

**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. 01/2024**

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
1.	02/2024	<b>Senior Elementary Teacher (Drawing) (Male) (BS-16)</b> , Federal Directorate of Education, Ministry of Federal Education & Professional Training.	Second Class or Grade 'C' Master's Degree / Bachelor's Degree (04 years duration) in Fine Arts / Painting / Art and Design / Art and Craft with Second Class or Grade 'C' M.Ed. / B.Ed. / B.Ed.(Hons) / Associate Diploma in Education or equivalent qualification from a University recognized by HEC.	Objective Type Test (MCQ)  <b>Part-I</b> English =20 marks  <b>Part-II</b> Subject Test=40 marks  <b>Part-III</b> Professional Test=40 marks	<b>Part-I</b> Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>• Drawing &amp; Design Theory</li> <li>• Free Hand Sketches and Drawings</li> <li>• Technical Drawings Illustrations</li> <li>• Painting: Basic elements of Art, concepts, media and formats and the ability to apply them to their aesthetic intent.</li> <li>• Printmaking: Basic elements of art and design principles, concepts, media, and formats.</li> </ul> <b>Part-III</b> <ul style="list-style-type: none"> <li>• Education System in Pakistan,</li> <li>• Educational Psychology,</li> <li>• Class Room Management and Discipline,</li> <li>• Instructional Planning and Teaching Strategies,</li> <li>• Students Evaluation and Examination System,</li> <li>• Educational Guidance and Counselling.</li> </ul>
2.	07/2024	<b>Assistant Signal / Telecommunication Engineer (BS-17)</b> , Signal & Telecommunication Department of Pakistan Railways, Ministry of Railways.	Bachelor of Engineering Degree in Electrical/ Electronics/ Telecommunication.	Objective Type Test (MCQ)  <b>Part-I</b> English = 20 marks  <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>• Electric current and Ohm's Law</li> <li>• Batteries</li> <li>• Electrostatics</li> <li>• Semiconductors</li> <li>• Transistors</li> <li>• Amplifiers</li> <li>• Diodes and Power Supplies</li> <li>• Telephony</li> <li>• Antenna and Wave Propagation</li> <li>• Microwaves</li> <li>• Radar Systems</li> <li>• Satellite Communication</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
3.	08/2024	<b>Computer Operator (BS-17)</b> , Central Directorate of National Savings, Finance Division.	Second Class or Grade 'C' Master's degree in Computer Science / Information Technology or equivalent qualification from University recognized by HEC.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> Professional Test= 80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring. <b>Part-II</b> <ul style="list-style-type: none"> <li>Integration and Maintenance of Software</li> <li>Computer Networks and Internet,</li> <li>Maintenance of Computerized record in any format of RDBMS like Oracle, SQL Server, My SQL, PostgreSQL and office files etc.</li> <li>Knowledge of JAVA, VB and PHP etc.</li> <li>Database Management Systems,</li> <li>Data backup and Recovery</li> <li>Software Architecture,</li> <li>System Analysis and Design,</li> <li>Object Oriented Programming,</li> <li>IT Audit and Security,</li> </ul>
4.	09/2024	<b>Instructor Commerce (Female) (BS-17)</b> , Government Polytechnic Institute for Women, Ministry of Federal Education & Professional Training.	Second Class or Grade 'C' Master's degree in Commerce or equivalent qualification from a recognized University.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> Subject Test = 50 marks <b>Part-III</b> Professional Test = 30 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring <b>Part-II (Master's Level)</b> <ul style="list-style-type: none"> <li>Auditing</li> <li>Cost Accounting</li> <li>Managerial Economics</li> <li>Computer Application in Business</li> <li>Islamic Principles of Banking &amp; Finance</li> <li>E-Commerce</li> <li>Specialized financial Institutions</li> <li>Salient features of Investment Analysis</li> </ul> <b>Part-III</b> <ul style="list-style-type: none"> <li>Teaching Techniques and Methodology</li> <li>Classroom Management and Discipline</li> <li>Testing and Evaluation</li> <li>Knowledge of Bloom's Taxonomy</li> </ul>
