

**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. 08/2018**

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
1.	31/2018	<b>Research Officer</b> (BS-17) Planning and Development Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan	Second Class or Grade 'C' Master's Degree in Business Administration/Management Science/Economics	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>• Inflation, GDP, Growth Rate</li> <li>• Fiscal Policy of Pakistan</li> <li>• Foreign Aid for Pakistan</li> <li>• Monetary Policy of Pakistan</li> <li>• Agriculture growth in Pakistan</li> <li>• Industrial Growth in Pakistan</li> <li>• Tourism in Gilgit Baltistan</li> <li>• Planning cycle in Pakistan</li> <li>• Research Methodology</li> <li>• Report Writing</li> </ul>
2.	152/2018	<b>Assistant Secretary</b> (BS-16), Ministry of Postal Services <b>Private</b>	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)</li> <li>ii Microsoft Excel (Typing, Graph, Calculations)</li> <li>iii Microsoft Power Point (Typing, Formatting, Inserting Objects)</li> </ul> </li> </ul>	<p><b>35 Marks</b></p> <p><b>35 Marks</b></p> <p><b>10 Marks</b></p> <p><b>10 Marks</b></p> <p><b>10 Marks</b></p>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
3.	154/2018	<p><b>Trained Graduate Teacher (Male) (BS-16),</b>                      A) Mathematics A &amp; B and Physics                      B) Chemistry, Botany, Zoology                      C) Computer Science with Math &amp; Physics or Statistics                      D) English &amp; Urdu                      F.G. Schools, Directorate of Federal Government Educational Institutions (Cantts/Garrisons) Ministry of Defence.</p>	<p>Second Class or Grade 'C' Bachelor's Degree in the relevant subject with B.Ed from a university recognized by HEC</p>	<p>Objective Type Test (MCQ)  <u><b>Part-I</b></u>                      English = 20 marks  <u><b>Part-II</b></u>                      Subject Test = 40 marks  <u><b>Part-III</b></u>                      Professional Test=40 marks</p>	<p><b>A) Mathematics A &amp; B and Physics</b>  <u><b>Part-I</b></u>                      Grammar Usage, Sentence Structuring  <u><b>Part-II (Bachelor's Level)</b></u>  <ul style="list-style-type: none"> <li>• Algebra</li> <li>• Mechanics</li> <li>• Matrices, Determinants and Linear Equations</li> <li>• Work and Energy</li> <li>• Angular Momentum</li> <li>• Gravitation</li> <li>• Waves, Sound and Light</li> <li>• Thermodynamics</li> </ul> <u><b>Part-III</b></u>  <ul style="list-style-type: none"> <li>• Educational Psychology,</li> <li>• Class Room Management and Discipline,</li> <li>• Instructional Planning and Teaching Strategies,</li> <li>• Students Evaluation and Examination System,</li> <li>• Educational Guidance and Counselling.</li> </ul> <hr/> <p><b>B) Chemistry, Botany and Zoology</b>  <u><b>Part-I</b></u>                      Grammar Usage, Sentence Structuring  <u><b>Part-II (Bachelor's Level)</b></u>  <ul style="list-style-type: none"> <li>• Thermodynamics</li> <li>• Chemical Equilibrium</li> <li>• Atomic Structure &amp; Periodic Table</li> <li>• Chemical Bonding</li> <li>• Algae &amp; Fungi,</li> <li>• Bryophytes</li> <li>• Gymnosperms,</li> <li>• Angiosperms,</li> <li>• Plant Physiology,</li> <li>• Ecology</li> <li>• Viruses &amp; Algae</li> <li>• Bryophyte &amp; Protozoa</li> </ul> <u><b>Part-III</b></u>  <ul style="list-style-type: none"> <li>• Educational Psychology,</li> <li>• Class Room Management and Discipline,</li> <li>• Instructional Planning and Teaching Strategies,</li> <li>• Students Evaluation and Examination System,</li> <li>• Educational Guidance and Counselling.</li> </ul> </p> </p>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
					<p><b>C) Computer Science with Math &amp; Physics or Stat.</b></p> <p><b>Part-I</b> Grammar Usage, Sentence Structuring</p> <p><b>Part-II (Bachelor's Level)</b></p> <ul style="list-style-type: none"> <li>• Computer Architecture,</li> <li>• Operating System concepts,</li> <li>• Windows XP, Windows 7&amp; 8,</li> <li>• System Analysis &amp; Design,</li> <li>• Software Engineering,</li> <li>• Artificial Intelligence,</li> <li>• Security and Ethical issues</li> <li>• Data Structures,</li> <li>• Algebra</li> <li>• Mechanics</li> <li>• Ordinary Differential Equations</li> <li>• Matrices, Determinants and Linear Equations</li> </ul> <p><b>Part-III</b></p> <ul style="list-style-type: none"> <li>• Educational Psychology,</li> <li>• Class Room Management and Discipline,</li> <li>• Instructional Planning and Teaching Strategies,</li> <li>• Students Evaluation and Examination System,</li> <li>• Educational Guidance and Counselling.</li> </ul> <p><b>D) English &amp; Urdu.</b></p> <p><b>Part-I</b> Grammar Usage, Sentence Structuring</p> <p><b>Part-II (Bachelor's Level)</b></p> <ul style="list-style-type: none"> <li>• Vocabulary,</li> <li>• Structuring of Sentences,</li> <li>• English Language Teaching,</li> <li>• Grammar,</li> <li>• Syntax,</li> </ul> <ul style="list-style-type: none"> <li>• اردو ذخیرہ الفاظ</li> <li>• اردو جملے کا ڈھانچہ</li> <li>• اردو قواعد کا استعمال</li> <li>• لسانیات</li> </ul> <p><b>Part-III</b></p> <ul style="list-style-type: none"> <li>• Educational Psychology,</li> <li>• Class Room Management and Discipline,</li> <li>• Instructional Planning and Teaching Strategies,</li> <li>• Students Evaluation and Examination System,</li> <li>• Educational Guidance and Counselling.</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
