

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. 05/2021

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
1.	104/2021	Assistant Private Secretary (BS-16), in Different Ministries/ Divisions/ Departments	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.	<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) Note: Computer literacy means proficiency in M.S Office (M.S Word, Power Point & Excel).	35 Marks 35 Marks 10 Marks 10 Marks 10 Marks
2.	105/2021	Statistical Officer (BS-17), Medical Directorate, GHQ, Ministry of Defence.	i. Second Class or Grade 'C' Master's degree in Statistics/ Economics with Statistics/ Mathematics with Statistics. ii. Two (2) years post qualification experience in Statistical work.	Objective Type Test (MCQ) <u>Part-I</u> English =20 marks <u>Part-II</u> Professional Test=80 marks	<u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring <u>Part-II</u> <ul style="list-style-type: none"> • Introduction to Statistics, • Presentation of Data, • Measures of Central Tendency, • Measures of Dispersion, • Index Numbers, • Simple Regression and Correlation, • Time Series Analysis, • Sampling Techniques, • Testing of Hypothesis, • Techniques of Research, • Report writing and presentation, • Basic Arithmetic and I.T Knowledge.

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
3.	106/2021	Graphic Officer (BS-16), GHQ, Ministry of Defence.	i. Intermediate. ii. Ten (10) years post qualification experience in Graphic arts viz:- (a) Press advertising and publicity. (b) Publication designing and layout. (c) Title designing and animation of films. (d) Calligraphy (English) and typography. (e) Lithography viz:- (i) Colour separation (Line); (ii) Film making (Line and half-tone); (iii) Film mounting (Colour and black and white) (iv) Complete knowledge of all kinds of printing i.e. off-set, letter press dye stamping and ornamental printing. OR Post Inter Diploma in Printing and Graphic Arts with three (3) years post qualification experience as detailed above.	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"> • Knowledge of Adobe Photoshop, CorelDraw and Inpage • Finishing/Improvement Procedures in Picture by using Adobe Photoshop and CorelDraw • Paper Sizing Methods for Magazine Printing • Printing Process of Publication • Publication Designing and Layout • Sizes of Pictures (DPI/Pixel) in Designing and better printing quality of Magazines. • Complete knowledge of all kinds of printing (Off-set, Letter press dye stamping and ornamental printing).
4.	107/2021	Nurse (BS-16), AFIRI, Ministry of Defence.	i. Second Class or Grade 'C' Bachelor's degree in Nursing or equivalent qualification from a College/ University/ Institute recognized by Pakistan Nursing Council (PNC). OR Three (3) years diploma in General Nursing or equivalent qualification from a College/ University/ Institute recognized by Pakistan Nursing Council (PNC) with one year diploma in Midwifery for female/ one year course in Nursing related field in lieu of Midwifery for male. ii. Valid registration with PNC.	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"> • Basic Medical Sciences • General Nursing • Ward Administration • Hospitality of the Patients • Care vs. Cure for Health Management

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
5.	108/2021	Data Base Administrator (BS-17), Ministry of Religious Affairs & Interfaith Harmony.	Second Class or Grade 'C' Master's degree in Computer Science/ Information Technology or equivalent qualification 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"> • Introduction to Oracle Database and SQL overview • Modifying Information in Multiple Databases • Backup and Recovery • Managing Constraints and Indexes • Managing Tables and views • Managing Users and Security • Oracle Database Server Architecture
6.	109/2021	Inspector (BS-16), Airports Security Force, Cabinet Secretariat, (Aviation Division).	Bachelor's Degree.	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 <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 ▪ Security Measures to Maintain Law & Order Note : (Equal weightage for each topic at Part-II)
7.	112/2021	Medical Officer (BS-17), Federal Government Polyclinic, Ministry of National Health Services, Regulations & Coordination.	i. MBBS or equivalent qualification recognized by PM&DC. ii. One (1) year House Job.	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 Policies of the Government of Pakistan. • Care vs Cure for Health Management. • Major Challenges being faced by the Health Sector in Pakistan.

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
8.	113/2021	Registrar (BS-17), Accountability Courts, Ministry Of Law & Justice.	i. Second Class or Grade 'C' Bachelor's Degree in Law or equivalent qualification from a University recognized by HEC. ii. Two (2) years post qualification experience in legal matters.	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"> • Constitution of Islamic Republic of Pakistan, 1973 • National Accountability Ordinance, 1999 • Pakistan Penal Code, 1860 • Code of Criminal Procedure, 1898 • Civil servant Act, 1973 • General Clauses Act, 1897 • Rules of Business, 1973 as amended.

Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 included in Consolidated Advertisement No. 05/2021

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.	110/2021
Particulars of post	Deputy Director (Technical) (BS-18), Akhtar Hameed Khan National Centre for Rural Development, Establishment Division.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' Master's degree in Public Administration/ Development Studies/ Public Policy/ Sociology/ Environmental Sciences/ B.E in Agriculture/ BSc (Agricultural Engineering) or equivalent qualification from a University recognized by HEC. ii. Five (5) years post qualification experience in a responsible position in the field of Rural Development/ Poverty Alleviation.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II & III.

Part-II: 50 Marks (Descriptive)

(Related to required qualifications & experience)

- I. **Public Administration:** Nature and scope, Role of Public Administration in a modern Welfare State; Issues & Challenges of Public Administration in Pakistan;
- II. **Bureaucracy:** Concept of Bureaucracy, Bureaucracy of Pakistan as a Change Agent;
- III. **Administrative Accountability:** Internal and External Controls; Executive Control, Legislative Control, Judicial Control, Ombudsman, Public Opinion and Pressure Groups; Problems of Administrative Accountability in Pakistan;
- IV. **Planning:** Types of Plans, Planning Process; Principles of Planning, Planning Machinery in Pakistan;
- V. PPRA Ordinance & Rules;
- VI. Rural Development/Poverty Alleviation;
- VII. Challenges in Pakistan's Agriculture
- VIII. Multilateral Environmental Agreement

Part-III: 25 Marks (Descriptive)

(Human Resource, Financial Management and Quality Management)

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;

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 Abbleby
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.

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

Case No.	111/2021
Particulars of post	Senior Librarian (BS-18) , Federal Government Organization.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' Master's Degree in Library Science/ Information Sciences or equivalent qualification from a University recognized by HEC. ii. Five (5) years post qualification experience in BS-17 or equivalent in the relevant field. OR i. Second Class or Grade 'C' Bachelor's degree with Diploma in Library Science from a recognized University/ Institute. ii. Eight (8) years post qualification experience in BS-17 or equivalent in the relevant field.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II.

**Part-II: 75 Marks (Descriptive)
(Library/Information Science)****I. Information, Library and Society**

Nature of information and knowledge. Library and Information Profession, Library and its role in Society. Information society. Communication and information management. Social information. Economic aspects of information. Information policy. Freedom of information. Information privacy. Intellectual property. Information ethics.

II. Use of Emerging Technologies in Library

Information and other library technologies. Hardware. Software. Operating system. Telecommunications and networks. Internet and the WWW, barcode technology, wireless technology and virtual private network (VPN). Social networking. Email. Word processing. Spreadsheets. Presentation software. Desktop publishing. Databases. Library security systems. Tele-lifts. Digitization hardware and software. Reprographic technology.

III. Organization of Information

Historical development of the organization of information. Systems for organization of information: Environments, Storage and Retrieval tools, Encoding standards, Cataloguing Codes, Current systems. The information organization process: Surrogate/Metadata records: Description, Access; Authority control. Subject access: Analysis, Verbal subject approaches, Classification. Organization and administration: Arrangement, Management issues. Problems of information organization in Pakistan.

IV. Basic Reference Sources

Definition. Evaluation Criteria. Bibliographies-- General bibliographies, Basic guides to reference materials, Library catalogs; Serials guides; Indexes and abstracts; HEC NDL; Dictionaries and thesauri; Almanacs and fact books; Encyclopedias; Directories; Biographical sources; Geographical sources-- Maps, atlases & gazetteers; Reference Web sites; Internet Public Library (<http://www.ipl.org/div/subject/browse/ref00.00.00>). Evaluation

V. Management of Library and Information Services

Basic theories and principles of administration for effective management of public, academic, and special libraries and information centres, With emphasis on planning, organizing, staffing, directing, coordinating, reporting, and budgeting. Administrative aspects of public and technical services, facilities, rules and regulations, evaluation, public relations, inter-agency cooperation, and change management. Library space management.

