**S. No** | **Case No. F.4-** | **Particulars of Post(s)** | **Qualifications for Posts** | **Test Specification** | **Topics of Syllabi** |
---|---|---|---|---|---|
2. | 200/2018 | Inspector (Tech) (BS-16), Intelligence Bureau. | i. B. Tech. in Electronics or equivalent in relevant subject from Government recognized Institute/ University. ii. Two (2) years post qualification practical experience in the field of Electronics. OR Retired JCOs/Retired Foreman of Corps of Signals with ten (10) years experience in the related field. | Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** General Intelligence=80 marks | **Part-I** Grammar Usage, Sentence Structuring **Part-II** - Basic Arithmetic, - Current Affairs, - Pakistan Affairs & Islamic Studies - Everyday/General Science - Basic Computer Operation in MS Office **Note:** (Equal weightage for each topic at Part-II) **For Pre-selected candidates** - Electrical and Electronic circuits, their application and troubleshooting - Working and troubleshooting of RF Communication System - Telecommunication systems and Telephone exchange - Working of CCTV Systems, Remote Control System and audio/video recording gadgets - Designing of ordinary prototype circuits
<table>
<thead>
<tr>
<th>S. No</th>
<th>Case No.</th>
<th>Particulars of Post(s)</th>
<th>Qualifications for Posts</th>
<th>Test Specification</th>
<th>Topics of Syllabi</th>
</tr>
</thead>
</table>
| 3.    | 201/2018 | **Inspector** (BS-16), Anti Narcotics Force, Ministry of Narcotics Control.          | i. Second Class or Grade ‘C’ Bachelor’s Degree or equivalent qualification recognized by HEC.  
ii. Two years post qualification experience in Law Enforcement Agency/ Security Agency. | Objective Type Test (MCQ)  
**Part-I**  
English = 20 marks  
**Part-II**  
Professional Test = 80 marks |  
**Part-I**  
Grammar Usage, Sentence Structuring  
**Part-II**  
- Investigation Chapter of Criminal Procedure Code,  
- Basic knowledge of “Qanun-e-Shahadat Order”, 1984  
- Basic knowledge of Pakistan Penal Code,  
- Basic knowledge of Narcotics Substances Act, 1997  
- International Conventions and Agreements on Drug Control.  
- Role of United Nations Organization for Drug Control (UNODC)  
| 4.    | 209/2018 | **Trained Graduate Science Teacher (Male)** (BS-16 Plus 25% Special Pay),  
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)  
**Part-I**  
English = 20 marks  
**Part-II**  
General Science Test = 40 marks  
**Part-III**  
Professional Test = 40 marks |  
**Part-I**  
Grammar Usage, Sentence Structuring  
**Part-II**  
- Heat, Waves & Electricity,  
- Motion & Force,  
- Gravitational Force,  
- Radioactivity,  
- Nature, Properties and States of Matter,  
- Gases, Liquids & Solids.  
- Viruses & Algae  
**Part-III**  
- Education System in Pakistan,  
- Educational Psychology,  
- Class Room Management and Discipline,  
- Instructional Planning and Teaching Strategies,  
- Students Evaluation and Examination System,  
- Educational Guidance and Counselling. |
<table>
<thead>
<tr>
<th>S. No</th>
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<th>Qualifications for Posts</th>
<th>Test Specification</th>
<th>Topics of Syllabi</th>
</tr>
</thead>
</table>
| 5.    | 217/2018 | Assistant Private Secretary (BS-16), Naval Headquarters, 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.  
**Note:** Computer literacy means proficiency in M.S Office (M.S Word, Power Point & Excel). | • Typing Test with minimum Speed of 50 W.P.M  
• Shorthand Test with minimum Speed of 100 W.P.M  
• Computer Literacy Test:  
  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 |
| 6.    | 230/2018 | Research Officer (BS-17), ARDE, Ministry of Defence Production. | Bachelor’s Degree of Engineering in Electronics. | Objective Type Test (MCQ)  
**Part-I**  
English = 20 marks | **Part-I**  
Vocabulary, Grammar Usage, Sentence Structuring  

