

FEDERAL PUBLIC SERVICE COMMISSION
(Curriculum & Research Wing)

Schemes and Syllabi for Screening/Professional Tests as well as Descriptive Examination
Relating to Posts Advertised under Consolidated Advertisement No. 03/2018

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
1.	08/2018	Assistant Accounts Officer (BS-16), Anti Narcotics Force, Ministry of Narcotics Control.	Second Class or Grade 'C' Bachelor's degree in Business Administration (Finance/Accounting)/Commerce/Economics/ Statistics/ Mathematics or equivalent from a University recognized by HEC. OR Second Class or Grade 'C' Bachelor's degree with ICMA one year post graduate Certificate/CA (Foundation)/ACCA (knowledge level qualified)	Objective Type Test (MCQ) Part-I English =20 marks Part-II Professional Test =80 marks	Part-I Grammar Usage, Sentence Structuring Part-II <ul style="list-style-type: none"> • Accounting Principles & Procedures, • Journal, Ledger & Cash Book, • Preparation of Annual Budget, • Heads of Accounts, Re-appropriation of Funds • Preparation of Pension Documents. • Financial Accounting • Financial Management • Cost Accounting • Business taxation • Public Procurement Rules, 2004 • Basic IT Knowledge
2.	16/2018	Social Welfare Officer (BS-17), National Commission for Child Welfare and Development, Ministry of Human Rights.	Second Class or Grade 'C' Master's Degree in Social Work/Sociology/Anthropology from University recognized by HEC.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test=80 marks	Part-I Vocabulary, Grammar Usage, Sentence Structuring. Part-II <ul style="list-style-type: none"> • Community Organization and Development, • Social Welfare Vs Social Security • Concepts of Social Protection • Poverty and vulnerability • Social Research, • Social Statistics, • Organizational Behaviour and Human Resource, • Social Welfare Policy and Administration,
3.	37/2018	Agriculture Officer (BS-17 Plus 25% Special Pay), Agriculture Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan.	Second Class or Grade 'C', M.Sc. Agriculture OR Second Class or Grade 'C', B.Sc (Hons) Agriculture (4 years Course after F.Sc).	Objective Type Test (MCQ) Part-I English =20 marks Part-II Professional Test=80 marks	Part-I Vocabulary, Grammar Usage, Sentence Structuring Part-II <ul style="list-style-type: none"> • Introduction to Agriculture • Agricultural Survey • Plant Pathology • Agricultural Planning • Agriculture Machinery • Agricultural Policy & Development • Agricultural Statistics about Pakistan • Issues and Challenges confronting Pakistan in the Agricultural Field • Techniques and Process of Research in Agriculture

