

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. 06/2023

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
1.	102/2023	Lecturer (Islamic Studies) (Male) (BS-17), Islamabad Model Colleges, Federal Directorate of Education, Ministry of Federal Education & Professional Training.	Second Class or Grade 'C' Master's degree or equivalent in Islamic Studies.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Subject Test = 50 marks Part-III Professional Test = 30 marks	Part-I Vocabulary, Grammar Usage, Sentence Structuring. Part-II (Masters Level) قرآن کا بنیادی موضوع / متن ☆ سیرت النبی ﷺ ☆ فقہ: جامعیت، اختلاف رائے اور عصر حاضر کے تناظر میں مذہب کی تشریح۔ ☆ تعارف اسلام ☆ انسانی زندگی میں دین کی اہمیت ☆ اسلام کے نمایاں پہلو ☆ اسلامی عقائد کے انفرادی اور اجتماعی اثرات ☆ انسانی حقوق۔ اسلام کی نظر میں ☆ اسلام اور عصر حاضر کے چیلینجز ☆ اسلامی نظام حکمرانی کا ڈھانچہ ☆ سرکاری ملازمین کی ذمہ داریاں ☆ اسلامی ضابطہ حیات ☆ Part-III • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation • Knowledge of Bloom's Taxonomy

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
2.	103/2023	Deputy Assistant Director (Stenography) (BS-16), Secretariat Training Institute, Cabinet Secretariat, Establishment Division.	i. Second Class or Grade 'C' Bachelor's Degree from University recognized by HEC. ii. Three (3) years post qualification experience as Stenotypist/ Stenographer iii. Certificate in Urdu/ English Shorthand and Typing from a recognized institution. iv. Speed of 80 w.p.m. in Shorthand and 40 w.p.m. in Typing at 90% accuracy or comparable figures of speed and accuracy on computer.	<ul style="list-style-type: none"> • Typing Test (Urdu/English) with minimum Speed of 40 W.P.M with 90% accuracy 35 Marks • Shorthand Test (Urdu/English) with minimum Speed of 80 W.P.M 35 Marks • Computer Literacy Test: <ul style="list-style-type: none"> i Microsoft Word (Typing, Formatting) 10 Marks ii Microsoft Excel (Typing, Graph, Calculations) 10 Marks iii Microsoft Power Point (Typing, Formatting, Inserting Objects) 10 Marks <p>NOTE: (i) Typing test would be hold on computers through relevant English/ Urdu Softwares. (ii) I.T/ Computer Literacy means proficiency in relevant English/ Urdu Softwares.</p>	
3.	105/2023	Research Officer (BS-17), Federal Water Management Cell, Ministry of National Food Security & Research.	Second Class or Grade 'C' Master's degree in Statistics/ Economics with Statistics/ Mathematics with Statistics or equivalent from a recognized University.	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"> • Data Collection Techniques • Monitoring & Evaluation of Projects Techniques • Sampling Techniques and their applicability in hypothetical situations • Project management Processes • Economics and Financial Analysis of PC-Is • Probability, Hypotheses and Linear Regression & Correlations • Describing and Displaying Graphic Data • Research Techniques
4.	107/2023	Assistant Executive Engineer (Civil) (BS-17), Pak. PWD, Ministry of Housing and Works.	i. Bachelor's Degree in Civil Engineering from a recognized University. ii. Registration with PEC.	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"> • Building material & Building Construction, • Surveying & Levelling, • Hydraulic & Hydrology, • Concrete Technology & R.C.C Structure Design, • Construction Management, • Structural Design Applications, • Sewerage and Sewage Treatment, • Engineering Materials, • Reinforced Concrete, • Ground improvement, • Computer Aided Designing (CAD) • Project Management

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
5.	114/2023	Assistant Executive Engineer (B&R/ E&M) (BS-17), (A) Civil Engineering (B) Electrical Engineering (C) Mechanical Engineering Military Engineering Services, Ministry of Defence.	Bachelor's Degree in Civil / Electrical / Mechanical Engineering from a recognized University.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test=80 marks	<p>For (A) Civil Engineering</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring</p> <p>Part-II</p> <ul style="list-style-type: none"> • Soil Mechanics & Foundation Engineering • Surveying & Levelling • Construction Management • Building Material & Building Construction • Structural Design Applications • Engineering Materials • Concrete Technology & R.C.C Structure Design • Reinforced Concrete • Sewage Treatment • PC-1 for Building and Infrastructure Projects • Project Management & Supervision • Contract Management. • Basic IT/Computer Knowledge • Costing and Estimation • Water Resources and Water Supply Design • Steel Structure, Design and Analysis • Environmental Engineering <p>For (B) Electrical Engineering</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring.</p> <p>Part-II</p> <ul style="list-style-type: none"> • Semiconductor Devices • Electrical Instrumentation • Power System Operation and Control • Power System Protection • Electrostatics & Electronic System Design • DC Motors & Generators • Transmission Lines & Antennas • Basic IT/Computer Knowledge • DC Generators and Batteries • Power Factor and Power Factor Improvement • AC Fundamentals • AC Motors and AC Generators • Power System Analysis • Heating Ventilation and AC Equipment • Project Management

