

HAZARA ELECTRIC SUPPLY COMPANY (HAZEKO)

RECRUITMENT TEST SYLLABUS — QUALIFICATION, EXPERIENCE & TEST CONTENT WEIGHTAGES

S. No	Department	Title	Qualification and Experience	Test Contents & Weightages		
1	Finance & Accounts	Assistant Manager Accounts & Finance	1) Member of a recognized body of professional accountants (ACA, ACMA, ACCA) OR 2) CA (Inter)/ ICMA (Finalist)/ ACCA (Finalist)/ M. Com. / MBA(Finance) /B. Com (Hons) 4 years course / BBA Finance (Hons) 4 years course with Two (2) years post qualification relevant Experience in Govt./ Semi Govt. Organizations / Corporations/ Autonomous Bodies / well reputed listed Public Ltd Companies. (Article with Chartered Accountant Firm is also eligible relevant Experience)	Sr. No	Subject	Weightage
				1	Accounting & Finance (Accounting & Financial Reporting, Financial Reporting Standards (IAS, IFRS), Costing & Budgeting, Audit & Internal Controls	70%
				2	English	10%
				3	Computer/IT	10%
				4	General Knowledge	10%
2	MIRAD	Assistant Manager Legal & Contracts	16-year Degree in Law (L.L.B.) Minimum 2 years of relevant Post Qualification experience	Sr. No	Subject	Weightage
				1	Law Courses Including but not limited to: (Contract Law, Labor Law, Services Law, Business and Corporate Law, legal drafting, Case analysis, Arbitration Law, PPRA Rules 2004)	70%
				2	English	10%
				3	Computer/IT	10%
				4	General Knowledge	10%
3	Supply Chain	Assistant Manager Supply Chain	1) B.S/ B.Sc. Hons (4 years) Degree in Electrical/Electronics Engineering (1st Division) from PEC/HEC recognized university with two years relevant post qualification experience. OR 2) 16 years education in Supply Chain / Management/ Finance /Business/ Economics	Sr. No	Subject	Weightage
				1	Procurement & Tendering i.e. PPRA Rules-2004, PPRA Ordinance and Regulations, Inventory & Stores	70%

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			from recognized university by HEC Pakistan with two years relevant post qualification experience.		handling i.e., Stock control, EOQ, Reconciliation, Contract Management, Project Life Cycle.	
				2	English	10%
				3	Computer/IT	10%
				4	General Knowledge	10%
4	Customer Services	Assistant Manager Customer Services	1) B.S/ B.Sc. Hons (4 years) Degree in Electrical/Electronics Engineering (1st Division) from PEC/HEC recognized university with two years post qualification experience. OR 2) 16 years education in Management/ Marketing/ Finance /Business/ Economics / Statistics/ Mathematics from recognized university by HEC Pakistan with two years post qualification experience.	Sr. No	Subject	Weightage
				1	Customer Service Management i.e. NEPRA Consumer Service Manual, Consumer Laws & Regulations, Customer Relationship Management Systems, Basic Accounting & Finance.	70%
				2	English	10%
				3	Computer/IT	10%
				4	General Knowledge	10%
5	Legal	Assistant Manager Legal	16-year Degree in Law (L.L.B.) Minimum with two years relevant post qualification experience.	Sr. No	Subject	Weightage
				1	Law Courses Including but not limited to: (Contract Law, Labor Law, Services Law, Business and Corporate Law, legal drafting, Case analysis, Arbitration Law, Electricity Act)	70%
				2	English	10%
				3	Computer/IT	10%
				4	General Knowledge	10%

S. No	Department	Title	Qualification and Experience	Test Contents & Weightages		
6	HR & Admin	Assistant Manager HR & Admin	16-year degree in business/public administration/ Human Resource Management (1st Division) with two years relevant post qualification experience.	Sr. No	Subject	Weightage
				1	Human Resource Management concepts and functions, Recruitment, selection, and induction processes, Performance management systems and appraisals, Training and development concepts, Compensation & benefits, Employee relations, discipline.	70%
				2	English	10%
				3	Computer/IT	10%
				4	General Knowledge	10%
7	Audit	Assistant Manager Internal Audit	1) Member of a recognized body of professional accountants (ACA, ACMA, ACCA) OR 2) CA (Inter)/ ICMA (Finalist)/ ACCA (Finalist)/ M. Com. / MBA(Finance) /B. Com (Hons) 4 years course / BBA Finance (Hons) 4 years course with Two (2) years post qualification relevant Experience in Govt./ Semi Govt. Organizations / Corporations/ Autonomous Bodies / well reputed listed Public Ltd Companies. (Article with Chartered Accountant Firm is also eligible relevant Experience)	Sr. No	Subject	Weightage
				1	Auditing, Accounting & Finance but not limited to Auditing Standards (ISAs) Accounting & Financial Reporting, Costing & Budgeting, Audit & Internal Controls.	70%
				2	English	10%
				3	Computer/IT	10%
				4	General Knowledge	10%