

Post	Content *80% from following outline and 20% (English, Islamiat / Ethics and General Knowledge as per OTS standard)
Assistant Manager (Econometrician)	Basic concepts related to: <ul style="list-style-type: none"> • Micro-Economics, Macro-Economics, Development Economics • Econometrics, Regression, Time series, • Tariff & Subsidies, fiscal & monetary policies and economic theories • Game theory, market principles, pricing structures, consumer behaviors • Share of energy commodities in consumer and wholesale baskets • Economic Survey of Pakistan and annual Federal Budget reports • PBS published surveys and censuses (HIES / PSLM, CMI)
Assistant Manager (Monitoring and Reporting) Assistant Manager (Modelling Specialist) Assistant Manager (Planning Analyst)	<ul style="list-style-type: none"> • Functions of power sector organizations (DISCOs, CPPA, NTDC, NPCC, NEPRA) • National Electricity Policy 2021 • Power system: Installed capacity, Demand, Power System Operations • Types of generation technologies, Capacity Factors, Plant factors, utilization factor, tariffs, base load technologies, peak load technologies, Efficiency, heat rates, generation/demand profiles • Economics of power generation: load curves, fixed cost components, variable cost components, reserve margins, security economic dispatch, unit commitment, capital costs • Thermodynamics: heat rates expressions, Calorific values, Cycles • Basic Arithmetic • Algebra • Statistics (Average, Mode, Mean, Standard Deviations) • Verbal Reasoning • Basics concepts of Electrical/Electronics engineering, Mechanical engineering, and Mechatronics engineering
Assistant Manager (Financial Analyst)	CPPA Annual reports Electric Power Procurement Regulations 2022 Approved CTBCM Model Latest IGCEP
Assistant Manager (Data Analyst)	<ul style="list-style-type: none"> • Basic data concepts (data types, variables, data sets) • Basic of data engineering (processing & cleaning techniques, feature selection and extraction) • Understanding of probability distributions • Inferential statistics (confidence intervals, hypothesis testing) • Regression analysis (linear regression, logistic regressions) • Basics of Machine Learning (Supervised, Unsupervised, reinforcements) • Basics of Neural Networks (Types i.e. CNN, RNN) • Basics of PYTHON data manipulation libraries (Pandas/NumPy: data frames, Series, data cleaning, data inputs & outputs, data manipulation) • Basics of PYTHON data visualization libraries including Matplotlib, Pyplot and Plotly • Basic Arithmetic • Algebra • Basic Statistics (Average, Mode, Mean, Standard Deviations) • Verbal Reasoning
Assistant Manager (Risk Management)	<ul style="list-style-type: none"> • Basic Economics • Market principles, Market Equilibrium, Market Failures • Types of Goods (Public, Private, common pool, club) • Regression, Time series, Game theory • Causality and Correlations • Randomization in experimental design • Fiscal & monetary policies and economic theories • National Electricity Policy 2021

