Maximum	Minimum of 16 years of education in Computer Science/Information Technology	01 Year post qualification experience. Hands on experience of ASP.NET MVC, , C# / VB.NET, AJAX, web services, web references, XML MS SQL Server 2008 and above, DOT Net framework 2.0,3.5 & above, Java Script/JQUERY/ Angular/ Bootstrap	Object Oriented Programming Visual Studio .Net Framework Software Development Lifecycle C#, VB.Net, Web Services, APIs, JSON, XML jQuery, Java Script Relational Databases MS SQL Server Reporting Tools	15	10	15	10	30	15	5	100	Masters	Moderate
12	Assistant Director (Procurement)	35 Years Maximum	Minimum of 16 years of education in Sciences/Social Sciences/MPA/Business & Management/Supply Chain from HEC recognized university	At least 04 years post qualification experience in procurement and logistics. Must have strong knowledge of PPRa rules, pricing parameters and trends, Contract Management, Procurement Policies and Procedures.	Public Procurement Rules, 2004 Civil Servant Act 1973 and Rules made thereunder Rules of Business, 1973 as amended Secretariat Instructions and Office Procedures	15	10	15	10	20	15	15	100	Masters	Moderate

## Syllabi/Weightage Distribution for PEF Recruitment and Professional Test

Sr.#	Position	Age	Educational Qualification	Experience	Syllabi for Professional Test	English		Quantitative	Punjab Education Foundation Rules & Regulations & Estacode	Professional/Post/Qualification Related Questions	General Ability	Computer	Total Marks	Level	Difficulty
						Essay Writing	English Grammar and Composition	Basic Arithmetic; Ratios, Algebra, Percentages, and Arithmetic Means & Analytical Skills	PEF Rules & Regulations Book, & Estacode	Relevant Experience/ Relevant Master/ Professional	General Knowledge, Current Affairs	Microsoft Office Suite, internet search, and email	100		
						Subjective	Multiple-Choice Questions								
13	Officer (Mechanical)	33 Years Maximum	DAE-Mechanical 03 years from Punjab Board of Technical Education	At least 03 years post qualification experience	Thermodynamics Industrial Materials Machine Design and Drawing Production Management & Quality Control	15	10	15	10	20	15	15	100	Diploma Holder	Moderate
14	Officer (Civil)	33 Years Maximum	DAE-Civil 03 years from Punjab Board of Technical Education	At least 03 years post qualification experience	Surveying & Levelling Costing and Estimation Construction Management Building Material & Building Construction	15	10	15	10	20	15	15	100	Diploma Holder	Moderate
15	Officer (Electrical)	33 Years Maximum	DAE-Electrical 03 years from Punjab Board of Technical Education	At least 03 years post qualification experience"	Electric Circuits Power & Digital Electronics Electronic Devices and Structure Electronic/ Electrical Instrumentation	15	10	15	10	20	15	15	100	Diploma Holder	Moderate
16	Driver	33 Years Maximum	Matric	Valid LTV license and at least 3 year's experience.	Basic Driving Knowledge Practical Driving Skills Professional Driving Competency	-	10	15	10	40	15	10	100	Matric	Low
17	Assistant Director (HR)	35 Years Maximum	Minimum of 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University. Preference will be given to the candidates having minimum 16 years of education in Human Resource or Business & Management sciences (specialization in HR) from HEC recognized university	4 Years experience of HRM functions including organizational planning, recruitment, organization development, employee relations, training, employee performance & development.	Office Management and Administration HR Management and Administration Employees rules and regulation e.g. Recruitment, Promotion, Leave, Discipline as laid down in Estacode, CSR etc.	15	10	15	10	20	15	15	100	Masters	Moderate
18	Officer (HR)	30 Years Maximum	Minimum 16 years of education in Sciences, Social Sciences, Business Education, Arts & Humanities from HEC recognized University. Preference will be given to the candidates having minimum 16 years of education in Human Resource or Business & Management sciences (specialization in HR) from HEC recognized university	01 Year post qualification relevant experience	Office Management and Administration HR Management and Administration Employees rules and regulation e.g. Recruitment, Promotion, Leave, Discipline as laid down in Estacode, CSR etc.	15	10	15	10	20	15	15	100	Masters	Moderate

