

**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. 07/2023**

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
1.	128/2023	<b>Assistant Private Secretary</b> (BS-16), in Different Ministries/Divisions.	i. Second Class or Grade 'C' Bachelor's degree from a university recognized by HEC ii. Minimum shorthand speed: 100 w.p.m and typing speed: 50 w.p.m. iii. Must be Computer Literate	<ul style="list-style-type: none"> <li>• Typing Test with minimum Speed of 50 W.P.M</li> <li>• Shorthand Test with minimum Speed of 100 W.P.M</li> <li>• Computer Literacy Test:               <ul style="list-style-type: none"> <li>i Microsoft Word (Typing, Formatting) <b>10 Marks</b></li> <li>ii Microsoft Excel (Typing, Graph, Calculations) <b>10 Marks</b></li> <li>iii Microsoft Power Point (Typing, Formatting, Inserting Objects) <b>10 Marks</b></li> </ul> </li> </ul> <p><b>NOTE:</b> The Computer Literacy means proficiency in M.S Office (M.S Word, Power Point &amp; Excel).</p>	<p style="text-align: right;"><b>35 Marks</b></p> <p style="text-align: right;"><b>35 Marks</b></p>
2.	129/2023	<b>Assistant Private Secretary</b> (BS-16), National Accountability Bureau.	i. Second Class or Grade 'C' Bachelor's degree (14-years education) from HEC recognized Institution. ii. Minimum shorthand speed: 100 w.p.m and typing speed: 50 w.p.m. iii. Certification in Computer operations.	<ul style="list-style-type: none"> <li>• Typing Test with minimum Speed of 50 W.P.M</li> <li>• Shorthand Test with minimum Speed of 100 W.P.M</li> <li>• Computer Literacy Test:               <ul style="list-style-type: none"> <li>i Microsoft Word (Typing, Formatting) <b>10 Marks</b></li> <li>ii Microsoft Excel (Typing, Graph, Calculations) <b>10 Marks</b></li> <li>iii Microsoft Power Point (Typing, Formatting, Inserting Objects) <b>10 Marks</b></li> </ul> </li> </ul> <p><b>NOTE:</b> Computer Literacy means proficiency in M.S Office (M.S Word, Power Point &amp; Excel).</p>	<p style="text-align: right;"><b>35 Marks</b></p> <p style="text-align: right;"><b>35 Marks</b></p>
3.	130/2023	<b>Lecturer</b> (BS-17), Federal College of Education, Ministry of Federal Education and Professional Training. A. Arabic B. Education C. Home Economics	Second Class or Grade 'C' Master's Degree in the relevant subject with M.Ed.	<p>Objective Type Test (MCQ)</p> <p><b>Part-I</b> English = 20 marks</p> <p><b>Part-II</b> Subject Test = 50 marks</p> <p><b>Part-III</b> Professional Test = 30 marks</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>▪ In Language Subjects (i.e <b>Arabic</b>), English part will be of 10 marks. There will be 60 marks for subject Test and 30 marks for Professional Test.</li> </ul>	<p><b>A. For Arabic</b></p> <p><b>Part-I (10 Marks)</b> Vocabulary, Grammar Usage, Sentence Structuring</p> <p><b>Part-II (Master's Level) (60 Marks)</b></p> <ul style="list-style-type: none"> <li>• History of Arabic literature</li> <li>• Arabic Poetry at the Dawn of Islam</li> <li>• Arabic Syntax</li> <li>• Arabic Vocabulary,</li> <li>• Arabic Grammar usage,</li> <li>• Arabic Sentence Structure</li> </ul> <p><b>Part-III (30 Marks)</b></p> <ul style="list-style-type: none"> <li>• Teaching Techniques and Methodology</li> <li>• Classroom Management and Discipline</li> <li>• Testing and Evaluation</li> <li>• Knowledge of Bloom's Taxonomy</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
				<ul style="list-style-type: none"> <li>▪ For the subject of <b>Education</b>, there should be two parts, part-I is English Test (20 Marks) and part-II is Professional Test (80 Marks).</li> </ul>	<p><b>B. For Education</b></p> <p><b>Part-I (20 Marks)</b> Vocabulary, Grammar Usage, Sentence Structuring</p> <p><b>Part-II (80 Marks)</b></p> <ul style="list-style-type: none"> <li>• Development of Education in Pakistan,</li> <li>• Educational Reforms in Pakistan,</li> <li>• Education Policy 2009, its Targets and Achievements</li> <li>• Educational Psychology,</li> <li>• Educational Guidance &amp; Counselling,</li> <li>• Educational Planning &amp; Management,</li> <li>• Educational Administration and Supervision,</li> <li>• Classroom/Institutional Management and Discipline</li> <li>• Curriculum Development &amp; Instructional Technology</li> <li>• Teaching Techniques &amp; Methodology,</li> <li>• Testing &amp; Evaluation.