

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. 02/2020

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
1.	6/2020	Instructor (English) (BS-16) Staff Welfare Organization, Establishment Division.	i. Bachelor's degree from a recognized University. ii. Speed of 80 w.p.m. in Shorthand (English) and 40 w.p.m in typing at 90% accuracy of actual test. iii. Two (2) years post qualification practical experience as English Stenographer.	<ul style="list-style-type: none"> • Typing Test with minimum Speed of 40 W.P.M • Shorthand Test with minimum Speed of 80 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
2.	9/2020	Administrative Officer (BS-16), Federal Board of Revenue, Revenue Division.	i. Graduate. ii. Five (5) years post qualification experience of Administrative/ Establishment matters in a Government/ Semi Government Organization	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"> • Rules of Business, 1973 as amended. • Secretariat Instructions. • Civil Servants Act 1973 and Rules made thereunder • Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 • Government Servants Conduct Rules, 1964 • Functions of Human Resource Management • Administration Ethics
3.	23/2020	National Savings Officer (BS-17), Central Directorate of National Savings, Ministry of Finance.	Second Class or Grade 'C' Master's degree in Economics/ Statistics/ Commerce/ Accounting/ Finance/ Business Administration/ Public Administration/ Cost and Management Accountant/ Chartered Accountant/ Administrative Sciences/ Management Sciences or equivalent qualification from University recognized by HEC.	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"> • Functions of National Savings Organization • Basic Accounting • Basic Auditing • Basic Public Finance • Basic Arithmetic • Basic I.T. Knowledge

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
4.	24/2020	Range Forest Officer (BS-16 Plus 25% Special Pay), Forest, Parks & Wildlife, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan.	B.Sc. Degree in Forestry.	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"> • Silviculture: Principles & Practice • Biotechnology • Horticulture • Forest Management • Nursery Management • Watershed Management • Forest types in Gilgit-Baltistan • Pest Management • Forest Ecology
5.	25/2020	Medical Lab Technologist (BS-17 Plus 25% Special Pay), Health Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan.	Second Class or Grade 'C' Bachelor's degree in Medical Lab Technology or equivalent qualification from a university recognized by the HEC. OR i. Second Class or Grade 'C' Bachelor's degree with two years Diploma in Medical Lab. Technology. ii. Two (2) years post qualification experience in the relevant field.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test = 80 marks	Part-I Vocabulary, Grammar usage, Sentence Structure Part-II <ul style="list-style-type: none"> ▪ Basic Bio-Chemistry ▪ Basic Microbiology ▪ Medical Technology ▪ General Pathology ▪ Bioethics ▪ Basic Molecular Biology and Genetics ▪ WBC disorder
6.	27/2020	Assistant Director (Law) (BS-17) Anti Narcotics Force, Ministry of Narcotics Control.	i. LLB or equivalent qualification recognized by HEC. ii. Two (2) years post qualification practice/ experience in the lower courts.	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"> • Criminal Procedure Code, 1898 Section 154, • Pakistan Penal Code related to Narcotics Control • Anti Narcotics Force Act, 1997, • Control of Narcotic Substances Act, 1997, • International Cooperation on Narcotics Control
7.	29/2020	Assistant Director (BS-17) Anti Narcotics Force, Ministry of Narcotics Control.	Second Class or Grade 'C' Master's degree or degree in Law or equivalent qualification recognized by HEC.	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"> • Potential hazards of drugs for general public, • Control of Narcotics Substances Act, 1997 • Anti Narcotics Force Act, 1997 • Public Policy Planning and Implementation • System of Financial Control and Budgeting • Functions of Human Resource Management • Administrative Ethics