VI. Research Methodology

Definition. Types of research. Research methods. Research problem. Theory formulation. Literature review. Research questions / hypotheses. Sampling. Data collection. Data analysis and Interpretation. Report writing. Dissemination of results. Research proposal. Research ethics. Research in library & information science.

SUGGESTED READINGS

S. No.	Title	Author
1.	Practical research methods for librarians and information professionals.	Beck, S. E., & Manuel, K. (2007).
2.	Reference and information services: An introduction.	Bopp, R. E., & Smith, L. C. (2001).
3.	Future Librarians: dreams, Madness & reality.	Crawford, W and Gorman, Micheal(1995).
4.	Management basics for information professionals.	Evans, G. E., Layzell Ward, P., Rugaas, B., & Evans, G. E. (2007).
5.	Computers for librarians: An introduction to the electronic library.	Ferguson, S., & Hebels, R. (2003).
6.	Libraries in society.	Gerard, D. (1978).
7.	Organising knowledge in a global society: Principles and practice in libraries and information centres.	Harvey, D. R., Hider, P., & Harvey, D. R. (2004).
8.	Introduction to reference work: Vol. 1,	Katz, W. A. (2002).
9.	Paper to digital: Documents in the information age.	Liu, Z. (2008).
10.	The practical library manager.	Massis, B. E. (2003).
11.	Internet technologies and information services.	Miller, J. B. (2008).
12.	The electronic library.	Rowley, J. (2001).
13.	Organizing knowledge: An introduction to managing access to information.	Rowley, J. E., & Farrow, J. (2000).
14.	Library and information centre management.	Stueart, R. D. & Moran, B. B. (2007).
15.	The organization of Information.	Taylor, A. G., & Joudrey, D. N. (2008).
16.	The information age: Current controversies.	Torr, J. D. (2003).

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

Case No.	114/2021
Particulars of post	Deputy Director (BS-18), Department of Libraries, Ministry of Interior.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' Master's degree in Library Science or equivalent qualification from a University recognized by HEC. ii. Five (5) years post qualification experience in the relevant field.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II.

**Part-II: 75 Marks (Descriptive)
(Library Science)****I. Information, Library and Society**

Nature of information and knowledge. Library and Information Profession, Library and its role in Society. Information society. Communication and information management. Social information. Economic aspects of information. Information policy. Freedom of information. Information privacy. Intellectual property. Information ethics.

II. Use of Emerging Technologies in Library

Information and other library technologies. Hardware. Software. Operating system. Telecommunications and networks. Internet and the WWW, barcode technology, wireless technology and virtual private network (VPN). Social networking. Email. Word processing. Spreadsheets. Presentation software. Desktop publishing. Databases. Library security systems. Tele-lifts. Digitization hardware and software. Reprographic technology.

III. Organization of Information

Historical development of the organization of information. Systems for organization of information: Environments, Storage and Retrieval tools, Encoding standards, Cataloguing Codes, Current systems. The information organization process: Surrogate/Metadata records: Description, Access; Authority control. Subject access: Analysis, Verbal subject approaches, Classification. Organization and administration: Arrangement, Management issues. Problems of information organization in Pakistan.

IV. Basic Reference Sources

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V. Management of Library and Information Services

Basic theories and principles of administration for effective management of public, academic, and special libraries and information centres, With emphasis on planning, organizing, staffing, directing, coordinating, reporting, and budgeting. Administrative aspects of public and technical services, facilities, rules and regulations, evaluation, public relations, inter-agency cooperation, and change management. Library space management.

VI. Research Methodology

Definition. Types of research. Research methods. Research problem. Theory formulation. Literature review. Research questions / hypotheses. Sampling. Data collection. Data analysis and Interpretation. Report writing. Dissemination of results. Research proposal. Research ethics. Research in library & information science.

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15.	The organization of Information.	Taylor, A. G., & Joudrey, D. N. (2008).
16.	The information age: Current controversies.	Torr, J. D. (2003).