</li> <li>• Knowledge of Bloom's Taxonomy</li> </ul> <p><b>C. For Home Economics</b></p> <p><b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring</p> <p><b>Part-II (Masters Level)</b></p> <ul style="list-style-type: none"> <li>• Introduction to Home Economics</li> <li>• Fundamentals of Food and Nutrition</li> <li>• Nutrition Health and Prevention</li> <li>• Entrepreneurship for home based industry</li> <li>• House Keeping Management</li> <li>• Methods of Research in Home Economics</li> <li>• Childcare and Development Guidance</li> <li>• Family Problems and Intervention strategies</li> </ul> <p><b>Part-III</b></p> <ul style="list-style-type: none"> <li>• Teaching Techniques and Methodology</li> <li>• Classroom Management and Discipline</li> <li>• Testing and Evaluation</li> <li>• Knowledge of Bloom's Taxonomy</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
4.	132/2023	<b>Physicist/ Radiation Protection Officer</b> (BS-16), AFIC/NIHD, Ministry of Defence.	Second Class or Grade 'C' Bachelor's degree in Nuclear Engineering <b>OR</b> Second Class or Grade 'C' Bachelor's degree in Nuclear Physics or equivalent qualification from a University recognized by HEC.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Grammar Usage, Sentence Structuring. <b>Part-II</b> <ul style="list-style-type: none"> <li>• Introduction to Nuclear Physics</li> <li>• Radiation Interaction &amp; Detection</li> <li>• Radiation Biology</li> <li>• Radiation Safety Principles and Techniques</li> <li>• Physics of Nuclear Medicine</li> </ul>
5.	133/2023	<b>Secondary School Teacher (SST) (Female)</b> (BS-17), F.G. Schools, Directorate of Federal Government Educational Institutions (Cantts/ Garrisons), Ministry of Defence.	Second Class or Grade 'C' Master's Degree with B.Ed. or equivalent qualification from a University recognized by HEC. <b>OR</b> M.A (Education) / M.A (EPM) from a University recognized by HEC.	Objective Type Test (MCQ) <b>Part-I</b> English =20 marks <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>• Perspectives of Education in Pakistan</li> <li>• School Administration &amp; Supervision</li> <li>• Planning &amp; Management in Education</li> <li>• Educational Psychology</li> <li>• Curriculum Development &amp; Assessment</li> <li>• Teaching Methodology</li> <li>• Classroom Management</li> <li>• Educational Measurement &amp; Evaluation</li> <li>• Research Techniques in Education</li> <li>• Educational System in Pakistan</li> <li>• Educational Guidance &amp; Counselling</li> </ul>
6.	136/2023	<b>Assistant Director Hajj</b> (BS-17), Directorate of Hajj, Ministry of Religious Affairs & Interfaith Harmony.	Second Class or Grade 'C' Master's degree with two (2) years post qualification experience in Executive/ Administrative work.	Objective Type Test (MCQ) <b>Part-I</b> English =20 marks <b>Part-II</b> Professional Test =80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>• Definition &amp; fundamentals of Hajj</li> <li>• General Principles of Management</li> <li>• Human Resource Planning,</li> <li>• Recruitment &amp; Selection,</li> <li>• Rules of Business, 1973</li> <li>• Basic IT knowledge.</li> <li>• System of Financial Control &amp; Budgeting, 2006</li> <li>• Public Procurement Rules, 2004</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
7.	137/2023	<b>Deputy Assistant Director (Hajj)</b> (BS-16), Directorate of Hajj, Ministry of Religious Affairs & Interfaith Harmony.	Second Class or Grade 'C' Bachelor's degree with five (5) years post qualification experience in Executive/ Administrative work.	Objective Type Test (MCQ) <b>Part-I</b> English =20 marks <b>Part-II</b> Professional Test =80 marks	<b>Part-I</b> Grammar Usage, Sentence Structuring. <b>Part-II</b> <ul style="list-style-type: none"> <li>• Definition &amp; fundamentals of Hajj</li> <li>• General Principles of Management</li> <li>• Human Resource Planning,</li> <li>• Recruitment &amp; Selection,</li> <li>• Rules of Business, 1973</li> <li>• Basic IT knowledge.</li> <li>• System of Financial Control &amp; Budgeting, 2006</li> <li>• Public Procurement Rules, 2004</li> </ul>
