

# EMPLOYEES' OLD-AGE BENEFITS INSTITUTIONS (EOBI)

## Syllabus:

2024 LUMS-EOBI Written Test for Assistant Director (Grade-7), Finance, Accounts, Audit & Investment Cadre (Equivalent to BPS-17)

### **PART I: FINANCE, ACCOUNTING, AUDITING, AND INVESTMENT MANAGEMENT (40%)**

#### **Finance:**

- Financial Markets and Institutions
- Time Value of Money, Applications and Problem Solving
- Concept of Risk and return
- Stock and Bond valuation
- Financial Markets and Financial Instruments
- Corporate Finance: Cost of Capital, Capital Budgeting
- Financial Forecasting for Short- and Long-term planning

#### **Accounting:**

- Financial Accounting concepts, principles, and assumptions according to IFRS
- Understanding the Accounting Cycle
- Understanding Four Financial Statements: Statement of Activities/Income Statement, Balance Sheet, Statement of Shareholders' Equity and Statement of Cash Flows
- Understanding the Connections among Financial Statements
- Financial Statements Analysis: Horizontal, Vertical and Ratio Analysis
- Managerial Accounting: Cost Concepts and Classifications, Breakeven Analysis, Budgeting and Variance Analysis, Cost-Volume-Profit Analysis, Activity-Based Costing.

#### **Audit:**

- Audit Principles and Practice
- Types of Audits: Internal, External Forensic
- International Auditing Standards (ISA)
- Professional and Ethical Requirements
- Legal and Regulatory Framework to conduct Audit Engagements
- Audit Process and Methodology: Audit Planning, Risk Assessment and Materiality
- Internal Controls: Components of Internal Control Systems, Evaluation of Internal Controls, Testing of Controls
- Audit Reports: Types of Audit Reports, Components of an Audit Report, Auditor's Opinion

#### **Investment:**

- Investment Fundamentals: Types of Investments (Stocks, Bonds, Mutual Funds, Real Estate),
- Risk and Return, Portfolio Theory and Diversification
- Securities Markets: Primary and Secondary Markets, Stock Exchanges (PSX), Market Indices and Indicators
- Investment Analysis and Valuation: Fundamental Analysis, and Valuation Models

- Portfolio Management: Investment Strategies and Styles, Asset Allocation, Performance Measurement and Evaluation
- Regulation of Securities Markets: Role of Securities and Exchange Commission of Pakistan (SECP), Insider Trading and Market Manipulation Laws

## **PART 2: COMMUNICATION SKILLS (20%)**

The communication skills test will have three components to assess candidates' abilities in various aspects of what makes up this subject.

- A. There will be a short passage (typically around 400 words) and have five-six multiple-choice questions.
- B. There will be questions which will be about filling in the blanks and candidates will be expected to choose from the list of given answers.
- C. There will be multiple-choice questions about various components of communication skills and candidates would be expected to choose the right answer from the list of provided options.

## **PART 3: ANALYTICAL SKILLS & DATA RESPONSE (20%)**

The test of analytical skills and data response will cover logical reasoning, problem solving, and critical thinking. It will include data interpretation through graphs, charts, tables, and data sets, focusing on drawing inferences. Numerical ability will be tested with basic arithmetic, percentages, ratios, and word problems. Basic descriptive statistics like mean, median, and mode will be included, along with data visualization using various charts and graphs. Additionally, case studies and real-world applications will assess the interpretation of data and draw actionable insights.

## **PART 4: IT SKILLS (20%)**

This part of the test is aimed at examining computer skills of the candidates in communication using email and other tools; documentation and word processing; data manipulation using spreadsheets such as Excel; presentation authoring e.g., use of power point; internet usage such as search engines, portals, websites, and social media. The mode of examinations for this portion of the written test could be multiple-choice questions, structured questions, or true-false questions.