

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. 12/2018

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
1.	2312018	Civilian Medical Practitioner (CMP) (Grade-III) (BS-17), OS Directorate, GHQ, Ministry of Defence.	MBBS or equivalent qualification recognized by the PMDC.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test=80 Marks	Part-I Vocabulary, Grammar Usage, Sentence Structuring Part-II <ul style="list-style-type: none"> • Core courses of MBBS Degree Program. • Health Policy of the Government • Care vs Cure for Health Management
2.	235/2018	Assistant Electronic Engineer (BS-16), Pakistan Meteorological Department, Cabinet Secretariat (Aviation Division).	i. Three (3) years post Matric Diploma in Electronics/ Instruments/ Mechatronics from a recognized institution. ii. Three (3) years post qualification experience in Operation & maintenance of electronic equipment.	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"> • Kirchhof's Law • Principle of Transformer • Diodes and Transistors • Illumination and its Unit • Rectifiers • Star and Delta Connections • Router and Armature • Impedance • Lightening Arrestor • Isolators and its Types. • PNP and NPN Junctions • Type of Oil used in Transformers
3.	250/2018	Assistant Private Secretary (BS-16), (Railway Board), Ministry of Railways.	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. Note: Computer literacy means proficiency in M.S Office (M.S Word, Power Point & Excel).	<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 for Posts	Test Specification	Topics of Syllabi
4.	256/2018	Research Officer (BS-17), Water Resources Section, Ministry of Planning, Development and Reform.	Second Class or Grade 'C' Bachelor's Degree or equivalent qualifications in Civil Engineering or Agricultural Engineering.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test=80 Marks	Part-I Vocabulary, Grammar Usage, Sentence Structuring Part-II (For Civil Engineer) <ul style="list-style-type: none"> • Soil Mechanics & Foundation Engineering • Hydraulic & Hydrology • Construction Management • Building Material & Building Construction • Structural Design Applications • Engineering Materials • Concrete Technology & R.C.C Structure Design • Reinforced Concrete • Sewage Treatment • Water Resources and Water Supply Design • Research and Analysis • Report Writing • Public Procurement Rules, 2004 Part-II (For Agricultural Engineer) <ul style="list-style-type: none"> • Soil Science • Basic Agriculture • Farm Structures & Materials • Soil & Water Conservation Engineering • Irrigation Engineering • Environmental Engineering • Farm Machinery & Earth Moving Equipment • GIS & Remote Sensing • Agricultural Processing Engineering • Research and Analysis • Report Writing • Public Procurement Rules, 2004
5.	262/2018	Inspector of Police (Male) (BS-16), Pakistan Navy, Ministry of Defence (Defence Division).	i. Second Class or Grade 'C' Bachelor's degree. ii. Three (3) years post qualification experience in Armed Forces/ Civil Armed Forces/ Police. Note: Finally shortlisted candidates will be called for Psychological Assessment & Interview.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II General Intelligence & Professional Test=80 Marks	Part-I Grammar Usage, Sentence Structuring Part-II <ul style="list-style-type: none"> • Basic Arithmetic. • Current Affairs. • Pakistan Affairs & Islamic Studies • Everyday/General Science • Security measures taken in Sabotage/Terrorism Note : (Equal weightage for each topic at Part-II)

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
6.	276/2018	Assistant Private Secretary (BS-16), National Accountability Bureau.	i. Second Class or Grade 'C' Bachelor's degree (14-years education) from HEC recognized Institution. ii. Minimum shorthand speed: 100 w.p.m and typing speed: 50 w.p.m. iii. Certification in Computer operations. Note: Computer literacy means proficiency in M.S Office (M.S Word, Power Point & Excel).	<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

Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 included in Consolidated Advertisement No. 12/2018

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.4-243/2018-R
Particulars of post	Deputy Chief (BS-19), Environment Section, Ministry of Planning, Development and Reform.
Minimum Qualification & Experience:	<p>i. Second Class or Grade 'C' Master's Degree in Environmental Economics/ Environmental Sciences/ Natural Resources Management/ Environment Planning and Management from a University recognized by HEC.</p> <p style="text-align: center;">OR</p> <p>B.Sc. Engineering in Environmental Sciences/ Forestry from a University recognized by HEC.</p> <p>ii. Twelve (12) years post qualification experience in the relevant field.</p>

Environmental Studies: 100 Marks**I. Environment and Sustainable Development:**

World Summit on Sustainable Development 2002, Rio Summit-II, 2012, Millennium Development Goals.

II. Sustainable Development Issues

Population growth, Poverty, Biodiversity loss and its Conservation, Energy security (energy conservation and alternative energy resources), Urbanization and sustainable cities, Carrying capacity and ecological footprint. Food security and sustainable agriculture. Ecological restoration.

III. Environmental Pollution

Air Pollution, Water Pollution, Soil Pollution, Noise Pollution, Solid Waste, Water Logging & Salinity, Deforestation, Desertification, Eutrophication, Global and regional air pollution problems (Greenhouse effect, Global Warming/Climate Change, Ozone Depletion, Acid Rain).

