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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

FEDERAL PUBLIC SERVICE COMMISSION

NOTIFICATIONS

Islamabad, the 23rd February, 2021

S. R. O. 274(I)/2021.—In exercise of the powers conferred by section 7-A of the Federal Public Service Commission Ordinance, 1977 (XLV of 1977), read with sub-rule (2) of rule 7 of the Civil Service of Pakistan (Composition and Cadre) Rules, 1954, the Chairman of the Commission, with approval of the Federal Government, is pleased to make the following rules, namely:—

PART-I

1. Short title and commencement.—(1) These rules shall be called the Provincial Management Services (PMS) and Provincial Civil Services (PCS) Induction into Pakistan Administrative Service Rules, 2020.

369(1—30)

Price: Rs. 40.00

[293(2021)/Ex. Gaz.]

2. **Definitions.**—(1) In these rules, unless there is anything repugnant in the subject or context,—

- (a) “Commission” means the Federal Public Service Commission (FPSC);
- (b) “Government” means the Federal Government;
- (c) “Provincial Governments” means the Governments of Balochistan, Khyber Pakhtunkhwa, Punjab and Sindh;
- (d) “Regional Governments” means Government of Azad Jammu and Kashmir (AJK) and Government of Gilgit Baltistan;
- (e) “Provincial and Regional Civil Service” means Provincial Management Services (PMS) and Provincial Civil Services (PCS) (*i.e.*, Executive and Secretariat service) of the province and AJK Management Group and Secretariat Group of AJK and District Management Service and Office Management Service of Government of Gilgit Baltistan;
- (f) “inductee” means an officer initially appointed to Pakistan Administrative Service (PAS) in BPS-19 by induction through process of recruitment from the Provincial or Regional Civil Service in accordance with these rules;
- (g) “Rules” means the Civil Service of Pakistan (Composition and Cadre) Rules, 1954;
- (h) “Service” means Pakistan Administrative Service (PAS);
- (i) “specialized training” means specialized training prescribed for the inductees in PAS at a training institution or place as Establishment Division may prescribe; and
- (j) “specified” means specified by rules made by Commission under section 7A of the Federal Public Service Commission Ordinance, 1977 (XLV of 1977).

(2) The expressions used but not defined herein shall have the same meaning as are assigned to them in the Federal Public Service Commission Ordinance, 1977 (XLV of 1977) and the rules made thereunder.

PART-II

Requisition, Eligibility, Application, Fee, Examinations, Merit

3. **Requisition by the Establishment Division.**—The Establishment Division shall send a requisition to the Commission indicating total number of vacancies, province and regionwise, to be filled through induction by process of recruitment of officers of Provincial and Regional Civil Services into Pakistan Administrative Service in BPS-19 under the Rules.

4. **Eligibility Criteria.**—(1) The officers of provincial management services or provincial civil services, *i.e.* executive and secretariat services, of the Provinces, Azad Jammu and Kashmir management group and secretariat group and district management service and office management service of Gilgit-Baltistan, recruited directly in BPS-17 through respective public service commission having minimum of twelve years' service in BPS-17 and above who held a cadre post for a period of five years and presently holding post in BPS-19 in the respective service on regular basis shall be eligible for appointment in the service in BPS-19 on recommendations of the Federal Public Service Commission as stated under these rules:

Provided that the appointments under this sub-rule shall not exceed thirty percent of the apportioned share of the service in Federal sub-cadre in BPS-19 and above.

(2) Only those candidates shall be eligible to apply who have a minimum blood count of seventy five percent and at least three "very good" performance evaluation reports (PERs), with no "average" PER, in the immediately preceding five years in which the application for the FPSC examination is made and it shall be the responsibility of the Provincial and Regional Governments to provide the accurate blood count and synopsis of PERs.

(3) No candidate shall be eligible for consideration under sub-rule (2) unless no penalty has been imposed on the applicant officer during the last five years nor any disciplinary proceedings under the respective efficiency and discipline rules of the Provincial and Regional Governments or any inquiry under the accountability laws or any criminal proceedings are pending or under trial against him in any court of law.

(4) A no objection certificate (NOC) issued under the signature of Secretary (Services) and counter signature of Chief Secretary of the respective Provincial and Regional Government as per specimen at Annexure-A duly filled in, shall be required and forwarded to Secretary, FPSC within one month of closing date, in respect of the candidate desirous to apply under sub-rule (2) and

only officers who obtain NOC from the respective Secretary (Services) duly countersigned by the Chief Secretary as aforesaid shall be eligible to appear in the competitive examination and no exception to this effect shall be accorded at all.

(5) Once the seats calculated against 30% apportioned share of cadre posts of PAS in Federal sub-cadre in BPS-19 and above are filled under these rules, the future vacancies of these seats due to promotion, retirement, death or removal etc. of an officer, shall again be available for induction under these rules.

5. **Application for the examination.**—(1) On receipt of requisition under rule 2, the Commission shall invite applications from the aspirants through public notice in leading newspapers as specified by the Commission.

(2) The aspirants shall apply online till the closing date as specified by the Commission.

(3) After applying online the aspirants shall furnish to FPSC bio-data form as per Annex-B, so as to reach FPSC within fifteen days of online submission.

(4) Admission certificate shall be issued to the applicants online as per practice duly specified by the Commission.

(5) Save as provided in these rules, all candidates may appear in written examination provisionally at their own risk subject to their being found eligible in all respects. On detailed scrutiny of the application after written examination or announcement of result of written part of the examination, if any candidate is found ineligible in any respect under these rules, his candidature shall be cancelled regardless of the fact that he has appeared in the examination or has qualified thereof.

6. **Examination fee.**—(1) The application fee and mode of its receipt etc. for appearing in the competitive examination shall be such as specified by the Commission from time to time.