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p>For (C) Mechanical Engineering</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring.</p> <p>Part-II</p> <ul style="list-style-type: none"> • Heat Transfer • Thermodynamics • Industrial Materials • Machine Design and Drawing • Mechanics of Machines • Production Management & Quality Control • Workshop Technology • Hydraulic Machines • Basic IT/Computer Knowledge • Heating Ventilation and AC Equipment • Project Management
6.	115/2023	Architect (BS-17), Revenue Division, Federal Board of Revenue.	<p>i. Bachelor's degree in Architecture from a University recognized by HEC.</p> <p>ii. Member of Pakistan Council of Architects & Planners Registered with Pakistan Council of Architects and Planners (PCATP)</p>	<p>Objective Type Test (MCQ)</p> <p>Part-I English = 20 marks</p> <p>Part-II Professional Test=80 marks</p>	<p>Part-I Vocabulary, Grammar Usage, Sentence Structuring</p> <p>Part-II</p> <ul style="list-style-type: none"> • Theory of Architecture • Architectural Design • Materials & Construction • Structure for Architects • Urban Design and Planning • Computer Aided Designing (CAD) • Project Management • Landscape Architecture • Computer Applications in Architecture
7.	119/2023	Assistant Director/ Mineralogist (BS-17), Directorate of Mines and Minerals Gilgit Baltistan, Ministry of Kashmir Affairs & Gilgit Baltistan.	Second Class or Grade 'C' Master's or Bachelor's (4 years education) degree in Geology/ Earth Sciences/ Mineralogy or equivalent qualification from a University recognized by HEC.	<p>Objective Type Test (MCQ)</p> <p>Part-I English = 20 marks</p> <p>Part-II Professional Test=80 marks</p>	<p>Part-I Vocabulary, Grammar Usage, Sentence Structuring.</p> <p>Part-II</p> <ul style="list-style-type: none"> • Geological exploration • Geological evidences for continental drift • Principles of Mining • Mine Ventilation • Mine Management, Economics and Legislations • Rescue & Safety • Explosives and Blasting • Survey Instruments and their uses • Field Astronomy and Curves • Basics of Photogrammetry • Plate tectonics theory • Mineral Deposits in Pakistan

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
8.	120/2023	Surveyor/ Drawing Officer (BS-16), Directorate of Mines and Minerals Gilgit Baltistan, Ministry of Kashmir Affairs & Gilgit Baltistan.	Second Class or Grade 'C' Bachelor's degree in Mathematics/ Statistics/ Geography or equivalent qualification from a University recognized by the HEC with one year diploma in Land survey from any recognized institute.	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"> • Surveying • Survey Instruments and their uses • Field Astronomy and Curves • Basics of Photogrammetry • Elementary Drawing • Quantity Survey • Civil Drafting
9.	121/2023	Assistant Engineer (Mining) (BS-17), Directorate of Mines and Minerals, Gilgit Baltistan, Ministry of Kashmir Affairs & Gilgit Baltistan.	Second Class or Grade 'C' Master's or Bachelor's (4 years education) degree in Mining Engineering or equivalent qualification from a University recognized by the HEC/PEC.	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"> • Mining Engineering Fundamentals • Structural Geology • Engineering Mechanics • Fluid Mechanics • Engineering Statistics • Mechanics of Materials • Mine Surveying • Mineral Deposits in Pakistan
10.	122/2023	Assistant Director (Exploration) (BS-17), Directorate of Mines and Minerals, Gilgit Baltistan, Ministry of Kashmir Affairs & Gilgit Baltistan.	Second Class or Grade 'C' Master's or Bachelor's (4 years education) degree in Geology/ Earth Sciences/ Mineralogy or equivalent qualification from a University recognized by HEC/PEC.	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"> • Geological exploration • Geological evidences for continental drift • Principles of Mining • Mine Ventilation • Mine Management, Economics and Legislations • Rescue & Safety • Explosives and Blasting • Survey Instruments and their uses • Field Astronomy and Curves • Basics of Photogrammetry • Plate tectonics theory • Mineral Deposits in Pakistan

