

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. 03/2019

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
1.	45/2019	Inspector (Photo) (BS-16), Intelligence Bureau.	i. Second Class or Grade 'C' Bachelor's of Science with Chemistry. ii. Two (2) years post qualification experience in the field of Photography/Videography iii. Proficiency in Computer. Stage-I: MCQ based Screening Test will be held for shortlisting of candidates. Stage-II: Subjective Type Technical Proficiency test (100 marks) will be conducted for short-listed candidates. The ratio of 1:8 (eight candidates per post) with qualifying standard of 50% marks will be followed at this stage.	Stage-I Objective Type Test (MCQ) Part-I English = 20 marks Part-II Qualification based Test=80 marks	Part-I Grammar Usage, Sentence Structuring. Part-II <ul style="list-style-type: none"> ▪ Electrochemistry ▪ Thermodynamics ▪ Chemical Kinetics ▪ Kinetic Theory of Gases. ▪ Nature, properties and states of matter. ▪ Thermo-chemistry. ▪ Radioactivity ▪ Knowledge of MS Office
For Short-listed Candidates					
				Stage-II Subjective Test Technical Proficiency Test=100 marks Qualifying Standard= 50%	<ul style="list-style-type: none"> ▪ Functioning of different Still and Video Cameras ▪ Operation of DSLR Cameras. ▪ Photo Editing Softwares like Adobe Photoshop ▪ Techniques of Indoor/Outdoor Photography/Videography.
2.	60/2019	Assistant Secretary (BS-16), Pakistan Military Accounts Department, Ministry of Defence.	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"> • Typing Test with minimum Speed of 50 W.P.M • Shorthand Test with minimum Speed of 100 W.P.M • Computer Literacy Test: <ul style="list-style-type: none"> i Microsoft Word (Typing, Formatting) ii Microsoft Excel (Typing, Graph, Calculations) iii Microsoft Power Point (Typing, Formatting, Inserting Objects) 	35 Marks 35 Marks 10 Marks 10 Marks 10 Marks

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
3.	63/2019	Computer Operator (BS-16), Pakistan Military Accounts Department, Ministry of Defence.	<p>Second Class or Grade 'C' Master's degree in Computer Sciences/ Information Technology or equivalent from a University recognized by the Higher Education Commission.</p> <p style="text-align: center;">OR</p> <p>i. Second Class or Grade 'C' Bachelor's degree in Mathematics/ Statistics/ Physics or equivalent with diploma in Computer Science from an Institute/ University recognized by the Higher Education Commission.</p> <p style="text-align: center;">OR</p> <p>Second Class or Grade 'C' Bachelor's degree in Computer Sciences/ Information Technology or equivalent from a University recognized by the Higher Education Commission.</p> <p>ii. Two years post qualification experience in Computer Operation.</p>	<p>Objective Type Test (MCQ)</p> <p>Part-I</p> <p>English = 20 marks</p> <p>Part-II</p> <p>Professional Test=80 marks</p>	<p>Part-I</p> <p>Grammar Usage, Sentence Structuring</p> <p>Part-II</p> <ul style="list-style-type: none"> • Software research and development, • Coding, Writing, Testing and debugging of software applications, • Program logic, • Visual Basic, C++, Java, Unix/Red Hat Linux Operating System, • Computer Networks and Internet, • Computer Graphics and Algorithms • Development of basic algorithms,
4.	68/2019	Research Associate/ Officer (BS-17), Ministry of Federal Education and Professional Training.	<p>i. Second Class or Grade 'C' Master's degree in Finance/ Business Administration/ Public Administration/ Economics or equivalent qualification from a University recognized by the HEC.</p> <p>ii. Two (2) Years post qualification experience of research related activities in PSDP projects.</p>	<p>Objective Type Test (MCQ)</p> <p>Part-I</p> <p>English = 20 marks</p> <p>Part-II</p> <p>Professional Test=80 marks</p>	<p>Part-I</p> <p>Vocabulary, Grammar Usage, Sentence Structuring.</p> <p>Part-II</p> <ul style="list-style-type: none"> • PSDP Cycle • Project Management and Evaluation tools • Methods of Data Analysis, • Research Methods in Education, • Significance of Budgeting, • Role of Human Resource Management in Organization Performance • Major issues in Pakistan Economy