(2) No claim for refund of fee paid under sub-rule (1) shall be entertained nor shall the fees paid be held in reserve for another examination or selection.

(3) Original receipt of payment or treasury receipt shall be mandatory for admission into the examination center. No cash, postal orders, cheques, money orders, bank drafts, or bank scroll, bank or office treasury certificate etc. or any other document to this end, shall be acceptable at all.

7. **Competitive examination for induction.**—(1) The competitive examination shall comprise following, namely:—

(a) written examination - 300 Marks

(b) *viva voce* - 100 Marks

(2) Written examination for 300 marks shall be required to be undertaken by all the candidates.

(3) The number of papers, syllabus, duration and marks for each paper, from time to time, for the written examination shall be specified by the Commission.

(4) If an officer candidate is absent in a paper for medical or any other reasons, no separate examination in the missed paper shall be arranged for him nor shall he be allowed to appear in the remaining papers and shall be considered as failed in the written examination.

(5) An officer who fails to secure at least forty percent marks in each of the papers and fifty percent marks in the aggregate and overall shall be considered to have failed in written examination.

(6) Each candidate officer who is declared qualified in written part of the examination shall be interviewed, which is assigned hundred marks, by the same Board conducting *viva voce* of the CSS competitive examination in that year, which shall have before them a record of officers' career, and academic and extramural activities.

(7) The Commission shall specify the broad parameters for *viva voce*.

(8) An officer who fails to secure at least fifty percent marks in *viva voce* shall be considered failed and shall not be eligible for induction.

(9) The Board shall, in framing its assessment as to suitability for induction, attach particular importance to officer's aptitude, intellect, mental alertness, strength of character; understanding of governance and related statutes, domestic and international affairs, social fabric and cultural matrix of Pakistan, service experience and exposure and potential for leadership towards holding higher positions shall also be considered.

(10) Failure in either interview or written part shall be deemed as failure in the examination as a whole.

(11) An officer shall have a maximum of two chances or attempts in his service career to appear in the written examination and *viva voce*.

(12) An officer shall be deemed to have attempted the examination and his chance shall stand consumed, if he actually appears in any one or more papers of the written examination and even if he tenders blank answer book or NOC is not issued to him by respective Secretary (Services).

(13) For availing the second chance, the officer must apply afresh and obtain NOC from the respective Provincial or Regional Government.

(14) An officer who conceals the number of previous attempts or any other related material fact, shall be prosecuted leading to his dis-qualification for induction and initiation of criminal proceedings.

8. Schedule of examination and centers.—(1) The competitive examination shall be held simultaneously at Islamabad, Karachi, Lahore, Peshawar and Quetta depending upon sufficient number of candidates or a location as determined by the Commission on such dates and time as notified for the purpose.

(2) *Viva voce* of the officers qualifying the written examination shall be held at Islamabad on such dates and time as notified by the Commission.

(3) Once examination center is selected by an officer, it shall not be changed and the examination center and hall once allotted to an officer shall be final and he shall not be allowed to sit in another center and hall.

(4) No officer shall be admitted to the examination hall who does not hold an admission certificate issued under sub-rule (4) of rule 4, original CNIC and original treasury receipt for the payment of fee as stated under sub-rule (3) of rule 5.

(5) An admission certificate generated or downloaded from the FPSC website shall be accepted. Intimation about examination center, roll number and schedule of examination or date sheet, may be downloaded from the FPSC website.

(6) Obtaining correct information, providing correct information, abidance by the rules, completeness of application, provision of complete and upto date documents, adherence to the schedule and appearance at specified date and time for the test and *viva voce* shall be the sole responsibility of the candidate and no exception to this end shall be considered.

9. Determination of final merit.—(1) The officers who qualify in written examination and *viva voce*, their final merit shall be determined by adding marks obtained in the written examination and *viva voce*.

(2) When total marks of both written examination and *viva voce* of more than one candidates are equal, the one who gets more marks in *viva voce* shall be treated as higher in merit. If marks in *viva voce* are also equal, the one who is older in age shall be treated as higher in merit. If the date of birth is also same, the one with higher or additional qualifications shall be treated as higher in merit.

(3) Only the Commission shall announce the result.

10. **Determination of previous service and performance.**—(1) NOC containing service record and other essential details of the candidate officer shall be sent to the Commission by the respective Provincial or Regional Governments on the format as set out in Annex-A.

(2) In case of discrepancy in facts reported by the candidate in his bio-data form and the contents of NOC sent by the department, details as contained in NOC form shall be considered correct and final.

PART-III

Vacancies, Domicile, Induction, Probation, Unfilled Vacancies, Specialized Training, Seniority, Promotion and Pay Fixation

11. **Vacancies.**—(1) Actual number of vacancies in BPS-19 to be filled through induction by process of recruitment of officers of PMS/PCS shall be announced by the Commission after intimation by Establishment Division. The Establishment Division, however, reserves the right to fill a smaller or larger number of vacancies than those announced.

(2) Provincial and regional quotas with inclusion of seven and half percent open merit seats shall be as under:—

Ser	Province / Region	Existing Quota	Distribution of 7.5% Merit Seats	Total share
(1)	(2)	(3)	(4)	(5)
1.	Punjab (including Federal Area of Islamabad)	50%	Nil	50%

Ser	Province / Region	Existing Quota	Distribution of 7.5% Merit Seats	Total share
(1)	(2)	(3)	(4)	(5)
2.	Sindh The share of Sindh will be further sub-allocated in the following ratio:			20.5%
	Urban areas namely Karachi, Hyderabad and Sukkur	40% of 19% or 7.6%	0.6%	8.2% 12.3%
	Rural areas <i>i.e.</i> rest of Sindh excluding Karachi Hyderabad and Sukkur	60% of 19% or 11.4%	0.90%	
3.	KPK	11.5%	1%	12.5%
4.	Balochistan	6%	2%	8%
5.	New merged Districts of Khyber Pukhtunkhawa (ex-FATA) (This share shall not be merged into Khyber Pukhtunkhawa and be observed independently for next 10 years in conjunction with the ten-year Development Plan devised to bring the Ex-FATA at par with the Khyber Pukhtunkhawa socially and economically).	3%	1.25%	4.25%
6.	Gilgit-Baltistan	1%	0.75%	1.75%
7.	AJK	2%	1%	3%

12. **Domicile.**—Vacancies earmarked for prescribed provincial quotas shall be allocated to officers on the basis of the domicile certificate declared by him at the time of joining the service of the respective provincial or regional government.