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
11.	123/2023	Accountant (BS-16), Staff Welfare Organization, Establishment Division.	Second Class or Grade 'C' Master's/ Bachelor's (04 years duration) degree in Business Administration (Finance) or Commerce or Statistics or Economics or Mathematics or Banking or Accounting or Finance or equivalent qualification from a University recognized by the HEC. OR Second Class or Grade 'C' Bachelor's degree with ICMA one year post graduate Certificate or CA (Foundation) or ACCA (Knowledge level qualified) from a University/ Institute recognized by the HEC.	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, Scrutiny of Record for Audit Purposes, Journal, Ledger & Cash Book, Preparation of Annual Budget, Adjustment & Depreciation, Financial Planning & Cost Accounting, Heads of Account, Re-appropriation of Funds and Supplementary Grant, Public Procurement Rules, 2004
12.	124/2023	Oriental Teacher (Male) (BS-16), Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.	Second Class or Grade 'C' Master's degree in Arabic/ Urdu/ Persian or equivalent qualification from a University recognized by the HEC.	Objective Type Test (MCQ) Part-I Subject Test = 70 marks Part-II Professional Test=30 marks	For Arabic Degree Holders Part-I (Master's Level) <ul style="list-style-type: none"> History of Arabic literature Arabic Phonetic Arabic Syntax & Vocabulary Arabic Grammar usage, Arabic Sentence Structure Part-II <ul style="list-style-type: none"> Teaching Techniques and Methodology Classroom Management and Discipline Testing and Evaluation Knowledge of Bloom's Taxonomy
13.	125/2023	Oriental Teacher (Female) (BS-16), Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.			For Urdu Degree Holders Part-I (Master's Level) <ul style="list-style-type: none"> History of Urdu literature Urdu Phonetic Urdu Poetry Urdu Syntax & Vocabulary Urdu Grammar usage, Urdu Sentence Structure Part-II <ul style="list-style-type: none"> Teaching Techniques and Methodology Classroom Management and Discipline Testing and Evaluation Knowledge of Bloom's Taxonomy

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p><u>For Persian Degree Holders</u></p> <p><u>Part-I (Master's Level)</u></p> <ul style="list-style-type: none"> • History of Persian literature • Persian Phonetic • Persian Poetry • Persian Syntax & Vocabulary • Persian Grammar usage, • Persian Sentence Structure <p><u>Part-II</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation • Knowledge of Bloom's Taxonomy
14.	126/2023	Physical Education Teacher (Male) (BS-16), Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.	<p>i. Second Class or Grade 'C' Bachelor's degree in Health & Physical Education or equivalent qualification recognized by the HEC.</p> <p>ii. Two (2) years post qualification experience in field of Health and Physical Education.</p>	<p>Objective Type Test (MCQ)</p> <p><u>Part-I</u> English = 20 marks</p> <p><u>Part-II</u> Subject Test = 50 marks</p> <p><u>Part-III</u> Professional Test=30 marks</p>	<p><u>Part-I</u> Grammar Usage, Sentence Structuring.</p> <p><u>Part-II</u></p> <ul style="list-style-type: none"> • Philosophy of Physical Education, • Curriculum of Physical Education, • Psychology of Physical Education, • Measurement & Evaluation, • Rules of all games, • Rules of all Athletic events, • Recreation, • Audio Visual aid, <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation • Knowledge of Bloom's Taxonomy

**Schemes and Syllabi for Written Examination (Descriptive) for Posts in
BS-20 advertised under Consolidated Advertisement No. 06/2023**

Case No.	F.4-116/2023-R
Particulars of post	Joint Economic Adviser/ Director General (BS-20), Finance Division
Minimum Qualification & Experience:	<p>(i) Ph.D. in Economics or equivalent qualification from a University recognized by the HEC.</p> <p>(ii) Thirteen (13) years post qualification experience in the field of Economic Research/ Macro-Economic Model-Building/ Policy making/ Financial Management/ implementation of Economic Policy in BS-17 and/or above or equivalent in a Government/ Semi-Government/ Public/ Private Sector Organization.</p> <p align="center">OR</p> <p>(i) M.Phil. Economics or equivalent qualification from a University recognized by the HEC.</p> <p>(ii) Fifteen (15) years post qualification experience in the field of Economic Research/ Macro-Economic Model-Building/ Policy making/ Financial Management/ implementation of Economic Policy in BS-17 and/or above or equivalent in a Government/ Semi-Government/ Public/ Private Sector Organization.</p> <p align="center">OR</p> <p>(i) Second Class or Grade 'C' Master's degree in Economics or equivalent qualification from a University recognized by the HEC.</p> <p>(ii) Seventeen (17) years post qualification experience in the field of Economic Research/ Macro-Economic Model-Building/ Policy making/ Financial Management/ implementation of Economic Policy in BS-17 and/or above or equivalent in a Government/ Semi-Government/ Public/ Private Sector Organization.</p>

PAPER: PROFESSIONAL (100 MARKS)

Analysis Paper: Candidates will be required to analyse a situation related to advertised post and suggest/draw suitable solution comprising approximately **1000 words**. Candidate's research based knowledge as well as articulation, expression and technical treatment of the situation 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) case related theories (iv) evaluation of case facts if required and (v) possible solution of the case, 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. 06/2023

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
2.	Practical English Usage	M. Swan
3.	Practical English Grammar and Composition	S.C. Gupta
4.	Improve your Punctuation & Grammar	Marion Field
5.	The Little, Brown Handbook	H. Ramsey Flower & Jane Aaron
6.	A University English Grammar	R. Quirk & S. Greenbaum
7.	Write Better, Speak Better	Readers Digest Association
8.	Modern English in Action	Henry Christ
9.	Exploring the World of English	Syed Saadat Ali Shah

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

Case No.	F.4-104/2023-R
Particulars of post	Neuro Physician (BS-18) , National Institute of Rehabilitation Medicine, Ministry of National Health Services, Regulations & Coordination.
Minimum Qualification & Experience	<ul style="list-style-type: none"> i. MBBS or equivalent qualification recognized by PM&DC. ii. PM&DC Level-III qualification in the relevant specialty. iii. Two (2) years post qualification experience in the relevant field.