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
8.	37/2020	Lecturer (Male) (BS-17), A. Botany B. Chemistry C. Computer Science D. Economics E. English F. Health & Physical Education G. History H. Islamiyat I. Mathematics J. Pak studies K. Physics L. Political Science M. Psychology N. Statistics O. Urdu P. Zoology. Directorate of Federal Government Educational Institutions (Cantts/ Garrisons), Ministry of Defence.	Second Class or Grade 'C' Master's Degree or equivalent qualification in the relevant subject	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Subject Test = 50 marks Part-III Professional Test = 30 marks Note: <ul style="list-style-type: none"> ▪ In Language Subjects (i.e English and Urdu), English part for 20 marks will not be included. There will be 70% subject Test and 30% Professional Test. 	For (A) Botany Part-I Vocabulary, Grammar Usage, Sentence Structuring. Part-II (Masters Level) <ul style="list-style-type: none"> • Algae, • Fungi, • Bryophytes • Pteridophytes, • Gymnosperms, • Angiosperms, • Plant Physiology, • Ecology, • Cytology, • Genetics, • Evolution Part-III <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation For (B) Chemistry Part-I Vocabulary, Grammar Usage, Sentence Structuring. Part-II (Masters Level) <ul style="list-style-type: none"> • Nature, Properties & States of Matter, • Electronic Structure, • Bonding, • Chemical Kinetics & Radioactivity, • Synthetic Chemistry • Polymers, • Reaction Mechanism (electrophilic & nucleophilic substitution and addition reaction) • Inorganic Chemistry, • Thermodynamics, • Electrochemistry, Part-III <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p><u>For (C) Computer Science</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Computer Hardware/Software, • Data Communication & Networking, • C/C++ Language, • Visual Basic, • Operating System Unix/Linux • Windows XP, 2000, • Oracle/PLSQL, • System Analysis & Design. • Web Programming, <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology, • Classroom Management and Discipline, • Testing and Evaluation, <hr/> <p><u>For (D) Economics</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Micro Economics: Meaning, Scarcity and Opportunity Cost. • Goals of Microeconomics Policy: Efficiency & equity • Macro Economics: Basic Economic Concepts • The theory of Factor Pricing • Monetary Theory & Public Finance, • Industrial Development in Pakistan • Interest Free Banking in Pakistan • Basic Statistics on Economy of Pakistan <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p><u>For (E) English</u></p> <p><u>Part-I (Master's Level) (70 Marks)</u></p> <ul style="list-style-type: none"> • Vocabulary • Structuring of sentences. • Linguistics. • Grammar. • Syntax. • Diction. • Drama: Shakespeare (Hamlet; King Lear; Twelfth Night), William Congreve (The Way of the World), Shaw (Pygmalion; Heartbreak House), Harold Pinter (The Caretaker), Samuel Beckett (Waiting for Godot), Eugene O'Neill (Long Day's Journey into Night) <p><u>Part-II (30 Marks)</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology, • Classroom Management and Discipline, • Testing and Evaluation,
					<p><u>For (F) Health & Physical Education</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Philosophy of Physical Education, • Curriculum Development in Physical Education, • Psychology of Physical Education, • Rules of games (Hockey, Volley Ball) • Basics of Human Anatomy • Administrative and Management in Sports, • Sports Nutrition, • Trauma and Rehabilitation, • Research Methodology in Physical Education • Test, Measurement and Evaluation in Physical Education & Sports • Athletic Injuries, • Handicap Sports Organization <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p>For (G) History</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring</p> <p>Part-II (Masters Level)</p> <ul style="list-style-type: none"> • The Prophetic Age (570-632) • The Pious Caliphate (632-660) • Political System of Islam under the Prophet (PBUH) and the Pious Caliphate • Institutional Development of the Muslim Civilisation (Umayyad, Abbasid, Crusades, Ottoman Empire) • Muslim Freedom Movement in India (1857-1947) • Ideology of Pakistan • The Kashmir Issue • Pakistan and Neighbouring Countries • Research Methodology & Philosophy of History <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation
					<p>For (H) Islamiyat</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring</p> <p>Part-II (Masters Level)</p> <p style="text-align: right;"> قرآن کا بنیادی موضوع / متن ☆ سیرت النبی ﷺ ☆ فقہ: جامعیت، اختلاف رائے اور عصر حاضر کے تناظر میں مذہب کی تشریح۔ ☆ تعارف اسلام ☆ انسانی زندگی میں دین کی اہمیت ☆ اسلام کے نمایاں پہلو ☆ اسلامی عقائد کے انفرادی اور اجتماعی اثرات ☆ انسانی حقوق۔ اسلام کی نظر میں ☆ اسلام اور عصر حاضر کے چیلنجز ☆ اسلامی نظام حکمرانی کا ڈھانچہ ☆ سرکاری ملازمین کی ذمہ داریاں ☆ اسلامی ضابطہ حیات ☆ </p> <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p><u>For (I) Mathematics</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Calculus/Differentiation, Integration, Limits of continuity • General Theorems (Rolle's Theorem, Mean Value Theorem) • Areas and Volumes, centre of Mass • Computing Tools for Mathematicians, • Mathematical Statistics, • Mathematical Spaces (Sets, Vector Spaces, Metric Spaces, topological spaces Tensors, • Differential Equations. <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation
					<p><u>For (J) Pakistan Studies</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Ideology of Pakistan in light of speeches and statements of Allama Iqbal and Quaid-e-Azam • Pakistan Movement 1857-1947 • Current Issues of Pakistan (challenges to National Security, Economic Challenges, Pakistan's War on Terror, • Geography of Pakistan <ul style="list-style-type: none"> ✓ Land and People of Pakistan ✓ Pakistan and CPEC ✓ Natural Resources of Pakistan, • Latest Constitutional Amendments, <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p><u>For (K) Physics</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Mechanics • Heat and Thermodynamics, • Waves and Optics, • Electrostatic, • Electricity and Magnetism, • Modern and Quantum Physics, • Nuclear Physics, • Basic Solid State Physics, <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation <p><u>For (L) Political Science</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Western Political Thought (Plato, Aristotle, Machiavelli, Montesquieu, Hobbes, Locke, Rousseau, Marx, Lenin, Frances Fukuyama) • Muslim Political Thought (Al-Farabi, Al-Mawardi, Imam Ghazali, Ibn Khaldun, Shah Waliullah, Allama Muhammad Iqbal) • State System: Nature and Emergence, Islamic Concept • Political Institutions and Role of Government • Basic concepts of Political Ideologies (Capitalism, Marxism, Communism/Socialism, Fascims, Nationalism, Islamic Political Ideology) • Government and Politics in Pakistan: Analysis of 1956, 1962, 1973 Constitutions and Constitutional Amendments • Comparative Study of Political System (Turkey, India, Malaysia and China) <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p><u>For (M) Psychology</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Nature and Scope of Psychology • Biological basis of Behaviour • Developmental Psychology • Social Psychology • Educational Psychology • Counselling Psychology • Abnormal and Clinical Psychology • Organizational/Industrial Psychology • Forensic Psychology • Psychological Testing and Assessment • Research Methodology <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation
					<p><u>For (N) Statistics</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring.</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Measures of Central Tendency, • Measures of Dispersion or Variation, • Regression and Correlation, • Index Numbers, • Probability Theory, • Probability Distributions, • Presentation of Data • Time Series Analysis, • Statistical Inference, • Sampling Theory and Techniques, • Analysis of Variance, • Experimental Design <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p>For (O) Urdu Part-I (Master's Level) (70 Marks)</p> <p style="text-align: right;"> ☆ اردو ذخیرہ الفاظ ☆ ☆ اردو جملے کا ڈھانچہ ☆ ☆ اردو قواعد کا استعمال ☆ ☆ غالبیات ☆ ☆ اقبالیات ☆ ☆ سعدی حلی ☆ ☆ میر تقی میر کی شاعری ☆ ☆ طنز و مزاح: مشتاق احمد یوسفی کی نظر میں ☆</p> <p>Part-II (30 Marks)</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology, • Classroom Management and Discipline, • Testing and Evaluation,
					<p>For (P) Zoology Part-I Vocabulary, Grammar Usage, Sentence Structuring Part-II (Masters Level)</p> <ul style="list-style-type: none"> • Eco System, • Classification of Fish, Reptiles, Mammals, • Classification of Mollusks, Edinodermata, • Theories of Evolution, • Mammalian Hormonal System, • Membrane System, • Mammalian Gametogenesis and Fertilization, • Multiple Alleles. • Mendelian laws of inheritance, • Reproduction and Development, <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology, • Classroom Management and Discipline, • Testing and Evaluation,