13. **Induction.**—(1) Officers securing the highest places in the final merit list for the respective provinces and regions and otherwise eligible shall be recommended by the Commission in order of merit upto the number of vacancies available for each province and region for induction into Pakistan Administrative Service in BPS-19.

(2) No officer shall be considered for induction to Pakistan Administrative Service if he has been declared un-suitable by the Commission during *viva voce*.

14. **Probation period and connection with the PMS or PCS.**—(1) Appointment through induction of the recommended officers shall be made by the appointing authority in Pakistan Administrative Service on regular basis.

(2) The inducted officers shall be on probation for a period of two years or for such period as the appointing authority may extend for and till the successful completion of training.

(3) On appointment in the Pakistan Administrative Service, the inducted officers shall sever their connection with the respective Provincial and Regional Governments and shall not hold any lien, except during probation, against post previously held as part of provincial or regional civil service.

15. **Unfilled vacancies and waiting merit list.**—(1) Once the process of induction is complete on the recommendations of the Commission, the vacancies which remained un-filled due to non-availability of qualified officers under any provincial or regional quota shall be carried over to next examination for filling from among the same quota.

(2) The Commission shall maintain a waiting merit list at the end of completion of process, for each provincial and regional quota for forty-five days after which the waiting merit list shall not be valid and the process of recommendations for induction shall stand completed.

(3) Any recommendee of the Commission who does not join and intimation in this regard reaches to the Commission within thirty days, the Commission shall recommend the next officer candidate on merit in respective quota.

(4) The vacancies of non-joiners, reported to the Commission after forty-five days shall be carried over to next competitive examination.

16. **Specialized training programme.**—Every officer, inducted in BPS-19, shall undergo specialized training for officers inducted in PAS in such training institutions at such place and time and for such period as the Establishment Division may intimate.

17. **Seniority, inter se seniority and length of service.**—(1) The seniority of the inductees shall be reckoned from the date of their regular appointment in Pakistan Administrative Service in accordance with the provisions contained in the Civil Servants (Seniority) Rules, 1993. They shall be placed at the bottom of the batch promoted and appointed to BPS-19.

(2) The length of service of the inductee in respect of his eligibility for promotion as prescribed in the Establishment Division's O.M No. 1/9/80-R-2 dated 2nd June, 1983 shall be counted with effect from the date of his regular appointment in Pakistan Administrative Service.

(3) The inter-se-seniority of the inductees shall be determined by the appointing authority in order of merit assigned by the Commission.

18. **Promotion to higher rank or pay scales in PAS.**—The promotion of the inductees to higher rank in PAS shall be governed by the relevant rules applicable to the Pakistan Administrative Service and shall be subject to completion of such conditions and trainings as are prescribed for such promotion in the Pakistan Administrative Service.

19. **Pay fixation and pension.**—(1) The pay of the officers inducted in Pakistan Administrative Service shall be fixed under the normal rules applicable to civil servants of the Government.

(2) Without prejudice to other provisions of these rules, the service rendered by the inductees as part of Provincial or Regional civil service shall count towards pension but not towards seniority and promotion.

PART-IV

Miscellaneous

20. **Use of unfair means, un-becoming behavior and presentation of false information.**—(1) An officer who knowingly furnishes particulars which are false, suppresses material information, or attempts to influence the Commission, or officers or members of the staff of the Commission, or tries to obtain support for his candidature by improper means, or deliberately submits forged certificates, or misbehaves in the examination hall or uses any kind of unfair means as ordinarily perceived to be as such including use or attempted use of mobile phone, smart phone, smart watches or any other electronic device or gadgetry for copying or even listening to or receiving information through or communicating both overtly or covertly with external agents, or misconducts,

misbehaves or willfully displays rude behavior or coerce or threaten by any mean during examination or *viva voce* and uses filthy and un-ethical language in the answer book or any other written communication or presents false information using any mean to include before, during and after written examination and *viva voce*, shall be dis-qualified for induction and shall be proceeded against under criminal provisions of the Pakistan Penal Code, 1860 (Act XLV of 1860).

(2) An officer who, even after his appointment by induction in Pakistan Administrative Service, is found to have knowingly furnished particulars which were known to him to be false or to have suppressed material information shall be liable to dismissal from service.

21. **Decision of the Commission.**—Decision of the Commission as to the eligibility or otherwise of an officer for admission to the competitive examination and suitability for induction shall be final.

22. **Recounting of marks.**—(1) Answer books of all subjects and papers of the competitive examination are confidential documents and shall not, therefore, be permitted to be seen by candidate officers or their representatives nor shall re-examination or remarking of answer books and scripts shall be allowed under any circumstances. A candidate officer desirous of getting his marks awarded by the examiners re-counted, may submit his request for the purpose within one month from the date of the issue of result card or marks sheet along-with a treasury challan of prescribed fee per paper for re-counting of marks only. Thereafter, no such application shall be entertained.

(2) Re-evaluation of assigned marks awarded by the *viva voce* Board shall not be allowed under any circumstances.

(3) Grace marks shall not be allowed.

23. **Retention of answer books.**—(1) Answer books of the competitive examination of the officer candidates shall be retained in the office of the Commission for a period of one year only and thereafter shall be destroyed.

