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**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. 03/2023**

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
1.	41/2023	Research Officer (BS-17), Bureau of Emigration & Overseas Employment, Ministry of Overseas Pakistanis & Human Resource Development.	Second Class or Grade 'C' Master's degree in Economics/ Sociology/ Statistics/ Mathematics/ Business Administration/ Commerce or International Relations 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 • Methods of Data Collection and Analysis of Data, • Report Writing and Presentation Skill, • Project Planning and Management, • Emigration Laws of Pakistan • Personnel Management • Research Methodology
2.	43/2023	Assistant Deputy District Prosecutor (BS-17), Prosecution Department, ICT, Islamabad, Ministry of Interior.	Second Class or Grade 'C' Bachelor's degree in Law or equivalent qualification from a University recognized by 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 • Steps involved in Processing of Legal Cases • Pakistan Penal Code 1860 • The Code of Civil Procedure 1908 • Qanun-e-Shahadat Order, 1984 • Criminal Procedure Code, 1898

3.	44/2023	Store Officer (BS-16), National Library of Pakistan, National Heritage & Culture Division.	Second Class or Grade 'C' Master's/ Bachelor's (4 years duration) degree or equivalent qualification from a University recognized by HEC.	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 • Basic Arithmetic – Algebra – Ratios – Percentages – Arithmetic Means • Basic IT Knowledge • Stock Taking • Procedure for receipt and issue of stores • Care & preservation of stores • Public Procurement Rules, 2004 Note : (Equal weightage for each topic at Part-II)
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S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
4.	45/2023	Assistant Director (Investigation) (BS-17), Federal Investigation Agency, Ministry of Interior. NOTE: At first stage MCQs Screening Test shall be held, then on the basis of its result top merit position holders @ ten candidates per vacancy from respective quotas would be called for Descriptive Test.	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 • General Knowledge, • Everyday Science • Basic Arithmetic – Algebra – Ratios – Percentages – Arithmetic Means • Current Affairs. – Developments at National and International Levels in the last 2 years • Pakistan Affairs & Islamic Studies – Basic Level knowledge • FIA Act, 1974 Note: For Pre-selected candidate, syllabus for Descriptive Test is at Page-14 below

5.	46/2023	<p>Inspector (Investigation) (BS 16), Federal Investigation Agency, Ministry of Interior.</p> <p>NOTE: At first stage MCQs Screening Test shall be held, then on the basis of its result top merit position holders @ ten candidates per vacancy from respective quotas would be called for Descriptive Test.</p>	<p>Second Class or Grade 'C' Bachelor's degree from a University recognized by the HEC.</p> <p>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).</p>	<p>Objective Type Test (MCQ) Part-I</p> <p>English = 20 marks</p> <p>Part-II</p> <p>General Intelligence Test=80 marks</p>	<p>Part-I Grammar Usage, Sentence Structuring</p> <p>Part-II</p> <ul style="list-style-type: none"> • General Knowledge, • Everyday Science • Basic Arithmetic <ul style="list-style-type: none"> – Algebra – Ratios – Percentages – Arithmetic Means • Current Affairs. <ul style="list-style-type: none"> – Developments at National and International Levels in the last 2 years • Pakistan Affairs & Islamic Studies <ul style="list-style-type: none"> – Basic Level knowledge <p>Note: For Pre-selected candidate, syllabus for Descriptive Test is at Page-14 below</p>
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S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
6.	47/2023	<p>Dietitian (BS-16), Naval Headquarters, Ministry of Defence.</p>	<p>Second Class or Grade 'C' Bachelor's (4 years) degree in Food Science & Technology/ Food Science & Nutrition/ Human Nutrition & Dietetics or equivalent qualification from a University recognized by the HEC.</p>	<p>Objective Type Test (MCQ) Part-I</p> <p>English = 20 marks</p> <p>Part-II</p> <p>Professional Test = 80 marks</p>	<p>Part-I Grammar Usage, Sentence Structuring</p> <p>Part-II</p> <ul style="list-style-type: none"> • Fundamentals of Food & Nutrition • Principles of Diet Therapy. • Planning & Preparation of Balanced Diet. • Physiological aspect of Nutrition • Food Microbiology • Energy Value of Foods • Sanitation and Hygiene • Nutrition Health & Prevention