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
9.	38/2020	Librarian (Male) (BS-16), Directorate of Federal Government Educational Institution (Cantts/ Garrisons), Ministry of Defence.	Second Class or Grade 'C' Bachelor's Degree with Diploma in Library Science. OR Bachelor of Library Science.	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"> Information Sources and Services Cataloguing: Theory and Practice Procurement and Maintenance of Library Books Library Automation/Information Storage & Retrieval Research Methods & Techniques for Librarians Public Records, Rare Material & their Conservation Management of Serials Publications Rules & Procedure regarding Write Off the Library Losses
10.	39/2020	Demonstrator (Female) (BS-16), Federal Government Educational Institution (FGEI) (Cantts/ Garrisons), Ministry of Defence.	Second Class or Grade 'C' Master's Degree in Physics/ Chemistry/ Biology.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II General Science Test=80 marks	Part-I Grammar Usage, Sentence Structuring Part-II <ul style="list-style-type: none"> Physics: <ul style="list-style-type: none"> Heat & Thermodynamics, Electrostatics, Electromagnetism, Waves and Optics Chemistry: <ul style="list-style-type: none"> Thermodynamics, Nature, Properties and States of Matter, Gases, Liquids & Solids, Organic Chemistry. Biology: <ul style="list-style-type: none"> Viruses & Algae Bryophyte Protozoa Mollusca Maintenance and Management of Science Laboratories.
11.	54/2020	Web Developer (BS-17), Bureau of Emigration & Overseas Employment, Ministry of Overseas Pakistanis and Human Resource Development.	Second Class or Grade 'C' Master's degree in Computer Science/BCS (4 years)/IT/ Electronics or equivalent from a University recognized by the HEC OR B.Sc. in Computer Engineering (Software) from a University recognized by the HEC.	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"> Website and Web Application Development Web Administration Graphic & CASE Tools, Design Tools Basics of HTML, DHTML, XML Database/Contents Management System Knowledge of FTP, Hosting Accounts, DNS, DDNS etc. Web Server Administration Web Reports Generation