(2) Any query relating to the answers books after the specified period shall not be entertained.

24. **Representation and review petition.**—(1) An officer candidate aggrieved by any decision of the Commission may, within thirty days of

communication of decision, make a representation to the Commission and the Commission shall decide the representation within fifteen days after giving the candidate a reasonable opportunity of hearing.

(2) An officer candidate aggrieved by the decision of the Commission made under sub-rule (1) may, within fifteen days of decision by the Commission, submit a review petition to the Commission and the Commission shall decide the review petition within thirty days under intimation to the petitioner.

(3) Save as provided in the Federal Public Service Commission Ordinance, 1977 (XLV of 1977), no order made or proceeding taken, or rules made, by the Commission shall be called in question in any court and no injunction shall be granted by any court in respect of any decision made or taken in pursuance of any power conferred by or under the said Ordinance.

(4) Any candidate aggrieved by a decision of the Commission under sub-rule (2) may, within thirty days of the decision, prefer an appeal to the High Court.

(5) Each representation and review petition duly signed by the officer candidate shall be entertained only if accompanied with original treasury receipt of the fee specified by the Commission for the purpose.

25. **Correspondence.**—All correspondence shall be addressed to the Secretary FPSC. Change of address if any, shall be reported to the FPSC immediately.

26. **Penalty.**—(1) An inductee who fails to comply with the provisions of these rules, or fails to obey any orders of the appointing authority, or from the employer or Provincial or Regional Government under which he is serving, or from the head of training institution or from any faculty member thereof or an officer under whom he may be receiving field training, or neglects his studies, or is found cheating or misbehaving during examination, or is guilty of misconduct or who mis-behaves in a manner un-becoming of an officer shall be liable for removal from service or to such other action as the appointing authority may direct, in accordance with the applicable rules.

(2) No adverse orders shall be passed in respect of an inductee unless he is given an opportunity to show cause and personal hearing.

Annex-A



**FEDERAL PUBLIC SERVICE COMMISSION
NO OBJECTION CERTIFICATE (NOC)
FOR INDUCTION OF OFFICERS OF PMS/PCS INTO PAS
(As required under Rule-3(iv) of PMS/PCS Induction into PAS Rules, 2020)**

Part-I

(COMPETITIVE EXAMINATION-2020)

- I applied for the above Examination on the prescribed form online. Necessary No Objection Certificate may kindly be forwarded to the Secretary, FPSC, Islamabad within one month upto _____.
- I claimed my particulars and Employment Record in my Application Form as under:-

(a)	Name of officer:	
(b)	CNIC No:	Contact #
(c)	Father's Name:	
(d)	Date of Birth :	
(e)	Date of Entry into Government Service:	
(f)	Date of Entry into PMS/PCS	
(d)	Present Designation & BS:	Office Ph.#
(e)	Place of Domicile: (District)	
(f)	Office: Address:	

3. **Service Record:** Year of Qualifying PMS/PCS through respective Public Service Commission of Province/Region _____ Date of Appointment in BS-17 _____ Present BPS _____ Date of Promotion to Present Pay Scale _____ Present Post held _____ Department. _____ Total Period of Service in BPS-17 and above _____

4. **Posts Held in BPS-17 and above:**

Post Held	BPS	From	To	Department	Cadre or Ex-Cadre Post

Date: _____

(Applicant's signature)



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(Continued overleaf...)

PART-II

TO BE FILLED/VERIFIED BY THE DEPARTMENT/EMPLOYER OF THE CANDIDATE

The Secretary (Service) of respective Provincial/Regional Government must process this certificate in the light of FPSC Advertisement and forward or communicate the refusal as the case may be, to FPSC within one month from the closing date. On selection, the department will have to relieve the official for joining the post.

Important Note:	➤ This certificate must be processed on Personal File of the applicant / employee. ➤ The employment record must be checked and verified/ confirmed to fall in line with the Eligibility Criteria.
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- (i) Personal file No. _____ (ii) Date of Birth _____
- (ii) Date of entry into Government Service with Basic Scale : _____
- iv) Date of Entry into PMS/PCS through respective Public Service Commission _____
- v) Present Designation with BS: _____ (vi) Total Continuous Govt. Service: _____
- (viii) Availed Extra-Ordinary Leave (Y.M.D) _____ (xi) Accepted Domicile at time: _____
of entry into Govt. Service: _____
- (x) Date of Promotion in BS-18: _____ (xi) Date of Promotion in BS-19 _____
- (xii) Total Length of Service _____

5. Last 5 years PERs Grading to be filled and certified by Provincial S & GAD:

Period		Pay Scale	Overall Grading	Pen Picture by RO	Remarks of CSO
From	To				

- 6. It is certified that, the applicant with particulars as above has a minimum Blood count of 75% and at least 3 "very good" Performance Evaluation Reports (PERs), with no average PER, in the five years immediately preceding the year in which application for the FPSC examination is made; No minor and major penalty has been imposed on him nor has he/she been convicted by any court of Law during the last 05 years. No Inquiry / Disciplinary Proceedings under respective Efficiency and Discipline Rules of Provincial / Regional governments or Inquiry / trial under Accountability Ordinance or proceedings in any court of Law are pending against him/her presently.
- 7. In case it is decided to forward a case where adverse entries do exist in his/her records, extracts of the adverse entries from the relevant PERs should be enclosed for information of the Commission. Also confirm that the adverse remarks were communicated to the official and no appeal/petition is pending for decision thereon.
- 8. It is certified that on selection of Mr. _____ for induction in Pakistan Administrative Services, the Government of _____ will have no objection to relieve him to join the post under the Federal Government .
- 9. It is certified that this certificate has been processed on personal file of the officer and employment record has been checked and found correct as given above.