4.	155/2018	<b>Assistant Private Secretary (BS-16)</b> , Director General's Office, Pak PWD, Ministry of Housing & Works.	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)</li> <li>ii Microsoft Excel (Typing, Graph, Calculations)</li> <li>iii Microsoft Power Point (Typing, Formatting, Inserting Objects)</li> </ul> </li> </ul>	<b>35 Marks</b> <b>35 Marks</b>  <b>10 Marks</b> <b>10 Marks</b> <b>10 Marks</b>
5.	156/2018	<b>Trained Graduate Teacher (Male) (BS-16)</b> , Education Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan.	Second Class or Grade 'C' Bachelor's Degree with B.Ed. or equivalent qualification from a university recognized by the HEC.	Objective Type Test (MCQ) <u><b>Part-I</b></u> English = 20 marks <u><b>Part-II</b></u> General Intelligence Test = 40 marks <u><b>Part-III</b></u> Professional Test = 40 marks	<u><b>Part-I</b></u> Grammar Usage, Sentence Structuring <u><b>Part-II</b></u> <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> </ul> <u><b>Part-III</b></u> <ul style="list-style-type: none"> <li>• Education System in Pakistan,</li> <li>• Educational Psychology,</li> <li>• Class Room Management and Discipline,</li> <li>• Instructional Planning and Teaching Strategies,</li> <li>• Students Evaluation and Examination System,</li> <li>• Educational Guidance and Counselling.</li> </ul>
6.	157/2018	<b>Trained Graduate Science Teacher (Female) (BS-16)</b> , Education Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan.	Second Class or Grade 'C' B.Sc. Degree with BS. Ed./ B.Ed. or equivalent qualification from a university recognized by the HEC.	Objective Type Test (MCQ) <u><b>Part-I</b></u> English = 20 marks <u><b>Part-II</b></u> General Science Test = 40 marks <u><b>Part-III</b></u> Professional Test = 40 marks	<u><b>Part-I</b></u> Grammar Usage, Sentence Structuring  <u><b>Part-II</b></u> <ul style="list-style-type: none"> <li>• Heat, Waves &amp; Electricity,</li> <li>• Motion &amp; Force,</li> <li>• Gravitational Force,</li> <li>• Thermodynamics,</li> <li>• Radioactivity,</li> <li>• Nature, Properties and States of Matter,</li> <li>• Gases, Liquids &amp; Solids.</li> <li>• Viruses &amp; Algae</li> <li>• Plant anatomy</li> </ul> <u><b>Part-III</b></u> <ul style="list-style-type: none"> <li>• Education System in Pakistan,</li> <li>• Educational Psychology,</li> <li>• Class Room Management and Discipline,</li> <li>• Instructional Planning and Teaching Strategies,</li> <li>• Students Evaluation and Examination System,</li> <li>• Educational Guidance and Counselling.</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
7.	158/2018	<p><b>Lecturer</b>, (BS-17), (Male)</p> <p><b>A.</b> Physics  <b>B.</b> Health &amp; Physical Education  <b>C.</b> Mathematics  <b>D.</b> Political Science  <b>E.</b> Statistics  <b>F.</b> Computer Science</p> <p>Directorate of Federal Government Educational Institutions (Cantts/ Garrisons), Ministry of Defence.</p>	<p>Second Class or Grade 'C' Master's Degree or equivalent qualification in the relevant subject.</p>	<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>For (A) Physics</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>• Heat and Thermodynamics,</li> <li>• Waves and Optics,</li> <li>• Electrostatic,</li> <li>• Electricity and Magnetism,</li> <li>• Atomic and Modern Physics,</li> <li>• Nuclear Physics,</li> <li>• Basic Solid State Physics,</li> <li>• Basic Electronics,</li> <li>• Electrodynamics,</li> <li>• Mechanics</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>• Development of Education in Pakistan</li> </ul> <hr/> <p><b>For (B) Health &amp; Physical Education</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>• Philosophy of Physical Education,</li> <li>• Curriculum Development in Physical Education,</li> <li>• Psychology of 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>• Research Methodology in Physical Education</li> <li>• Test, Measurement and Evaluation in Physical Education &amp; Sports</li> <li>• Athletic Injuries,</li> <li>• Handicap Sports Organization</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>• Development of Education in Pakistan</li> </ul>

