

**2<sup>nd</sup> Stage Syllabus for Descriptive Test for Supervisor (BS-16),**  
National Nuclear Detection Architecture (NNDA), Revenue Division, Federal  
Board of Revenue. **(Case No.F.4-211/2023)**

**Minimum Qualification Required:** Second Class or Grade 'C' Master's or Bachelor's (4 years duration) degree in Business Administration / Commerce / Economics / Statistics / Information Technology (IT)/ Computer Science or LLB or equivalent qualification from a University recognized by the HEC.

Max Marks: 100

Qualifying Standard 50%

Time Allowed: 3 Hours

**I. Introduction to Management**

The History and evaluation of Management, Foundations and basic elements of Planning, Effective strategic planning, Decision Making, Decision making process, Strategic management process

**II. 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.

**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.	Management	Mary Coulter & Robbins
2.	Managing Human Resources.	Luis R. Gomez Mejia, David B. Balkin, Robert L. Cardy
3.	Human Resource Management	H.T. Graham & Roger Bennett
4.	Management	James A.F. Stoner, R. Edward Freeman, Daniel R. Gilbert Jr.
5.	Financial & Managerial Accounting	Williams, Haka, Bettner
6.	Financial Accounting	Professor Muhammad Ammanullah Khan
7.	Understanding Computer: Today and Tomorrow	Deborah Morley, Charles Parker
8.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson