

**FEDERAL PUBLIC SERVICE COMMISSION**  
**(Curriculum & Research Wing)**

**Schemes and Syllabi for Screening/Professional Tests as well as Descriptive Examination**  
**Relating to Posts Advertised under Consolidated Advertisement No. 03/2017**

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
1.	43/2017	<b>Assistant Private Secretary</b> (BS-16), Ministry of National Health Services, Regulations & Coordination	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> </ul>	<p style="text-align: right;"><b>50 Marks</b></p> <p style="text-align: right;"><b>50 Marks</b></p>
2.	45/2017	<b>Translator</b> (BS-16), Ministry of Commerce.	i. Graduate. ii. Three (3) years post qualification experience in Government organizations in translation from English to Urdu and vice versa.	Subjective Test= 100 Marks  <b>Qualifying Threshold = 40 Marks</b>	<ul style="list-style-type: none"> <li>• Translation of 5 short paragraphs from <b>English to Urdu</b> =5X10=50 Marks</li> <li>• Translation of 5 short paragraphs from <b>Urdu to English</b> =5X10=50 Marks</li> </ul>
3.	49/2017	<b>Veterinary Officer</b> (BS-17), Remount Veterinary and Farms Corps, Ministry of Defence	Veterinary Graduate. (Registration with Pakistan Veterinary Medical Council).	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>• Veterinary Pathology,</li> <li>• Veterinary Parasitology,</li> <li>• Veterinary Microbiology,</li> <li>• Animal Nutrition,</li> <li>• Animal Breeding &amp; Genetics,</li> <li>• Livestock Management,</li> <li>• Poultry Husbandry,</li> <li>• Animal Reproduction,</li> <li>• Infectious Diseases of Bovines &amp; Poultry.</li> </ul>
4.	50/2017	<b>Assistant Private Secretary</b> (BS-16), Ministry of States & Frontier Regions	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> </ul>	<p style="text-align: right;"><b>50 Marks</b></p> <p style="text-align: right;"><b>50 Marks</b></p>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
5.	57/2017	<b>Oriental Teacher (Male)</b> (BS-16 plus 25% special pay)	Second Class or Grade 'C' Master's degree in Arabic or equivalent qualification from a university recognized by the HEC.	Objective Type Test (MCQ) <b>Part-I</b>	<b>Part-I (Master's Level)</b> <ul style="list-style-type: none"> <li>History of Arabic literature</li> <li>History of Semitic Languages</li> <li>Arabic Phonetic</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> <b>Part-II</b> <ul style="list-style-type: none"> <li>Teaching Techniques and Methodology</li> <li>Classroom Management and Discipline</li> <li>Testing and Evaluation</li> </ul>
6.	58/2017	<b>Oriental Teacher (Female)</b> (BS-16 plus 25% special pay), Education Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan.		Subject Test = 70 marks <b>Part-II</b> Professional Test=30 marks	
7.	61/2017	<b>Junior Civilian Security Officer</b> (BS-16), OS Directorate, GHQ, Ministry of Defence.	Retd. JCO or equivalent of the Armed Forces. <b>OR</b> i. Second Class or Grade 'C' Bachelor's Degree or equivalent qualification from a University recognized by the HEC. ii. Two (2) years post qualification experience as Security Supervisor.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> General Intelligence & Professional Test = 80 marks	<b>Part-I</b> Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>Basic Arithmetic.</li> <li>Current Affairs.</li> <li>Pakistan Affairs &amp; Islamic Studies</li> <li>Everyday/General Science</li> <li>Security Measures to maintain law &amp; order</li> </ul> <b>Note : (Equal weightage for each topic at Part-II)</b>
8.	62/2017	<b>Assistant Private Secretary</b> (BS-16), Ministry of Ports and Shipping	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> </ul>	<b>50 Marks</b> <b>50 Marks</b>
9.	76/2017	<b>Assistant Private Secretary</b> (BS-16), Finance Division			
10.	77/2017	<b>Assistant Private Secretary</b> (BS-16), Federal Public Service Commission			
11.	78/2017	<b>Assistant Private Secretary</b> (BS-16), Military Finance Wing, Finance Division			

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
12.	87/2017	<b>Assistant Manager IT</b> (BS-17) in a Federal Government Organization.	i. Second Class or Grade 'C' Master's degree or equivalent in Computer Science. OR Second Class or Grade 'C' Bachelor's degree in Software Engineering or System Engineering/ Computer Engineering. ii. Certification in MTA (Microsoft Technology Associate) OR CCNA (CISCO Certified Network Associate) OR RHCSA (Red Hat Certified System Administrator) OR The officer will be required to qualify certification in either of the above during probation period.	Objective Type Test (MCQ)  <u><b>Part-I</b></u>  English = 20 marks  <u><b>Part-II</b></u>  Professional Test = 80 marks	<u><b>Part-I</b></u> Vocabulary, Grammar Usage, Sentence Structuring. <u><b>Part-II</b></u> <ul style="list-style-type: none"> <li>• Computer Hardware &amp; Software, ,</li> <li>• Data Communication &amp; Networking,</li> <li>• C/C++ Language,</li> <li>• Visual Basic,</li> <li>• Relational Database Management System (RDBMS),</li> <li>• Operating System Unix/Linux</li> <li>• Oracle/PLSQL,</li> <li>• Teaching Techniques and Strategies</li> <li>• Examination &amp; Evaluation of Students.</li> </ul>

## Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 included in Consolidated Advertisement No. 03/2017

### PAPER-I: ENGLISH

Max Marks: 100

Time Allowed: 3 Hours

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

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

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

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

**Reading Comprehension (10 marks)**

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

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

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

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

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

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

### SUGGESTED READINGS

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

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

Case No.	F.4-44/2017-R
Particulars of post	<b>Joint Registrar Trade Union</b> (BS-19), National Industrial Relations Commission (NIRC), Ministry of Overseas Pakistanis & Human Resource Development.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' LLB degree or equivalent qualification from a university recognized by HEC. ii. Twelve (12) years post qualification experience in BS-17 and above in the field of Labour Administration.

**Part-I: 50 Marks**

(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, Controls, Control Mechanism, the process of Control, Principles of Controlling; Principles of Coordination; Machinery for Coordination; Problems of Coordination in Public Administration in Pakistan.
- VII. Civil Servant Act 1973 and Rules made thereunder;
- VIII. Rules of Business 1973;
- IX. Secretariat Instructions and Office Procedures;
- X. PPRA Ordinance and Rules 2004.

**Part-II: 50 Marks**

(Professional)

- I. **Law of Contract, 1872**
  - Definitions
  - Essentials of a valid contract (Proposal, Acceptance, Consideration, Free consent, Capacity of Parties, Not hereby declared to be Void)

- Kinds of Contracts (Valid, Void, Voidable, Not Voidable)
  - Variety of Contracts (Contingent, Quasi, Bailment, Pledge, Indemnity, Agency)
  - Performance of Contract, contracts that need not to be performed.
  - Breach of contract, consequences of breach, damages for breach of contract.
- II. **The Arbitration Law in Pakistan**
- Definitions
  - Appointment, number and removal of arbitrator
  - Award by arbitrator
  - Powers of court upon award (remittance, modification and setting aside of award)
  - Types of arbitration (with or without intervention of court)
  - Stay of legal proceedings in presence of arbitration agreement
- III. **Companies Ordinance, 1984**
- Definitions
  - Types of Companies
  - Fundamental papers of company (Memorandum of association, articles of association, prospectus)
- IV. **Labour Laws in Pakistan**

#### SUGGESTED READINGS

S. No.	Title	Author
1.	An Introduction to the Public Administration	E.N. Cladden
2.	Bureaucracy: Modern Society	Pebr, M.Blau.
3.	Public Administration for a Welfare State	Paul Abbleby
4.	The Bureaucracy of Pakistan	Charles F. Kennedy
5.	Law of Contract	Agarwala, M. Mehmood
6.	Bare Acts:	Government of Pakistan
	i. Contract Act, 1872	
	ii. Companies Ordinance, 1984	
	iii. Arbitration Act, 1940	

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

Case No.	F.4-60/2017-R
Particulars of post	<b>Deputy Chief Administrative Officer</b> (BS-18), GHQ, Ministry of Defence, (Defence Division)
Minimum Qualification & Experience:	i. Second class or Grade "C" Master's Degree in Business Administration Public Administration or equivalent from a university recognized by HEC. ii. Five (5) years post qualification experience in administration.

**Part-I: 50 Marks**

(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, Controls, Control Mechanism, the process of Control, Principles of Controlling; Principles of Coordination; Machinery for Coordination; Problems of Coordination in Public Administration in Pakistan.
- VII. Civil Servant Act 1973 and Rules made thereunder;
- VIII. Rules of Business 1973;
- IX. Secretariat Instructions and Office Procedures;
- X. PPRA Ordinance and Rules 2004.

**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

### SUGGESTED READINGS

S. No.	Title	Author
1.	An Introduction to the Public Administration	E.N. Cladden
2.	Bureaucracy: Modern Society	Pebr, M.Blau.
3.	Public Administration for a Welfare State	Paul Abbleby
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.4-64/2017-R
Particulars of post	<b>Assistant Solicitor (BS-18)</b> , Ministry of Law, Justice and Human Rights
Minimum Qualification & Experience:	i. Bachelor's Degree in Law or equivalent. ii. Five (5) years post qualification experience of work in Judicial or Legal appointment or practice as an Advocate in a court of law..

**I. Definitions of Crime****II. All Provisions of:**

- i. The Code of Civil Procedure, 1908
- ii. Pakistan Panel Code, 1860
- iii. Qanun-e-Shahdat Order, 1984
- iv. Criminal Procedure Code, 1898

**SUGGESTED READINGS**

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