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					<p><b><u>For (C) Mathematics</u></b></p> <p><b><u>Part-I</u></b> Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><b><u>Part-II (Masters Level)</u></b></p> <ul style="list-style-type: none"> <li>• Calculus/Differentiation, Integration, Limits of continuity</li> <li>• Discrete Structures/Discrete Mathematics,</li> <li>• Communication Skills for Mathematicians,</li> <li>• Computing Tools for Mathematicians,</li> <li>• Classical Mechanics,</li> <li>• Mathematical Statistics,</li> <li>• Real Analysis,</li> <li>• Mathematical Spaces (Sets, Vector Spaces, Metric Spaces, topological spaces Tensors,</li> <li>• Differential Equations.</li> </ul> <p><b><u>Part-III</u></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>• Development of Education in Pakistan</li> </ul> <p><b><u>For (D) Political Science</u></b></p> <p><b><u>Part-I</u></b> Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><b><u>Part-II (Masters Level)</u></b></p> <ul style="list-style-type: none"> <li>• Western Political Thought (Plato, Aristotle, Machiavelli, Montesquieu, Hobbes, Locke, Rousseau, Marx, Lenin, Frances Fukuyama)</li> <li>• Muslim Political Thought (Al-Farabi, Al-Mawardi, Imam Ghazali, Ibn Khaldun, Shah Waliullah, Allama Muhammad Iqbal)</li> <li>• State System: Nature and Emergence, Islamic Concept</li> <li>• Political Institutions and Role of Government</li> <li>• Political Ideologies (Capitalism, Marxism, Communism/Socialism, Fascims, Nationalism, Islamic Political Ideology)</li> <li>• Government and Politics in Pakistan: Analysis of 1956, 1962, 1973 Constitutions and Constitutional Amendments</li> <li>• History of International Relations: Post World War-II Period.</li> <li>• Comparative Study of Political System (Turkey, India, Malaysia and China)</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
					<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>• Development of Education in Pakistan</li> </ul>
					<p><b>For (E) Statistics</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>• Measures of Central Tendency,</li> <li>• Measures of Dispersion or Variation,</li> <li>• Regression and Correlation,</li> <li>• Index Numbers,</li> <li>• Probability Theory,</li> <li>• Probability Distributions,</li> <li>• Presentation of Data</li> <li>• Time Series Analysis,</li> <li>• Statistical Inference,</li> <li>• Sampling Theory and Techniques,</li> <li>• Analysis of Variance,</li> <li>• Experimental Design</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>• Development of Education in Pakistan</li> </ul>
					<p><b>For (F) Computer Science</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>• Data Communication &amp; Networking,</li> <li>• C/C++ Language,</li> <li>• Visual Basic,</li> <li>• Operating System Unix/Linux</li> <li>• Oracle/PLSQL,</li> <li>• System Analysis &amp; Design,</li> <li>• Computer Architecture,</li> <li>• Operating System concepts,</li> <li>• Software Engineering,</li> <li>• Security and Ethical issues</li> <li>• Data Structures,</li> <li>• Management Information System,</li> <li>• Web Programming,</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
					<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>• Development of Education in Pakistan</li> </ul>
8.	159/2018	<p><b>Lecturer (BS-17), (Female)</b></p> <p><b>A.</b> Physics  <b>B.</b> Biology  <b>C.</b> Urdu  <b>D.</b> English  <b>E.</b> Chemistry  <b>F.</b> Computer Science  <b>G.</b> Mathematics  <b>H.</b> Economics</p> <p>Directorate of Federal Government Educational Institutions (Cantts/ Garrisons), Ministry of Defence.</p>	<p>Second Class or Grade 'C' Master's Degree or equivalent qualification in the relevant subject.</p>	<p>Objective Type Test (MCQ)</p> <p><b>Part-I</b></p> <p>English =20 marks</p> <p><b>Part-II</b></p> <p>Subject Test = 50 marks</p> <p><b>Part-III</b></p> <p>Professional Test=30 marks</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>▪ In Language Subjects (<b>Urdu, &amp; English</b>), English part for 20 marks will not be included.</li> <li>▪ It will be 70% subject Test and 30% Professional Test.</li> </ul>	<p><b>For (A) Physics</b></p> <p><b>Part-I</b></p> <p>Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><b>Part-II (Masters Level)</b></p> <ul style="list-style-type: none"> <li>• Heat and Thermodynamics,</li> <li>• Waves and Optics,</li> <li>• Electrostatic,</li> <li>• Electricity and Magnetism,</li> <li>• Atomic and Modern Physics,</li> <li>• Nuclear Physics,</li> <li>• Basic Solid State Physics,</li> <li>• Basic Electronics,</li> <li>• Electrodynamics,</li> <li>• Mechanics</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>• Development of Education in Pakistan</li> </ul> <p><b>For (B) Biology</b></p> <p><b>Part-I</b></p> <p>Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><b>Part-II (Masters Level)</b></p> <ul style="list-style-type: none"> <li>• Theories of Evolution,</li> <li>• Multiple Alleles,</li> <li>• Nucleic Acids,</li> <li>• Cell Division,</li> <li>• Nutrition,</li> <li>• Ecosystem,</li> <li>• Mendelian laws of inheritance,</li> <li>• Diagnostic Characteristics of all the phyla or invertebrates and chordates,</li> <li>• Division of Plants</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>• Development of Education in Pakistan</li> </ul>



