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. 10/2021

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
1.	148/2021	**Inspector (Investigation)** (BS-16) Federal Investigation Agency, Ministry of Interior.	i. Second Class or Grade 'C' Bachelor's degree from a University recognized by the HEC. ii. **Minimum Physical Standard**: For Male candidates: Height: 5′-6", Chest: 32"-33 ½"; For Female Candidates: Height 5′-2" (Documentary proof from authorized Medical authorities required).	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** General Intelligence Test=80 marks	**Part-I** Grammar Usage, Sentence Structuring **Part-II** 1. General Knowledge, 2. Everyday Science 3. Basic Arithmetic ▪ Algebra ▪ Ratios ▪ Percentages ▪ Arithmetic Means 4. Current Affairs. ▪ Developments at National and International Levels in the last 2 years 5 Pakistan Affairs & Islamic Studies – Basic Level knowledge **Note : (Equal weightage for each topic at Part-II)**
2.	149/2021	**Assistant Director (Investigation)** (BS-17), Federal Investigation Agency, Ministry of Interior.	Second Class or Grade 'C' Master's degree from a University recognized by the HEC.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** General Intelligence Test=80 marks	**Part-I** Vocabulary, Grammar Usage, Sentence Structuring **Part-II** 1. General Knowledge, 2. Everyday Science 3. Basic Arithmetic ▪ Algebra ▪ Ratios ▪ Percentages ▪ Arithmetic Means 4. Current Affairs. ▪ Developments at National and International Levels in the las t 2 years 5. Pakistan Affairs & Islamic Studies ▪ Basic Level knowledge 6. FIA Act, 1974 **Note : (Equal weightage for each topic at Part-II)**

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
3.	150/2021	**Assistant Director (Legal)** (BS-17) Federal Investigation Agency, Ministry of Interior.	i. Second Class or Grade 'C' LLB degree from a University recognized by HEC. ii. Two (2) years post qualification experience of legal practice/ prosecution working in legal field.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Professional Test=80 marks	**Part-I** Vocabulary, Grammar Usage, Sentence Structuring **Part-II** 1. Basic knowledge of Criminal Procedure Code, 2. Basic knowledge of "Qanun-e-Shahadat Order", 1984 3. Basic knowledge of Pakistan Penal Code, 4. FIA Act, 1974
4.	151/2021	**Research Officer** (BS-17), Federal Water Management Cell, Ministry of National Food Security & Research.	Second Class or Grade 'C' Master's degree in Statistics/ Economics with Statistics/ Mathematics with Statistics or equivalent from a recognized University.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Professional Test=80 marks	**Part-I** Vocabulary, Grammar Usage, Sentence Structuring **Part-II** 1. Data Collection Techniques 2. Techniques for Monitoring & Evaluation of Projects 3. Sampling Techniques and their applicability in hypothetical situations 4. Project management Processes 5. Economics and Financial Analysis of PC-Is 6. Probability, Hypotheses and Linear Regression & Correlations 7. Graphic displays (Describing and Displaying Data) 8. Research Techniques
5.	152/2021	**Assistant Water Management Engineer** (BS-17), Federal Water Management Cell, Ministry of National Food Security & Research.	i. Bachelor's degree in Civil/ Mechanical/ Agricultural Engineering or equivalent from the recognized University. ii. Registration with PEC.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Professional Test=80 marks	**Part-I** Vocabulary, Grammar Usage, Sentence Structuring **Part-II** 1. Integrated Water Resource Management 2. Water Saving Techniques 3. Climate change impact on Agriculture and irrigation water 4. Farm Mechanization and Resource Conservation Techniques. 5. Climate smart technologies for agriculture 6. Alternative energy resources for agriculture 7. Food Security and Water nexus