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
5.	69/2019	Monitoring Officer (BS-16) , Ministry of Federal Education and Professional Training.	Second Class or Grade 'C' Master's degree or equivalent qualification from a University recognized by the HEC. OR i. Second Class or Grade 'C' Bachelor's degree from a University recognized by HEC. ii. Two (2) years post qualification experience in the field of Project Monitoring.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test=80 marks	Part-I Grammar Usage, Sentence Structuring. Part-II <ul style="list-style-type: none"> • Defining Monitoring and Evaluation Tools for Education • Types of Monitoring in Education, • Govt of Pakistan PSDP Cycle/Process Cycle • Project Planning & Management • Salient features of National Education Policy 2009 • Monitoring Tools-UNESCO
6.	89/2019	Assistant Secretary (BS-16) , Intelligence Bureau.	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"> • Typing Test with minimum Speed of 50 W.P.M • Shorthand Test with minimum Speed of 100 W.P.M • Computer Literacy Test: <ul style="list-style-type: none"> i Microsoft Word (Typing, Formatting) ii Microsoft Excel (Typing, Graph, Calculations) iii Microsoft Power Point (Typing, Formatting, Inserting Objects) 	35 Marks 35 Marks 10 Marks 10 Marks 10 Marks

**Scheme and Syllabus for Written Examination (Descriptive)
for all Posts in BS-20 advertised under Consolidated
Advertisement No. 03/2019**

(i)	Case No.	F.4-30/2019-R
	Particulars of post	Chief (BS-20), Water Resources Section, Ministry of Planning, Development and Reform.
	Minimum Qualification & Experience:	i. Second Class or Grade 'C' Bachelor's Degree or equivalent qualifications in Civil Engineering or Agricultural Engineering. ii. Fifteen (15) years post qualification experience of operation, maintenance, drainage or research or planning relating to irrigation, drainage or flood control works or similar matters.
(ii)	Case No.	F.4-65/2019-R
	Particulars of post	Director General (BS-20), Pakistan Planning & Management Institute, Ministry of Planning, Development and Reform.
	Minimum Qualification & Experience:	i. Ph.D in Economics/ Development Economics/ Agricultural Economics/ Project Management/ Human Resource Development from university recognized by HEC. ii. Thirteen (13) years post qualification experience in Teaching or Research/ Project Management / Project Planning/ Project Appraisal/ Project Monitoring and Evaluation in a Government/ Semi Government/ reputable private organization. <p align="center">OR</p> i. M. Phil in the above required subjects. ii. Fifteen (15) years post qualification experience in the fields mentioned above. <p align="center">OR</p> i. Second Class or Grade 'C' Master's degree or equivalent in the above required subjects. ii. Seventeen (17) years post qualification experience in the field mentioned above.

PAPER: ENGLISH (100 MARKS)

English Essay: Candidates will be required to write an Essay in English from three topics comprising approximately **2000 words**. Candidates are expected to reflect comprehensive and research based knowledge on a selected topic related to the advertised post. Candidate's articulation, expression and technical treatment of the style of English Essay writing will be examined.

OR

Case Study: Candidates will be given real situation case studies related to advertised posts/organization concerned and will be expected from the candidates to present (i) identification of issues (ii) evaluation of issues (iii) legal or case related theories (iv) evaluation of case facts if required and (v) possible solution of the case or writing judicial order, if the case so requires.

**Schemes and Syllabi for Written Examination (Descriptive)
for All Posts in BS-18 & BS-19 included in Consolidated
Advertisement No. 03/2019**

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: PROFESSIONALMax Marks: 100Time Allowed: 3 Hours

Case No.	F.4-62/2019-R
Particulars of post	Radiologist (BS-18), Armed Forces Institute of Rehabilitation Medicine, Ministry of Defence.
Minimum Qualification & Experience:	i. MBBS with FCPS in Radiology from CPSP. ii. Five (5) years post FCPS experience as Radiologist in a Government Organization.