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					<p><b>For (C) Urdu</b></p> <p><b>Part-I (Masters Level) (70 Marks)</b></p> <ul style="list-style-type: none"> <li>• اردو ذخیرہ الفاظ</li> <li>• اردو جملے کا ڈھانچہ</li> <li>• اردو قواعد کا استعمال</li> <li>• لسانیات</li> <li>• غالبیات</li> <li>• اقبالیات</li> <li>• تنقید</li> <li>• طنز و مزاح</li> </ul> <p><b>Part-II (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>• Development of Education in Pakistan</li> </ul> <p><b>For (D) English</b></p> <p><b>Part-I (Masters Level) (70 Marks)</b></p> <ul style="list-style-type: none"> <li>• English Literature 16<sup>th</sup> to 20<sup>th</sup> Century.</li> <li>• Vocabulary</li> <li>• Structuring of sentences.</li> <li>• Linguistics.</li> <li>• English Language Teaching.</li> <li>• Grammar.</li> <li>• Syntax.</li> <li>• Diction.</li> </ul> <p><b>Part-II (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>• Development of Education in Pakistan</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
					<p><b><u>For (E) Chemistry</u></b></p> <p><b><u>Part-I</u></b> Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><b><u>Part-II (Masters Level)</u></b></p> <ul style="list-style-type: none"> <li>• Nature, Properties &amp; States of Matter,</li> <li>• Electronic Structure,</li> <li>• Bonding,</li> <li>• Chemical Kinetics &amp; Radioactivity,</li> <li>• Synthetic Chemistry</li> <li>• Polymers,</li> <li>• Reaction Mechanism (electrophilic &amp; nucleophilic substitution and addition reaction)</li> <li>• Inorganic Chemistry,</li> <li>• Thermodynamics,</li> <li>• Chemical Equilibrium,</li> <li>• Electrochemistry,</li> <li>• Solutions and Colloidal State.</li> </ul> <p><b><u>Part-III</u></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>• Development of Education in Pakistan</li> </ul>
					<p><b><u>For (F) Computer Science</u></b></p> <p><b><u>Part-I</u></b> Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><b><u>Part-II (Masters Level)</u></b></p> <ul style="list-style-type: none"> <li>• Data Communication &amp; Networking,</li> <li>• C/C++ Language,</li> <li>• Visual Basic,</li> <li>• Operating System Unix/Linux</li> <li>• Windows XP, 2000,</li> <li>• Oracle/PLSQL,</li> <li>• System Analysis &amp; Design,</li> <li>• Computer Architecture,</li> <li>• Operating System concepts,</li> <li>• Software Engineering,</li> <li>• Security and Ethical issues</li> <li>• Data Structures,</li> <li>• Management Information System,</li> <li>• Web Programming,</li> </ul> <p><b><u>Part-III</u></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>• Development of Education in Pakistan</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
					<p><b><u>For (G) Mathematics</u></b></p> <p><b><u>Part-I</u></b> Vocabulary, Grammar usage, Sentence Structuring.</p> <p><b><u>Part-II (Masters Level)</u></b></p> <ul style="list-style-type: none"> <li>• Calculus/Differentiation, Integration, Limits of continuity</li> <li>• Discrete Structures/Discrete Mathematics,</li> <li>• Communication Skills for Mathematicians,</li> <li>• Computing Tools for Mathematicians,</li> <li>• Classical Mechanics,</li> <li>• Mathematical Statistics,</li> <li>• Real Analysis,</li> <li>• Mathematical Spaces (Sets, Vector Spaces, Metric Spaces, topological spaces Tensors,</li> <li>• Differential Equations.</li> </ul> <p><b><u>Part-III</u></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>• Development of Education in Pakistan</li> </ul>
					<p><b><u>For (H) Economics</u></b></p> <p><b><u>Part-I</u></b> Vocabulary, Grammar usage, Sentence Structuring.</p> <p><b><u>Part-II (Masters Level)</u></b></p> <ul style="list-style-type: none"> <li>• Micro Economics: Determination of market demand and supply</li> <li>• Macro Economics: Basic Economic Concepts</li> <li>• International Trade: Theories, Trade Restrictions &amp; Trade Policy,</li> <li>• Economic Development: Historical growth development process and Theories, Structural Issues</li> <li>• WTO and Developing Economies,</li> <li>• Monetary Theory &amp; Public Finance,</li> <li>• Agriculture Development in Pakistan</li> <li>• Industrial Development in Pakistan</li> <li>• Energy Crises and Policy in Pakistan</li> <li>• Interest Free Banking in Pakistan</li> <li>• Planning Experience in Pakistan</li> </ul> <p><b><u>Part-III</u></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>• Development of Education in Pakistan</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
