**Approved Content Weightages for MTI Mardan, MMC 2024**

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| --- | --- | --- | --- |
| **Sr. No.** | **Designation of the Post** | **Criteria and Subject Division** | **Subject****% Weight** |
| **1** | **Assistant Manager Finance** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Finance | 10% |
| Financial Management | 10% |
| Cost Accounting | 10% |
| Business Mathematics and Statistics | 10% |
| Business Taxation | 10% |
| Auditing | 10% |
| **2** | **HR Officer/****Assistant Manager HR** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Fundamentals of Management | 10% |
| Human Resource Management | 10% |
| HRM functions: Recruitment, Orientation, Training and Development, Compensation & Benefits | 20% |
| HR policies | 10% |
| Performance Management Systems | 10% |
| **3** | **Assistant Manager Quality** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Public Health | 10% |
| Public Administration | 10% |
| Fundamentals of Management | 10% |
| Quality Assurance | 10% |
| Total Quality Management | 10% |
| **4** | **Assistant Manager Monitoring & Evaluation** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Project Management | 10% |
| Business Management | 10% |
| Financial Management  | 10% |
| Public Administration | 10% |
| Monitoring & Evaluation | 10% |
| Business Statistics  | 10% |
| **5** | **Internal Audit Assistant** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 20% |
| Analytical Reasoning | 10% |
| IQ | 10% |
| Organizational behavior | 10% |
| Financial Accounting | 05% |
| Cost Accounting | 05% |
| Internal Audit | 10% |
| Business law | 10% |
| Auditing  | 10% |
| **6** | **Finance Cashier** | **As per Advertisement** | **100%** |
| Verbal Reasoning | 10% |
| Analytical Reasoning | 05% |
| IQ | 05% |
| Fundamentals of Finance | 10% |
| Financial Accounting | 10% |
| Finanacial Reporting | 10% |
| Financial Record Keeping | 10% |
| Islamiyat/ Ethics | 10% |
| **Skill Test** |  |
| English Typing Speed: 30 W.P.M | 30% |
| **7** | **Junior Clerk** | **As per Advertisement** | **100%** |
| Verbal Reasoning (Basic Level) | 20% |
| Analytical/Quantitative Reasoning(Basic Level) | 10% |
| IQ | 10% |
| Basic Computer Knowledge (MS-Word, Excel & PowerPoint) | 10% |
| Fundamentals of IT | 20% |
| General Knowledge (Pakistan Studies) | 15% |
| Islamiyat/ Ethics | 15% |
| **Skill Test** |  |
| English Typing Speed: 40 W.P.M | 30% |
| **8** | **Mechanic/AC Mechanic****(Urdu)** | **As per the Advertisement** | **50%** |
| General Knowledge | 10% |
| IQ | 10% |
| Basic Electronics | 10% |
| Mechanics of Machines | 10% |
| Basic Electrical Drawing | 10% |