8.	138/2023	<b>Liaison Officer</b> (BS-16), Directorate of Hajj, Ministry of Religious Affairs & Interfaith Harmony.	Second Class or Grade 'C' Bachelor's degree with five (5) years post qualification experience in Executive / Administrative work.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>• Accounting Principles &amp; Procedures,</li> <li>• Journal, ledger &amp; Cash Book,</li> <li>• Annual Budget,</li> <li>• Adjustment &amp; Depreciation,</li> <li>• Financial Planning &amp; Cost Accounting,</li> <li>• Head of Accounts, Re-appropriation of Accounts and Supplementary Grant,</li> <li>• Settlement of Audit Objections</li> <li>• Preparation of Pension Documents.</li> <li>• System of Financial Control and Budgeting, 2006</li> <li>• Public Procurement Rules, 2004</li> </ul>
9.	139/2023	<b>Librarian (Male)</b> (BS-16), Federal Government Educational Institutions, (Cantts/ Garrisons) Directorate, Ministry of Defence.	Second Class or Grade 'C' Bachelor's Degree with Diploma in Library Science. <b>OR</b> Bachelor of Library Science.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>• Information Sources and Services</li> <li>• Cataloguing: Theory and Practice</li> <li>• Procurement and Maintenance of Library Books</li> <li>• Library Automation/Information Storage &amp; Retrieval</li> <li>• Research Methods &amp; Techniques for Librarians</li> <li>• Public Records, Rare Material &amp; their Conservation</li> <li>• Management of Serials Publications</li> <li>• Rules &amp; Procedure regarding Write Off the Library Losses</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
10.	140/2023	<b>Physical Training Instructor (Female)</b> (BS-16), Federal Government Educational Institutions, (Cantts/ Garrisons) Directorate, Ministry of Defence.	Second Class or Grade 'C' Master's degree in Health & Physical Education or equivalent qualification from a University/ Institution recognized by HEC. <b>OR</b> Second Class or Grade 'C' Bachelor's degree with diploma in Physical Education or equivalent qualification from a University/ Institution recognized by HEC.	Objective Type Test (MCQ)  <b>Part-I</b>  English =20 marks  <b>Part-II</b>  Professional Test=80 marks	<b>Part-I</b> Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>Curriculum Development in Physical Education</li> <li>Rules of games (Hockey, Volley Ball)</li> <li>Basics of Human Anatomy</li> <li>Administrative and Management in Sports,</li> <li>Sports Nutrition,</li> <li>Trauma and Rehabilitation,</li> <li>Test, Measurement and Evaluation in Physical Education &amp; Sports</li> <li>Athletic Injuries,</li> <li>Handicap Sports Organization</li> </ul>
11.	141/2023	<b>Assistant Director (F&amp;A)</b> (BS-17), National Library of Pakistan, National Heritage & Culture Division.	Second Class or Grade 'C' Master's degree in Business Administration (Finance) / Economics / Statistics / Commerce or equivalent qualification from a University recognized by HEC.	Objective Type Test (MCQ)  <b>Part-I</b>  English =20 marks  <b>Part-II</b>  Professional Test=80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring. <b>Part-II</b> <ul style="list-style-type: none"> <li>Preparation of Annual Budget</li> <li>Accounting Principles &amp; procedures</li> <li>Scrutiny of records for audit</li> <li>Financial Planning &amp; Cost Accounting</li> <li>Heads of Accounts, Re-appropriation &amp; Supplementary Grants</li> <li>Public Procurement Rules, 2004</li> <li>Basic Mathematics</li> <li>Basic IT Knowledge</li> </ul>
12.	142/2023	<b>Librarian</b> (BS-17), National Institute of Population Studies, National Health Services, Regulations & Coordination.	Second Class or Grade 'C' Master's degree in Library Science/ Information Science. <b>OR</b> i. Second Class or Grade 'C' Bachelor's degree in Library Science/ Information Science. ii. Five (5) years post qualification experience in the relevant field. <b>OR</b> i. Second Class or Grade 'C' Bachelor degree with one year diploma in Library Science/ Information Science. ii. Three (3) years post qualification experience in the relevant field.	Objective Type Test (MCQ)  <b>Part-I</b>  English = 20 marks  <b>Part-II</b>  Professional Test=80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>Information Sources and Services</li> <li>Cataloguing: Theory and Practice</li> <li>Procurement and Maintenance of Library Books</li> <li>Library Automation/Information Storage &amp; Retrieval</li> <li>Research Methods &amp; Techniques for Librarians</li> <li>Public Records, Rare Material &amp; their Conservation</li> <li>Management of Serials Publications</li> <li>Rules &amp; Procedure regarding Write Off the Library Losses</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