9.	167/2018	<b>Assistant Secretary (BS-16), Ministry of Industries &amp; Production. Private</b>	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)</li> <li>ii Microsoft Excel (Typing, Graph, Calculations)</li> <li>iii Microsoft Power Point (Typing, Formatting, Inserting Objects)</li> </ul> </li> </ul>	<b>35 Marks</b> <b>35 Marks</b>  <b>10 Marks</b> <b>10 Marks</b> <b>10 Marks</b>
10.	173/2018	<b>Principal Technician (BS-17),</b> A. Pathology/Laboratory B. Radiology C. Physiotherapy D. Operation Theatre E. Anaesthesia F. Pharmacy (Dispenser) G. Dresser/General H. CSSD I. Dental Pakistan Institute of Medical Sciences (PIMS), Islamabad, Capital Administration and Development Division.	M.Sc. in respective discipline <b>OR</b> B.Sc. in respective discipline with five (5) 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>Note:</b> Separate Paper for each category should be devised.	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring  <b>Part-II</b> <ul style="list-style-type: none"> <li>• Core Courses of Relevant Speciality</li> </ul>
11.	178/2018	<b>Inspector Customs/Intelligence Officer (BS-16), Revenue Division, Federal Board of Revenue.</b>	i. Second Class or Grade 'C' Bachelor's Degree from a recognized university with Economics, Commerce, Statistics, Accounting, Computer Science, Law, Pharmacy, Chemistry or Physics as one of the subjects or B.Sc Engineering in any specialty. ii. Computer literacy up to the level of MS Word, MS Power Point and MS Excel.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> General Intelligence=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>• Basic Computer Operation in MS Office</li> </ul> <b>Note : (Equal weightage for each topic at Part-II)</b>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
12.	180/2018	<b>Appraising/Valuation Officer</b> (BS-16), Federal Board of Revenue, Revenue Division.	<p>i. Second Class or Grade 'C' Bachelor's degree from a recognized University with Economics, Commerce, Statistics, Accounting, Computer Science, Law, Pharmacy, Chemistry or Physics as one of the subjects or B.Sc. Engineering in any speciality.</p> <p>ii. Computer literacy up to the level of MS Word, MS Power Point and MS Excel.</p>	<p>Objective Type Test (MCQ)</p> <p><b>Part-I</b></p> <p>English = 20 marks</p> <p><b>Part-II</b></p> <p>General Intelligence Test = 80 marks</p>	<p><b>Part-I</b></p> <p>Grammar Usage, Sentence Structuring</p> <p><b>Part-II</b></p> <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>• Basic Computer Operation in MS Office</li> </ul> <p><b>Note : (Equal weightage for each topic at Part-II)</b></p>
13.	197/2018	<b>Boiler Engineer</b> (BS-17), Remount Veterinary and Farms Corps, Ministry of Defence	<p>i. Three (3) years Diploma in Electrical or Mechanical Engineering from a recognized Institute.</p> <p>ii. 1<sup>st</sup> Class Boiler Engineer Certificate.</p> <p>iii. Three (3) years post qualification experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>i. 1<sup>st</sup> Class Boiler Engineer Certificate.</p> <p>ii. Five (5) years post qualification experience in the relevant field.</p>	<p>Objective Type Test (MCQ)</p> <p><b>Part-I</b></p> <p>English = 20 marks</p> <p><b>Part-II</b></p> <p>Professional Test=80 Marks</p>	<p><b>Part-I</b></p> <p>Vocabulary, Grammar Usage, Sentence Structuring</p> <p><b>Part-II</b></p> <ul style="list-style-type: none"> <li>• Boiler Mountings, Accessories and Auxiliaries</li> <li>• Draught System of Boilers</li> <li>• Boiler Performance</li> <li>• Steam Engines and Condensers</li> <li>• Boiler Operation &amp; Maintenance</li> <li>• Design Fundamentals of Boiler</li> <li>• Boiler Metallurgy</li> <li>• Boiler Protection and Interlocks</li> <li>• Boiler Controls</li> <li>• Boiler Pollution Control</li> <li>• Liquid Fuel Handling</li> <li>• Solid Fuel Handling</li> </ul>