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
4.	45/2018	Charge/ Staff Nurse (Female) (Civilian) (BS-16), Military Hospitals, Ministry of Defence	i Bachelor's Degree in Nursing or equivalent qualification recognized by the Pakistan Nursing Council. ii Registration with Pakistan Nursing Council. OR i Three (3) years Diploma in Nursing. ii One(1) year Course/ Certificate in Midwifery. iii Registration with Pakistan Nursing Council.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test=80 marks	Part-I Grammar Usage, Sentence Structuring Part-II <ul style="list-style-type: none"> • Basic Medical Sciences • General Nursing • Ward Administration • Hospitality of the Patients • Care vs. Cure for Health Management • Developing Training & Instructional Materials for Nursing Courses.
5.	64/2018	Psychiatrist (BS-17) Anti Narcotics Force, Ministry of Narcotics Control.	i. MBBS or equivalent qualification recognized by PMDC. ii. Registration with PMDC. iii. Three (3) years post qualification experience in psychiatry field	Objective Type Test (MCQ) Part-I English =20 marks Part-II Professional Test =80 marks	Part-I Vocabulary, Grammar Usage, Sentence Structuring Part-II <ul style="list-style-type: none"> • Core courses of MBBS degree program. • Diagnose and remedy in the following disorders: <ol style="list-style-type: none"> i. Mood disorders. ii. Anxiety disorders. iii. Schizophrenia.
6.	65/2018	Medical Officer (BS-17), Anti Narcotics Force, Ministry of Narcotics Control.	i. MBBS or equivalent qualification recognized by PMDC. ii. Registration with PMDC.	Objective Type Test (MCQ) Part-I English =20 marks Part-II Professional Test =80 marks	Part-I Vocabulary, Grammar Usage, Sentence Structuring Part-II <ul style="list-style-type: none"> • Core courses of MBBS degree program. • Health Policy of the Government, • Health Administration
7.	70/2018	Lecturer (Female) (BS-17), A). Geography, B). Islamic Studies. Federal Government Colleges for Women, Federal Directorate of Education, Islamabad, Capital Administration and Development Division.	Second Class or Grade 'C' Master's degree or equivalent in the relevant subject.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Subject Test = 50 marks Part-III Professional Test = 30 marks	A. For Geography Part-I Vocabulary, Grammar Usage, Sentence Structuring Part-II (Masters Level) <ul style="list-style-type: none"> • Physical Geography • Factor of climate and environmental change • Geography of Pakistan, • Human Geography (Renewable Resources, Recycling Resources, Sustainable resources. The Demographic Transition) • Climatology/Metrology, • Environmental Geography, • GIS Techniques,

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					<p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology, • Classroom Management and Discipline, • Testing and Evaluation, • Development of Education in Pakistan <p>B. For Islamic Studies</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring</p> <p>Part-II (Masters Level)</p> <p>☆ قرآن کا بنیادی موضوع / متن</p> <p>☆ سیرت النبی ﷺ</p> <p>☆ فقہ: جامعیت، اختلاف رائے اور عصر حاضر کے تناظر میں مذہب کی تشریح۔</p> <p>☆ تعارف اسلام</p> <p>☆ انسانی زندگی میں دین کی اہمیت</p> <p>☆ اسلام کے نمایاں پہلو</p> <p>☆ اسلامی عقائد کے انفرادی اور اجتماعی اثرات</p> <p>☆ انسانی حقوق۔ اسلام کی نظر میں</p> <p>☆ اسلام اور عصر حاضر کے چیلینجز</p> <p>☆ اسلامی نظام حکمرانی کا ڈھانچہ</p> <p>☆ سرکاری ملازمین کی ذمہ داریاں</p> <p>☆ اسلامی ضابطہ حیات</p> <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation • Development of Education in Pakistan

**Scheme and Syllabus for Written Examination (Descriptive)
for All Posts in BS-21 advertised under Consolidated
Advertisement No. 03/2018**

Case No.	F.4-79/2018-R
Particulars of post	Chief Cost Accounts Officer (BS-21), Finance Division
Minimum Qualification & Experience:	<ul style="list-style-type: none"> i. CA/ACMA Degree from a recognized university. ii. Fellowship of the Institute of Cost and Management Accounts of Pakistan. iii. Fifteen (15) years post qualification experience in Cost Accounting in a position equivalent to BS-17 and above, after obtaining the Fellowship of the Institute of Cost and Management Accounts of Pakistan.

PAPER: ENGLISH (100 MARKS)

English Essay: Candidates will be required to write an Essay in English from three topics comprising approximately **2000 words**. Candidates are expected to reflect comprehensive and research based knowledge on a selected topic. Candidate's articulation, expression and technical treatment of the style of English Essay writing will be examined.

OR

Case Study: Candidates will be given real situation case studies related to advertised posts/organization concerned and will be expected from the candidates to present (i) identification of issues (ii) evaluation of issues (iii) legal or case related theories (iv) evaluation of case facts if required and (v) possible solution of the case or writing judicial order, if the case so requires.

Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 included in Consolidated Advertisement No. 03/2018

PAPER-I: ENGLISH

Max Marks: 100

Time Allowed: 3 Hours

- (i) **English Essay-50 Marks:** Candidates will be required to write an Essay in English comprising **1500 words** from a set of **six given topics**. Candidates are expected to reflect comprehensive and research based knowledge on a selected topic. Candidate's articulation, expression and technical approach to the style of English Essay writing will be examined.

- (ii) **English (Composition and Précis)-50 Marks:**

The examination will test the candidate's abilities to handle Précis Writing, Reading Comprehension, Sentence Structuring, Translation, Grammar and Vocabulary, etc.

Précis Writing (10 marks): A selected passage with an orientation of generic understanding and enough flexibility for compression shall be given for précising and suggesting an appropriate title.

Reading Comprehension (10 marks)

A selected passage that is rich in substance but not very technical or discipline-specific shall be given, followed by five questions, each carrying 2 marks.

Grammar and Vocabulary (10 marks): Correct usage of Tense, Articles, Prepositions, Conjunctions, Punctuation, Phrasal Verbs, Synonyms and Antonyms etc.

Sentence Correction (5 marks): Ten sentences shall be given each having a clear structural flaw in terms of grammar or punctuation. The candidates shall be asked to rewrite them with really needed correction only, without marking unnecessary alterations. No two or more sentences should have exactly the same problem, and 2-3 sentences shall be based on correction of punctuation marks.

Grouping of Words (5 marks): A random list of ten words of moderate standard (neither very easy nor utterly unfamiliar) shall be given, to be grouped by the candidates in pairs of those having similar or opposite meaning, as may be clearly directed in the question.

Pairs of Words (5 marks): Five pairs shall be given of seemingly similar words with different meanings, generally confused in communication, for bringing out the difference in meaning of any five of them by first explaining them in parenthesis and then using them in sentences.

Translation (5 marks): Ten short Urdu sentences involving structural composition, significant terms and figurative/idiomatic expressions shall be given, to be accurately translated in English.

SUGGESTED READINGS

Sr. No.	Title	Author
1.	English Grammar in Use	Raymond Murphy (Cambridge University Press)
2.	Practical English Usage	M. Swan (Oxford University Press)
3.	The Little, Brown Handbook	H. Ramsey Flower & Jane Aaron (The Little, Brown & Co; Harper Collins)
4.	A University English Grammar	R. Quirk & S. Greenbaum (ELBS; Longmans)
5.	Write Better, Speak Better	Readers Digest Association
6.	Modern English in Action	Henry Christ (D.C. Heath & Co.)
7.	Exploring the World of English	Syed Saadat Ali Shah

PAPER-II: PROFESSIONAL**Max Marks: 100****Time Allowed: 3 Hours**

Case No.	F.4-38/2018-R
Particulars of post	Deputy Director (BS-18), Directorate of Dock Workers Safety, (Regional Office) Gwadar, Ministry of Maritime Affairs.
Minimum Qualification & Experience:	i. Bachelor's degree in Mechanical or Electrical Engineering. ii. Five (5) years post qualification experience in testing appliances/ inspection of loading/ discharging of cargo on ports in Semi Government/ Government Organization. iii. Knowledge of Labour Laws, Dock Labourers Act and the Pakistan Dock Labourers Regulations.

**Part-I: 50 Marks
(Engineering)****I. Mechanical Engineering Fundamentals**

Mechanics and Strength of Materials: Concept of Stress and Strain, bending, torsion, geometric properties of areas, principal stresses, Tensile testing, Stress- Strain curve, Difference between Engineering and True Stress & Strain, Shear Stress & Strain, Concept of elastic and plastic deformation, Yield & ultimate Tensile strengths, Elongation, Toughness and Resilience, Ductility and Malleability, Hardness Testing, Brinell and Rock well Hardness test, bending moment,

Fluid Mechanics: Properties and basics of fluid mechanics, loss of head, power transformation by fluids, pumps, turbines. Fluid static's, Fluid dynamics, Types of flow: Turbulent and Laminar, Reynold's number.