**Part-II**  
• **Introduction to Computing:** History and evolution of computers, central processing unit, data storage, input/output devices, multimedia, operating systems, programming languages, networking, the internet, system analyses and design, management information system, electronic commerce, security and privacy issues, ethical issues and the computing profession.  
• **Transistors:** types, calculations of voltages and currents in simple transistor circuits.  
• **Amplifier & Oscillators:** Working and classification of amplifiers, Class A and Class B Amplifiers, Feedback Amplifiers, Types of Feedback, RC Oscillators.  
• **Integrated Circuits:** OP Amps, timers, flip flop, converters, filters.  
• **Telecommunications:** EM theory, antennas, antenna gain, free space loss, fading. Modulations (AM, FM, PM, PWM, Delta, FSK, ASK, PSK), Error correction, Demodulation, Detectors, Transmitter, Receivers. |
Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 included in Consolidated Advertisement No. 10/2018

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**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Title</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>English Grammar in Use</td>
<td>Raymond Murphy (Cambridge University Press)</td>
</tr>
<tr>
<td>2</td>
<td>Practical English Usage</td>
<td>M. Swan (Oxford University Press)</td>
</tr>
<tr>
<td>3</td>
<td>The Little, Brown Handbook</td>
<td>H. Ramsey Flower &amp; Jane Aaron (The Little, Brown &amp; Co; Harper Collins)</td>
</tr>
<tr>
<td>4</td>
<td>A University English Grammar</td>
<td>R. Quirk &amp; S. Greenbaum (ELBS; Longmans)</td>
</tr>
<tr>
<td>5</td>
<td>Write Better, Speak Better</td>
<td>Readers Digest Association</td>
</tr>
<tr>
<td>6</td>
<td>Modern English in Action</td>
<td>Henry Christ (D.C. Heath &amp; Co.)</td>
</tr>
<tr>
<td>7</td>
<td>Exploring the World of English</td>
<td>Syed Saadat Ali Shah</td>
</tr>
</tbody>
</table>
Case No. F.4-202/2018-R

Particulars of post


Minimum Qualification & Experience:

i. Second Class or Grade ‘C’ Master’s Degree in Statistics or Economics with Statistics or Mathematics with Statistics or Sociology with Statistics or Commerce with Statistics.

ii. Five (5) years post qualification professional experience in the required field in Government/ Semi-Government/ Banks, Public/Private Organizations relaxable by one year for 1st Class Master’s Degree holders.

Part-I: 50 Marks

(Human Resource, Financial Management, Quality Management and Information Technology)

I. Human Resource and Financial Management


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 (Statistics): 50 Marks

I. Probability Distributions


II. Regression Analysis & Correlation Analysis

Concepts of Regression and Correlation and their application, Simple and Multiple Linear Regression (upto three variables), Estimation of the Parameters, Method of least
square, Inference regarding regression parameters. Correlation, Correlation Coefficient, Properties of Correlation Coefficient, Inference regarding correlation coefficient, Partial Correlation and Multiple Correlation (upto three variables).

III. **Sampling & Sampling Distributions**


IV. **Statistical Inferences**


V. **Design of Experiments**

One-way and Two-way Analysis of Variance, Design of Experiments, Concepts of Treatment, Replication, Blocking, Experimental Units and Experimental Error, Basic Principles of Design of Experiments, Description, Layout and Statistical Analysis of Completely Randomized Design (CRD), Randomized Complete Block Design (RCBD), Multiple Comparison tests (LSD test).

**SUGGESTED READINGS**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Title</th>
<th>Author</th>
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<tbody>
<tr>
<td>1</td>
<td>Human Resource Management</td>
<td>H.T. Graham &amp; Roger Bennett</td>
</tr>
<tr>
<td>2</td>
<td>Management</td>
<td>James A.F. Stoner, R. Eward Freeman, Daniel R. Gilbert Jr.</td>
</tr>
<tr>
<td>3</td>
<td>Understanding Computer: Today and Tomorrow</td>
<td>Deborah Morley, Charles Parker</td>
</tr>
<tr>
<td>5</td>
<td>Principles and Procedures of Statistics</td>
<td>Steel, R and Torrie, J.H.</td>
</tr>
<tr>
<td>6</td>
<td>Introduction to Statistical Theory, Part-I &amp; II</td>
<td>Chaudhry, S.M. and Kamal, S.</td>
</tr>
<tr>
<td>7</td>
<td>Fundamentals of Modern Statistical Methods</td>
<td>Wilcox, R.</td>
</tr>
<tr>
<td>8</td>
<td>Statistical Methods</td>
<td>Aggarwal, Y.P.</td>
</tr>
</tbody>
</table>
PAPER-II: PROFESSIONAL