13.	143/2023	<b>Inspector Enforcement</b> (BS-16), Laws of Pakistan Cell, Ministry of Law & Justice.	Second Class or Grade 'C' LLB or equivalent qualification from a University recognized by the HEC.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Grammar Usage, Sentence Structuring. <b>Part-II</b> <ul style="list-style-type: none"> <li>Steps involved in Processing of Legal Cases</li> <li>Pakistan Penal Code 1860</li> <li>The Code of Civil Procedure 1908</li> </ul>
14.	145/2023	<b>Assistant Chief Administrative Officer</b> (BS-17), CAO Office, GHQ, Ministry of Defence.	Second Class or Grade 'C' Master's degree in Business Administration/ Public Administration or equivalent from a University recognized by HEC.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>Accounting Principles &amp; Procedures,</li> <li>Journal, ledger &amp; Cash Book,</li> <li>Annual Budget,</li> <li>Adjustment &amp; Depreciation,</li> <li>Financial Planning &amp; Cost Accounting,</li> <li>Head of Accounts, Re-appropriation of Accounts and Supplementary Grant,</li> <li>Settlement of Audit Objections</li> <li>Preparation of Pension Documents.</li> <li>System of Financial Control and Budgeting, 2006</li> <li>Public Procurement Rules, 2004</li> </ul>
15.	146/2023	<b>Assistant Accounts Officer</b> (BS-17), Prime Minister's Office (Public).	Second Class or Grade 'C' Master's degree in Commerce/ Accounting & Finance/MBA (Finance/ Accounting & Finance/ Banking and Finance) or equivalent qualification from a University recognized by the HEC. <b>OR</b> Final Examination Certificate awarded by Institute of Cost & Management Accountants of Pakistan (ICMAP) or Institute of Chartered Accountants of Pakistan (ICAP)/ Membership of the Association of Chartered Certified Accountants (ACCA), UK	Objective Type Test (MCQ) <b>Part-I</b> English =20 marks <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring. <b>Part-II</b> <ul style="list-style-type: none"> <li>Preparation of Annual Budget</li> <li>Accounting Principles &amp; procedures</li> <li>Scrutiny of records for audit</li> <li>Financial Planning &amp; Cost Accounting</li> <li>Heads of Accounts, Re-appropriation &amp; Supplementary Grants</li> <li>Public Procurement Rules, 2004</li> <li>Basic Mathematics</li> <li>Basic IT Knowledge</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
16.	148/2023	<b>Programmer</b> (BS-17), Pakistan Meteorological Department, Ministry of Aviation.	Second Class or Grade 'C' Master's degree in Computer Science/ Information Technology or equivalent qualification from a University recognized by HEC. <b>OR</b> Second Class or Grade 'C' Bachelor's degree in Computer Science/ BIT (4 years duration) or equivalent from a University recognized by the HEC.	Objective Type Test (MCQ)  <b>Part-I</b> English =20 marks  <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring. <b>Part-II</b> <ul style="list-style-type: none"> <li>• Fundamental Programming,</li> <li>• Data types,</li> <li>• Program Logic,</li> <li>• Development of Basic Algorithms,</li> <li>• Computer Networks and Internet,</li> <li>• Designing Solution &amp; Testing,</li> <li>• Visual Basic, C++, Java, Unix/Red Hat Linux Operating System,</li> <li>• Multiple Browsers,</li> <li>• Search Engine Optimization,</li> <li>• Web Development</li> </ul>
17.	149/2023	<b>Assistant Director (Biosafety)</b> (BS-17), Pakistan Environmental Protection Agency (PAK-EPA), Ministry of Climate Change.	Second Class or Grade 'C' Master's degree in Molecular Biology/ Bio-Chemistry/ Bio-Informatics/ Bio-Technology/ Botany/ Zoology/ Chemistry/ Environmental Sciences from a University recognized by HEC.	Objective Type Test (MCQ)  <b>Part-I</b> English =20 marks  <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring. <b>Part-II</b> <ul style="list-style-type: none"> <li>• Environmental Monitoring, Measurement and Management</li> <li>• Climate change and Resilient Crops</li> <li>• Environmental Sciences</li> <li>• Genetically Modified Organism (GMO)</li> <li>• Environmental Risks due to GMO Agriculture</li> <li>• Environmental Mitigation, Adaption and Rehabilitation</li> <li>• National Environmental Quality Standards (NEQS) and Environmental Guidelines</li> <li>• International Treaties, Conventions, Protocols and Agreements on Environment</li> </ul>

## Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 included in Consolidated Advertisement No. 07/2023

### 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.4-131/2023-R
Particulars of post	<b>Vice Principal (Female)</b> (BS-18), Federal Directorate of Education, Ministry of Federal Education & Professional Training.
Minimum Qualification & Experience	<p>i. Second Class or Grade 'C' Master's Degree/ Bachelor's degree (04 years duration) with Second Class or Grade 'C' M.Ed./ B.Ed. (Hons) or equivalent qualification from a University recognized by HEC. Requirement of M.Ed./ B.Ed. (Hons) is exempted for those having Master's/ M.Phil./ Ph.D. degree in Education.</p> <p>ii. Five (5) years post qualification experience in Teaching and Administration in a recognized Educational Institution.</p>

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

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

**Part-II: 50 Marks**

(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, 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

**Part-III (Professional) (Subjective) : 25 Marks****I. Development of Curriculum and Instructional Material**

- Elements of Curriculum.
- Curriculum Development Process: Need Assessment, Formulation of Aims and Objectives, Taxonomies of Educational Objectives, Selection of Content, Development of Curricular Materials.

**II. Process of Teaching and Teaching Strategies**

- Process of Classroom Communication
- Factors affecting Classroom Communication
- Barriers to Classroom Communications
- Use of Instructional Materials and Media

**III. Educational Assessment and Evaluation**

- Concept of Classroom Assessment and Evaluation
- Distinction between Assessment, Evaluation and Measurement
- Approaches to Evaluation: Formative Evaluation; Summative Evaluation
- Types of Test: Essay Type; Objective Type: Multiple Choice, True-False Items, Matching Type; Principles of Construction of these Test
- Characteristics of a Good Test: Validity, Reliability, Objectivity, Usability

**IV. Research Methods in Education**

- Research Instruments: Questionnaire: Interview; Test; Observation; Rating Scale
- Research Proposal and Report Writing.

