

**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 in 2018**

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
1.	08/2018	<b>Assistant Accounts Officer</b> (BS-16), Anti Narcotics Force, Ministry of Narcotics Control.	Second Class or Grade 'C' Bachelor's degree in Business Administration (Finance/Accounting)/Commerce/Economics/ Statistics/ Mathematics or equivalent from a University recognized by HEC.  <b>OR</b> Second Class or Grade 'C' Bachelor's degree with ICMA one year post graduate Certificate/CA (Foundation)/ACCA (knowledge level qualified)	Objective Type Test (MCQ)  <b>Part-I</b>  English =20 marks  <b>Part-II</b>  Professional Test =80 marks	<b>Part-I</b> Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>• Accounting Principles &amp; Procedures,</li> <li>• Journal, Ledger &amp; Cash Book,</li> <li>• Preparation of Annual Budget,</li> <li>• Heads of Accounts, Re-appropriation of Funds</li> <li>• Preparation of Pension Documents.</li> <li>• Financial Accounting</li> <li>• Financial Management</li> <li>• Cost Accounting</li> <li>• Business taxation</li> <li>• Public Procurement Rules, 2004</li> <li>• Basic IT Knowledge</li> </ul>
2.	62/2018	<b>Professional Social Worker</b> (BS-17), Anti Narcotics Force, Ministry of Narcotics Control.	i. Second Class or Grade 'C' Master's Degree in Social Work/ Sociology/ Psychology/ Anthropology. ii. Three (3) years post qualification experience in the relevant field.	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>• Community Organization and Development,</li> <li>• Social Research &amp; Statistics,</li> <li>• Organizational Behaviour and Human Resources,</li> <li>• Social Welfare Policy and Administration,</li> <li>• Criminology and its Remedial Measures,</li> <li>• Methods of Counselling &amp; Guidance Services</li> <li>• Environmental Sociology</li> <li>• Health Policy of the Government</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
3.	63/2018	<b>Psychologist</b> (BS-17), Anti Narcotics Force, Ministry of Narcotics Control.	i. Second Class or Grade 'C' Master's Degree in Psychology. ii. Three (3) years post qualification experience in the relevant field.	Objective Type Test (MCQ) <u><b>Part-I</b></u> English = 20 marks <u><b>Part-II</b></u> Professional Test=80 marks	<u><b>Part-I</b></u> Vocabulary, Grammar Usage, Sentence Structuring. <u><b>Part-II</b></u> <ul style="list-style-type: none"> <li>• Nature and Scope of Psychology</li> <li>• Biological Basis of Behaviour</li> <li>• Sensation and Perception</li> <li>• Learning and Memory</li> <li>• Motivation and Emotion</li> <li>• Psychological Assessment</li> <li>• Personality &amp; Intelligence traits</li> <li>• Counselling and psychotherapy</li> <li>• Social Influence and Group Dynamics</li> <li>• Developmental Psychology</li> <li>• Abnormal and Clinical Psychology</li> <li>• Health Psychology</li> </ul>
4.	65/2018	<b>Medical Officer</b> (BS-17), Anti-Narcotics Force, Ministry of Narcotics Control.	i. MBBS or equivalent qualification recognized by PMDC. ii. Registration with PMDC.	Objective Type Test (MCQ) <u><b>Part-I</b></u> English =20 marks <u><b>Part-II</b></u> Professional Test =80 marks	<u><b>Part-I</b></u> Vocabulary, Grammar Usage, Sentence Structuring <u><b>Part-II</b></u> <ul style="list-style-type: none"> <li>• Core courses of <b>MBBS</b> degree program.</li> <li>• Health Policy of the Government,</li> <li>• Health Administration</li> </ul>

## Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 included in Consolidated Advertisement of 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

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.4-66/2018-R
Particulars of post	<b>Programme Manager</b> (BS-18), Anti Narcotics Force, Ministry of Narcotics Control.
Minimum Qualification & Experience:	i. MBBS or equivalent qualification recognized by PMDC. ii. Registration with PMDC. iii. Postgraduate Higher/ Lower Diploma in Public Health/ Health Services Administration/ Primary Health Care, with three/ five year post qualification experience in Drug Addict/ Treatment & Rehabilitation Centre, respectively. OR i. Second Class or Grade 'C' Master's degree in Social Work/ Sociology/ Psychology/ Anthropology. ii. Five (5) years post qualification experience in Drug Addict Treatment/ Rehabilitation Centre.

**For Medical Professional**

(having MBBS degree and Lower/Higher diploma in Public Health/ Health Services Administration/ Primary Health Care.)

**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/ Health Services Administration/ Primary Health Care****For General Side**

(having Master's degree in Social Work/ Sociology/ Psychology/ Anthropology.)

Professional: 100 Marks

**I. General Sociology**

- Society:** Meaning and characteristics. Community; meaning and characteristics. Individual and society. Relationship between individual and society.
- Social Control:** Mechanisms of social control-formal and informal means of social control, Anomie, Alienation and social Integration-Means of social integration in Pakistani Society.
- Social Problems in Pakistan:** High population growth rate, Rural –urban migration. Deviance and street crime, Unemployment, illiteracy and School dropout, Smuggling, Prostitution, Poverty, Drug Addiction, Child Labour and Abuse, Bonded

Labour, Social customs and Traditions affecting Women in Pakistan, Violence Against Women and Domestic Violence, Issues concerning the Elderly in Pakistan.

- II. **Anthropology:** Definition of anthropology, its historical development and recent trends
- III. **Contemporary Human Problems:** Poverty, social inequality, political instability, population problems, ethnic violence and terrorism etc.
- IV. **Socio-Cultural Change:** Dimension of cultural change, barriers to cultural change including (culture, psychological and political), internal dynamics for change, external dynamics for change, media and cultural change, dynamics of change in Pakistan (Trends and prospects)
- V. **Psychological Assessment:** Attributes of Psychological Measures, Validity, Reliability, Item Analysis, Norms, Modern Test Theory, Selection and Training, Educational and Clinical Assessment, Ethical and Legal Issues in Assessment.
- VI. **Sensation and Perception:** Sensory process, Perception, Gestalt Principles, Binocular and Monocular cues, Illusions and Extra Sensory Perception, Determinants of Perception
- VII. **Motivation and Emotion:** Homeostasis, Factors affecting Motivation, Biogenic and Social Motives, Measurement of Human Motivation, Theories of Motivation, Emotions, Types of Emotions, Physiological changes in Emotion, Theories of Emotions.
- VIII. **Forensic Psychology:** Psychology and Law, Investigation, Confession, Eyewitness Testimony, Working with Offenders, Juvenile Delinquents, Drug Addicts etc.

### SUGGESTED READINGS

S. No.	Title	Author
1.	Poverty Curtains	Dr. Mehboob-ul-haq
2.	Sociology	Ogburn & Nimkoff
3.	Pakistani Society	Akbar Ahmad, S.
4.	Anthropology and Modern life	Franz Boas
5.	Anthropology and Contemporary Human Problem	John H. Bodley
6.	Introduction to Psychology	Atkinson & Hilgard's, Fredrickson, B
7.	Social Psychology	Baron, R. A
8.	Forensic Psychology	Fulero, S. M., & Wrightsman
9.	Psychology: Concepts and Connections	Rathus, S.