IV. Climate Change

Climate Pattern at local, regional and global scale. Drivers and Indicators of Climate Change, Effects of Climate Change on natural and societal systems. Carbon foot print. Climate change adaptation and mitigation, Clean Development Mechanism (CDM), REDD+. Global environmental politics on climate change: role of India, China and USA (Copenhagen Accord 2009).

V. Environmental Governance

Policy, legal and institutional frameworks for governance of environment in Pakistan: National Conservation Strategy of 1992, National Environmental Policy Act of Pakistan 2005, Environmental Protection Act of 1997, Pak-EPA (Review of IEE/EIA) Regulations 2000, National Drinking Water Policy 2009, National Climate Change Policy 2012.

VI. Global initiatives

Multilateral Environmental Agreements ratified by Pakistan, Convention on Biological Diversity (CBD), United Nations Framework Convention on Climate Change (UNFCCC), Kyoto Protocol, Paris Agreement, UN Convention to combat Desertification.

VII. Environmental Assessment and Management

Environmental Impact Assessment, Strategic Environmental Assessment, Environmental Management Systems (ISO 14000), Occupational Health & Safety management systems (OHSAS 18000), Participatory Approaches to Environmental Management, Technological Approaches to Environmental Management, Approaches to Solid Waste Management, Disaster Risk Management, Pollution Control Technologies, Geographic Information System & Remote Sensing, Natural Resources Management.

SUGGESTED READINGS

S.No.	Title	Author
1.	Environmental Economics in Theory and Practice.	Hanley, N. Shorgen, J, White, B
2.	Industrial Safety Health and Environmental Management	Jain R.K. Rao S.S
3.	Environmental Science: Earth as a living Planet, 9 th ed.	Botkin, D. Keller, E. 2014
4.	Environmental Geology Facing the Challenges of Our Changing Earth	Erickson, J
5.	Environmental Geology.	Keller A. Edward
6.	Earth Science.	Tarbuck. J. Edward Lutgens K. Friederick
7.	Environmental Science: A Study of Interrelationship	Enger ED, Smith, B.F
8.	Basics of Forestry and Applied Sciences, Concepts and Theory	Masood A.A Qureshi
9.	Environmental Science: Working with Earth	Miller. T.G
10	Disaster Management: A Disaster Manager's Handbook	Carter N.W
11	Disasters and Development	Cuny, F.C.
12	Disaster Management: Warning Response and Community Relocation	Perry R.W. Mushkatel, A.H.
13	Energy: Crisis or Opportunity, An Introduction to Energy Studies	Diana Schumacher
14	Environmental Geology	Carla W. Montgomery
15	Environmental Health; Ecological Perspective	Kathryn Hilgenkamp
16	Official Website of Govt. of Pakistan	www.environment.gov.pk
17	Official Website of UN Environment Programme.	www.unep.org

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

Case No.	F.4-244/2018-R
Particulars of post	Assistant Chief (BS-18), Environment Section, Ministry of Planning, Development and Reform.
Minimum Qualification & Experience:	<p>i. Second Class or Grade 'C' Master's Degree in Environmental Economics/ Environmental Sciences/ Natural Resources Management/ Environment Planning and Management from a University recognized by HEC.</p> <p style="text-align: center;">OR</p> <p>B.Sc. Engineering in Environmental Sciences/ Forestry from a University recognized by HEC.</p> <p>ii. Five (5) years post qualification experience in the relevant field.</p>

Environmental Studies: 100 Marks**I. Environment and Sustainable Development:**

World Summit on Sustainable Development 2002, Rio Summit-II, 2012, Millennium Development Goals.

II. Sustainable Development Issues

Population growth, Poverty, Biodiversity loss and its Conservation, Energy security (energy conservation and alternative energy resources), Urbanization and sustainable cities, Carrying capacity and ecological footprint. Food security and sustainable agriculture. Ecological restoration.

III. Environmental Pollution

Air Pollution, Water Pollution, Soil Pollution, Noise Pollution, Solid Waste, Water Logging & Salinity, Deforestation, Desertification, Eutrophication, Global and regional air pollution problems (Greenhouse effect, Global Warming/Climate Change, Ozone Depletion, Acid Rain).

IV. Climate Change

Climate Pattern at local, regional and global scale. Drivers and Indicators of Climate Change, Effects of Climate Change on natural and societal systems. Carbon foot print. Climate change adaptation and mitigation, Clean Development Mechanism (CDM), REDD+. Global environmental politics on climate change: role of India, China and USA (Copenhagen Accord 2009).

V. Environmental Governance

Policy, legal and institutional frameworks for governance of environment in Pakistan: National Conservation Strategy of 1992, National Environmental Policy Act of Pakistan 2005, Environmental Protection Act of 1997, Pak-EPA (Review of IEE/EIA) Regulations 2000, National Drinking Water Policy 2009, National Climate Change Policy 2012.