**SUGGESTED READINGS**

<b>S. No.</b>	<b>Title</b>	<b>Author</b>
1.	Human Resource Management	H.T.Graham & Roger Bennett
2.	Management	James A.F.Stoner, R.Eward Freeman, Daniel R.Gilbert Jr.
3.	Understanding Computer: Today and Tomorrow	Deborah Morley, Charles Parker
4.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson
5.	Research in Education	JW Best
6.	Integrating Education Technology into Teaching	Roblyer
7.	Curriculum Development	S. M. Shahid
8.	Educational Measurement and Evaluation	S. M. Shahid
9.	Educational Administration	S. M. Shahid

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

Case No.	F.4-134/2023-R
Particulars of post	<b>Assistant Chief</b> (BS-18), Social Welfare Section, Ministry of Planning, Development and Special Initiatives.
Minimum Qualification & Experience	i. Second Class or Grade 'C' Master's degree or equivalent qualifications in any of the following subjects: Social Welfare, Social Work, Sociology. ii. Three (3) years post qualification experience of work and / or research relating to social welfare or in planning or development in the field of social welfare.

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

- 25 MCQ Questions on Part-II & III.

**Part-II: (Research and Planning) (Descriptive)****25 Marks****i. Communication Skills, Technical Writing and Presentation Skills**

Paragraph writing, Essay writing, CV and job application, Translation skills, Study skills, Academic skills, Essay writing, Academic writing, Technical Report writing, Progress report writing, Presentation skills

**ii. Planning and Management**a) Project Management

Project Management, Processes Integration Management, Project Plan Development, Project Plan Execution and Overall Change Control, PERT, Gantt Chart, CPM

b) Scope Management

Initiation, Scope Planning, Scope Definition, Scope Verification and Scope Change Control.

c) Communications Management

Communications Planning, Information Distribution, Performance Reporting and Administrative Closure.

d) Risk Management

Risk Identification, Risk Quantification, Risk Response Development and Risk Response Control.

e) Statistical Techniques

All statistical techniques related to Planning & Research

**Part-II: (Social Welfare) Descriptive****50 Marks****I. General Sociology**

Individual, Culture, Society, Social Interaction, Social Control, Social and Cultural Change and Social Policy, Public Opinion, Community, Social Institutions, Social Problems in Pakistan:

**II. Sociological Theory:**

Three sociological perspectives: Structural Functionalism, Symbolic interactions and Conflict. Theorists: Ibn-i-Khaldun, Spencer, August Comte, Emile Dukheim, Max Weber, Karl Marx, Parson.

**III. Methods of Sociological Research:**

Scientific Method, Steps in research, Types of Questionnaire Research Design, Surveys, Observation and Case Studies.

**SUGGESTED READINGS**

<b>S. No.</b>	<b>Title</b>	<b>Author</b>
1.	Practical English Grammar	A.J. Thomson and A.V. Martinet.
2.	Writing. Intermediate	Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet.
3.	Writing. Upper-Intermediate	Rob Nolasco.
4.	Reading. Advanced	Brian Tomlinson and Rod Ellis.
5.	Study Skills	Riachard Yorkey
6.	Writing. Advanced	Ron White.
7.	College Writing Skills	John Langan.
8.	Patterns of College Writing	Laurie G. Kirszner and Stephen R. Mandell.
9.	The Mercury Reader. A Custom Publication.	Janice Neulib; Kathleen Shine Cain; Stephen Ruffus and Maurice Scharon.
10.	Project Management Body of Knowledge,	Project Management Institute (PMI) standards committee
11.	Software Project Management	S.A. Kelkar, A Concise Study, Prentice Hall of India.
12.	Methods of Social Research	Baily
13.	The Sociology of Rural Life	Lynn Smith, T.
14.	Pakistani Society	Akbar Ahmad, S.
15.	Contemporary Sociological Theories	Pitrim Sorokin
16.	Sociological Theory	Ritzer, Georg, (1988).

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

Case No.	F.4-135/2023-R
Particulars of post	<b>Director (Economics Law) (BS-19)</b> , Petroleum Division, Ministry of Energy.
Minimum Qualification & Experience	<ul style="list-style-type: none"> <li>i. Second Class or Grade 'C' Bachelor's Degree in Law (LLB) from a University recognized by HEC.</li> <li>ii. Twelve (12) years post qualification experience on such position where responsible for practicing of Corporate Laws in Government/ Semi-Government/ Firm of repute.</li> </ul>

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

- 25 MCQ Questions on Part-II.

