

**NOTE: (Paper will be according to the syllabus but portion can be increase or decrease)**

**Post-wise Indicative Syllabus for Recruitment Project 2022**

Post	Indicative Test Components
<b>HOD(Administration)</b>	English = 20% Quantitative skills = 20% Analytical Reasoning = 25% Computer Skill (I.T) = 15% PPRA Rules, 2004 = 20%
<b>Risk Management Officer</b>	English = 10% Quantitative skills = 10% Analytical Reasoning = 20% Computer Skill (I.T) = 10% Risk Management = 25% Insurance and Reinsurance = 25%
<b>Compliance Officer</b>	English = 10% Quantitative skills = 10% Analytical Reasoning = 20% Computer Skill (I.T) = 10% Code of Corporate Governance for Insurers (Insurance Companies) 2016 = 25% AML/CFT Regulations, 2018 = 25%
<b>Procurement Specialist</b>	English = 10% Quantitative skills = 20% Analytical Reasoning = 20% Computer Skill (I.T) = 10% PPRA Rules, 2004 and allied Regulations = 40%
<b>Management Executive</b>	
i. ERP Operations	English = 10% Quantitative skills = 10% Analytical Reasoning = 20% ERP Systems = 30% Software Development = 10% Database Management = 10% Networking= 10%
ii. Underwriting/Treaty	English = 10% Quantitative skills = 15% Analytical Reasoning = 20% Computer Skill (I.T) = 10% Reinsurance and General Insurance= 30% Insurance Claims Management= 15%
iii. Finance	English = 10% Quantitative skills = 20% Analytical Reasoning = 25% Computer Skill (I.T) = 10% Finance and Accounts, Investment and Taxation = 35%
iv. Executive Secretary	English = 25% Quantitative skills = 10% Analytical Reasoning = 25% Computer Skill (I.T) = 10% Communication Methods = 10% Effective Business Writing = 10% International Relations an Current Affairs = 10%

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<b>Management Associate</b>	
i. Business Administration, Commerce and Accounts.	English = 25% Quantitative skills = 25% Analytical Reasoning = 25% Computer Skill(Ms. Word, excel and PowerPoint) = 25%
ii. Computer Sciences, Software Engineering , Information Technology	English = 25% Quantitative skills = 10% Analytical Reasoning = 25% Ms. Word, excel and PowerPoint = 20% Software development, data base management and networking = 20%
iii. Mathematics and Statistics	English = 25% Quantitative skills = 25% Analytical Reasoning = 25% Computer Skill (I.T) = 25%
iv. CMA/CA/ACCA	English = 15% Quantitative skills = 15% Analytical Reasoning = 25% Computer Skill (I.T) = 10% Finance, Audit, Accounts and Taxation = 35%
v. ACII	English = 15% Quantitative skills = 15% Analytical Reasoning = 25% Computer Skill (I.T) = 10% Insurance, Reinsurance and Claims Management = 35%
vi. LLB	English = 20% Quantitative skills = 10% Analytical Reasoning = 20% Computer Skill (I.T) = 10% Civil procedure Code = 10% Legal Systems & Method = 05% Contract Law = 05% Companies Act, 2017 = 10% Insurance Ordinance = 10%

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