VI. Global initiatives

Multilateral Environmental Agreements ratified by Pakistan, Convention on Biological Diversity (CBD), United Nations Framework Convention on Climate Change (UNFCCC), Kyoto Protocol, Paris Agreement, UN Convention to combat Desertification.

VII. Environmental Assessment and Management

Environmental Impact Assessment, Strategic Environmental Assessment, Environmental Management Systems (ISO 14000), Occupational Health & Safety management systems (OHSAS 18000), Participatory Approaches to Environmental Management, Technological Approaches to Environmental Management, Approaches to Solid Waste Management, Disaster Risk Management, Pollution Control Technologies, Geographic Information System & Remote Sensing, Natural Resources Management.

SUGGESTED READINGS

S.No.	Title	Author
2.	Environmental Economics in Theory and Practice.	Hanley, N. Shorgen, J, White, B
3.	Industrial Safety Health and Environmental Management	Jain R.K. Rao S.S
4.	Environmental Science: Earth as a living Planet, 9 th ed.	Botkin, D. Keller, E. 2014
5.	Environmental Geology Facing the Challenges of Our Changing Earth	Erickson, J
6.	Environmental Geology.	Keller A. Edward
7.	Earth Science.	Tarbuck. J. Edward Lutgens K. Friederick
7.	Environmental Science: A Study of Interrelationship	Enger ED, Smith, B.F
8.	Basics of Forestry and Applied Sciences, Concepts and Theory	Masood A.A Qureshi
9.	Environmental Science: Working with Earth	Miller. T.G
10	Disaster Management: A Disaster Manager's Handbook	Carter N.W
11	Disasters and Development	Cuny, F.C.
12	Disaster Management: Warning Response and Community Relocation	Perry R.W. Mushkatel, A.H.
13	Energy: Crisis or Opportunity, An Introduction to Energy Studies	Diana Schumacher
14	Environmental Geology	Carla W. Montgomery
15	Environmental Health; Ecological Perspective	Kathryn Hilgenkamp
16	Official Website of Govt. of Pakistan	www.environment.gov.pk
17	Official Website of UN Environment Programme.	www.unep.org

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

Case No.	F.4-249/2018-R
Particulars of post	Joint Census Commissioner (Geography) (BS-19), Pakistan Bureau Of Statistics, Statistics Division, Ministry Of Finance, Revenue, Economic Affairs, Privatization & Statistics.
Minimum Qualification & Experience:	Second Class or Grade 'C' Master's Degree in Geography with twelve (12) years post qualification experience in the field of Geographic/ Cartographic work and delineation work.

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: 50 Marks

(Geography)

- I. Geographic patterns of culture, Classification of Languages, Ethnic Conflicts, Factors of Ethnic Cleansing, Ethnic Cleansing in the World, Development Indicators, Economic Indicators, Social Indicators, Health Indicators, Development through Trade, Impacts of development Indicators.

- II. Factors effecting Agriculture, Subsistence Agriculture and population growth, Commercial Agriculture and Market Forces, Sustainable Agriculture, Types and Distribution of Agriculture, Factors of Industrial locations, Distribution of Industries and Industrial Estates, Renewable Resources, Recycling Resources, Sustainable resources.
- III. Factors of Population Growth, Components of Change, Population Structure, The Demographic Transition, Over and under Population threats and their consequences.
- IV. Politics, Geography and Political Geography, State as a Politico-Territorial Phenomenon, State, Nation and the Nation-State, Global patterns in health and diseases, Models in medical geography, Recent issues and developments.

SUGGESTED READINGS

S. No.	Title	Author
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.	Text Book of Population Geography,	Dr. Martin Ardagh (2013).
6.	Tourism Geography	Shweta Singh (2013).
7.	Natural Disaster Management: New technologies and opportunities,	Subir Ghosh (2012).
8.	Population Geography	Clarke, J. I. (1965).
9.	Human Geography Cultural Society and Space.	De Blij. H. J. (2003).
10.	Political Geography: The Spatiality of Politics.	Dikshit, R. D. (2001).
11.	Human Geography Landscape of Human Activities.	Getis, Fellman. (2005).
12.	An Introduction to Agricultural Geography. London: Hutchinson.	Grigg, D. (1984).

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

Case No.	F.4-266/2018-R
Particulars of post	Draftsman (BS-19 Plus 25 % Special Pay), Law & Prosecution Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan.
Minimum Qualification & Experience:	<ul style="list-style-type: none"> i. Law Graduate or equivalent qualification from a University recognized by HEC. ii. Twelve (12) years post qualification practice as an advocate of any High Court in Pakistan/ Chief Court of Gilgit Baltistan.

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 Penal Code, 1860
- v. Qanun-e-Shahdat Order, 1984
- vi. Criminal Procedure Code, 1898

SUGGESTED READINGS

S.No.	Title	Author
1.	Pakistan Penal Code, 1860	M. Mahmood
2.	Criminal Procedure Code, 1898	Shaukat Mahmood
3.	Law of Evidence	Justice (R) Khalid ur Rahman Khan as adapted from Principles and Digest of the Law of Evidence by M. Monir
4.	Qanun-e-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