5.	10/2024	<b>Assistant Pharmacist (BS-17)</b> , Anti Narcotics Force, Ministry of Narcotics Control	Second Class or Grade 'C' Bachelor's (16 years) degree in Pharmacy or equivalent qualification from a University recognized by Pharmacy Council of Pakistan (PCP) and HEC.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>Organic Chemistry</li> <li>Pharmaceutical Engineering</li> <li>Biochemistry</li> <li>Hospital Pharmacy Management</li> <li>Dispensing Pharmacy</li> <li>Anatomy, Physiology &amp; Pathophysiology</li> <li>Molecular Biology</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
6.	11/2024	<b>Medical Officer (BS-17)</b> , Federal Government Polyclinic, Islamabad, 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) <b>Part-I</b> English = 20 marks <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>• Core courses of <b>MBBS</b> Degree Program.</li> <li>• Health Policies of the Government of Pakistan.</li> <li>• Care vs Cure for Health Management.</li> <li>• Major Challenges being faced by Health Sector.</li> </ul>
7.	13/2024	<b>Assistant Director (BS-17)</b> , Airports Security Force, Ministry of Aviation.	Second Class or Grade 'C' Master's/ Bachelor's (16 years) degree or equivalent qualification from a University recognized by HEC. <b>Physical Standard of Fitness</b> (i) Minimum Height: For male 5'-6" or 168 cm and for female 5'-2" or 157 cm. (ii) Minimum Weight: For male 106 Lbs or 48.1 Kg and for female 45 Kg or 99.2 Lbs. (iii) Minimum Chest Measurement: For male 32¾" or 83 cm, Expanded 34¾" or 88 cm.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> General Intelligence/ Professional Test = 80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>• Basic Arithmetic <ul style="list-style-type: none"> <li>– Algebra</li> <li>– Ratios</li> <li>– Percentages</li> <li>– Arithmetic Means</li> </ul> </li> <li>• Current Affairs. <ul style="list-style-type: none"> <li>– Issues/Challenges at National and International Levels during the last 5 years</li> </ul> </li> <li>• Pakistan Affairs &amp; Islamic Studies <ul style="list-style-type: none"> <li>– Basic Level knowledge</li> </ul> </li> <li>• Security Measures to Maintain Law &amp; Order</li> </ul>
8.	14/2024	<b>Inspector (BS-16)</b> , Airports Security Force, Ministry of Aviation.	Bachelor's Degree. <b>Physical Standard of Fitness</b> (i) Minimum Height: For male 5'-6" or 168 cm and for female 5'-2" or 157 cm. (ii) Minimum Weight: For male 106 Lbs or 48.1 Kg and for female 45 Kg or 99.2 Lbs. (iii) Minimum Chest Measurement: For male 32¾" or 83 cm, Expanded 34¾" or 88 cm.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> General Intelligence/ Professional Test = 80 marks	<b>Part-I</b> Grammar Usage, Sentence Structuring. <b>Part-II</b> <ul style="list-style-type: none"> <li>▪ Basic Arithmetic <ul style="list-style-type: none"> <li>– Algebra</li> <li>– Ratios</li> <li>– Percentages</li> <li>– Arithmetic Means</li> </ul> </li> <li>▪ Current Affairs. <ul style="list-style-type: none"> <li>– Issues/Challenges at National and International Levels during the last 5 years</li> </ul> </li> <li>▪ Pakistan Affairs &amp; Islamic Studies <ul style="list-style-type: none"> <li>– Basic Level knowledge</li> </ul> </li> <li>▪ Security Measures to Maintain Law &amp; Order</li> </ul>

## Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 (other than Doctors) included in Consolidated Advertisement No. 01/2024

### 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
2.	Practical English Usage	M. Swan
3.	Practical English Grammar and Composition	S.C. Gupta
4.	Improve your Punctuation & Grammar	Marion Field
5.	The Little, Brown Handbook	H. Ramsey Flower & Jane Aaron
6.	A University English Grammar	R. Quirk & S. Greenbaum
7.	Write Better, Speak Better	Readers Digest Association
8.	Modern English in Action	Henry Christ
9.	Exploring the World of English	Syed Saadat Ali Shah

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

Case No.	F.4-01/2024-R
Particulars of post	<b>Assistant Headmistress (BS-18)</b> , Islamabad Model Colleges, Federal Directorate of Education, Ministry of Federal Education & Professional Training.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' Master's degree or equivalent qualification with B.Ed. / M.Ed. ii. Five (5) years post qualification teaching and administrative experience in recognized educational institutions.

**Part-I: 25 Marks (MCQ)**

- 25 MCQ Questions on Part-II & III.

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

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

**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;

**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-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**

<b>S. No.</b>	<b>Title</b>	<b>Author</b>
1.	Human Resource Management	H.T.Graham & Roger Bennett
2.	Management	James A.F.Stoner, R.Eward Freeman, Daniel R.Gilbert Jr.
3.	Understanding Computer: Today and Tomorrow	Deborah Morley, Charles Parker
4.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson
5.	Research in Education	JW Best
6.	Integrating Education Technology into Teaching	Roblyer
7.	Curriculum Development	S. M. Shahid
8.	Educational Measurement and Evaluation	S. M. Shahid
9.	Educational Administration	S. M. Shahid

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

Case No.	F.4-03/2024-R
Particulars of post	<b>Senior Psychologist (BS-19), Federal Public Service Commission.</b>
Minimum Qualification & Experience:	<p><b>(A)</b></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;"><b>OR</b></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;"><b>OR</b></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>(B)</b></p> <p>Two (2) Research Publications in reputed journals in the field of Psychology.</p> <p><b><u>FIELDS SPECIFIED IN SCHEDULE-II.</u></b></p> <p>(a) <b><u>Research:</u></b> 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) <b><u>Professional:</u></b> 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) <b><u>Teaching:</u></b> 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.

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

Case No.	F.4-05/2024-R
Particulars of post	<b>Civilian Store Officer, Grade-I (BS-19)</b> , Corps of EME, Ministry of Defence.
Minimum Qualification & Experience:	<p>Ph.D. in Engineering Management or equivalent qualification from a University recognized by the PEC with Eight (8) years post qualification experience in BS-17 &amp; above or equivalent relating to store supply and Logistics/ Engineering Management matters in a Government/ Semi-Government/ Autonomous/ Public/ Private Organization.</p> <p style="text-align: center;"><b>OR</b></p> <p>M. Phil. in Engineering Management or equivalent qualification from a University recognized by the PEC with Ten (10) years post qualification experience in BS-17 &amp; above or equivalent relating to store supply and Logistics/ Engineering Management matters in a Government/ Semi-Government/ Autonomous/ Public/ Private Organization.</p> <p style="text-align: center;"><b>OR</b></p> <p>Second Class or Grade 'C Master's degree in Business Administration (Supply Chain Management) or equivalent qualification from a University recognized by the HEC with Twelve (12) years post qualification experience in BS-17 &amp; above or equivalent relating to store supply and Logistics/ Engineering Management matters in a Government/ Semi-Government/ Autonomous/ Public/ Private Organization.</p> <p style="text-align: center;"><b>OR</b></p> <p>Colonel/ Lieutenant Colonel (Retired) from EME Corps with requisite qualification and experience of the post.</p>

**Part-I: 25 Marks (MCQ)**

- 25 MCQ Questions on Part-II & III.

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

(Public Administration, Office Management &amp; Professional)

- I. **Public Administration:** Nature and scope, Role of Public Administration in a modern Welfare State; Issues & Challenges of Public Administration in Pakistan;
- II. **Administrative Accountability:** Internal and External Controls; Executive Control, Legislative Control, Judicial Control, Ombudsman, Public Opinion and Pressure Groups; Problems of Administrative Accountability in Pakistan;
- III. **Planning:** Types of Plans, Planning Process; Principles of Planning, Planning Machinery in Pakistan;
- IV. PPRA Ordinance 2002 and Rules 2004.
- V. Procedures for Receipt and Issue of Stores
- VI. Stores procedures with relation to following:-
  - Stock Taking
  - Care and Preservation of Military Stores
- VII. Ware House Management

### **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**

<b>S. No.</b>	<b>Title</b>	<b>Author</b>
1.	An Introduction to the Public Administration	E.N. Cladden
2.	Public Administration for a Welfare State	Paul Ableby
3.	Warehouse Distribution & Operation Handbook	Mulcahy, D.E.
4.	Inventory Control and Management	Walters, D.
5.	The Bureaucracy of Pakistan	Charles F. Kennedy
6.	Human Resource Management	H.T.Graham & Roger Bennett
7.	Management	James A.F.Stoner, R.Eward Freeman, Daniel R.Gilbert Jr.

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

Case No.	F.4-06/2024-R
Particulars of post	<b>Senior Admin Officer (BS-18)</b> , Federal Government Educational Institutions (FGEI) (Cantts / Garrisons), Colleges, Ministry of Defence.
Minimum Qualification & Experience:	<p>i. Second Class or Grade 'C' Master's Degree in Business Administration / Public Administration / Educational Planning and Management (EPM) or equivalent qualification from a University recognized by HEC.</p> <p>ii. Five (5) years post qualification experience of Administration / Management in a Public / Private Organization in BS-17 &amp; above or equivalent.</p>

**Part-I: 25 Marks (MCQ)**

- 25 MCQ Questions on Part-II & III.