**Part-II (Professional) (Subjective) : 75 Marks****I. Corporate Law****II. International Economic Law**

- Definition and fundamental principles of international economic law
- Permanent sovereignty over natural resources (PSNR)
- The institutional structure of international economic law
- The law on natural resources
  - i. The Stockholm Declaration 1972
  - ii. The Charter of Economic Rights and Duties of States 1974
  - iii. UN Convention on the Law of the Sea 1982
  - iv. The Brundtland Commission
  - v. The UN Convention on Biological Diversity 1992

**III. Miscellaneous**

- Law of Contract
- Law of Business Organizations
- Public International Law
- Alternate Dispute Resolution
- Insurance Laws
- Competition Law
- Interrelation of Statutes
- Conflict of Laws
- Labour Laws
- Public Interest Litigation

**SUGGESTED READINGS**

<b>S. No.</b>	<b>Title</b>	<b>Author</b>
1.	Law of Contract	Koffman, Lawrance & Macdonalid, Elizabeth
2.	The Contract Act, 1872 (Section 1-147)	
3.	Essentials of Business Law	Anthony L. Livzz
4.	A Handbook of Company Law.	Chaudhry, A.M.
5.	Principles of Public International Law	Browntee, Ian
6.	Modern Treaty Law and Practice	Aust, Anthony
7.	Treaties: <a href="http://treaties.un.org/Home.aspx">http://treaties,un.org/Home.aspx</a>	
8.	Understanding Statutes: Canons of Construction	Zafar, S.M.

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

Case No.	F.4-144/2023-R
Particulars of post	<b>Senior Librarian</b> (BS-18), Revenue Division, Federal Board of Revenue.
Minimum Qualification & Experience	i. Second Class or Grade 'C' Master's degree in Library Science/ Information Science or equivalent. ii. Five (5) years post qualification experience in BS-17 or equivalent in the relevant field.  <b>OR</b> i. Second Class or Grade 'C' Bachelor's degree in Library Science.  <b>OR</b> Second Class or Grade 'C' Bachelor's degree with Diploma in Library Science from a recognized University/ Institute. ii. Eight (8) years post qualification experience in BS-16 and above in the relevant field

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

- 25 MCQ Questions on Part-II.

**Part-II: 75 Marks (Descriptive)  
(Library/Information Science)****I. Information, Library and Society**

Nature of information and knowledge. Library and Information Profession, Library and its role in Society. Information society. Communication and information management. Social information. Economic aspects of information. Information policy. Freedom of information. Information privacy. Intellectual property. Information ethics. Connectivity with Academia, Fund generation

**II. Use of Emerging Technologies in Library**

Information and other library technologies. Hardware. Software. Operating system. Telecommunications and networks. Internet and the WWW, barcode technology, wireless technology and virtual private network (VPN). Social networking. Email. Word processing. Spreadsheets. Presentation software. Desktop publishing. Databases. Library security systems. Tele-lifts. Digitization hardware and software. Reprographic technology.

**III. Organization of Information**

Historical development of the organization of information. Systems for organization of information: Environments, Storage and Retrieval tools, Encoding standards, Cataloguing Codes, Current systems. The information organization process: Surrogate/Metadata records: Description, Access; Authority control. Subject access: Analysis, Verbal subject approaches, Classification. Organization and administration: Arrangement, Management issues. Problems of information organization in Pakistan.

**IV. Basic Reference Sources**

Definition. Evaluation Criteria. Bibliographies-- General bibliographies, Basic guides to reference materials, Library catalogs; Serials guides; Indexes and abstracts; HEC NDL; Dictionaries and thesauri; Almanacs and fact books; Encyclopedias; Directories; Biographical sources; Geographical sources-- Maps, atlases & gazetteers; Reference Web sites; Internet Public Library (<http://www.ipl.org/div/subject/browse/ref00.00.00>). Evaluation

## V. Management of Library and Information Services

Basic theories and principles of administration for effective management of public, academic, and special libraries and information centres, With emphasis on planning, organizing, staffing, directing, coordinating, reporting, and budgeting. Administrative aspects of public and technical services, facilities, rules and regulations, evaluation, public relations, inter-agency cooperation, and change management. Library space management.