Part-I: (MCQ)**25 Marks**

25 MCQ Questions on Part-II & Part-III.

Part-II: (Qualification Based) (Descriptive)**50 Marks**Core courses of **MBBS Degree****Part-III: (Professional) (Descriptive)****25 Marks**Core courses of Level-III qualification in **Neurology**.

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

Case No.	F.4-106/2023-R
Particulars of post	Deputy District Prosecutor (BS-18), Prosecution Department, ICT, Ministry of Interior.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' Bachelor's Degree in Law or equivalent qualification from a University recognized by HEC. ii. Five (5) years post qualification experience in Legal matters/ practice as an Advocate.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II.

Part-II (Professional) (Subjective) : 75 Marks

- Philosophy of Law
- Constitutional Law
- Law of Contract
- The Code of Civil Procedure, 1908
- Pakistan Penal Code, 1860
- Qanun-e-Shahdat Order, 1984
- Criminal Procedure Code, 1898
- Important principles pertaining to the criminal justice system, propounded in decisions of Superior Courts
- Broad features of the criminal justice system in Pakistan and issues pertaining thereto

SUGGESTED READINGS

S. No.	Title	Author
1.	Pakistan Penal 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-Shahadat 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: PROFESSIONAL**Max Marks: 100****Time Allowed: 3 Hours**

Case No.	F.4-108/2023-R
Particulars of post	General Staff Officer, Grade-I (Classified Radiologist) (BS-19), Women Imaging/ Breast Clinic/ Body Imaging Department, Armed Forces Institute of Radiology and Imaging, Ministry of Defence.
Minimum Qualification & Experience:	<ul style="list-style-type: none"> i. MBBS or equivalent qualification from a University recognized by PM&DC. ii. FCPS (Radiology) or equivalent qualification recognized/ registered by the PM&DC. iii. One (1) year Fellowship degree/ OJT in Breast/ Body imaging. (iv. Seven (7) years post qualification working experience at any renowned medical imaging setup.

Part-I: 25 Marks (MCQ)

25 MCQ Questions on Part-II & Part-III.

Part-II: (Qualification Based) (Descriptive) 25 MarksCore courses of **MBBS Degree****Part-III: (Professional) (Descriptive) 50 Marks**

- i. Core courses of FCPS in **Radiology**.
- ii. Core Courses of Specialization in **Breast/Body Imaging**

Note: (Equal weightage for each topic at Part-III)

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

Case No.	F.4-109/2023-R
Particulars of post	Editor (BS-18), GHQ, Ministry of Defence.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' Master's degree in Journalism/ Urdu/ Mass Communication/ Public Relations. ii. Five (5) years post qualification Journalistic experience in a News Agency or Newspaper of repute. iii. Ability to write and contribute articles in English and Urdu.

A: Translation (40 Marks)

- Urdu to English Translation of 2 paragraphs out of 3 literary scripts (20 marks)
- English to Urdu Translation of 2 paragraphs out of 3 literary scripts (20 marks)

B: Editing of Literature (40 Marks)

- Editing of any two Scripts out of three in English (20 marks each)

C: Computer Literacy (20 Marks)

- Microsoft Word (Typing and Formatting) (10 marks)
- Microsoft PowerPoint (Typing, Formatting and Inserting Objects) (10 marks)

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

Case No.	F.4-110/2023-R
Particulars of post	Resettlement Officer (BS-18) , AFIRM, Ministry Of Defence.
Minimum Qualification & Experience:	i. Master in Social Work from a University recognized by HEC. ii. Five (5) years post qualification experience in the field of Resettlement or Vocational Trainings in any Government Organization.

Part-I: 25 Marks (MCQ)
25 MCQ Questions on Part-II.

