

Post-wise Indicative Subject Related Syllabus

The syllabus of subject relevant to the specific portion is attached for information of prospective guidance.

In addition. The test paper for all positions may test the knowledge of candidates in the following areas:

- i. English Language
- ii. Quantitative Skills
- iii. Computer Skills
- iv. PPRA Rules 2004

General Manager (Reinsurance)

- Reinsurance & Retrocession
- Insurance, legal and regulatory
- Insurance underwriting process
- Insurance broking practice
- Reinsurance claims handling process
- Risk management in insurance
- Insurance Ordinance 2000
- Insurance Rules 2017
- Code of Corporate Governance for Insurers, 2016
- Property Insurance practice

General Manager (Risk Management)

- Risk Management
- Insurance and Risk
- Enterprise Risk Management
- Risk Profiling
- Risk Mitigation Strategies
- fraud management
- Insurance Ordinance 2000
- Insurance Rules 2017

General Manager /Head of Retakaful

- Takaful and Re-takaful
- Shariah concepts relevant Re-takaful
- Takaful/Re-takaful models
- Role of Re-takaful
- Takaful Rules,2012
- Insurance Ordinance 2000
- Takaful Underwriting Process
- Re-Takaful Claims handling process
- Risk Management in Re-Takaful

- i. **Manager (Underwriting) Manager(Claims) and Manager(Retrocession)**
- ii. **Dy. Manager (Underwriting) & Dy. Manager (Claims),**
- iii. **Asst.Manager (U/W) and A.M (Claims)**
 - Reinsurance
 - Insurance, legal and regulatory
 - Insurance underwriting process
 - Insurance broking practice
 - Insurance claims handling process
 - Property Insurance
 - Risk management in insurance
 - Insurance Rules 2017
- i. **Manager (Accounts) and Manager (Internal Audit)**
- ii. **Deputy Manager(Accounts)**
- iii. **A.M(Accounts), A.M(Finance) and A.M(Internal Audit)**
 - Cost & Management Accounting
 - Financial Statements Reporting
 - Audit and Assurance
 - IFRS & IAS Standards
 - Tax Laws(FBR/SRB)

Manager (HR)

- Recruitment and Selection(Public Sector)
- Training and Development
- Performance Appraisal
- Retirement and Pension
- Compensation and Benefits
- Noting and Drafting
- Office Management

Manager (Admin/Building Project)

- Civil Engineering
- Contract Management & Administration
- Quantity Surveying
- Project Management
- Structural Engineering
- Asset Management
- TA/DA Rules
- Procurement of Consultancy Services
- PPRA Rules and Allied Regulations

Manager (DPD), Deputy Manager (DPD) and Deputy Manager (BS/I.T)

- Fundamentals of Software Development
- Fundamentals of Oracle
- Networking
- Data management and data base systems
- Data migration
- Db2 database
- Ethical Hacking
- I.T Risk Management
- Disaster Recovery & backup
- Business Continuity Planning
- Change Management

Deputy Manager (Investment)

- Analysis of Financial Statements
- Portfolio and Risk Management
- Equity Analysis
- Fundamentals of Investment
- Currency and Foreign Exchange
- Corporate Finance
- Financial market and instruments
- Fixed Income
- PSX , Prudential and Allied Regulation
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Deputy Manager (Corporate)

- Shareholder Relationship Management
- Investor & Shareholders Rights
- Rules Book of PSX and Allied Regulations
- Pakistan Unified Corporate Action
- Reporting System (PUCARS)
- Share registrar relationship

Assistant Manager (Compliance)

- Strong Communicational Skills
- Noting and Drafting
- Knowledge of Codes of corporate governance
- Knowledge of Companies Act, 2017
- Knowledge of Anti Money Laundering (&CFT) Regs.

Manager (Legal)

- Law of Contracts
- Legal Methods
- Arbitration
- Tax Laws(Income Tax/Sales Tax)
- Insurance Ordinance
- Companies Act 2017
- Industrial Relations Act 2012
- Civil Procedure Code
- Pakistan Penal Code & Criminal Procedure