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

(Public Administration, Office Management &amp; Professional)

- I. **Public Administration:** Nature and scope, Role of Public Administration in a modern Welfare State;
- II. **Bureaucracy:** Concept of Bureaucracy, Theories of Bureaucracy, Ecology of Bureaucracy; Bureaucracy; of Pakistan as a Change Agent;
- III. **Administrative Leadership:** Approaches to the study of Leadership, Forms of Leadership, Leadership qualities;
- IV. **Administrative Accountability:** Internal and External Controls; Executive Control, Legislative Control, Judicial Control, Ombudsman, Public Opinion and Pressure Groups; Problems of Administrative Accountability in Pakistan;
- V. **Controlling and Co-Ordination:** Forms of Controls, Control Mechanism, the process of Control, Principles of Controlling; Principles Coordination; Machinery for Coordination; Problems of Coordination in Public Administration in Pakistan.
- VI. Civil Servant Act 1973 and Rules made thereunder;
- VII. Rules of Business 1973;
- VIII. Secretariat Instructions and Office Procedures;
- IX. Public Procurement Ordinance and Rules 2004.

**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 Ableby
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.	F.4-12/2024-R
Particulars of post	<b>Director (Manuals &amp; Publications) (BS-19)</b> , Pakistan Public Administration Research Centre, Establishment Division.
Minimum Qualification & Experience:	i. Second Class or Grade 'C' Master's degree or equivalent qualifications in Public Administration/ Business Administration/ Political Science/ Economics or First Class Law Graduate. ii. Twelve (12) years post qualification experience in the field of compilation, codification, legal drafting and editing of publications.

**Part-I: 25 Marks (MCQ)**

- 25 MCQ Questions on Part-II & III.

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

(Public Administration, Office Management &amp; Professional)

- I. **Public Administration:** Nature and scope, Role of Public Administration in a modern Welfare State;
- II. **Bureaucracy:** Concept of Bureaucracy, Theories of Bureaucracy, Ecology of Bureaucracy; Bureaucracy; of Pakistan as a Change Agent;
- III. **Administrative Leadership:** Approaches to the study of Leadership, Forms of Leadership, Leadership qualities;
- IV. **Administrative Accountability:** Internal and External Controls; Executive Control, Legislative Control, Judicial Control, Ombudsman, Public Opinion and Pressure Groups; Problems of Administrative Accountability in Pakistan;
- V. **Controlling and Co-Ordination:** Forms of Controls, Control Mechanism, the process of Control, Principles of Controlling; Principles Coordination; Machinery for Coordination; Problems of Coordination in Public Administration in Pakistan.
- VI. Civil Servant Act 1973 and Rules made thereunder;
- VII. Rules of Business 1973;
- VIII. Secretariat Instructions and Office Procedures;
- IX. Public Procurement Ordinance and Rules 2004.

**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 Ableby
4.	The Bureaucracy of Pakistan	Charles F. Kennedy
5.	Human Resource Management	H.T.Graham & Roger Bennett
6.	Management	James A. F. Stoner, R. Edward Freeman, Daniel R. Gilbert Jr.

**FEDERAL PUBLIC SERVICE COMMISSION**  
(Curriculum & Research Wing)

**Schemes and Syllabi for Written Examination (Descriptive) for  
All Posts of Doctors in BS-18 & BS-19 included in Consolidated  
Advertisement No. 01/2024**

**PAPER-I: MBBS (Common for all posts of Doctor in BS-18 & 19)**

Max Marks: 100

Time Allowed: 3 Hours

**Part-I: (MCQ)**

**25 Marks**

25 MCQ Questions on Part-II

**Part-II: (Qualification Based) (Descriptive)**

**75 Marks**

Core courses of **MBBS Degree**

**PAPER-II: PROFESSIONAL**

Max Marks: 100

Time Allowed: 3 Hours

Case No.	F.4-04/2024-R
Particulars of post	<b>General Staff Officer, Grade-I (Classified Radiologist) (BS-19),</b> Neuro Radiology Department, Armed Forces Institute of Radiology and Imaging, Ministry of Defence.
Minimum Qualification & Experience	<ul style="list-style-type: none"> <li>i. MBBS or equivalent qualification from a University recognized by PM&amp;DC.</li> <li>ii. FCPS (<b>Radiology</b>) or equivalent qualification recognized/registered by the PM&amp;DC.</li> <li>iii. One (1) year Fellowship degree/ OJT in <b>Neuro Radiology</b>.</li> <li>iv. Seven years post qualification working experience at any renowned medical imaging setup.</li> </ul>

**Part-I: (MCQ)**

**25 Marks**

25 MCQ Questions on Part-II.

**Part-II: (Professional) (Descriptive)**

**75 Marks**

Core courses of Specialization in **Radiology/ Neuro Radiology**