

| Syllabi/Weight Distribution for PEF Recruitment and Professional Test | | | | | | | | | | | | | | | | |
|---|----------------------------|--|-------|---|---|---|---------------|---------------------------------|---|--|---|----------------------------------|--|-------------|---------|------------|
| Sr.# | Position | No. of Posts | 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,Curren Affairs | Microsoft Office Suite, internet search, and email | 100 | | |
| | | | | | | | Subjective | Multiple-Choice Questions | | | | | | | | |
| 1 | Deputy Director (Programs) | 7 (Open Merit =2 Minority Quota =2 Women Quota=3) | 30-45 | Masters degree or Bachelors (4 years) in Sciences, Business & Management Sciences or Social Sciences discipline from HEC recognized university. | At least 08 years experience including 05 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 | Deputy Director (Audit) | 1 (Open Merit) | 30-45 | CA /ACCA/ ACMA/ relevant Masters/ 4 years Graduation. | At least 08 years experience in the field of Finance and Audit. Experience to deal with Financial, Commercial/ Government Auditors. Possess good analytical, communication, interpersonal skills. Proficiency in 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 |
| 3 | Deputy Director (Finance) | 1 (Open Merit) | 30-45 | ACA/ ACCA/ ACMA | At least 08 years experience including 03 years post qualification experience in the field of financial management, fund management and analysis of financial statements. | | 15 | 10 | 15 | 10 | 20 | 15 | 15 | 100 | Masters | High |
| | | | | MBA (Finance)/ BBA (Hons.) Finance from HEC recognized university | At least 08 years experience including 05 years post qualification experience in the field of financial management, fund management and analysis of financial statements. Note: In both above cases, candidate must possess good analytical, communication interpersonal skills. Proficiency in MS Office. Experience of handling Computerized Accounting Software. | | | | | | | | | | | |

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| | | | | | | | 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 | Deputy Director (HR) | 1 (Open Merit) | 30-45 | Masters/ 4 Years Graduation in Human Resource or Business & Management Sciences (specialization in HR) from HEC recognized university | 8 Years experience of HRM various 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 | High |
| 5 | Deputy Director-IT (Android Application Development) | 1 (Open Merit) | 30-45 | 16 years Bachelor's / Master's degree in Computer Science, Computer Engineering from HEC recognized University. | At least 08 years experience including 05 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 |
| 6 | Deputy Director-IT (Software Development) | 1 (Open Merit) | 30-45 | Masters degree /4 Years Graduation in Computer Science/Information Technology | 4 years posts 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 |

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| | | | | | | | 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,Curent Affairs | Microsoft Office Suite, internet search, and email | 100 | | |
| | | | | | | | Subjective | Multiple-Choice Questions | | | | | | | | |
| 7 | Deputy Director (Law) | 1 (Open Merit) | 30-45 | Minimum LL.B. from HEC recognized university | 8 Years experience including 3 years 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 | High |
| 8 | Assistant Director (Finance) | 1 (Open Merit) | 35 Years (Maximum) | CA-Finalist/ ACMA/ ACCA/ relevant Masters/ 4 years Graduation. | 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 |
| 9 | Assistant Director (HR) | 2 (Open Merit) | 35 Years (Maximum) | Masters/ 4 Years Graduation 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 |

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| | | | | | | | 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,Curent Affairs | Microsoft Office Suite, internet search, and email | 100 | | |
| | | | | | | | Subjective | Multiple-Choice Questions | | | | | | | | |
| 10 | Assistant Director (Admin) | 1 (Open Merit) | 35 Years (Maximum) | Masters/4 Years Graduation in MPA/Business & Management Sciences or Social Sciences from HEC recognized university | 4 Years experience of office administration, supply management, asset management, procurement and logistics. | 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 |
| 11 | Assistant Director-IT (Software Development) | 2 (Open Merit) | 35 Years (Maximum) | Masters degree/ 4 Years Graduation in Computer Science/Information Technology | 2 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 |
| 12 | Assistant Director (Law) | 1 (Open Merit) | 35 Years (Maximum) | Minimum LL.B. from HEC recognized university | 4 Years experience as practicing Advocate in High Court. | Civil Procedure Code Contract Act Qanoon-e-Shahadat Registration Act Succession Act Land Acquisition Act | 15 | 10 | 15 | 10 | 20 | 15 | 15 | 100 | Masters | Moderate |
| 13 | Assistant Director (Programs) | 10 (Open Merit =3 Minority Quota =2 Women Quota =4 Persons with different Abilities Quota=1) | 35 Years (Maximum) | Masters degree or Bachelors (4 years) in Sciences, Business & Management Sciences or Social Sciences discipline from HEC recognized university. | Must have 04 years 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. | 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 |