**Scheme and Syllabus for Written Examination (Descriptive)  
for all Posts in BS-20 & BS-21 advertised under Consolidated  
Advertisement No. 08/2018**

Case No.	F.4-195/2018-R
Particulars of post	<b>Judicial Member</b> (BS-21), Appellate Tribunal Inland Revenue, Ministry of Law and Justice
Minimum Qualification & Experience:	A person who has exercised the powers of a District Judge and is qualified to be Judge of a High Court. OR A person who is or has been an advocate of a High Court and is qualified to be a Judge of a High Court. OR A person who has held the Judicial office for a period of ten years as given in Article 193(2)(a), (b) & (c) of Constitution of Islamic Republic of Pakistan.

**Syllabus to be uploaded soon**

**Schemes and Syllabi for Written Examination (Descriptive)  
for All Posts in BS-18 & BS-19 included in Consolidated  
Advertisement No. 08/2018**

**PAPER-I: ENGLISH**

Max Marks: 100

Time Allowed: 3 Hours

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

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

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

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

**Reading Comprehension (10 marks)**

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

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

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

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

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

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

**SUGGESTED READINGS**

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

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

Case No.	F.4-107/2018-R
Particulars of post	<b>Assistant Draftsman (BS-18), Ministry of Law and Justice</b>
Minimum Qualification & Experience:	<ul style="list-style-type: none"> <li>i. Second Class or Grade 'C' Bachelor's Degree in Law or equivalent qualification from a University recognized by HEC.</li> <li>ii. Five (5) years post qualification experience of work in drafting statutes and statutory rules, notifications, legislations and other legal instruments and vetting of legal documents.</li> </ul>