Part-I: (Qualification Based)**50 Marks**Core courses of **MBBS Degree****Part-II: (Professional)****50 Marks**Core courses of FCPS in **Radiology**.

PAPER-II: PROFESSIONALMax Marks: 100Time Allowed: 3 Hours

Case No.	F.4-64/2019-R
Particulars of post	Assistant Chief (BS-18), Devolution & Area Development (Rural Development & Local Planning) Section, Ministry of Planning, Development and Reform.
Minimum Qualification & Experience:	<p>i. Second Class or Grade 'C' Master's degree or equivalent qualification in any of the following subjects: Agricultural Economics/ Economics/ Social Work/ Sociology/ Rural Development.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree or equivalent qualifications in Civil Engineering or Agricultural Engineering.</p> <p>ii. Three (3) years post qualification experience of work in the field of rural development and local planning with special reference to sectors connected with the planning and development of rural areas.</p>

Part-I: (Research and Planning)**50 Marks****i. Communication Skills, Technical Writing and Presentation Skills**

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

ii. Planning and Managementa) Project Management

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

b) Scope Management

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

c) Communications Management

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

d) Risk Management

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

e) Statistical Techniques

All statistical techniques related to Planning & Research

Part-I: (Sociology and Rural Development)**50 Marks**

- I. Rural Development:** Determinants of rural development. Approaches to rural development. Man power requirement and institution building. Socio-cultural obstacles to rural development. Strategy for research and extension. Developmental economic framework of rural modernization. Review of rural development program and policies in Pakistan. MTTGs (Medium Term Development Goals).

- II. Community:** The rural community, Traditional Characteristics of rural life, The urban community, Rural – Urban convergence, Urbanism, Future of cities in Pakistan.
- III. Social Institutions:** The nature and genesis of institutions, The process of institutionalization, Functions of Social Institutions: Family, Religion, Education, Economy and Politics.
- IV. Social Problems in Pakistan:** High population growth rate, Rural –urban migration. Issues of technical/vocational training, Deviance and street crime, Unemployment, illiteracy and School drop out, Smuggling, Prostitution, Poverty, Drug Addiction, Child Labour and Abuse, Bonded Labour, Social customs and Traditions affecting Women in Pakistan, Violence Against Women and Domestic Violence, Issues concerning the Elderly in Pakistan.

SUGGESTED READINGS

S. No.	Title	Author
1.	Practical English Grammar	A.J. Thomson and A.V. Martinet.
2.	Writing. Intermediate	Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet.
3.	Writing. Upper-Intermediate	Rob Nolasco.
4.	Reading. Advanced	Brian Tomlinson and Rod Ellis.
5.	Study Skills	Riachard Yorky
6.	Writing. Advanced	Ron White.
7.	College Writing Skills	John Langan.
8.	Patterns of College Writing	Laurie G. Kirsznner and Stephen R. Mandell.
9.	The Mercury Reader. A Custom Publication.	Janice Neulib; Kathleen Shine Cain; Stephen Ruffus and Maurice Scharon.
10.	Project Management Body of Knowledge,	Project Management Institute (PMI) standards committee
11.	Software Project Management	S.A. Kelkar, A Concise Study, Prentice Hall of India.
12.	Rural Planning in Developing Countries,	Dalal, B
13.	New Approaches to Rural Development	Setty, E.
14.	Rural Development: Principles, Policies and Management.	Singh, K.
15.	Pakistan in Twentieth Century	Akhtar, S.
16.	Poverty Alleviation. Institute of Policy Studies. Islamabad.	Sahibzada, Mohibul Haq..
17.	Sociology : A down to earth approach	James M. Henslin
18.	Contemporary Sociological Theories	Pitrim Sorokin
19.	The Sociology of Rural Life	Lynn Smith, T.