Part-II: (Qualification Based) (Descriptive) 75 Marks

- I. **Society:** Meaning and characteristics. Community; meaning and characteristics. Individual and society. Relationship between individual and society. Two main theories regarding the relationship of man and society (i) the social contact theory and (ii) the organismic theory. Social and cultural evolution of society.
- II. **Social and Cultural Change and Social Policy:** Processes of Social and Cultural Change-discovery, Inhibitions to social and cultural change in Pakistan, Social planning and directed social and cultural change, Effect of Industrialization, Urbanization, Modernization and Modern Means of Communication on Social Change.
- III. **Community:** The rural community, Traditional Characteristics of rural life, The urban community, Rural – Urban convergence, Urbanism, Future of cities in Pakistan.
- IV. **Social Institutions:** The nature and genesis of institutions, The process of institutionalization, Functions of Social Institutions: Family, Religion, Education, Economy and Politics.
- V. **Sociological Theory:** Three sociological perspectives: Structural Functionalism, Symbolic interactions and Conflict. Theorists: Ibn-i-Khaldun, Spencer, August Comte, Emile Durkheim, Max Weber, Karl Marx, Parson.
- VI. **Methods of Sociological Research:** Scientific Method, Steps in research, Types of Questionnaire Research Design, Surveys, Observation and Case Studies.
- VII. **Social Problems in Pakistan:** High population growth rate, Rural –urban migration. Issues of technical/vocational training, Deviance and street crime, Unemployment, illiteracy and School drop out, Smuggling, Prostitution, Poverty, Drug Addiction, Child Labour and Abuse, Bonded Labour, Social customs and Traditions affecting Women in Pakistan, Violence Against Women and Domestic Violence, Issues concerning the Elderly in Pakistan.
- VIII. **Human Growth and Personality Development:** Meaning and significance of human growth, Basic assumptions of human behaviour, Approaches to the study of human development, Principles of human development, Factors influence human growth/development, Phases of human development Levels of functioning of human mind and behaviour perspectives, Components of human personality, Theories of personality development, Concepts of abnormal behaviour, Role of Nature & Nurture in Personality Development

SUGGESTED READINGS

S.No.	Title	Author
1.	Sociology : A down to earth approach	James M. Henslin
2.	Methods of Social Research	Baily
3.	Master of Sociological Thought	Lewis A.Coser
4.	Feudal System in Pakistan	Nawab Haider Naqvi
5.	The Sociology of Rural Life	Lynn Smith, T.
6.	Sociology-Social Structure and Social Conflict	Kerbo, Harold R. (1989).
7.	An Introduction to the History of Sociology	Barnes, H.E. (Ed.) (1966)
8.	Pakistani Society	Akbar Ahmad, S.

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

Case No.	F.4-111/2023-R
Particulars of post	Deputy Director (Town Planning) (BS-19), ML&C Department, Ministry of Defence.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' B.Sc. Degree from a recognized University in Town Planning. ii. Associate Member of the Pakistan Institute of City and Regional Planning. iii. Twelve (12) years post qualification practical experience in the field of Town Planning. iv. Must be registered with Pakistan Council of Architects & Town Planners.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II & Part-III.

Part-II: (Town Planning) 50 Marks (Descriptive)

- I. Definition of Town Planning, Goals and objectives of Town Planning:** Town Planning as a multi-disciplinary approach and relationship of Town Planning with other professions.
- II. Historical Perspective of Urban Planning:** Planning of historical towns in the world. Examples of planned towns in Europe, Nile Valley region, Euphrates and Tigris Valley region and Indus Valley region (Mohenjodaro, Harappa, Kot Diji & Mehr Garh and Gandhara Civilization).
- III. Urban Rural Differences and Hierarchy of Settlements:** Urbanization and its effects on the environment of urban areas.
- IV. Public Policy and Urban Design Management:** Solving social and environmental problems using:
 - a. Economics,
 - b. Policy analysis,
 - c. Political science and
 - d. Urban Design
- V. Urban Information Systems:** Use of planning related software and spatial analysis tools and systems e.g. GIS, SPSS etc.

Part-III: 25 Marks (Descriptive)

(Human Resource, Financial Management,
Quality Management and Information Technology)

I. Human Resource and Financial Management

Definition, Significance and Scope of Human Resource Management; Organization—Types of Organization, Principles of Organization, 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; Elements of Financial Administration, 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;

SUGGESTED READINGS

S. No.	Title	Author
1.	Introducing Town Planning	Clara Greed
2.	Introduction to Town and Country Planning	John Ratcliff
3.	Town Planning for the Third World	A.K. Bhatti
4.	Contemporary Urban Planning	J.M. Levy
5.	Land Use, Planning, and Zoning	Peter J. Loughlin,
6.	Town Planning in Practice	Raymond Unwin,
7.	Human Resource Management	H.T. Graham & Roger Bennett
8.	Management	James A.F. Stoner, R. Edward Freeman, Daniel R. Gilbert Jr.

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

Case No.	F.4-112/2023-R
Particulars of post	Assistant Animal Husbandry Commissioner (BS-18) , Ministry of National Food, Security & Research.
Minimum Qualification & Experience:	<p>i. Second Class or Grade 'C' Master's (Hons) degree in Animal Husbandry or Veterinary Science with a basic degree in Veterinary Science i.e. Doctor of Veterinary Medicine (DVM) or equivalent qualification from a University recognized by HEC.</p> <p>ii. Five (5) years post qualification experience of work in any field of Animal Husbandry/ Veterinary Science.</p>

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II.

Part-II (Professional) (Subjective) : 75 Marks**I. Veterinary Protozoology**

Protozoology: definition, history and differences from other unicellular organisms, Anatomy and physiology of protozoa, Classification, Morphology, Life cycle, Pathogenesis, Diagnosis and Control of the species of the following genera of Protozoa, Trypanosoma / Leshmania, Trichomonias and Histomonas, Entamoeba, Giardia and Balantidium, Eimeria and Isospora, Toxoplasma and Sarcocystis, Toxoplasmosis and Sarcocystosis and Plasmodium, Plasmodium, Haemoproteus, Leucocytozoan and Hepatozoan, Babesia, Theileria, Anaplasma & Cryptosporidium, Ehrlichia & Eperythrozoan, Protozoan zoonosis.

II. Systemic Veterinary Pathology

Digestive system, Skin and Appendages, Dermatophytes (Ring Worms), Mange: Psoroptic, chorioptic mange, neoplasia, Urinary system, Cardiovascular system, Nervous system, Respiratory system, Musculo-skeleton system, Rickets, Osteomalacia, Osteodystrophy, Osteoporosis, Osteopetrosis, Exostoses, neoplasia, Reproductive System, Postparturient Haemoglobinuria,

III. Small Ruminant Production

Scope and role of small ruminants, Sheep and goat as milch, meat and wool/hair producer. Grazing management systems and supplementary feeding, Management during drought, Record keeping of sheep and goat, Fencing on ranges, Shearing and handling wool/hair,

IV. Ruminant Nutrition

Nutrients, their classification and requirements, Concept of forage, concentrate and non-conventional feed resources in feeding of ruminants, Feeding standards, their usefulness and limitations for large ruminants. Feeding standards, their usefulness and limitations for small ruminants. Nutrient requirements of cattle for maintenance, production and reproduction. Nutrient requirements of buffaloes for maintenance, production and reproduction. Nutrient requirements of sheep for maintenance, production and reproduction, Nutrient requirements of beef animals for maintenance and fattening. Concept of digestibility and nitrogen balance. Feeding management of dairy animals at different physiological stages, Feeding practices of small ruminants, Nutritional management of grazing livestock, Feeding of calves from birth to puberty.

V. Meat Production

Scope and importance of meat production in Pakistan, Present situation of meat industry and Problems of meat industry in Pakistan, Feeding of beef Animals, Breeding of beef Animals, Management of Beef Animals, Feed additives, hormones and Probiotics, Vitamins etc for enhanced growth Antibiotics, Factors affecting carcass and meat quality, Meat Hygiene, Storage and Preservation of Meat, Marketing of beef animals and beef, Modern Slaughter Houses, Slaughtering Methods.

SUGGESTED READINGS

S. No.	Title	Author
1.	General Parasitology and Protozoology.	Akhtar, M., M. A. Hafeez and C. S. Hayat 2003.
2.	Techniques in Parasitology. Higher Education Commission, Pakistan	Iqbal, Z., M.S. Sajid, A. Jabbar, Z.A. Rao and M.N. Khan, 2006.
3.	Introduction to Veterinary Pathology.	Cheville, N. F., 2006.
4.	Pathologic Basis of Veterinary Disease	McGavin, D. M. and J. F. Zachary, 2006.
5.	Sheep and Goat Production, Univ. of Agriculture, Faisalabad.	Khan, B.B., A. Iqbal and M.I. Mustafa. 2003.
6.	Recent Advances in Ruminant Nutrition.	Garnsworthy and J. Wiseman. 2002.
7.	Commercial Poultry Nutrition,	Lesson, S. and J.D. Summers. 2001.
8.	Feed Manufacturing Technology	McEllihiney, R.R. 1994.
9.	Dictionary of Animal Nutrition and Feed Technology,.	Singhal, K.K. 1992.
10.	Meat Production and Technology in Pakistan, PARC, Islamabad.	Alvi, A.S. 1991.
11.	Meat Hygiene and Inspection.	Anwar, A.H. 1996.
12.	Meat Hygiene. Bailliere Tindall, UK.	Gracey, J. F. and Collins D.S. 1992

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

Case No.	F.4-113/2023-R
Particulars of post	General Staff Officer, Grade-I (Classified Radiologist) (BS-19), Neuro Radiology Department, Armed Forces Institute of Radiology and Imaging, Ministry of Defence.
Minimum Qualification & Experience:	<ul style="list-style-type: none"> i. MBBS or equivalent qualification from a University recognized by PM&DC. ii. FCPS (Radiology) or equivalent qualification recognized/ registered by the PM&DC. iii. One (1) year Fellowship degree/ OJT in Neuro Radiology. iv. Seven years post qualification working experience at any renowned medical imaging setup.

Part-I: 25 Marks (MCQ)

25 MCQ Questions on Part-II & Part-III.

Part-II: (Qualification Based) (Descriptive) 25 MarksCore courses of **MBBS Degree****Part-III: (Professional) (Descriptive) 50 Marks**

- i. Core courses of FCPS in **Radiology**.
- ii. Core Courses of Specialization in **Neuro Radiology**

Note: (Equal weightage for each topic at Part-III)