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

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

**SUGGESTED READINGS**

<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) Khalid ur Rahman Khan as adapted from Principles and Digest of the Law of Evidence by M. Monir
4.	Qanun-e-Shahdat Order, 1984	
5.	The Code of Civil Procedure, 1908	Aamir Raza A. Khan
6.	The Arbitration Laws in Pakistan	M. Mahmood
7.	Civil Courts Ordinance, 1962	Nisar Ahmad Nisar



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

Case No.	F.4-115/2018-R
Particulars of post	<b>Deputy Inspector General (Forests) (BS-19), Ministry of Climate Change</b>
Minimum Qualification & Experience:	i. Second Class or Grade "C" B.Sc. (Hons.) Forestry/M.Sc. Forestry ii. Twelve years post qualification experience in the field of Forestry and Wildlife

**Forestry & Wildlife 100 Marks**

- I. Forest, range lands and wild life importance and significance
- II. Forest management and utilization, wood based industries in Pakistan, silviculture
- III. Range management and utilization
- IV. National and international forest wealth statistics
- V. Role of wildlife as value addition to forestry
- VI. Forest based wildlife reservations of Pakistan and their management, eco-tourism
- VII. Forestry, agroforestry, social forestry and forest biometrics
- VIII. Socio-economic and ecological impact of manmade forests
- IX. Watershed Management and role of forests in prevailing climate change dilemma
- X. National forest laws and policies at national level, biodiversity & environment
- XI. Wildlife Ecology, Conservation and Management

**SUGGESTED READINGS**

<b>S.No.</b>	<b>Title</b>	<b>Author</b>
1.	Forest Types of Pakistan	Champion, H.G., S.K. Seth and, G.M.Khattak
2.	Manual of Silviculture for Pakistan	Champion, H.G., S.K. Seth and G.M.Khattak
3.	Trees of Pakistan	M.I. Sheikh
4.	Range Management in Pakistan	M.A.A. Qureshi
5.	Comprehensive Forestry	B.A. Raza
6.	Farm Forestry in Pakistan,	M.A.A. Qureshi
7.	Forest Management	G.M. Khattak,
8.	Wildlife Ecology, Conservation and Management	A. R. E. Sinclair, J. M. Fryxell, G.Caughley
9.	Basics of Forestry & Allied Sciences	Dr. Masood A.A. Qureshi

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

Case No.	F.4-140/2018-R
Particulars of post	<b>Vice Principal/Headmistress</b> (Female) (BS-18), F.G. Schools, Federal Directorate of Education, Islamabad, Capital Administration & Development Division.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' Master's degree with B.Ed./M.Ed. ii. Five (5) years post qualification teaching and professional/administrative experience in a recognized Educational Institution.

**Part-I: 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-II: (Professional)****50 Marks****I. Development of Curriculum and Instructional Material**

- Elements of Curriculum.
- Curriculum Development Process: Need Assessment, Formulation of Aims and Objectives.

**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. Educational Administration and Supervision**

- The Concept of Administration
- Educational Supervision

**V. Research Methods in Education**

- Scientific Method and its Application in Education
- Sampling Techniques:
- 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.4-171/2018-R
Particulars of post	<b>Assistant Chief (BS-18)</b> , Governance/ Public Administration Section, Ministry of Planning, Development and Reform.
Minimum Qualification & Experience:	i) Second Class or Grade 'C' Master's Degree or equivalent qualification in Political Science or Public Administration or Business Administration. ii) Three years post qualification experience of work and/ or research in the field of public 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 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.4-196/2018-R
Particulars of post	<b>Pathologist-Cum-Bacteriologist (BS-18)</b> , Medical Department of Pakistan Railways, Ministry of Railways.
Minimum Qualification & Experience:	i. MBBS or equivalent qualifications. ii. Post graduate higher diploma/ degree, viz., MS/FRCS/ FCPS/ MRCP/ FFA or equivalent in the requisite Speciality and two (2) years post qualification clinical experience <b>OR</b> Post graduate lower diploma in the requisite Speciality and four (4) years post qualification clinical experience

**Part-I: (Qualification Based)****50 Marks**Core courses of **MBBS Degree****Part-II: (Professional)****50 Marks**Core courses of Post Graduate Lower Diploma in **Pathology**.