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

Case No.	115/2021
Particulars of post	Senior Psychologist (BS-19), Federal Public Service Commission.
Minimum Qualification & Experience:	<p>(A)</p> <p>i. Ph. D. or equivalent qualification in Psychology from a University recognized by HEC.</p> <p>ii. Eight (8) years post qualification experience in any of the fields specified in Schedule-II.</p> <p style="text-align: center;">OR</p> <p>i. M. Phil or equivalent degree in Psychology from a University recognized by HEC.</p> <p>ii. Ten (10) years post qualification experience in any of the fields specified in Schedule-II.</p> <p style="text-align: center;">OR</p> <p>i. Second Class or Grade 'C' Master's degree in Psychology or Applied Psychology or equivalent qualification from a University recognized by HEC.</p> <p>ii. Twelve (12) years post qualification experience in any of the fields specified in Schedule-II.</p> <p>(B)</p> <p>Two (2) Research Publications in reputed journals in the field of Psychology.</p> <p><u>FIELDS SPECIFIED IN SCHEDULE-II.</u></p> <p>(a) <u>Research:</u> Research experience of carrying out empirical research in one of the fields/ areas i.e. Psychometrics, or Clinical, or Test Construction and Measurement or Personnel Selection or Job analysis or Counselling.</p> <p>(b) <u>Professional:</u> Experience in Armed Forces or Public Service Commissions or other institutions engaged in work related to selection of personnel or recruitment or Test Construction and Measurement or report writing.</p> <p>(c) <u>Teaching:</u> Teaching experience in one of the fields/ areas i.e. Psychometrics or Clinical or Test Construction and Measurement or Organizational/ Personnel Psychology or Counselling Psychology. Teaching experience should be at post graduate level.</p>

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II.

Part-II: 75 Marks (Psychology) (Descriptive)

- I. **Nature and Scope of Psychology:** Definition and scope, Psychology as a Science, Schools, Perspectives, and Models of Psychology, Recent Trends
- II. **Biological Basis of Behaviour:** Nervous System, Neuron and its function, Central and Peripheral Nervous System, Endocrine System
- III. **Sensation and Perception:** Sensory process through sense organs, Perception, Gestalt Principles, Binocular and Monocular cues, Illusions and Extra Sensory Perception, Determinants of Perception
- IV. **Learning and Memory:** Nature and Forms of Learning, Types of learning: Classical and Operant Conditioning, Reinforcement, Extinction, Discrimination, Punishment,

Observational Learning, Theories of Learning, Types of Memory, Process of Memory, Forgetting, Theories of Memory

- V. **Motivation and Emotion:** Homeostasis, Factors affecting Motivation, Biogenic and Social Motives, Measurement of Human Motivation, Theories of Motivation, Emotions, Types of Emotions, Physiological changes and Emotion, Theories of Emotion.
- VI. **Psychological Assessment:** Attributes of Psychological Measures, Validity, Reliability, Item Analysis, Norms, Modern Test Theory, Selection and Training, Educational and Clinical Assessment, Ethical Standards and Legal Issues, Scale Development
- VII. **Personality:** Determinants of Personality, Factors in Development of Personality, Theoretical Perspectives, Traits and Types, Personality Assessment and Techniques, Cross-Cultural Issues.
- VIII. **Intelligence:** Theories of Intelligence, Types of intelligence (IQ, EQ), Assessing Intelligence
- IX. **Social Influence and Group Dynamics:** Social Facilitation, Attribution, Conformity, Obedience, Altruism, Attitudes, Social Norms, Measurement of attitude
- X. **Developmental Psychology:** Physical, Cognitive, Social and Emotional development in Childhood, Adolescence, Adulthood and Old Age
- XI. **Abnormal and Clinical Psychology:** Concept and causes of Abnormality, Clinical Assessment and Intervention, Different disorders such as Schizophrenia, Mood disorders, Anxiety disorders, Personality disorders, etc. Psychological treatment including different Therapeutic techniques.
- XII. **Organizational/Industrial Psychology:** Leadership styles, Decision making, Work motivation, Organizational Culture, Stress and Conflict at Work and its Management, Organizational Socialization, Job related Attitude, Sexual Harassment, Glass Ceiling, Human Computer interaction.

SUGGESTED READINGS

S.No.	Title	Author
1.	Applied Industrial/Organizational Psychology	Aamodt, M.
2.	Introduction to Psychology	Atkinson R. C., & Smith, E. E
3.	Social Psychology	Baron, R. A
4.	Development Across the Life Span	Feldman, R.
5.	Abnormal Psychology	Kring, A. M
6.	Psychology	Myers, D. G.
7.	Psychological Testing	Kaplan & Sacuzzuo,
8.	An introduction of theories of personality	Ewen, R. B.
9.	Organizational Psychology	Singh, P.