Max Marks: 100

Particulars of post: Deputy Captain Superintendent (BS-19), Pakistan Marine Academy, Karachi, Ministry of Maritime Affairs.

Minimum Qualification & Experience:

i. Certificate of competency as Master Foreign Going or equivalent Naval qualifications.
ii. Two (2) years experience in Training Establishment for sailors or equal number of Sea Service in the Rank.

Part-I: 20 Marks

(Basic Concepts only)

I. Public Administration
II. Human Resource Management
III. Financial Management
IV. Information Technology and MS Office

Part-II: 80 Marks

(Professional)

I. Course Contents of Certificate of Competency as Master Foreign Going Ships.
II. Pakistan Merchant Shipping Ordinance, 2001
IV. Port Act 1908 (Relevant Portion)
V. Lighthouse Act 1927

SUGGESTED READINGS

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>An Introduction to the Public Administration</td>
<td>E.N.Cladden</td>
</tr>
<tr>
<td>3.</td>
<td>System of Financial Control and Budgeting, 2006</td>
<td>Published by Finance Division</td>
</tr>
<tr>
<td>4.</td>
<td>Understanding Computers: Today and Tomorrow</td>
<td>Deborah Morley, Charles Parker</td>
</tr>
<tr>
<td>6.</td>
<td>Relevant Rules, Acts, Ordinance and course contents mentioned in Part-II</td>
<td></td>
</tr>
</tbody>
</table>
PAPER-II: PROFESSIONAL
Max Marks: 100
Time Allowed: 3 Hours

Case No. F.4-208/2018-R
Particulars of post: Legislative Translation Officer (BS-18), Ministry of Law and Justice.

Minimum Qualification & Experience:

i. Bachelor’s Degree in Law and Urdu as an elective subject at Bachelor level from a University/College recognized by the HEC.
ii. Five (5) years post qualification experience of translation from English to Urdu.

Law: 100 Marks

Translation of some selected portions from English to Urdu and Urdu to English from the following Statutes:

i. The Code of Civil Procedure, 1908
ii. Pakistan Penal Code, 1860
iii. Qanun-e-Shahdat Order, 1984
iv. Criminal Procedure Code, 1898
v. Civil Courts Ordinance, 1962

SUGGESTED READINGS

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<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>1.</td>
<td>Pakistan Penal Code, 1860</td>
<td>M. Mahmood</td>
</tr>
<tr>
<td>2.</td>
<td>Criminal Procedure Code, 1898</td>
<td>Shaukat Mahmood</td>
</tr>
<tr>
<td>3.</td>
<td>Qanun-e-Shahdat Order, 1984</td>
<td>Justice (R) Khalid ur Rahman Khan as adapted from Principles and Digest of the Law of Evidence by M. Monir</td>
</tr>
<tr>
<td>5.</td>
<td>Civil Courts Ordinance, 1962</td>
<td>Nisar Ahmad Nisar</td>
</tr>
</tbody>
</table>
### Case No.

**F.4-215/2018-R**

### Particulars of post

**Deputy Director (Medical) (BS-18), Federal General Hospital, Chak Shahzad, Islamabad, Ministry of National Health Services, Regulations & Coordination.**

### Minimum Qualification & Experience:

i. MBBS degree recognized by PM&DC.

ii. Postgraduate higher diploma in Public Health/ Health Services Administration recognized by PM&DC with three (3) years post graduate experience or postgraduate lower diploma in Public Health/Health Services Administration recognized by PM&DC with five (5) years post graduate experience.

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**Part-I: (Qualification Based) 50 Marks**

Core courses of **MBBS Degree**

**Part-II: (Professional) 50 Marks**

Core courses of Post Graduate Lower Diploma in **Public Health.**