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

Case No.	F.4-199/2018-R
Particulars of post	<b>Assistant Professor (Islamic Studies) (Male)</b> , (BS-18), Federal Government Educational Institutions (FGEI) (Cantts/Garrisons), Ministry of Defence.
Minimum Qualification & Experience:	Ph.D. Degree in Islamic Studies with one (1) year post qualification teaching experience at College/ University level. <b>OR</b> M.Phil Degree in Islamic Studies with three (3) years post qualification teaching experience at College/ University level. <b>OR</b> Second Class or Grade 'C' Master's Degree in Islamic Studies with five (5) years post qualification teaching experience at College/ University level.

**Part-I: (Islamic Studies)****50 Marks****I. Islam: the Code of Life**

- Salient features of Islamic;
  - Social System
  - Political System
  - Economic System
  - Judicial System
  - Administrative System
- Responsibilities of Civil Servants

**II. Study of Seerah**

Need and importance of the study of Seerah Prophet Mohammad (PBAH) as:

- The Role Model
- Merciful for the universe.
- Preacher
- Diplomat
- Teacher and Educationist
- Revolutionary Leader

**III. Islamic Civilization and Culture:**

- Meanings and the vital elements of Islamic Civilization and Culture
- Role of civilisation in the development of the human personality and communities
- Distinctions of Islamic Civilization;
  - Tauheed
  - Risalat
  - Spiritualism
  - Dignity of Man
  - Equality
  - Social Justice
  - Moral values
  - Tolerance
  - Rule of Law

#### IV. Islam and World

- Impact of Islamic Civilization on the West and vice-versa.
- Muslim World and the Contemporary Challenges
- Interaction between East and West.
- Role of Islam in the modern world.

##### I. اسلامی ضابطہ حیات

⇐ اسلامی نظام کی نمایاں خصوصیات:

- سماجی نظام
- سیاسی نظام
- اقتصادی نظام
- عدالتی نظام
- انتظامی نظام

⇐ سرکاری ملازمین کی ذمہ داریاں

##### II. سیرت النبی کا مطالعہ

⇐ سیرت النبی کے مطالعہ کی اہمیت اور ضرورت بطور:

- نمونہ عمل
- پیغمبر امن
- مبلغ
- سفارت کار
- معلم انسانیت
- انقلابی رہنما

##### III. اسلامی تہذیب و ثقافت

⇐ اسلامی تہذیب و ثقافت کے معانی اور اہم اجزا

⇐ سماج اور انسانی شخصیت کی تعمیر میں تہذیب کا کردار

⇐ اسلامی تہذیب کے نمایاں اوصاف:

- توحید
- رسالت
- تزکیہ نفس
- انسانی عزت و وقار
- مساوات



- سماجی انصاف
- اخلاقی اقدار
- صبر و برداشت
- قانون کی حکمرانی

### اسلام اور دنیا :

- اسلامی تہذیب کے مغرب اور مغرب کے اسلامی تہذیب پر اثرات ⇐
- اسلام اور عصر حاضر کے چیلنجز ⇐
- مشرق اور مغرب کے درمیان بات چیت ⇐
- جدید دنیا میں اسلام کا مقام ⇐

## **Part-II: (Professional)**

**50 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. Educational Administration and Supervision**
  - The Concept of Administration
  - Educational Supervision
- V. Research Methods in Education**
  - Scientific Method and its Application in Education
  - Sampling Techniques:
  - 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.	Islam: its meaning and Message	Khurshid Ahmad

<b>S. No.</b>	<b>Title</b>	<b>Author</b>
2.	Islam: The Misunderstood Religion	Muhammad Qutub
3.	Towards Understanding Islam	Abul Aala Moudoodi
4.	Ideals and Realities of Islam	Hussain Nasr,
5.	A brief Survey of Muslim Science and Culture	Muhammad Abdur –Rahman
6.	Quranic Sciences	Afzalur Rahman
7.	Research in Education	JW Best
8.	Integrating Education Technology into Teaching	Roblyer
9.	Curriculum Development	S.M. Shahid
10.	Educational Measurement and Evaluation	S.M. Shahid
11.	Educational Administration	S.M. Shahid