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
6.	154/2021	**Seed Certification Assistant/ Seed Testing Assistant** (BS-17), Federal Seed Certification & Registration Department, Ministry of National Food Security & Research.	Second Class or Grade 'C' Master's Degree in Agriculture in one of the subjects of Seed Technology, Plant Breeding, Plant Pathology, Horticulture, Plant Protection, Agriculture Extension, Entomology or M.Sc. (Botany).	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Professional Test=60 marks **Part-III** General Intelligence Test=20 marks	**Part-I** Vocabulary, Grammar Usage, Sentence Structuring **Part-II** 1. Plant Breeding & Genetics 2. Plant varietal development 3. Plant varietal maintenance and propagation 4. Crop production Technology 5. Plant taxonomy 6. Seed Theology & Seed Physiology 7. Horticulture, Fruit plant production 8. Stress management in plants 9. Genetic modification in plants 10. Common pests and diseases in Pakistan 11. Best practices in Seed Certification Frameworks around the world **Part-III** 1. General Knowledge 2. Current Affairs. a. Developments at National and International Levels in the last 1 year 3. Logical Reasoning and Analytical Ability
7.	156/2021	**Instructor (Islamiyat)** (Female) (BS-17), Government Polytechnic Institute for Women, Ministry of Federal Education & Professional Training	Second Class or Grade 'C' Master's Degree in in Islamiyat or an equivalent qualification from a recognized University.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Subject Test=50 marks **Part-III** Professional Test=30 marks	**Part-I** Vocabulary, Grammar Usage, Sentence Structuring **Part-II** ☆ قرآن کا بنیادی موضوع/ متن ☆ سیرت النبی ﷺ ☆ فقہ: جامعیت، اختلافِ رائے اور عصرِ 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 ضابطہء حیات **Part-III** 1. Teaching Techniques and Methodology 2. Classroom Management and Discipline 3. Testing and Evaluation

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
8.	157/2021	**Instructor (Math.)** (Female) (BS-17), Government Polytechnic Institute for Women, Ministry of Federal Education & Professional Training	Second Class or Grade 'C' Master's Degree in in Mathematics or an equivalent qualification from a recognized University.	Objective Type Test (MCQ) **Part-I** English = 20 marks **Part-II** Subject Test=50 marks **Part-III** Professional Test=30 marks	**Part-I** Vocabulary, Grammar Usage, Sentence Structuring **Part-II** 1. Partial Fractions/ Factorization 2. Trigonometry 3. Derivation/Integration 4. Real Analysis 5. Algebra 6. Complex Analysis 7. Mechanics 8. Topology and Functional Analysis/Numerical Analysis **Part-III** 1. Teaching Techniques and Methodology 2. Classroom Management and Discipline 3. Testing and Evaluation

Schemes and Syllabi for Written Examination (Descriptive) for Posts in BS-20 advertised under Consolidated Advertisement No. 10/2021

Case No.	F.4-153/2021-R
Particulars of post	**Registrar** (BS-20), Plant Breeders Rights Registry, Ministry of National Food Security & Research.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' B.Sc (Hons) degree in Agriculture in the discipline of Plant Breeding/ Seed Technology/ Plant Pathology/ Plant Physiology/ Agronomy/ Horticulture/ Entomology/ M.Sc. (Botany) or equivalent qualification from a University recognized by HEC. ii. Seventeen (17) years post qualification experience in Plant Breeder's Rights Registry/ Plant Variety Registration/ Distinctness, Uniformity and Stability (DUS) Examination.

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. 10 /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.	F.4- 155/2021-R
Particulars of post	**Assistant Director** (BS-18), Central Directorate of National Savings, Finance Division, Islamabad.
Minimum Qualification & Experience:	i. 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. ii. Five (5) years post qualification experience in BS-17 and above in a financial institution.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II.

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

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. Money and Banking

Functions of Money, Quantity Theory of Money, Credit Creation, Functions of Central Banks, Instruments of Credit Control, Concept of Reserves, Liquidity Premium, Term Structure of Interest Rate, Fisher Equation etc; Transmission Mechanisms of Monetary Policy.

III. Public Finance

Government expenditure, Sources of Government Revenue, Privatization, Taxes and non-taxes, Incidence of different taxes, Public Debt, Objectives, methods of repayment, Deficit financing, General Equilibrium Analysis, Welfare Economics, Fiscal Policy.