Manufacturing: Different manufacturing processes like Casting, Forging, Machining, Rolling, Extrusion, Wire-drawing, welding, Turning (lathe), Milling, Shaping, Gear cutting, Drilling, Fitting.

II. Electricity & Electronics

Electricity & Magnetism; Electrical potential, Resistance, Laws of resistance, Conductance, Conductivity, Impedance, Ohm law, Resistance in series and in parallel, practical resistors, work, power, Energy, Joule's law of electric field intensity, Gauss's Theorem, Capacitor, Capacitance, Capacitors in parallel and series. Force on a conductor in a magnetic field, electrical and magnetic circuits, leakage flux, Relation between magnetism and electricity, Induced emf, induced current and directions, Faraday's laws of electromagnetic inductions, Lenz's law, dynamically induced emf, Self inductance, mutual inductance and inductance in series/parallel, magnetic hysteresis, Energy stored in magnetic field, Generation of alternating currents and voltages.

III. Electrical Machines

DC Motors: Shunt, Series and Compound Motors, Speed and Torque Relations. Transformers: Principle, Construction, Voltage transformation ratio, Step-up/ step-down transformers, Copper & Iron Losses, Transformer connections; delta and star. AC Motors: Induction motor, Synchronous motor, Performance, Efficiency. Single phase and three phase Motors.

Generators: Principle, Construction, Different components of generators. AC Generators, DC Generators.

Part-II: 50 Marks
(Administration/Professional)

I. Human Resource and Financial Management

Definition, Significance and Scope of Human Resource Management; Organization—Types of Organization, Theory of Organization, Principles of Organization, Organization of the Federal and Provincial Governments, Public Sector Enterprises; Approaches to Human Resource Management. Personnel Administration—Tools of Personnel Management: Selection, Training, Promotion, Compensation, Discipline; Communication, Communication Channels and Principles of Public Relations; Human Behaviour and Organizations Administration.—Elements of Financial Administration, Performance Programmed Budgeting, Capital Budget, Principles of Budgeting, Auditing and Accounting.

II. Basic Concept of Quality Management

ISO-9000, ISO-13000, other certifications regarding quality measurement; management, management for Results, Setting Performance Goals and Targets; Job Analysis: Job Description, Job Specification, Performance Evaluation;

III. Information Technology and MS Office

Fundamentals of Computer: CPU, Memory Devices, Types of Computers, Characteristics of Computer and related material; Application Software: Microsoft Word, Microsoft Power Point, Microsoft Excel; Search Engines, Web Design, Email, Internet Surfing, Social Networking (Facebook, Twitter, etc); General Introduction to Virus and Antivirus utilities; Programming Languages

IV. Laws about Ports and Shipping

Labour Laws, Dock Labourers Act, Pakistan Dock Labourers Regulations

SUGGESTED READINGS

S. No.	Title	Author
1.	Fluid mechanics with engineering applications	Finnemore/ Franzini.
2.	Schaum Outline Series; Strength of Materials	Williym A. Nash
3.	Fluid Mechanics	Lewitt
4.	Manufacturing Processes for Engineering Materials	Kalpakgjian
5.	Electrical Technology	B.L. Tharaja
6.	Electronic Devices and Circuits.	Bogart
7.	DC Machines	P.C. Sen
8.	Semiconductors	Manzar Saeed
9.	Human Resource Management	H.T.Graham & Roger Bennett
10.	Management	James A.F.Stoner, R.Eward Freeman, Daniel R.Gilbert Jr.
11.	Understanding Computer: Today and Tomorrow	Deborah Morley, Charles Parker
12.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson

PAPER-II: PROFESSIONAL**Max Marks: 100****Time Allowed: 3 Hours**

Case No.	F.4-60/2018-R
Particulars of post	Draftsman (BS-19 Plus 25% Special Pay), Law & Prosecution Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan.
Minimum Qualification & Experience:	i. Law Graduate or equivalent qualification from a University recognized by HEC. ii. Twelve (12) years post qualification practice as an advocate of any High Court in Pakistan/ Chief Court of Gilgit Baltistan.