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| | | | | | | | 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,Curent Affairs | Microsoft Office Suite, internet search, and email | 100 | | |
| | | | | | | | Subjective | Multiple-Choice Questions | | | | | | | | |
| 14 | Officer | 24 (Open Merit =20 Minority Quota =3 Women Quota =1) | 21-30 | Masters degree or Bachelors (4 years) in Sciences, Business & Management Sciences or Social Sciences discipline 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 |
| 15 | Officer (HR) | 2 (Open Merit) | 21-30 | Masters/4 Years Graduation 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 |
| 16 | Officer (Admin) | 4 (Open Merit) | 21-30 | Masters/4 Years Graduation in MPA/Business & Management sciences or Social Sciences 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). Inventory management, PPRA Rules 2014 | 15 | 10 | 15 | 10 | 20 | 15 | 15 | 100 | Masters | Moderate |

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| | | | | | | | Essay Writing | English Grammer and Composition | Basic Arithmetic; Ratios, Algebra, Percentages,and Arithmetic Means & Analytical Skills | PEF Rules & Regulations Book,& Estacode | Relevant Experience/Relev ant Master/Professio nal | General Knowledge,Cu rrent Affairs | Microsoft Office Suite, internet search, and email | 100 | | |
| | | | | | | | Subjective | Multiple-Choice Questions | | | | | | | | |
| 17 | Officer-IT (Network Support Engineer) | 1 (Open Merit) | 21-30 | Masters degree/4 Years Graduation 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 |
| 18 | Officer-IT (Software Development) | 3 (Open Merit) | 21-30 | Masters degree/4 Years Graduation 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 |
| 19 | Officer (Communication) | 1 (Open Merit) | 21-30 | Masters/4 Years Graduation in Journalism/Communication 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 |
| 20 | Officer (Law) | 2 (Open Merit) | 21-30 | Minimum LL.B. from HEC recognized university | 01 Year post qualification relevant experience | 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 |

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| | | | | | | | Subjective | Multiple-Choice Questions | | | | | | | | |
| 21 | Officer (Finance) | 3 (Open Merit) | 21-30 | Relevant Masters/ 4 Years Graduation from HEC recognized university. | 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 |
| 22 | Subject Specialist - QAI (English) | 1 (Open Merit) | 32 Years (Maximum) | Relevant Masters & B.Ed / 4 Years Graduation from HEC recognized university. | Must have 04 years 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.Ed Syllabus: 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 |

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| | | | | | | | 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 | | | | | | | | |
| 23 | Subject Specialist – QAI (Math) | 1 (Open Merit) | 32 Years (Maximum) | Relevant Masters & B.Ed / 4 Years Graduation from HEC recognized university. | Must have 04 years experience in teaching, academic development, curriculum designing & trainings. | Calculus/Differentiation, Integration, Limits of continuity Communication Skills for Mathematicians, Computing Tools for Mathematicians, Classical Mechanics, Mathematical Statistics, Mathematical Spaces (Sets, Vector Spaces, Metric Spaces, topological spaces Tensors, Differential Equations. B.Ed Syllabus: 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 |
| 24 | Subject Specialist - QAI (Physics) | 1 (Open Merit) | 32 Years (Maximum) | Relevant Masters & B.Ed / 4 Years Graduation from HEC recognized university. | Must have 04 years experience in teaching, academic development, curriculum designing & trainings. | Mechanics Heat and Thermodynamics, Waves and Optics, Electrostatic, Electricity and Magnetism, Modern and Quantum Physics, Nuclear Physics, Basic Solid State Physics. B.Ed Syllabus: 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 |

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| | | | | | | | Subjective | Multiple-Choice Questions | | | | | | | | |
| 25 | Subject Specialist - QAI (Computer Science) | 2 (Open Merit) | 32 Years (Maximum) | Relevant Masters & B.Ed / 4 Years Graduation from HEC recognized university. | Must have 04 years experience in teaching, academic development, curriculum designing & trainings. | Computer Hardware/Software, Data Communication & Networking, C/C++ Language, Operating System Unix/Linux Windows 8.1, Windows 10, Oracle/PLSQL, System Analysis & Design. Web Programming. B.Ed Syllabus: Knowledge of Bloom's Taxonomy, Teaching Techniques and Methodology Classroom Management and Discipline Testing and Evaluation | 15 | 10 | 15 | 10 | 30 | 15 | 5 | 100 | Masters | Moderate |
| 26 | Subject Specialist - QAI (Urdu) | 1 (Open Merit) | 32 Years (Maximum) | Relevant Masters & B.Ed / 4 Years Graduation from HEC recognized university. | Must have 04 years experience in teaching, academic development, curriculum designing & trainings. | اردو ذخیرہ الفاظ اردو جملے کا ڈھانچہ اردو قواعد کا استعمال لسانیات اقبالیات طنز و مزاح :B.Ed Syllabus ,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 |
| 27 | Executive Assistant | 14 (Open Merit =11 Minority Quota =1 Women Quota =2) | 30 Years (Maximum) | 2 years Graduation from HEC recognized university or Institute | 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 | 50 (Typing Test) | 10 | 10 | 50 | Graduation | Moderate |
| 28 | Office Assistant | 12 (Open Merit =9 Minority Quota =1 Women Quota =2) | 28 Years (Maximum) | Matric | Experience Preferred | Nil | | 20 | 20 | 20 | | 20 | 20 | 100 | Matric | Low |