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

Case No.	F.4-117/2023-R
Particulars of post	Director/ Deputy Economic Adviser (BS-19), Finance Division.
Minimum Qualification & Experience:	<p>i. Ph.D. in Economics or equivalent qualification from a University recognized by the HEC.</p> <p>ii. Eight (8) years post qualification experience in the field of Economic Research/ Macro-Economic Model-Building/ Policy making / Financial Management / implementation of Economic Policy in BS-17 and/or above or equivalent in a Government/ Semi-Government/ Public/ Private Sector Organization.</p> <p style="text-align: center;">OR</p> <p>i. M.Phil. in Economics or equivalent qualification from a University recognized by the HEC.</p> <p>ii. Ten (10) years post qualification experience in the field of Economic Research/ Macro-Economic Model-Building/ Policy making / Financial Management / implementation of Economic Policy in BS-17 and/or above or equivalent in a Government/ Semi-Government/ Public/ Private Sector Organization.</p> <p style="text-align: center;">OR</p> <p>i. Second Class or Grade 'C' Master's degree in Economics or equivalent qualification from a University recognized by the HEC.</p> <p>ii. Twelve (12) years post qualification experience in the field of Economic Research/ Macro-Economic Model-Building/ Policy making / Financial Management / implementation of Economic Policy in BS-17 and/or above or equivalent in a Government/ Semi-Government/ Public/ Private Sector Organization.</p>

Part-I: 25 Marks (MCQ)

25 MCQ Questions on Part-II & Part-III.

Part-II: (Economics)**50 Marks (Descriptive)****I. Micro Economics**

Consumer behaviour, Determination of market demand and supply i.e. concept of elasticity of Demand & Supply, Static, Comparative Static Analysis, Distinction between partial and general equilibrium analysis (basic level) theory of the Firm, Producer's equilibrium, Pricing factors of production

II. Macro Economics

Basic Economic Concepts, National Income Accounting, Consumption Function, Multiplier, Accelerator, Component of Aggregate Demand, Labour Demand and Supply, Un-Employment, Determination of equilibrium level of income and output (at least with reference to two or three school of thought), Inflation.

III. Public Financing

Government expenditure, Sources of Government Revenue, Privatization, Taxes and non-taxes, Incidence of different taxes, Public Debt, Objectives, methods of repayment, Deficit financing, General Equilibrium Analysis, Welfare Economics, Fiscal Policy.

IV. Role of Foreign Trade and Aid in Economic Development

Trends in Pakistan's Balance of Payments, Terms of Trade, Changes in direction of trade, Trends in Pakistan's major exports and imports, Causes of significant changes in the trends, the role of migration and remittances in Pakistan's economy, costs and benefits of Foreign Aid, Role of Foreign Investment.

V. Major Issues in Pakistan Economy

Political economy of policy formulation in Pakistan, SDGs and their interplay with formulation of economic strategies, Aspects of monetary policy and major approaches for achieving stable and sustainable monetary environment, Different growth models and their relevance to the Pakistani scenario, Energy crisis, Corruption, Bad governance, External debt accumulation and dependency, Unemployment, Income inequality, Inflation, Fiscal and trade deficits, Balance of payment issues, Shortage of irrigation water.

Part-III: 25 Marks (Descriptive)

(Human Resource, Financial Management,
Quality Management and Information Technology)

I. Human Resource and Financial Management

Definition, Significance and Scope of Human Resource Management; Organization—Types of Organization, Principles of Organization, 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; Elements of Financial Administration, 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;

SUGGESTED READINGS

S. No.	Title	Author
1.	Practical English Grammar	A.J. Thomson and A.V. Martinet.
2.	Study Skills	Riachard Yorkey
3.	The Mercury Reader. A Custom Publication.	Janice Neulib; Kathleen Shine Cain; Stephen Ruffus and Maurice Scharon.
4.	Project Management Body of Knowledge,	Project Management Institute (PMI) standards committee
5.	Software Project Management	S.A. Kelkar, A Concise Study, Prentice Hall of India.
6.	Human Resource Management	H.T. Graham & Roger Bennett
7.	Management	James A.F. Stoner, R. Edward Freeman, Daniel R. Gilbert Jr.

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

Case No.	F.4-118/2023-R
Particulars of post	Assistant Economic Adviser (BS-18), Finance Division.
Minimum Qualification & Experience:	<ul style="list-style-type: none"> i. Second Class or Grade 'C' Master's degree in Economics/ Econometrics or equivalent qualification from a University recognized by the HEC. ii. Five (5) years post qualification experience in the field of Economic Research/ Macro-Economic Model-Building/ Policy making/ Financial Management/ implementation of Economic Policy in a Government/ Semi-Government/ Public/ Private Sector Organization.

Part-I: 25 Marks (MCQ)

25 MCQ Questions on Part-II & Part-III.

Part-II: (Economics)**50 Marks (Descriptive)****I. Micro Economics**

Consumer behaviour, Determination of market demand and supply i.e. concept of elasticity of Demand & Supply, Static, Comparative Static Analysis, Distinction between partial and general equilibrium analysis (basic level) theory of the Firm, Producer's equilibrium, Pricing factors of production

II. Macro Economics

Basic Economic Concepts, National Income Accounting, Consumption Function, Multiplier, Accelerator, Component of Aggregate Demand, Labour Demand and Supply, Un-Employment, Determination of equilibrium level of income and output (at least with reference to two or three school of thought), Inflation.