Countersignature of Chief Secretary _____
(Official Seal)

Signature: _____
Name: _____
Designating: Secretary (Services)
Services & General Administration Department
Government _____

Annex-B**FEDERAL PUBLIC SERVICE COMMISSION****PERSONAL BIO DATA FORM
(FOR INDUCTION OF OFFICERS OF PMS/PCS INTO PAS***(Under Provincial Management Services
(PMS)/Provincial Civil Services (PCS), Induction into
Pakistan Administrative Service (PAS) Rules, 2020)*

Photograph

(05)

01. Roll No: _____ (To be allotted by the FPSC) Personal No: _____
02. Present Pay Scale: _____
03. Name: _____ 04. Father's Name: _____
05. Domicile (Self): _____ 06. Province: _____
07. Date of Birth: Day ___ Month ___ Year _____ 08. Place of Birth/City (Self): _____
09. Marital status: (Please mark only one put a tick mark () in the relevant box)

Single Married Divorced/Widow

10. CNIC: _____
11. Religion: (Please put a cross in relevant box)

Muslim Non Muslim

12. Particulars of the spouse (if married):

Name _____ CNIC _____ Nationality: _____

Age: _____ Education: _____ Occupation: _____ Present Designation: _____

13. Details of Children:

S.No	Name of the Child	Age (Years)	Present Occupation
(a)			
(b)			
(c)			
(d)			
(e)			

14. Particulars of parents:

	Father	Mother
(a) Place of birth:	_____	_____
(b) Date of birth:	_____	_____
(c) Date of death, if not alive:	_____	_____
(d) Your age at his / her death:	_____	_____
(e) Education (highest degree/class Passed):	_____	_____
(f) Profession	_____	_____
(g) Designation:	_____	_____
(h) :	_____	_____

15. Give particulars of Brothers(B) and Sisters (S) in order of birth:

S.No	Name	Relationship	Age	Education	Present Occupation
(a)					
(b)					
(c)					
(d)					
(e)					

16. Close relations in Civil Service:

S.No	Name	Relationship	Present Pay Scale	Post presently held
(a)				
(b)				
(c)				
(d)				
(e)				

17. Details of Immovable property (parents, Self and Family):

S.No	Identification & nature of Assest(s)	Mode of acquisition/year	Cost of acquisition
(a)			
(b)			
(c)			
(d)			
(e)			

18. Annual Income of family Rs. _____ Number of Dependents _____

19. Academic Qualifications:

S. No	Education	Institution attended	Year	Grade/ Div.	Marks Obtained	Board/ University	Main Subjects
(a)	Martic						
(b)	Intermediate						
(c)	B.A/B.Sc.						
(d)	M.A/M.Sc.						
(e)	M.Phil/M.S.						
(f)	Ph.D.						
(g)	Other						

20. Additional Qualifications/Trainings:

S.No	Nature of Training	Agency/Organization	Grade/Div	Duration	Year
(a)					
(b)					
(c)					
(d)					
(e)					

21. Special Courses (if any):

S.No	Name of Course	Year	Institution
(a)			
(b)			
(c)			
(d)			
(e)			

22. Languages (Excellent, Good, Fair):

S.No	Language	Read	Write	Speak
(a)				
(b)				
(c)				
(d)				

23. Social/ Literary interest:

24. Sports/Achievement (with year):

25. Hobbies:

26. Publications (if any) with title, journal, date of publication.

27. Travel Abroad:

S.No	Countries	Period (Days)	Purpose
(a)			
(b)			
(c)			
(d)			
(e)			

28. Postal Address: _____
(in capital letters)

29. Permanent Address: _____
(if different from above)

30. Telephone Number (if any) with City Code:
Office: _____ Residence: _____ Mobile: _____

31. Miscellaneous: (Any other information)

32. Service Record: Year of Qualifying PMS/PCS through respective Public Service Commission of Province/Region _____ Date of Appointment in BS-17 _____ Present BPS _____ Date of Promotion to Present Pay Scale _____ Present Post held _____ Department. _____ Total Period of Service in BPS-17 and above _____

33. Posts Held in BPS-17 and above:

Post Held	BPS	From	To	Department	Cadre or Ex-Cadre Post

34. Declaration:

- (i) I Certify that the statements I have made in this application are true to the best of my knowledge and belief. I understand that if any of the above statement is false in any material respect or omit any material information relevant to my previous examination, service, etc. my application is liable to be rejected and appointment is liable to be terminated.
- (ii) I hereby further declare that I have never been involved in any criminal / civil / disciplinary case or prosecuted in any criminal/civil or quasi judicial proceedings involving moral turpitude (If involved, please give detailed particulars of the incident with name of police station and nature of offence).
- (iii) I have read and understood "Provincial Management Services (PMS)/Provincial Civil Services (PCS), Induction into Pakistan Administrative Service (PAS) Rules, 2020" before filling this application form and agree to abide by them, in totality & unconditionally.

35. Certified that I have filled in Part-I of NOC (Annex-A) and furnished the same to Secretary Services for verification/authentication and countersigning by Chief Secretary and onward submission to Secretary, Federal Public Service Commission, Islamabad within one month.

Signature: _____

Date: _____

Name of the Officer: _____
(in Capital letters)

[No. _____]

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GUIDELINES OF SYLLABUS FOR INDUCTION OF PMS/PCS OFFICERS INTO PAS

S. R. O. 275(I)/2021.—In exercise of the powers conferred under Section 7-A of the Federal Public Service Commission Ordinance, 1977 read with sub-rule (2) of rule 7 of the Civil Service of Pakistan (Composition and Cadre) Rules, 1954, and with approval of the Federal Government, the Chairman of the Commission is pleased to make following Guidelines for the Syllabus of Competitive Examination for Induction of Provincial Management Services (PMS)/Provincial Civil Services (PCS), into Pakistan Administrative Service (PAS) under related Rules, 2020.

