



# STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

Principal Office,  
State Life Building No. 9,  
Dr. Ziauddin Ahmed Road,  
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Date: 6<sup>th</sup> November, 2023  
Division: P&GS

Mr. Safdar Ali,  
Regional Director Sindh,  
Pakistan Testing Service (PTS),  
Kashif Center, Suite No.601, 6th Floor,  
Shahrah-e-Faisal, Karachi.

**Sub: Conducting of Screening Test for In-house Up-Gradation of Post-Graduate Employees & Non-Clerical Staff of State Life**

In terms of up-gradation of Post-Graduate Employees, State Life Insurance Corporation has to carry out In-house up-gradation exercise as per Circular dated 28-02-2023 & 26-06-2023. (copies enclosed)

2. We have received applications from aspiring candidates and shortlisting of applications has been completed. Total 275 applications were shortlisted of Post Graduate Employees in different categories and total 68 applications were shortlisted of Non-clerical staff. Detailed list of eligible candidates in soft (MS Excel) has been emailed to you on [marketingpts01@gmail.com](mailto:marketingpts01@gmail.com).

3. In order to prepare the written test papers, the criteria/syllabus has been prepared and illustrated is as under:

**Assistant Manager for Post graduate Employees**  
**Test Criteria / weightage**

S. No.	Subject Name	Percentage	No. of Candidates
i.	English	30%	238
ii.	General Knowledge	20%	
iii.	Knowledge about Sate Life Employees (Service) Regulations, 1973/SOPs	20%	
iv.	Computer Knowledge (MS word, Excel, Power point etc)	10%	
v.	Current Affairs	10%	
vi.	Essay Writing	10%	
Total		100%	

**Note:** Material for "Sate Life Employees (Service) Regulations, 1973" will be provided to you soon for making questions for the category at Sr#iii.

Cont'...02

**Deputy Manager - having Post-graduation along with FLMI/ACII  
And ACMA/ACCA/CIMA's Degree**

**Test Criteria / weightage**

S. No	Subject Name	Percentage	No. of Candidates
i.	English	10%	08
ii.	General Knowledge	10%	
iii.	Fundamental of Life Insurance, SECP Insurance Rules 2017, Insurance Ordinance 2000, SECP Code of Corporate Governance-2016, Anti Money Laundering (AML) Regulations	30%	
	<b><u>For ACMA/ACCA/CIMA's</u></b> Sound and Prudent Management, Financial & Cost Accounting, SECP Insurance Rules 2017, SECP Code of Corporate Governance-2016, Anti Money Laundering (AML) Regulations		
iv.	Knowledge about Sate Life Employees (Service) Regulations, 1973/SOPs	20%	
v.	Computer Knowledge ( <i>MS word, Excel, Power point etc</i> )	10%	
vi.	Essay Writing	20%	
<b>Total</b>		<b>100%</b>	

**Note:** Materials for (Sr#iii & iv) will be provided to you soon for making questions for that categories

**Assistant Manager having Post-graduation of MCS Degree,  
Executive Officer having graduation degree of BCS Degree**

**Test Criteria / weightage**

S. No	Subject Name	Percentage	No. of Candidates
i.	Computer Knowledge	Software	20%
		Hardware	10%
		Networking & Internet	20%
ii.	Mathematics /Logarithm	15%	29
iii.	Knowledge about Sate Life Employees (Service) Regulations, 1973/SOPs	15%	
iv.	English	10%	
v.	Essay Writing	10%	
		10%	
<b>Total</b>		<b>100%</b>	

**Note** Material for "Sate Life Employees (Service) Regulations, 1973" will be provided to you soon for making questions for the category at Sr#iii.

**Office Assistant having Intermediate Certificate**

**Test Criteria / weightage**

S. No.	Subject Name	Percentage	No. of Candidates
1	English	20	68
2	Basic / Easy Math	10	
3	Islamic Studies	10	
4	Current Affairs (Pakistan only)	10	
5	Typing test/Computer skills	20	
<b>Total Marks</b>		<b>70%</b>	

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