

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. 08/2020

| S. No | Case No. F.4- | Particulars of Post(s) | Qualifications/Experience for the Posts | Test Specification | Topics of Syllabi |
|-------|---------------|--|--|---|--|
| 1. | 162/2020 | Deputy Assistant Director (BS-16), Audit Bureau of Circulation, Ministry of Information, Broadcasting & National Heritage | i. Second Class or Grade 'C' Bachelor's Degree ii. Three years post qualification experience in a Printing Press/ Newspapers/ Journals/ Periodicals | 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. • Pakistan Affairs & Islamic Studies • Presentation Skills • Types of manuscripts • Procedure for Market Survey of publications to determine their circulation • Steps for conduct of audit of Newspapers/ Periodicals/Journals Note : (Equal weightage for each topic at Part-II) |
| 2. | 163/2020 | Assistant Meteorologist (BS-16), Pakistan Meteorological Department, Cabinet Secretariat (Aviation Division). | Second Class or Grade 'C' B.Sc. Degree in Physics/Mathematics/ Space Science/ Geology/ Meteorology/ Environment from a University recognized by the HEC. | 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"> • Meteorology • Climatology • Basics of Physics • Environmental Studies • Basic Mathematics • Basic Geology |

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|-------|---------------|---|---|---|---|
| 3. | 165/2020 | Charge Nurse (BS-16), Federal General Hospital, Chak Shehzad, Islamabad, Cabinet Division. | <p>i. Bachelor's Degree in Nursing or equivalent qualification from a College/ University/ Institute recognized by the Pakistan Nursing Council</p> <p style="text-align: center;">OR</p> <p>Three (3) years Diploma in General Nursing or equivalent qualification from a College/ University/ Institute recognized by the Pakistan Nursing Council (PNC) with one (1) year diploma in Midwifery for female/one (1) year course in Nursing related field in lieu of Midwifery for male.</p> <p>ii. Valid registration with PNC.</p> | <p>Objective Type Test (MCQ)</p> <p>Part-I English = 20 marks</p> <p>Part-II Professional Test=80 Marks</p> | <p>Part-I Grammar Usage, Sentence Structuring</p> <p>Part-II</p> <ul style="list-style-type: none"> • Basic Medical Sciences • General Nursing • Ward Administration • Hospitality of the Patients • Care vs. Cure for Health Management • Developing Training & Instructional Materials for Nursing Courses. |

**Schemes and Syllabi for Written Examination (Descriptive) for Posts in
BS-20 advertised under Consolidated Advertisement No. 08/2020**

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| Case No. | F.4-164/2020-R |
| Particulars of post | Chief (BS-20), Water Resources Section, Ministry of Planning, Development and Special Initiatives. |
| Minimum Qualification & Experience: | <ul style="list-style-type: none"> 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. |

PAPER: PROFESSIONAL (100 MARKS)

Analysis Paper: Candidates will be required to analyse a situation related to advertised post and suggest/draw suitable solution comprising approximately **1000 words**. Candidate's research based knowledge as well as articulation, expression and technical treatment of the situation 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. 08/2020

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**

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| Case No. | F.4-166/2020-R |
| Particulars of post | Deputy Solicitor (BS-19), Ministry of Law and Justice |
| Minimum Qualification & Experience: | i. Bachelor Degree in Law or equivalent. ii. Ten (10 years post qualification experience of work in judicial or legal appointment or practice as an Advocate of High Court. |

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**

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| Case No. | F.4-167/2020-R |
| Particulars of post | Director (BS-19), Geological Survey of Pakistan, Ministry of Energy (Petroleum Division). |
| Minimum Qualification & Experience: | i. Second Class or Grade 'C' M.Sc. degree in Geology or equivalent qualification from a University recognized by the HEC. ii. Post qualification Research experience of twelve (12) years in the field of Geology including three (3) years experience to plan, organize, conduct and supervise geological field programme for geological surveys. iii. Must have published five (5) research papers in the fields of Geology |

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II.

Part-II: (Geology) : 75 Marks (Descriptive)**I. Stratigraphy and Palaeontology**

Principles of stratigraphy; laws of superposition and faunal succession. Geological time scale with divisions. Classification and nomenclature of stratigraphic units: lithostratigraphic units, biostratigraphic units and chronostratigraphic units.

Introduction to fossils and their significance; modes of fossilization, Study of morphology, range and broad classification of major invertebrate phyla; Introduction to micro fossils; Introduction to Paleobotany; Introduction and classification of major vertebrates; Introduction to micropaleontology

II. Structural Geology and Tectonics

Stress-strain concepts; factors which control the mechanical behavior of materials; Folds, Faults, Joints, Foliation: terminology, classification and relationship with bedding; Lineation, Unconformity.

Plate tectonics theory; Geological evidences for continental drift; Sea-floor spreading; Oceanic ridges; Continental rifts; Intra-oceanic islands; Hot spot and Mantle plumes; Wilson Cycle; Tectonic framework of Pakistan.

III. Mineral and Energy Resources

Introduction of geological exploration/prospecting. Brief description of hydrocarbons, coal, gemstones, copper, lead, zinc, iron, gold, chromite, manganese, salt, gypsum, bauxite, sulphur, barite, fluorite, clays, phosphorite, building and dimension stones, industrial rocks and minerals, radioactive minerals and rocks with special reference to economic mineral deposits in Pakistan.

Origin, occurrence, and depositional environments of coal; coal Constitution and kinds of coals. Coal rank, grade and calorific value. Coal deposits of Pakistan with reference to Thar Coal. Geothermal energy resources of Pakistan.

IV. Engineering and Environmental Geology

Rock and soil mechanics and its application in civil engineering; Rock mass characteristics; Geotechnical studies of rocks and soils; Geological factors and strength of rocks; Study of geological factors in relation to the construction of

buildings and foundations, roads, highways, tunnels, dams and bridges; Application of geophysical methods for site investigation; Construction materials; Mass movement, their causes and prevention.

V. Economic and Applied Geology

Metallic and Non-metallic mineral resources of Pakistan. Mineral-based industries. Overview of Recodec Copper. Radioactive minerals and their occurrences in Pakistan. Gemstones of Pakistan

Geology of Reservoirs, Dams .Highways and Tunnels. Major natural hazards and their Impact on the environment with special reference to Pakistan.

SUGGESTED READINGS

| S. No. | Title | Author |
|--------|--|---|
| 1. | Principles of Paleontology | Raup, D.M. & Stanley, S.M |
| 2. | Principles of Sedimentology and Stratigraphy | Boggs, S |
| 3. | Mineralogy | Perkins, D |
| 4. | Plate Tectonics – Geodynamics | Moores, E.M. & Twiss, R.J |
| 5. | Structural Geology | Twiss, R.J. & Moores, E.M., |
| 6. | Sequence Stratigraphy | Emery, D. & Myers, K.J., |
| 7. | Geology of Pakistan | Bender, F.K. & Raza, H.A., |
| 8. | Environmental Geology | Montgomery, C.W., |
| 9. | Economic Geology: Principles and Practice | Walter L. Pohl |
| 10. | Energy Resources | Brown and Skipsy |
| 11. | Pakistan Energy Yearbook 2012 | Hydrocarbon Development Institute of Pakistan. Islamabad, Ministry of Petroleum and Natural Resources |