LAW : 100 Marks**I. Definitions of Crime****II. All Provisions of:**

- i. Concept of arbitration, arbitration with or without intervention of court and in civil suits.
- ii. Establishment of Civil Courts with their Original & Appellate Jurisdiction.
- iii. The Code of Civil Procedure, 1908
- iv. Pakistan Panel Code, 1860
- v. Qanun-e-Shahdat Order, 1984
- vi. Criminal Procedure Code, 1898

SUGGESTED READINGS

S.No.	Title	Author
1.	Pakistan Panel Code, 1860	M. Mahmood
2.	Criminal Procedure Code, 1898	Shaukat Mahmood
3.	Law of Evidence	Justice (R) Khalid ur Rahman Khan as adapted from Principles and Digest of the Law of Evidence by M. Monir
4.	Qanun-e-Shahdat Order, 1984	
5.	The Code of Civil Procedure, 1908	Aamir Raza A. Khan
6.	The Arbitration Laws in Pakistan	M. Mahmood
7.	Civil Courts Ordinance, 1962	Nisar Ahmad Nisar

PAPER-II: PROFESSIONALMax Marks: 100Time Allowed: 3 Hours

Case No.	F.4-76/2018-R
Particulars of post	Assistant Engineering Adviser (Civil)/ Senior Engineer (Floods)/ Deputy Director (Supervision & Monitoring) (BS-18), Office of the Chief Engineering Adviser/ Chairman Federal Flood Commission, Ministry of Water Resources
Minimum Qualification & Experience:	<p>i. Bachelor's Degree in Civil Engineering or an equivalent qualification from a recognized University/ Institution.</p> <p>ii. Five years post qualification experience in Planning, Design or construction or operation of Dams, Irrigation System or Hydraulic Works including use of construction equipment in BS-16 and above or equivalent in a Government/ Semi-Government/ reputable private organization.</p>

Engineering: 100 Marks**I. Civil Engineering Fundamentals:**

Structures; stress, strain, shearing force and bending moment concepts, beams, columns, footing. Simply supported and Cantilever beams, Pulleys and gears.

II. Transportation Engineering:

Introduction, highway administration, scheme preparation, traffic appraisal, environmental appraisal, highway geometry, drainage, lighting, signing, communications and safety, roads and traffic in urban areas, highway maintenance, low cost roads in developing countries.

III. Environmental Engineering:

Environmental impacts on water resources projects, transportation engineering projects, waste water treatment and management, water supply and distribution.

IV. Fundamentals of Hydraulic Engineering:

Properties of fluid mechanics, pressure measuring devices, flow measuring devices, losses in pipelines, open channels, barrages and dams.

V. Project Management:

Time lines, milestones, resources allocation, dependency, Gant Charts,

VI. Inventory Management:

FIFO models, LIFI models, Identification Schemes, Inventory management systems.

VII. Quality Management Systems:

QA modles. Deming, Juran Crosby, Quality circles, management responsibility, quality planning, purchasing, design process and design validation, quality audit, corrective and preventive measures.

SUGGESTED READINGS

S. No.	Title	Author
1.	Properties of Concrete	A.M. Neville.
2.	Plain and reinforced concrete	Nilson.
3.	Strength of material	Andrew Pytel and Singer.
4.	Transportation Engineering, Planning and design	Paul Wright.
5.	Civil Engineer's Reference Book	LS Blake
6.	Surveying and Levelling	T.P Kanetaker.
7.	Public Health Engineering	STEEL.
8.	Fluid mechanics with engineering applications	Finnemore/ Franzini.
9.	Handbook of Engineering Management	Dennis Lock.
10.	Total Quality Management	Dale H. Besterfield, Carol Besterfield-Michna, Glen H. Besterfield, Mary Gesterfield-Sacre