IV. Public Policy Planning, Implementation and Evaluation

Strategic Planning and Management; Planning Process; Policy Analysis; Policy Implementation; Program Evaluation; Planning Machinery; Role of Donors and International Institutions in Public Policy and Management; Policy making and implementation of Federal Government of Pakistan.

V. Budgeting and Financial Management

The Budget as a Policy Tool; The Budget as a Managerial Tool; Principles of Budgeting, Auditing and Accounting in Government; The Line-Item Budget; The Performance Budget; Program Budgeting; Zero-Base Budgeting; Outcome-Based Budgeting. Planning and Budgeting in Pakistan.

VI. 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.	Government Finance—An Economic Analysis	Due John, F.
2.	Public Administration – Understanding Management, Politics and Law in the Public Sector	David H. Rosenbloom
3.	Public Finance	Laurence Seidman
4.	Public Finance in Theory and Practice	Richard Abel Musgrave
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- 158/2021-R
Particulars of post	**Head of Department (Commerce)** (Female) (BS-18), Government Polytechnic Institute for Women, Ministry of Federal Education & Professional Training
Minimum Qualification & Experience:	i. Second Class or Grade 'C' Master's degree in Commerce or an equivalent qualification from a recognized University. ii. Five (5) years post qualification teaching experience in the field of Commerce in BS-16 and above or equivalent in Educational Institutions in Government/Semi Government/ Reputable Private Organization.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II & III.

Part-II: (Commerce) 50 Marks (Descriptive)

I. **Introduction to Business Finance:** Nature and Scope of a Business Entity, Contemporary Challenges posed to a Business; Common Legal Forms of a Business Entity, Meaning, Nature and Scope of Finance, and Financial Management; Common Modes (Types) of Business Finance – Short-, Medium-, and Long-term Financing; Nature and Scope of Financial Markets and Institutions; Features and Classification of Financial Markets; Financial Management Techniques for Decision-making

II. **Auditing:** Nature and Purpose of Auditing, Audit Planning and Control, Audit Procedures and Techniques, Audit Evidence and Documentation, Completion of an Audit, Performance of Audit, The Reporting of Audit, Internal Audit:

III. **Role and Responsibilities of an Auditor:** Auditor's professional and legal Rights, Responsibilities & Duties, and Liabilities; Auditor's Opinion and Report, and their classification (Types); - as specified under the Companies Ordinance 1984, and in the handbook of IFAC.

IV. **Fundamental Accounting Principles, Concepts, Assumptions and Conventions:** Nature and Scope of Accounting, Accrual/Matching Concept, Consistency of Presentation and Comparability, True and Fair View, Neutrality, Materiality, Prudence, Completeness, Understandability and Usefulness, Going Concern, and Substance over Form.

V. **Cost Accounting:** Concepts and Scope of Cost Accounting, Cost Classification and Flows, Material Costing and Control, Labour Costing and Control, Factory Overhead Costing and Control, Types of Costing Systems

VI. **Managerial Economics:** The Nature and Scope of Managerial Economics, Optimization Techniques and new Management Tools, Demand Theory, Demand Estimation, Demand Forecasting, Production and Cost Analysis, Cost Theory and Estimation, Linear Programming, Risk Analysis

VII. **Financial Management:** Elements of Financial Administration, Performance and Programmed Budgeting, Capital Budget, Principles of Budgeting, Auditing and Accounting.

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.	Fundamentals of Accounting Principles	Wild. Larson. Chiappetta
2.	Principles of Accounting, and Advanced Accounting	Sohail Afzal
3.	Cost Accounting	Nisar ur Din.
4.	Advanced Auditing	Prof. Dr. Khuaja Amjad Saeed
5.	Managerial Economics	Micheal Baye
6.	Research in Education	JW Best
7.	Integrating Education Technology into Teaching	Roblyer
8.	Curriculum Development	S. M. Shahid
9.	Educational Measurement and Evaluation	S. M. Shahid
10.	Educational Administration	S. M. Shahid