

**SYLLABUS FOR SCREENING/PROFESSIONAL TESTS FOR THE VARIOUS CONTRACTUAL POSTS IN ENDOWMENT FUND OF ECONOMIC WING MINISTRY OF NATIONAL FOOD SECURITY & RESEARCH**

<b>S.No</b>	<b>Name of Post</b>	<b>Syllabus</b>
<b>1</b>	<b>Monitoring Officer PPS-7</b>	<p><b>Part-1: English 20 Marks</b></p> <ul style="list-style-type: none"> <li>▪ Vocabulary, Grammar Usage, Sentence Structuring</li> </ul> <p><b>Part-11: Professional Test 80Marks</b></p> <ul style="list-style-type: none"> <li>▪ Composition of Agricultural Economy as well as National Economy</li> <li>▪ Fiscal and monitoring Policies</li> <li>▪ National Accounts (GDP, GNP etc)</li> <li>▪ Micro Economics: Meaning, Scarcity and Opportunity Cost.</li> <li>▪ Goals of Microeconomics Policy:</li> <li>▪ Efficiency &amp; equity Macro Economics:</li> <li>▪ Basic Economic Concepts</li> <li>▪ The theory of Factor Pricing</li> <li>▪ Presentation of Data, Measures of Central Tendency and Dispersion,</li> <li>▪ Index Numbers and Time Series Analysis</li> <li>▪ Estimation and testing of hypothesis</li> <li>▪ Regression and Correlation,</li> <li>▪ Sampling Techniques,</li> <li>▪ Basics Mathematics</li> </ul>
<b>2</b>	<b>Statistical Assistant PPS-5</b>	<p><b>Part-1: English 20 Marks</b></p> <ul style="list-style-type: none"> <li>▪ Vocabulary, Grammar Usage, Sentence Structuring</li> </ul> <p><b>Part-11: Professional Test 80Marks</b></p> <ul style="list-style-type: none"> <li>▪ Measures of Central Tendency, Measures of Dispersion or Variation,</li> <li>▪ Regression and Correlation,</li> <li>▪ Index Numbers,</li> <li>▪ Probability Theory</li> <li>▪ Probability Distributions,</li> <li>▪ Time Series Analysis,</li> <li>▪ Statistical Inference,</li> <li>▪ Sampling Theory and Techniques,</li> </ul>
<b>3.</b>	<b>Assistant Accountant PPS-06</b>	<p><b>Part-1: English 20 Marks</b></p> <p>Vocabulary, Grammar Usage, Sentence Structuring</p> <p><b>Part-11: Professional Test 80Marks</b></p> <ul style="list-style-type: none"> <li>▪ counting Principles &amp; Procedures</li> <li>▪ Scrutiny of Records for Audit Purposes</li> <li>▪ Journal, Ledger &amp; Cash Book</li> <li>▪ Preparation of Annual Budget</li> <li>▪ Financial Planning and Cost Accounting</li> <li>▪ Basic Mathematics (Average, Ratio etc.)</li> <li>▪ Basic IT Knowledge</li> </ul>
<b>4.</b>	<b>Computer Operator PPS-05</b>	<p><b>Part-1: English 20 Marks</b></p> <p>Vocabulary, Grammar Usage, Sentence Structuring</p> <p><b>Part-11: Professional Test 80Marks</b></p> <ul style="list-style-type: none"> <li>▪ Typing Test with minimum Speed of 50 W.P.M</li> <li>▪ Computer Literacy Test:</li> <li>▪ Microsoft Word (Typing, Formatting)</li> <li>▪ Microsoft Excel (Typing, Graph, Calculations)</li> <li>▪ Microsoft Power Point (Typing, Formatting, Inserting Objects)</li> </ul>
<b>5.</b>	<b>Communication Assistant PPS-05</b>	<p><b>Part-1: English 20 Marks</b></p> <p>Vocabulary, Grammar Usage, Sentence Structuring</p> <p><b>Part-11: General Intelligence Test 80Marks</b></p> <ul style="list-style-type: none"> <li>▪ Competency in statistical infographics, informational infographics and other infographic tools.</li> <li>▪ Current Affairs. – Issues/Challenges at National and International Level during the last 5 years</li> <li>▪ Pakistan Affairs &amp; Islamic Studies</li> <li>▪ Basic Computer Operation in MS Office</li> </ul>