

**Approved Content Weightages for
Administrative Positions University of Mianwali**

Sr. No.	Post Description	Post Related Detailed Distribution	Topic-wise Weightage
01-	Additional Registrar (BS-19)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Fundamentals of Management	20
		Administrative Procedure	10
		Business Communication	10
		General Knowledge	10
02-	Deputy Registrar (BS-18)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Fundamentals of Management	20
		Administrative Procedure	10
		Business Communication	10
		General Knowledge	10
03-	Assistant Registrar (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Fundamentals of Management	20
		Administrative Procedure	10
		Business Communication	10
		General Knowledge	10
04-	Assistant Treasurer (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10

		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Cost Accounting	15
		Financial Accounting	15
		Economics	10
		Fundamentals of Management	10
05-	Assistant Controller of Examination (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	15
		Data Management	10
		Rules and Regulations of Examination	15
		Business Statistics	10
		Fundamentals of Management	10
06-	Assistant Engineer (Electrical) (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		General Knowledge, Current Affairs, Everyday Science	10
		Fundamentals of Electrical Engineering	15
		Control Systems	10
		Engineering Mathematics	10
		Computer	10
		Electronics	05
07-	Assistant Director ORIC (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word Excel, PowerPoint)	10
		Research Methodology	20
		Public Relations	10
		Business Communications and Report Writing	10
		Public Administration	10
08-	Assistant Director QEC (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel,	10

		PowerPoint)	
		Administrative procedures	10
		Quality Management System	20
		Business Communication	10
		Fundamentals of Management	10
09-	Assistant Director Academics (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Fundamentals of Management	10
		Administrative Procedure	10
		Human Resource Management	10
		Business Communication	10
		General Knowledge	10
10-	Assistant Director Student Affair (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Human Resource Management	15
		Principles of Management	10
		Business Communication	10
Role of Student Affairs department in University	15		
11-	Assistant Director Planning & Development (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative Reasoning	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Fundamentals of Management	10
		Business Statistics	10
		Human Resource Management	10
Project Management	10		

		General Knowledge	10
12-	Assistant Director Finance Aid & Scholarship (BS-17)	As per the advertisement	100 MCQ's
		Verbal Reasoning	20
		Analytical Reasoning	10
		Quantitative	10
		Basic Computer Knowledge (MS-Word, Excel, PowerPoint)	10
		Cost Accounting	15
		Financial Accounting	15
		Economics	10
		Business Statistics	10