



CONTENT WEIGHTAGES
PROVISIONAL HEALTH SERVICES
ACADEMY, PESHAWAR



SR. NO	POST DESCRIPTION	POST RELATED DETAILED DISTRIBUTION	% WEIGHTAGE
01	Computer Operator (BPS-16)	AS PER THE ADVERTISEMENT	100%
		Introduction to Computer	15%
		MS-Word	15%
		MS-Excel	15%
		MS-PowerPoint	15%
		General Knowledge	20%
		English	20%
02	Account Assistant (BPS-16)	AS PER THE ADVERTISEMENT	100%
		Financial Management	20%
		General Knowledge	10%
		English	10%
		Urdu	10%
		Math's	10%
		MS-Word	20%
		MS-Excel	20%
03	Office Assistant (BPS-16)	AS PER THE ADVERTISEMENT	100%
		MS-Word	20%
		MS-Excel	20%
		Math's	20%
		English	20%
		Urdu	10%
		General Knowledge	10%
04	Account Assistant (BPS-14)	AS PER THE ADVERTISEMENT	100%
		Financial Management	20%
		General Knowledge	10%
		English	10%
		Urdu	10%
		Math's	10%
		MS-Word	20%
		MS-Excel	20%

05	Junior Scale Stenographer (BPS-14)	AS PER THE ADVERTISEMENT	100%
		Shorthand	20%
		General Knowledge	10%
		English	10%
		Urdu	10%
		Math's	10%
		MS-Word	20%
		MS-Excel	20%
06	Library Assistant (BPS-12)	AS PER THE ADVERTISEMENT	100%
		Library & Information Science	30%
		General Knowledge	20%
		English	20%
		Math's	10%
		MS-Word	10%
		MS-Excel	10%
07	Junior Clerk (BPS-11)	AS PER THE ADVERTISEMENT	100%
		MS-Word	20%
		MS-Excel	20%
		MS-PowerPoint	20%
		General Knowledge	20%
		English	20%
08	House Keeper (BPS-09)	AS PER THE ADVERTISEMENT	100%
		Inventory Management	20%
		MS-Word	20%
		MS-Excel	20%
		General Knowledge	20%
		English	20%
09	Assistant House Keeper (BPS-07)	AS PER THE ADVERTISEMENT	100%
		Inventory Management	20%
		MS-Word	20%
		MS-Excel	20%
		General Knowledge	20%
		English	20%
10	Female Receptionist (BPS-07)	AS PER THE ADVERTISEMENT	100%
		Communication Skills	20%
		MS-Word	20%
		MS-Excel	20%
		General Knowledge	20%
		English	20%

Content Weightages PHSA

11	Store Keeper (BPS-07)	AS PER THE ADVERTISEMENT	100%
		Inventory Management	20%
		MS-Word	20%
		MS-Excel	20%
		General Knowledge	20%
		English	20%
12	Computer Lab Assistant (BPS-08)	AS PER THE ADVERTISEMENT	100%
		Introduction to Computer	15%
		MS-Word	15%
		MS-Excel	15%
		MS-PowerPoint	15%
		English	20%
		Operating System	20%
13	Multimedia Operator (BPS-07)	AS PER THE ADVERTISEMENT	100%
		Introduction to Computer	15%
		MS-Word	15%
		MS-Excel	15%
		MS-PowerPoint	15%
		Computer Hardware	20%
		English	20%