

EMPLOYEES' OLD-AGE BENEFITS INSTITUTIONS (EOBI)

Syllabus:

2024 LUMS-EOBI Written Test for Assistant Director (Grade-7) and Executive Officer (Grade-6), Office Cadre (Equivalent to BPS-17 and BPS-16)

PART 1: ESSENTIAL SKILLS IN OFFICE MANAGEMENT & ADMINISTRATION (40%)

Office Management:

- Principles of Office Management.
- Office Systems and Procedures.
- Records Management.
- Time Management.

Human Resource Management:

- Human Resource Planning.
- Talent Management process.
- Testing and Selecting Employees.
- Employee Training and Development.
- Performance Management.
- Compensation and Benefits Management.
- Managing Employee Problems.

Financial Management:

- Financial Accounting Concepts and Principles
- Understanding the Accounting Cycle, and Financial Statements.
- Budgeting and Financial Planning
- Financial Record Keeping
- Procurement and Inventory Management

Administrative Skills:

- Meeting Management.
- Event and Travel Planning.
- Correspondence Management, and Documentation.
- Administrative Law and Procedures.
- Ethics and Integrity in Public Service.

Legal and Regulatory Framework:

- Laws and Regulations relevant to office management in Pakistan.
- Compliance and Risk Management.

PART 2: COMMUNICATION SKILLS (20%)

The communication skills test will have four components to assess candidates' abilities in various aspects of what makes up this subject.

- A. There will be a short passage (typically around 400 words) and have five-six multiple-choice questions.
- B. There will be questions which will be about filling in the blanks and candidates will be expected to choose from the list of given answers.

There will be multiple-choice questions about various components of communication skills and candidates would be expected to choose the right answer from the list of provided options.

PART 3: ANALYTICAL SKILLS & DATA RESPONSE (20%)

The test of analytical skills and data response will cover logical reasoning, problem solving, and critical thinking. It will include data interpretation through graphs, charts, tables, and data sets, focusing on drawing inferences. Numerical ability will be tested with basic arithmetic, percentages, ratios, and word problems. Basic descriptive statistics like mean, median, and mode will be included, along with data visualization using various charts and graphs. Additionally, case studies and real-world applications will assess the interpretation of data and draw actionable insights.

PART 4: IT SKILLS (20%)

This part of the test is aimed at examining computer skills of the candidates in communication using email and other tools; documentation and word processing; data manipulation using spreadsheets such as Excel; presentation authoring e.g., use of power point; internet usage such as search engines, portals, websites, and social media. The mode of examinations for this portion of the written test could be multiple-choice questions, structured questions, or true-false questions.