1. Examination will comprise of:

- (i) Written Examination - 300 Marks
- (ii) *Viva Voce* - 100 Marks

2. Written Examination:—Will be of 300 marks with breakdown as under:

- (i) **Paper – I, Analytical Abilities (100 Marks):** Quantitative Reasoning (50) and Verbal Reasoning (50) on the lines of GRE.
- (ii) **Paper – II, Essay (50 Marks):** An essay of 1200 to 1500 words on given topics.
- (iii) **Paper – III, Analysis Paper (50 Marks):** An analysis paper on given theme will be required with plausible conclusions and workable recommendations as outcomes.
- (iv) **Paper – IV, Objective Type / MCQs (100 Marks):** comprising MCQs on Economy, Current Affairs, Pakistan Affairs and Public Policy & Governance.

Paper – I, Analytical Abilities (100 Marks)

a. Quantitative Reasoning (50%)

- understand, interpret and analyze quantitative information
- solve problems using mathematical models
- apply basic skills and elementary concepts of arithmetic, algebra, geometry and data analysis

b. **Verbal Reasoning (50%)**

- Analyze and draw conclusions from discourse; reason from incomplete data; identify author’s assumptions and/or perspective; understand multiple levels of meaning, such as literal, figurative and author’s intent
- select important points; distinguish major from minor or relevant points; summarize text; understand the structure of a text
- understand the meanings of words, sentences and entire texts; understand relationships among words and among concepts

c. **Analytical Writing** is covered under Essay as separate paper.

Suggested Readings

GRE The Official Guide to the Revised General Test (Latest Edition)

Barron’s GRE, Latest Edition, Sharon Weiner Green M.A.

Paper – II, Essay (50 Marks)

50 Marks comprising Essay of 1200-1500 words on given topics focusing on analysis.

- A wide choice of topics relating to social, political, development, security, economic and international affairs will be given. Officers are expected to reflect comprehensive and reach based knowledge on a selected topic, arrange their ideas in orderly fashion and to write concisely. Candidate’s articulation, effective and exact expression and technical treatment of the style of English Essay writing will be given credit. The focus shall be on:
 - articulate complex ideas clearly and effectively
 - support ideas with relevant reasons and examples
 - examine claims and accompanying evidence
 - sustain a well-focused, coherent discussion
 - control the elements of standard written English

Suggested Readings

Title	Author
Practical English Usage	M.Swan (Oxford University Press).
A University English Grammar	R. Quirk & s. Greenbaum (ELBS; Longmans)
Write Better, Speak Better	Readers Digest Association.
Modern English in Action	Henry Christ (D.C Heath & Co.)

Paper – III, Analysis Paper (50 Marks)

An analysis of given Theme containing brief situation and information will be required. Emphasis will be on soliciting practical recommendations based on sound conclusions. Analysis of situations as faced in Public Administration related to PAS shall be focused at. Any famous known previously experienced situation may also be included.

Paper – IV, Objective Type / MCQs (100 Marks)

100 Marks, comprising MCQs on Public Policy, Governance & Administration (35%), Economy of Pakistan (30%). Current and Pakistan Affairs (35%). Broad contours shall be as following:

Public Policy, Governance & Administration (35%)

- I. **Basic Concepts of Governance:** Origin of the Governance, good governance and effective governance; Characteristics of good governance: Participation, Rule of law, Transparency, Responsiveness, Equity, Effectiveness and Efficiency, Accountability, Strategic Vision, Failure of Governance: its indicators diagnostic tools & Effects.
- II. **Governance Theories:** Communitarianism; Decentred Theory; Libertarian Socialism; Institutionalism; Marxism; Neoliberalism; Rational Choice Theory; Regulation Theory
- III. **Governance Indicators** laid down by World Bank/IMF/ UNESCO/UNDP/ADB, their explanation & application in Pakistan Transparency and Accountability; Political Stability and Absence of Violence; Government Effectiveness; Regulatory Authorities & their quality of service; Rule of Law; Control of Corruption.

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- IV. **Public Policy and planning Institutions** and their role in Planning: Institutional Framework for Policy Coordination and Planning (ECNEC, Economic Coordination Committees of the Cabinet, The Federal Cabinet, The Secretaries Committee, Minister's Secretariat, The Planning Commission, The Finance Division, The Cabinet Division, and all Federal Ministries for their respective subject); Role of Planning Commission in Policy and Planning; Strategic Planning in Federal; Provincial Government and Local Government; Role of International Donors in Policy Formulation (IMF Document "Memorandum on Economic and Financial Policies 2013/14-2015/16" that underpins almost all public policies.); Public Policy and Implementation in Key Sectors (*i.e.*, Health, Education).
- V. **Accountability**: Introduction to Accountability and its concepts (Standards, Symbolism, regional and country-wide comparisons, a Review of Contemporary Studies); Types of Accountability-Political Accountability, Legal/Judicial Accountability, Administration Accountability, Professional Accountability, Private vs. Public Accountability; National Strategies against Corruption and remedial measure.
- VI. **Bureaucracy**: Introduction to the Concept of Bureaucracy (History, Theories of Bureaucracy (Max Weber, Marx, John Steward Mill, Woodrow Wilson) Role of Bureaucracy in Pakistan British Legacy, civil-military relations, neutrality, dilution of degradation, political allegiance, power. Public Administration and Code of Ethics (Effectiveness of the Estacode and the Code of Ethics, Comparison with other countries).
- VII. **Public Policy Formulation and Implementation**: The Policy Making Process: How Policies are Made (Six stages including diagnosis with cautions to be exercised at each stage); Policy Implementation & Role of Bureaucracy (Training, Pervasive Inertia and resources, Political interference, Ability to say "No."); Policy Analysis, The Quest for Solutions (Lack of research in policy analysis, Lack of coordination among departments, secrecy, openness); Policy Evaluation; Assessing The Impact of Public Policy, Program Evaluation; Success and failure of Government.