## Syllabi/Weightage Distribution for PEF Recruitment and Professional Test

Sr.#	Position	Age	Educational Qualification	Experience	Syllabi for Professional Test	English		Quantitative	Punjab Education Foundation Rules & Regulations & Estacode	Professional/Post/Qualification Related Questions	General Ability	Computer	Total Marks	Level	Difficulty
						Essay Writing	English Grammer and Composition	Basic Arithmetic; Ratios, Algebra, Percentages, and Arithmetic Means & Analytical Skills	PEF Rules & Regulations Book, & Estacode	Relevant Experience/ Relevant Master/ Professional	General Knowledge, Current Affairs	Microsoft Office Suite, internet search, and email	100		
						Subjective	Multiple-Choice Questions								
19	Assistant Director (Law)	35 Years Maximum	Minimum LL.B. from HEC recognized university	At least 4 years post qualification experience as practicing Advocate in High Court	Civil Procedure Code Contract Act Qanoon-e-Shahadat Registration Act Succession Act Land Acquisition Act Transfer of Property Act General Power of Attorney Act Role of Lawyer/Prosecutor in Defending/ Pleading the Court Cases Steps involved in Processing of Legal Cases. Important principles established in case law	15	10	15	10	20	15	15	100	Masters	Moderate
20	Deputy Director (Finance)	40 Years Maximum	i. Chartered Accountant/ACCA/ ACMA  OR ii. Relevant Masters/M.Com/ MBA Finance, MS Finance, MS (Accounting & Finance)/BBA (Hons.) Finance.	i. At least 06 years post qualification experience in the field of financial management, fund management and analysis of financial statements. OR ii. At least 08 years post qualification experience in the field of financial management, fund management and analysis of financial statements. Note: Candidate must possess good analytical, communication interpersonal skills. Proficiency in MS Office. Experience of handling Computerized Accounting Software.	Accounting Principles & Procedures, Scrutiny of Records for Audit Purposes Journal, Ledger & Cash Book, Preparation of Annual Budget, Financial Planning and Cost Accounting Heads of Accounts, Re-appropriation of Funds and Supplementary Grants Settlement of Audit Objections. Public Procurement Rules, 2004	15	10	15	10	20	15	15	100	Masters	High
21	Assistant Director (Finance)	35 Years Maximum	Minimum of 16 years relevant education from HEC recognized university/ MBA Finance/ MS Finance/ MS (Accounting & Finance)/BBA (Hons.) Finance/ACMA/ ACCA.	At least 04 years experience in the field of Accounts and Finance. Possess good analytical, communication interpersonal skills. Proficiency in MS Office. Experience of handling Computerized Accounting Software.	Accounting Principles & Procedures, Scrutiny of Records for Audit Purposes Journal, Ledger & Cash Book, Preparation of Annual Budget, Financial Planning and Cost Accounting Heads of Accounts, Re-appropriation of Funds and Supplementary Grants Settlement of Audit Objections. Public Procurement Rules, 2004	15	10	15	10	20	15	15	100	Masters	Moderate
22	Officer (Finance)	33 Years Maximum	Minimum of 16 years relevant education from HEC recognized university/ MBA Finance/ MS Finance/ MS (Accounting & Finance)/BBA (Hons.) Finance/CA-Finalist.	01 Year post qualification relevant experience	Accounting Principles & Procedures, Scrutiny of Records for Audit Purposes Journal, Ledger & Cash Book, Preparation of Annual Budget, Financial Planning and Cost Accounting Heads of Accounts, Re-appropriation of Funds and Supplementary Grants Settlement of Audit Objections. Public Procurement Rules, 2004	15	10	15	10	20	15	15	100	Masters	Moderate