## VI. Research Methodology

Definition. Types of research. Research methods. Research problem. Theory formulation. Literature review. Research questions / hypotheses. Sampling. Data collection. Data analysis and Interpretation. Report writing. Dissemination of results. Research proposal. Research ethics. Research in library & information science.

### SUGGESTED READINGS

S. No.	Title	Author
1.	Practical research methods for librarians and information professionals.	Beck, S. E., & Manuel, K. (2007).
2.	Reference and information services: An introduction.	Bopp, R. E., & Smith, L. C. (2001).
3.	Future Librarians: dreams, Madness & reality.	Crawford, W and Gorman, Micheal(1995).
4.	Management basics for information professionals.	Evans, G. E., Layzell Ward, P., Rugaas, B., & Evans, G. E. (2007).
5.	Computers for librarians: An introduction to the electronic library.	Ferguson, S., & Hebels, R. (2003).
6.	Libraries in society.	Gerard, D. (1978).
7.	Organising knowledge in a global society: Principles and practice in libraries and information centres.	Harvey, D. R., Hider, P., & Harvey, D. R. (2004).
8.	Introduction to reference work: Vol. 1,	Katz, W. A. (2002).
9.	Paper to digital: Documents in the information age.	Liu, Z. (2008).
10.	The practical library manager.	Massis, B. E. (2003).
11.	Internet technologies and information services.	Miller, J. B. (2008).
12.	The electronic library.	Rowley, J. (2001).
13.	Organizing knowledge: An introduction to managing access to information.	Rowley, J. E., & Farrow, J. (2000).
14.	Library and information centre management.	Stueart, R. D. & Moran, B. B. (2007).
15.	The organization of Information.	Taylor, A. G., & Joudrey, D. N. (2008).
16.	The information age: Current controversies.	Torr, J. D. (2003).



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

Case No.	F.4-147/2023-R
Particulars of post	<b>Director</b> (BS-19), Management Services Wing, Cabinet Secretariat, 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. Twelve (12) 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 & III.

**Part-II: 50 Marks (Subjective)**

(Public Administration &amp; Office Management)

- I. **Public Administration:** Nature and scope, Role of Public Administration in a modern Welfare State;
- II. **Bureaucracy:** Concept of Bureaucracy, Theories of Bureaucracy, Ecology of Bureaucracy; Bureaucracy; of Pakistan as a Change Agent;
- III. **Administrative Leadership:** Approaches to the study of Leadership, Forms of Leadership, Leadership qualities;
- IV. **Administrative Accountability:** Internal and External Controls; Executive Control, Legislative Control, Judicial Control, Ombudsman, Public Opinion and Pressure Groups; Problems of Administrative Accountability in Pakistan;
- V. **Planning:** Types of Plans, Planning Process; Principles of Planning, Planning Machinery in Pakistan;
- VI. **Controlling and Co-Ordination:** Forms of Controls, Control Mechanism, the process of Control, Principles of Controlling; Principles Coordination; Machinery for Coordination; Problems of Coordination in Public Administration in Pakistan.
- VII. Civil Servant Act 1973 and Rules made thereunder;
- VIII. Public Procurement Ordinance and Rules 2004.

**Part-III: 25 Marks (Subjective)**  
(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, 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

**SUGGESTED READINGS**

<b>S. No.</b>	<b>Title</b>	<b>Author</b>
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.	Human Resource Management	H.T.Graham & Roger Bennett
6.	Management	James A.F.Stoner, R.Eward Freeman, Daniel R.Gilbert Jr.
7.	Understanding Computer: Today and Tomorrow	Deborah Morley, Charles Parker
8.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson

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

Case No.	F.4-150/2023-R
Particulars of post	<b>Assistant Draftsman (BS-18)</b> , Ministry of Law & Justice.
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 of drafting legislative instruments or dealing with legal matters.

**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, 1872
- The Code of Civil Procedure, 1908
- Pakistan Panel 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
8.	Constitution of 1973 with updated amendments	M. Mahmood
9.	Interpretation of Statutes	Benson Maxwell
10.	Jurisprudence	V.D Mahajan
11.	Comparative Constitutional Law	Hamid Khan & M W Rana
12.	Constitutional and Political History of Pakistan	Hamid Khan, Advocate
13.	Law of contract	V K Agarwal