VIII. Multi-level Governance in Pakistan:

- Legislature: National Assembly, Senate, Provincial Assemblies, Standing Committees, Public Accounts Committees:
 - Judiciary: Supreme Court, High Courts, Lower Courts, judicial review, judicial activism.
 - Federal, Provincial Cabinets and Federal Ombudsman.
 - Council of Common Interests, National Economic Council, Economic Committee of the Cabinet, Executive Committee of the National Economic Council, National Finance Commission, Cabinet Committee on Privatization, Cabinet Committees, Public-Private Sector Committees on Economy, Tax Reform.
 - Functioning of the offices and lateral interference in decision making: President of Pakistan; Prime Minister of Pakistan; Office of Governor, Office of Chief Minister.
 - Local Government system under the latest local Government Acts: District Government, Tehsil Government, Union Administration, Its Efficiency, Performance & Causes of Success or Failure.
- IX. Federalism, Devolution and Decentralization: Constituents participation in Federal Structure; Principle of Subsidiarity in Public Service Delivery; Decentralization Models.
- X. Role of Citizens in Governance and channels for factoring their voice.
- XI. Good Governance in Islam: Quranic Guidance on Good Governance; Concept of Governance and its application in light of Quran; Sunnah and Fiqh.

SUGGESTION READINGS

Titles	Author
Governance	Ane Mette Kjaer
Encyclopedia of Governance, Volum 2	Mark Bevir
Implementing Public Policy: Governance in Theory and in Practice.	Hill M. and Hupe P.

Titles	Author
Accountability: Managing for Maximum Results	Sam R Llyod
Guidance for Good Governance: Explorations in Qur'anic, Scientific & Cross-Cultural Approaches	Abdullah Ahsan & Stephen Bonsalyound
How Governments Work	Muzaffar A. Ghaffaar
Government and Administration in Pakistan	Dr. Jamil-ur-Rehman
Public Administration With Special Reference To Pakistan	Dr. Sultan Khan
Constitution of Islamic Republic of Pakisan	National Assembly
Pakistan: Beyond the Crisis State	Maleeha Lodhi
Power Dynamics, Institutional Instability and Economics Growth: The Case of Pakistan	Akmal Hussain
Federalism and Rights	Ellis Katz and G Allan Tarr
Local Government Reforms in Pakistan: Context, Content and Causes	Ali Cheema, Asim Ijaz Khawaja and Adnan Qadir
Economics Democracy Through Pro Poor Growth	Ponna Wignaraja, Akaml Hussian Susil Sirivardana
Governance: South Asian Perspective	Hasnat Abdul Hye
Governance, Economic Policy and Reform in Pakistan	Abdus Samad
"Pakistan-Problems of Governance," 1993	Hussain, M., Hussain. A.
"Pakistan's Predicament: The Diagnostic and the Deputes within," Journal of Pakistan Vision, 13/1(2012).	Racine, Jean-Luc.
The Culture of power and Governance of Pakistan-1947-2008, Oxford, 2010	Niaz, I.
"Legitimacy and the Administration State: Ontology, History, and Democracy," Public Administration Quarterly, UC Berkeley, 2013	Bevir, M.,
Handbook of Public Policy Analysis	Frank Fischer, Gerald J. Miller, and Mara S. Sidney,
Public Policy : Politics, Analysis, and Alternatives, 4 th Ed., CQ Press, 2012	Kraft, Micheal E., Scott R. Furlong
Public Policy in An Uncertain World,: Analysis Decisions, Harvard, 2013	

Economy of Pakistan (30%)

- (i) **Definition and Measurement of Development:** Characteristics of under development, rethinking on the concept of development: Growth vs. Redistributive justice, Absolute and Relative Poverty, Basic Needs Approach, Sustainable Development, Environmental Degradation & other Issues.
- (ii) **Planning Experience of Pakistan:** A critical evaluation of the strategy of economic planning, growth and governance institutions. Strategic Planning and Management; Planning Process; Policy Analysis; Policy Implementation; Program Evaluation; Planning Machinery; Role of Donors and International Institutions in Public Policy and Management; Policy making and implementation of Federal Government of Pakistan.
- (iii) **Agricultural Development in Pakistan:** Changes in Agricultural Policies over plan periods, Major Monetary and Fiscal measures to promote Agricultural development, Green Revolution Strategy and its implications for growth and redistribution, Land Reforms and changes in the Tenure System 1950-1980, Subsidies to agriculture sector, Issues and Challenges facing agriculture sector in Pakistan, Cooperative and Corporate Farming, Rural Development.
- (iv) **Industrial Development in Pakistan:** Early industrialization strategy, Creation of Financial and Development Institutions, Major monetary and fiscal measures to promote industrial development, changing role of public sector over the plan periods, Evaluation of Nationalization Policy, Concentration of industrial income and wealth, Evaluation of Import Substitution Policy and Export led Growth Strategy in Pakistan. Issues and challenges facing industrial sector in Pakistan.
- (v) **Role of Foreign Trade and Aid in Economic Development:** Pakistan's Balance of Payments, Terms of International Trade, Changes in direction of trade, Trends in Pakistan's major exports and imports and issues facing export sector, Causes of significant changes in the trends, role of migration and remittances in Pakistan's economy, costs and benefits of Foreign Aid, Role of Foreign Direct Investment.