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
12.	57/2020	Patrol Officer (BS-14), National Highways & Motorway Police, Ministry of Communications.	i Second Class or Grade 'C' Bachelor's Degree ii <u>Minimum Height:</u> a) <u>For Male</u> 5'-8" b) <u>For Female</u> 5'-4" (For candidates of Balochistan height is relaxable by 2" for male and by 1" for female) iii <u>Minimum Chest Measurement:</u> 33"-35" (Relaxable by 1") iv Car and Motorcycle driving proficiency required.	Objective Type Test(MCQ) <u>Part-I</u> English =20 Marks <u>Part-II :</u> General Intelligence Test = 80 Marks	<u>Part-I</u> Grammar Usage, Sentence Structuring. <u>Part-II</u> <ul style="list-style-type: none"> ▪ Basic Arithmetic <ul style="list-style-type: none"> – Algebra – Ratios – Percentages – Arithmetic Means ▪ Current Affairs. <ul style="list-style-type: none"> – Issues/Challenges at National and International Level during the last 2 years ▪ Pakistan Affairs & Islamic Studies <ul style="list-style-type: none"> – Basic Level knowledge ▪ National Highways Safety Ordinance, 2000 Note : (Equal weightage for each topic at Part-II)

Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 included in Consolidated Advertisement No. 02/2020

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.4-28/2020-R
Particulars of post	Deputy Director (Law) (BS-18), Anti Narcotics Force, Ministry of Narcotics Control.
Minimum Qualification & Experience:	i. LLB or equivalent qualification recognized by HEC. ii. Minimum Five (5) years post qualification experience/practice in the lower courts.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II.

Part-II LAW: 75 Marks (Descriptive)**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

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

Case No.	F.4-32/2020-R
Particulars of post	Deputy Director/ Protector of Emigrants (BS-18) , Bureau of Emigration & Overseas Employment, Ministry of Overseas Pakistanis and Human Resource Development.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' master's Degree in any of the Social Sciences/ Management Sciences/ LLB from a University recognized by the HEC. ii. Five (5) years post qualification experience in BS-17 in Labour/ Manpower and Overseas Employment Service/ Technical or Vocational Training/Planning/ Economic Development. OR Five (5) years post qualification practice as Lawyer in the Courts.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II & III.

Part-II: 50 Marks (Descriptive)

(Public Administration, Office Management & Professional)

- 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. **Controlling and Co-Ordination:** Forms of Controls, Control Mechanism, the process of Control, Principles of Controlling; Principles Coordination; Machinery for Coordination; Problems of Coordination in Public Administration in Pakistan.
- VI. Civil Servant Act 1973 and Rules made thereunder;
- VII. Rules of Business 1973;
- VIII. Secretariat Instructions and Office Procedures;
- IX. Public Procurement Ordinance and Rules 2004.
- X. International Migration Convention 2003
- XI. Emigration Ordinance and Rules, 1979
- XII. Impact of Illegal Migration/Human Trafficking
- XIII. Issues of Pakistani Migrant Workers
- XIV. Importance of pre-departure Orientation & Briefing for Intending Emigrants

Part-III: 25 Marks (Descriptive)
(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.4-53/2020-R
Particulars of post	Principal/ Headmaster/ Senior Headmaster/ Instructor/ Senior Teacher (Male) (BS-18 Plus 25% Special Pay), Education Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan.
Minimum Qualification & Experience:	<p>i. Second Class or Grade 'C' Master's degree with B.Ed. (Hons)/ B.Ed./ M.Ed. or equivalent qualification from a university recognized by the HEC.</p> <p>ii. Five (5) years post qualification teaching experience including at least two (2) years of administrative experience in recognized educational Institutions.</p>

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II & III.

Part-II: 50 Marks (Descriptive)

(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-III: (Professional) 25 Marks (Descriptive)

- 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. Research Methods in Education**
 - Research Instruments: Questionnaire: Interview; Test; Observation; Rating Scale
 - Research Proposal and Report Writing.

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.	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