	<ul style="list-style-type: none"> • Economic Survey of Pakistan and annual Federal Budget • National Security Policy • LRMC, SRMC, Prices • PBS published surveys and censuses (HIES / PSLM, CMI) 																		
Assistant Manager (Technical)	<ol style="list-style-type: none"> 1. Functions of CPPA -G 2. Functions of various Organizations in Power Sector. 3. Knowledge of different Power Policies 4. Knowledge of Power / Energy Purchase Agreements 5. Integrated Generation Expansion Plan (IGCEP) 6. Tariff structure information 7. Different Generation Technologies 8. Capacity Factor, Plant Factor, utilization factor, Peak Factor etc. 9. Power System Operations. 10. Base Load Power Plants. 11. Fuel Cost Comparison of different Technologies 12. Types of spinning Reserves 13. Grid Code, Distribution Code, Commercial Code 14. Technical and Financial Flows of Power Sector 15. Testing of Power Plants 16. Heat Rates, Plant Efficiency 17. Calculus (Derivatives) 18. Statistics (statistics + probability) 19. Transmission Line. 20. DC System 21. Basics of protection and control. 																		
Assistant Manager (Finance)	<p>CPPA Annual reports Electric Power Procurement Regulations 2022 Approved CTBCM Model Latest IGCEP</p>																		
Assistant Manager (Human Resource)	<table border="1"> <tr> <td style="text-align: center;">Management</td> </tr> <tr> <td>Management & its Functions</td> </tr> <tr> <td>Management Planning Tools and Techniques</td> </tr> <tr> <td>Strategic Management Process</td> </tr> <tr> <td style="text-align: center;">Business Communication</td> </tr> <tr> <td>Business Communication & its Process</td> </tr> <tr> <td>Effective Communication Principles:</td> </tr> <tr> <td>7, Cs of Effective Communication</td> </tr> <tr> <td>Formal Letters & Memos</td> </tr> <tr> <td style="text-align: center;">Organizational Behavior</td> </tr> <tr> <td>Introduction to the Field of Organization behaviour</td> </tr> <tr> <td>Organizational Structure and Design</td> </tr> <tr> <td>Organizational Change and Development</td> </tr> <tr> <td>Theories of Employee Motivation</td> </tr> <tr> <td style="text-align: center;">Human Resource</td> </tr> <tr> <td>Human Resources Management-Roles and Responsibilities</td> </tr> <tr> <td>Human Resource Planning</td> </tr> <tr> <td>Job Design</td> </tr> </table>	Management	Management & its Functions	Management Planning Tools and Techniques	Strategic Management Process	Business Communication	Business Communication & its Process	Effective Communication Principles:	7, Cs of Effective Communication	Formal Letters & Memos	Organizational Behavior	Introduction to the Field of Organization behaviour	Organizational Structure and Design	Organizational Change and Development	Theories of Employee Motivation	Human Resource	Human Resources Management-Roles and Responsibilities	Human Resource Planning	Job Design
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	<p>Job Analysis</p> <p>Human Resource Management Strategy</p> <p>Benefits and Compensation</p> <p>Recruitment</p> <p>Selection</p> <p>Performance Management & Appraisal (Theories & Practices)</p> <p style="text-align: center;">Organizational Development and Training & Development</p> <p>Importance and objectives of organizational development</p> <p>Importance of continuous learning for organizational success.</p> <p>Strategies to foster a culture of learning in organizations.</p> <p>Methods for identifying training needs within an organization.</p> <p>The role of performance assessments and gap analyse</p>
Assistant Manager (Internal Audit)	<p>Audit Principles and Standards:</p> <ul style="list-style-type: none"> • Understanding of the purpose and objectives of internal auditing. • Basic Knowledge of relevant standards and frameworks (e.g., COSO, IIA standards). <p>2. Intermediate to advance level knowledge of Risk Assessment and Management Process.</p> <p>3. Internal Controls:</p> <ul style="list-style-type: none"> • Understanding of internal control concepts and principles. • Knowledge of segregation of duties and control activities. • Ability to evaluate the effectiveness of internal controls. <p>4. Audit Planning and Execution:</p> <ul style="list-style-type: none"> • Competence in planning and conducting internal audits. • Skill in developing audit programs and procedures. • Ability to assess and document internal control systems. <p>5. Data Analysis and Reporting:</p> <ul style="list-style-type: none"> • Proficiency in using data analytics for audit purposes. • Ability to interpret and analyze financial and operational data. • Skill in preparing clear and concise audit reports. <p>6. Communication and Interpersonal Skills:</p> <ul style="list-style-type: none"> • Effective written and verbal communication skills. • Ability to present audit findings to management and stakeholders. • Strong interpersonal skills for collaboration with other departments. <p>7. Financial Knowledge:</p> <ul style="list-style-type: none"> • Proficiency in understanding of financial statements and accounting principles. • Ability to assess the financial health of an organization (ratios, trends and SWOT analysis) <p>8. Familiarity with IT audits and General Information Technology controls.</p> <p>9. Leadership and Team Management skills.</p> <p>10. Problem-Solving and Analytical skills.</p>

	<p>11. Basic knowledge of power sector and role of various entities operating in it. Approved CTBCM Model, IGCEP, Commercial Code etc.</p> <p>12. Familiarity with the IIA Code of Ethics and adherence to ethical principles.</p>
Assistant Manager (Legal)	<p>Contract Act , 1872. Code of Civil Procedure, 1908. Constitution of Pakistan, 1973. The Limitation Act, 1908. General Clauses Act, 1897</p>
Assistant Manager (Software Engineer)	<ol style="list-style-type: none"> 1. Computer Architecture (Components, types, uses, etc.) 2. Cloud computing /Infrastructure 3. Networks and data communication 4. Project Management deliverables 5. Project Management methodologies and associated practices 6. Software Development Lifecycle (SDLC) 7. Software Quality Assurance and Software Testing (concepts, types, etc.) 8. Business Analysis paradigms and deliverables 9. Graphics Design Tools and Technologies (with focus on UI/UX design 10. Database Management (concepts and tools) 11. Programming constructs 12. IT governance concepts and standards etc. 13. Information Security fundamentals 14. Data Centre operation (servers, storage, and other infrastructure) 15. Backup and recovery
Assistant Manager (Software Quality Assurance Analyst)	
Assistant Manager (Business Analyst)	
Assistant Manager (Governance/Compliance)	
Assistant Manager (Information Security Officer)	
Assistant Manager (Graphics Designer (UI/UX)	