- (vi) **Privatization, Denationalization, Deregulation:** Conceptual and operational aspects, International comparisons, globalization and its impact on flow of capital, labour and sovereignty, Pakistan's Experience of Privatization, regulatory bodies and their effectiveness.
- (vii) **Energy Sector of Pakistan:** A comprehensive evaluation of energy sector of Pakistan including energy mix, power sector, oil and gas sector, management of power generation and distribution, Independent Power Producers experience in Pakistan, Energy reserves and Potential in Pakistan, Energy and power and gas exploration; Policies, regulatory bodies, issues and challenges facing energy sector.
- (viii) **Social Sector Development in Pakistan:** Education, Health, Sanitation, Demographic dividend, poverty, various indices including Global Multiple Poverty Index.
- (ix) **Taxation system of Pakistan**
- (x) **Major Issues in Pakistan Economy:** Challenges facing the economy, Energy crisis, Corruption, External debt accumulation and dependency, Un-employment, Income inquiry, Inflation, Fiscal and trade deficits, Balance of payment issues, Water Issues.

SUGGESTION READINGS

Title	Author
Economic Development	Todaro, M.P.
Under Development and Agrarian Structure in Pakistan	Khan, Mahmood Hassan
Factor in Economic Development	Cairncross, A.K
Foreign Aid Theory and Practice in Southern Asia	Wolf, Jr. DC
Government Finance—An Economic Analysis	Due John, F.
Introduction to International Economics	Snider, D.A, Paul Krugman, Donimich Salvatore
Studies on Economic Development with Special Reference to Pakistan	Ghouse, A.
History of International Trade	Findlay, R and O, Rourke, K
Economic Survey of Pakistan	Government Publication

Title	Author
Reports of the State Bank of Pakistan	State Bank of Pakistan
Poverty Reduction Strategy papers	Finance Division
Annual Plans	Planning Commission
Foreign Aid Theory and Practice in Southern Asia	Wolf, Jr. De
Government Finance-An Economic Analysis	Due John, F.

Current Affairs (35%)

- (i) Pakistan's relations with China, Russia, Saud Arabia, Indonesia, Turkey
- (ii) Pakistan's relations with the United States
- (iii) Pakistan's relations with International Organizations: UN, OIC, WTO, Common Wealth, CAREC, ASEAN
- (iv) Security Council, World Bank and IMF Reforms
- (v) Global Financial Crisis and International Economy
- (vi) Environment: Global Warming, Hugo Framework of Action, Sendai Framework
- (vii) Millennium Development Goals
- (viii) Global Energy Politics
- (ix) Nuclear politics in South Asia and Role of Pakistan
- (x) International Trade; Doha Development Round and Bali Plan of Action Package, Current issues in WTO, New Silk Route, Politics of FTAs/PTAs, MFN Status
- (xi) Cooperation and Competition in Arabian Sea, Indian and Pacific Oceans and South China Sea including Arc of Democracy, Stings of Pearls, Trans-Pacific Partnership Treaty, Regional Economic Cooperation Plan
- (xii) European Union: Challenges and Prospects and effect of Trans-Atlantic Trade and Investment Treaty
- (xiii) Globalization, liberation and erosion of sovereignty

SUGGESTION READINGS

Title	Author
Federalism and Ethnic Conflict Regulation in India and Pakistan	Adeney, Katharian, New York: Palgrave 2007
Labor, Democratization and Development in India and Pakistan	Candland, Christopher, NY: Routledge, 2007
Perception, Politics and Security in South Asia: The Compound Crisis in 1990	Chari, P.R., New York: Rutledge, 2003
The Future of Pakistan	Cohen Stephen P. Et at. Washington: Brookings Institute Press, 2001
Frontline Pakistan: The Struggle with Militants Islam	Hussain, Zahid. New York : I.B Tauris, 2007
Conflict Between India and Pakistan: an Encyclopedia.	Lyon, Peter. California: ABC-CLIO, 2008
Back to Pakistan: A Fifty Year Journey	Mass, Leslie Noyes. Plymouth: Rowman & Little field Publishers, 2011
Judging the State: Courts and Constitutional Politics in Pakistan	Newberg, Paula R. Cambridge: Cambridge University Press, 1995
Pakistan: Manifest Destiny.	Qureshi, Atiff. London: Epic Press 2009
Pakistan, America, and the Future of Global Jihad	Riedel, Bruce. Deadly Embrace: Washington: Brookings Institute Press, 2011
Kashmir in Conflict: India, Pakistan and the Unending War	Schofield, Victoria. New York: I.B. Tauria,
Islamic Law and the Law of Armed Conflict: The Armed Conflict in Pakistan	Shah, Niaz A. New York: Routledge, 2011
Making Sense of Pakistan	Shaikh, Farzana. New York: Colombia University Press, 2009
A Brief History of Pakistan	Wynbrandt, James. New York: Infobase Publishing, 2009
Powering Pakistan: Meetings Pakistan Energy Needs in 21 st Century	Robert M. Hathaway and Micheal Gugelman
Pakistan's Energy Sector: From Crisis to Crisis-Breaking Chain	Zaid Alahdad
Pakistan Foreign Policy 1947-2005: A Concise History, 2011	Abdul Sattar,
Issue in Pakistan's Economy, 2010	Akbar S. Zaidi

Pakistan: A Hard Country, 2012	Anatolliieven
Government & Politics in South Asia, 6 th ed., 2009	Baxter, Malik, Kennedy & Oberst,
Introduction to International Politics Economy, 2010	David Balaam & Brandford Dillman
International Organization (Second Edition) 2012	Volker Rittberger, Bernhard Zangl and Andress Kruck
The Age of Deception: Nuclear Diplomacy in Treacherous Times	Mohamed Elbaradei, 2011
International Relations, 2012	Joshua Goldstein
World Politics: Trends & Transformation, 2011	Kegley & Blanton
Pakistan Beyond the Crisis, 2011	Maleeha Lodhi
Globalization in Questions, 2009	Paul Hirst
Omtematopma; Political Economy: Interests & Institutions in the Global Economy, 2010	Thomas Oately
Politics and Change in the Middle East, 10th Ed., Pearson, 2012	Andersen, Seibert, and Wagnber
Eating Grass: The Making of the Pakistani Bomb, (2012)	Feroz Khan

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