III. Public Financing

Government expenditure, Sources of Government Revenue, Privatization, Taxes and non-taxes, Incidence of different taxes, Public Debt, Objectives, methods of repayment, Deficit financing, General Equilibrium Analysis, Welfare Economics, Fiscal Policy.

IV. Role of Foreign Trade and Aid in Economic Development

Trends in Pakistan's Balance of Payments, Terms of Trade, Changes in direction of trade, Trends in Pakistan's major exports and imports, Causes of significant changes in the trends, the role of migration and remittances in Pakistan's economy, costs and benefits of Foreign Aid, Role of Foreign Investment.

V. Major Issues in Pakistan Economy

Political economy of policy formulation in Pakistan, SDGs and their interplay with formulation of economic strategies, Aspects of monetary policy and major approaches for achieving stable and sustainable monetary environment, Different growth models and their relevance to the Pakistani scenario, Energy crisis, Corruption, Bad governance, External debt accumulation and dependency, Unemployment, Income inequality, Inflation, Fiscal and trade deficits, Balance of payment issues, Shortage of irrigation water.

Part-III: 25 Marks (Descriptive)

(Human Resource, Financial Management,
Quality Management and Information Technology)

I. Human Resource and Financial Management

Definition, Significance and Scope of Human Resource Management; Organization—Types of Organization, Principles of Organization, 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; Elements of Financial Administration, 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;

SUGGESTED READINGS

S. No.	Title	Author
1.	Practical English Grammar	A.J. Thomson and A.V. Martinet.
2.	Study Skills	Riachard Yorcky
3.	The Mercury Reader. A Custom Publication.	Janice Neulib; Kathleen Shine Cain; Stephen Ruffus and Maurice Scharton.
4.	Project Management Body of Knowledge,	Project Management Institute (PMI) standards committee
5.	Software Project Management	S.A. Kelkar, A Concise Study, Prentice Hall of India.
6.	Human Resource Management	H.T. Graham & Roger Bennett
7.	Management	James A.F. Stoner, R. Edward Freeman, Daniel R. Gilbert Jr.

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

Case No.	F.4-127/2023-R
Particulars of post	Deputy Director (BS-18), Management Services Wing, Establishment Division.
Minimum Qualification & Experience:	(i) Second Class or Grade 'C' Master's degree in Public Administration/ Business Administration/ Administrative Science/ Economics/ Statistics/ Computer Science/ACMA. (ii) Five (5) years post qualification experience in Management Analysis/ Financial Management/ Project Management/ Personnel Management/ Administrative Research/ Collection, Analysis, Interpretation of Statistical Data and Report Writing

Part-I: 25 Marks (MCQ)

25 MCQ Questions on Part-II & Part-III.

Part-II: 50 Marks (Descriptive)

(Public Administration, Office Management and Planning)

- I. **Public Administration:** Nature and scope, Role of Public Administration in a modern Welfare State;
- II. **Administrative Leadership:** Approaches to the study of Leadership, Forms of Leadership, Leadership qualities;
- III. **Administrative Accountability:** Internal and External Controls; Executive Control, Legislative Control, Judicial Control, Ombudsman, Public Opinion and Pressure Groups; Problems of Administrative Accountability in Pakistan;
- IV. **Communication Skills, Technical Writing and Presentation Skills:** Paragraph writing, Essay writing, Translation skills, Study skills, Academic skills, Academic writing, Technical Report writing, Progress report writing, Presentation skills
- V. **Planning and Management**
 - a) Project Management
Project Management, Processes Integration Management, Project Plan Development, Project Plan Execution and Overall Change Control.
 - b) Scope Management
Initiation, Scope Planning, Scope Definition, Scope Verification and Scope Change Control.
 - c) Time Management
Activity Definition, Activity Sequencing, Activity Duration Estimation, Schedule Development and Schedule Control.
 - d) Statistical Techniques
All statistical techniques related to Planning & Research
- VI. Civil Servant Act 1973 and Rules made thereunder;
- VII. PPRA Ordinance and Rules 2004.

Part-III: 25 Marks (Descriptive)

(Human Resource, Financial Management,
Quality Management and Information Technology)

I. Human Resource and Financial Management

Definition, Significance and Scope of Human Resource Management; Organization—Types of Organization, Principles of Organization, 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; Elements of Financial Administration, 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;

SUGGESTED READINGS

S. No.	Title	Author
1.	An Introduction to the Public Administration	E.N. Cladden
2.	Bureaucracy: Modern Society	Pebr, M.Blau.
3.	Public Administration for a Welfare State	Paul Ableby
4.	The Bureaucracy of Pakistan	Charles F. Kennedy
5.	Project Management Body of Knowledge,	Project Management Institute (PMI) standards committee
6.	Human Resource Management	H.T.Graham & Roger Bennett
7.	Management	James A.F.Stoner, R.Eward Freeman, Daniel R.Gilbert Jr.
8.	Understanding Computer: Today and Tomorrow	Deborah Morley, Charles Parker
9.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson