

NOTE: *Test will be conducted according to the syllabus given below but portion can be increased or decreased.*

Objective type written test shall be taken in the light of following recruitment criteria for the advertised posts.

MANAGEMENT EXECUTIVE

1. Underwriting

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|----------------------|-------|
| Objective type (MCQs) Test | 01. | English | 20% |
| | 02. | Quantitative skills | 10% |
| | 03. | Analytical Reasoning | 20% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | General Insurance | 20% |
| | 06. | Reinsurance | 20% |
| | Total: | | |

2. Claims

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|---|-------|
| Objective type (MCQs) Test | 01. | English | 10% |
| | 02. | Quantitative skills | 10% |
| | 03. | Analytical Reasoning | 20% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | General Insurance | 10% |
| | 06. | Insurance/Reinsurance Claims Management | 20% |
| | 07. | Reinsurance | 20% |
| | Total: | | |

3. Budget

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|--|-------|
| Objective type (MCQs) Test | 01. | English | 10% |
| | 02. | Quantitative skills | 10% |
| | 03. | Budget Preparation, Cost Accounting, Management Accounting | 25% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | Finance and Accounts, Investment and IFRS, IAS | 35% |
| | 06. | PPRA Rules, 2004 | 10% |
| | Total: | | |

4. Tax

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|--|-------|
| Objective type (MCQs) Test | 01. | English | 10% |
| | 02. | Quantitative skills | 10% |
| | 03. | Income Tax Ordinance 2000, Sindh Sales Tax on Services Act, 2011 | 25% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | Finance and Accounts, Investment and IFRS, IAS | 35% |
| | 06. | PPRA Rules, 2004 | 10% |
| | Total: | | |

5. Treaty (Underwriting)

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|----------------------|-------|
| Objective type (MCQs) Test | 01. | English | 20% |
| | 02. | Quantitative skills | 10% |
| | 03. | Analytical Reasoning | 20% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | General Insurance | 20% |
| | 06. | Reinsurance | 20% |
| | Total: | | |

6. Re-Takaful (Underwriting)

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|----------------------|-------|
| Objective type (MCQs) Test | 01. | English | 20% |
| | 02. | Quantitative skills | 10% |
| | 03. | Analytical Reasoning | 20% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | General Insurance | 20% |
| | 06. | Reinsurance | 20% |
| | Total: | | |

7. Training & Development

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|---|-------|
| Objective type (MCQs) Test | 01. | English | 25% |
| | 02. | HR Matrix | 10% |
| | 03. | Human Resource Management | 25% |
| | 04. | Human Resource Planning | 10% |
| | 05. | Human Resource Development and Training Need Analysis | 10% |
| | 06. | Effective Business Writing | 10% |
| | 07. | Computer Skill (I.T) | 10% |
| | Total: | | |

8. Human Resource

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|---|-------|
| Objective type (MCQs) Test | 01. | English | 25% |
| | 02. | HR Matrix | 10% |
| | 03. | Human Resource Management | 25% |
| | 04. | Human Resource Planning | 10% |
| | 05. | Human Resource Development and Training Need Analysis | 10% |
| | 06. | Effective Business Writing | 10% |
| | 07. | Computer Skill (I.T) | 10% |
| | Total: | | |

9. Legal

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|------------------------|-------|
| Objective type (MCQs) Test | 01. | English | 25% |
| | 02. | Analytical Reasoning | 25% |
| | 03. | Computer Skill (I.T) | 20% |
| | 04. | Quantitative skills | 10% |
| | 05. | Civil procedure Code | 05% |
| | 06. | Legal Systems & Method | 05% |
| | 07. | Contract Law | 05% |
| | 08. | Intellectual property | 05% |
| | Total: | | |

10. Liaison

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|---|-------|
| Objective type (MCQs) Test | 01. | English | 25% |
| | 02. | Administration | 10% |
| | 03. | PPRA Rules, 2004 | 15% |
| | 04. | Communication and Coordination | 25% |
| | 05. | Computer Skill (Ms. Word, excel and PowerPoint) | 25% |
| | Total: | | |

11. Investment

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|------------------------------|-------|
| Objective type (MCQs) Test | 01. | Investment English | 25% |
| | 02. | Quantitative skills | 10% |
| | 03. | Computer Skill (I.T) | 10% |
| | 04. | Financial Statement Analysis | 15% |
| | 05. | Equity Investment | 15% |
| | 06. | Fixed Income Investment | 15% |
| | 07. | Economics | 10% |
| | Total: | | |

MANAGEMENT ASSOCIATE

12. Underwriting

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|----------------------|-------|
| Objective type (MCQs) Test | 01. | English | 10% |
| | 02. | Quantitative skills | 10% |
| | 03. | Analytical Reasoning | 20% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | General Insurance | 20% |
| | 06. | Risk Management | 10% |
| | 07. | Reinsurance | 20% |
| | Total: | | |

13. Claims

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|---|-------|
| Objective type (MCQs) Test | 01. | English | 10% |
| | 02. | Quantitative skills | 10% |
| | 03. | Analytical Reasoning | 20% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | General Insurance | 10% |
| | 06. | Insurance/Reinsurance Claims Management | 20% |
| | 07. | Reinsurance | 20% |
| | Total: | | |

14. Finance

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|--|-------|
| Objective type (MCQs) Test | 01. | English | 10% |
| | 02. | Quantitative skills | 10% |
| | 03. | Budget Preparation, Cost Accounting, Management Accounting | 25% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | Finance and Accounts, Investment and IFRS, IAS | 35% |
| | 06. | PPRA Rules, 2004 | 10% |
| | Total: | | |

15. Re-Takaful (Underwriting)

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|----------------------|-------|
| Objective type (MCQs) Test | 01. | English | 10% |
| | 02. | Quantitative skills | 10% |
| | 03. | Analytical Reasoning | 20% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | General Insurance | 20% |
| | 06. | Risk Management | 10% |
| | 07. | Reinsurance | 20% |
| | Total: | | |

16. Re-Takaful (Treaty)

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|----------------------|-------|
| Objective type (MCQs) Test | 01. | English | 10% |
| | 02. | Quantitative skills | 10% |
| | 03. | Analytical Reasoning | 20% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | General Insurance | 20% |
| | 06. | Risk Management | 10% |
| | 07. | Reinsurance | 20% |
| | Total: | | |

17. Re-Takaful (Accounts)

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|--|-------|
| Objective type (MCQs) Test | 01. | English | 10% |
| | 02. | Quantitative skills | 10% |
| | 03. | Budget Preparation, Cost Accounting, Management Accounting | 25% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | Finance and Accounts, Investment and IFRS, IAS | 35% |
| | 06. | PPRA Rules, 2004 | 10% |
| | Total: | | |

18. Administration

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|---|-------|
| Objective type (MCQs) Test | 01. | English | 25% |
| | 02. | Administration | 10% |
| | 03. | PPRA Rules, 2004 | 15% |
| | 04. | Communication and Coordination | 25% |
| | 05. | Computer Skill (Ms. Word, excel and PowerPoint) | 25% |
| | Total: | | |

19. Liaison

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|---|-------|
| Objective type (MCQs) Test | 01. | English | 25% |
| | 02. | Administration | 10% |
| | 03. | PPRA Rules, 2004 | 15% |
| | 04. | Communication and Coordination | 25% |
| | 05. | Computer Skill (Ms. Word, excel and PowerPoint) | 25% |
| | Total: | | |

20. Procurement

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|---|-------|
| Objective type (MCQs) Test | 01. | English | 25% |
| | 02. | Administration | 10% |
| | 03. | PPRA Rules, 2004 | 15% |
| | 04. | Communication and Coordination | 25% |
| | 05. | Computer Skill (Ms. Word, excel and PowerPoint) | 25% |
| | Total: | | |

21. Audit

| Nature of Test | S. No | Description | Marks |
|----------------------------|---------------|--|-------|
| Objective type (MCQs) Test | 01. | English | 10% |
| | 02. | Quantitative skills | 10% |
| | 03. | Budget Preparation, Cost Accounting, Management Accounting | 25% |
| | 04. | Computer Skill (I.T) | 10% |
| | 05. | Finance and Accounts, Investment and IFRS, IAS | 35% |
| | 06. | PPRA Rules, 2004 | 10% |
| | Total: | | |