## Syllabi/Weightage Distribution for PEF Recruitment and Professional Test

Sr.#	Position	Age	Educational Qualification	Experience	Syllabi for Professional Test	English		Quantitative	Punjab Education Foundation Rules & Regulations & Estacode	Professional/Post/Qualification Related Questions	General Ability	Computer	Total Marks	Level	Difficulty
						Essay Writing	English Grammar and Composition	Basic Arithmetic; Ratios, Algebra, Percentages, and Arithmetic Means & Analytical Skills	PEF Rules & Regulations Book, & Estacode	Relevant Experience/ Relevant Master/ Professional	General Knowledge, Current Affairs	Microsoft Office Suite, internet search, and email	100		
						Subjective	Multiple-Choice Questions								
23	Deputy Director (Audit)	40 Years Maximum	i. Chartered Accountant/ ACCA/ ACMA  OR  ii. Relevant Masters/M.Com/ MBA Finance, MS Finance, MS (Accounting & Finance)/BBA (Hons.) Finance.	i. At least 06 years post qualification experience at least in a medium sized organization in the field of Audit/Finance. Experience to deal with Financial/Internal/ Commercial/ Government Audits.  OR  ii. At least 08 years post qualification experience at least in a medium sized organization in the field of Audit/Finance. Experience to deal with Financial/Internal/ Commercial/ Government Audits.  Note: Working knowledge of regulations and procedures of international donors will be preferred. Must possess good presentation and analytical skills. Fluent communication, interpersonal skills and expertise in handling computerized accounting software & MS Office.	Accounting Principles & Procedures, Scrutiny of Records for Audit Purposes Journal, Ledger & Cash Book, Preparation of Annual Budget, Financial Planning and Cost Accounting Heads of Accounts, Re-appropriation of Funds and Supplementary Grants Settlement of Audit Objections. Public Procurement Rules, 2004	15	10	15	10	20	15	15	100	Masters	High
24	Officer (Audit)	33 Years Maximum	Minimum of 16 years relevant education from HEC recognized university, MBA Finance/ MS Finance/ MS (Accounting & Finance)/BBA (Hons.) Finance.	01 year post qualification relevant experience.	Accounting Principles & Procedures, Scrutiny of Records for Audit Purposes Journal, Ledger & Cash Book, Preparation of Annual Budget, Financial Planning and Cost Accounting Heads of Accounts, Re-appropriation of Funds and Supplementary Grants Settlement of Audit Objections. Public Procurement Rules, 2004	15	10	15	10	20	15	15	100	Masters	Moderate
25	Deputy Director (Media/ Creative Leads)	40 Years Maximum	Minimum of 16 years of education in Journalism/Mass Communication/Digital Media/ Media and Communication Studies/Relevant degree from HEC recognized University.	At least 06 Years post qualification experience in communication, media industry (electronic & print media) or journalist role.	Pros and Cons of Social Media Press laws in Pakistan Newsprint Control Ordinance 1971 Advertisement and Public Policy Code of Ethics Communication theories of social change Newspaper Employees (Condition of service) Act 1973 PEMRA Ordinance, 2007 Prevention of Electronic Crimes (Amendment) Act, 2025	15	10	15	10	20	15	15	100	Masters	High

## Syllabi/Weightage Distribution for PEF Recruitment and Professional Test

Sr.#	Position	Age	Educational Qualification	Experience	Syllabi for Professional Test	English		Quantitative	Punjab Education Foundation Rules & Regulations & Estacode	Professional/Post/Qualification Related Questions	General Ability	Computer	Total Marks	Level	Difficulty
						Essay Writing	English Grammer and Composition	Basic Arithmetic; Ratios, Algebra, Percentages, and Arithmetic Means & Analytical Skills	PEF Rules & Regulations Book, & Estacode	Relevant Experience/ Relevant Master/ Professional	General Knowledge, Current Affairs	Microsoft Office Suite, internet search, and email	100		
						Subjective	Multiple-Choice Questions								
26	Assistant Director (Graphic Designer)	35 Years Maximum	Minimum of 16 years of education in Digital Media/ Media and Communication Studies /Graphic Designing/Computer Sciences/Relevant degree from HEC recognized University.	Must have at least 4 years post qualification experience in advertising agency, magazine, public or private organization. Must be proficient in MS Suite.	Pros and Cons of Social Media Press laws in Pakistan Newsprint Control Ordinance 1971 Advertisement and Public Policy Code of Ethics Communication theories of social change Newspaper Employees (Condition of service) Act 1973 PEMRA Ordinance, 2007 Prevention of Electronic Crimes (Amendment) Act, 2025	15	10	15	10	20	15	15	100	Masters	Moderate
27	Officer (Digital Marketing)	33 Years Maximum	Minimum of 16 years of education in Digital Marketing/ Media and Communication Studies /Computer Sciences/ Relevant degree from HEC recognized University.	01 year post qualification relevant experience	Pros and Cons of Social Media Press laws in Pakistan Newsprint Control Ordinance 1971 Advertisement and Public Policy Code of Ethics Communication theories of social change Newspaper Employees (Condition of service) Act 1973 PEMRA Ordinance, 2007 Prevention of Electronic Crimes (Amendment) Act, 2025	15	10	15	10	20	15	15	100	Masters	Moderate
28	Executive Assistant (Photographer)	33 Years Maximum	Minimum of 16 years of education in Mass Communication/Journalism/ /Digital Media/ Visual Arts /Relevant degrees/ (with a focus on photography and videography)/ Relevant degree from HEC recognized University.	01 year post qualification relevant experience. Candidates applying for Executive Assistant (Photographer) will not undergo typing test.	Pros and Cons of Social Media Press laws in Pakistan Newsprint Control Ordinance 1971 Advertisement and Public Policy Code of Ethics Communication theories of social change Newspaper Employees (Condition of service) Act 1973 PEMRA Ordinance, 2007 Prevention of Electronic Crimes (Amendment) Act, 2025	-	20	20	20	10	10	20	100	Masters	Moderate