7.	48/2023	Experimental Officer (BS-16), Naval Headquarters, Ministry of Defence.	i. Second Class or Grade 'C' Bachelor's degree in Science with Chemistry/ Chemical Technology. ii. Three (3) years post qualification experience in the field of prescribed qualification.	Objective Type Test (MCQ) Part-I English =20 marks Part-II Professional Test =80 marks	Part-I Grammar Usage, Sentence Structuring Part-II • Kinetic Theory of Gases. • Nature, properties and states of matter. • Chemical Kinetics. • Thermodynamics. • Thermo-chemistry. • Radioactivity • Electrochemistry including Fuel Cells; Chemical Equilibria and Catalysis.
8.	49/2023	Project Manager (BS-17), Local Government & Rural Development Department, G.B Secretariat, Ministry of Kashmir Affairs & Gilgit Baltistan.	Second Class or Grade 'C' Master's degree in Social Sciences or equivalent qualification 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 • General Knowledge, • Everyday Science • Basic Arithmetic – Algebra – Ratios – Percentages – Arithmetic Means • Current Affairs. – Developments at National and International Levels in the last 2 years • Pakistan Affairs & Islamic Studies – Basic Level knowledge 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
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9.	51/2023	<p>Physical Education Teacher (Female) (BS-16) Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.</p>	<p>i. Second Class or Grade 'C' Bachelor's degree in Health & Physical Education or equivalent qualification recognized by the HEC.</p> <p>ii. Two (2) years post qualification experience in field of Health and Physical Education.</p>	<p>Objective Type Test (MCQ) Part-I</p> <p>English = 20 marks</p> <p>Part-II</p> <p>Subject Test = 50 marks</p> <p>Part-III</p> <p>Professional Test = 30 marks</p>	<p>Part-I</p> <p>Grammar Usage, Sentence Structuring.</p> <p>Part-II</p> <ul style="list-style-type: none"> • Philosophy of Physical Education, • Curriculum of Physical Education, • Psychology of Physical Education, • Measurement & Evaluation, • Rules of all games, • Rules of all Athletic events, • Recreation, • Audio Visual aid, <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline, • Testing and Evaluation, • Knowledge of Bloom's Taxonomy
10	55/2023	<p>Subject Specialist (Female) (BS 17)</p> <p>A. Biology B. Chemistry C. Computer Science D. English E. Mathematics F. Physics G. Urdu</p> <p>Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.</p>	<p>Second Class or Grade 'C' Master's degree in the relevant subject with B.Ed. (Hons.)/ B.Ed. / M.Ed. or equivalent qualification from a University recognized by the HEC.</p>		<p>A. For Biology</p> <p>Part-I</p> <p>Vocabulary, Grammar Usage, Sentence Structuring</p> <p>Part-II (Masters Level)</p> <ul style="list-style-type: none"> • Theories of Evolution, • Multiple Alleles, • Nucleic Acids, • Cell Division, • Nutrition, • Ecosystem, • Mendelian laws of inheritance, • Diagnostic Characteristics of all the phyla or invertebrates and chordates, • Division of Plants <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p>B. For Chemistry</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring</p> <p>Part-II (Masters Level)</p> <ul style="list-style-type: none"> • Nature, Properties & States of Matter, • Electronic Structure, • Bonding, • Chemical Kinetics & Radioactivity, • Synthetic Chemistry • Polymers, • Reaction Mechanism (electrophilic & nucleophilic substitution and addition reaction) • Inorganic Chemistry, • Thermodynamics, • Chemical Equilibrium, • Electrochemistry, • Solutions and Colloidal State. <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology, • Classroom Management and Discipline, • Testing and Evaluation, • Knowledge of Bloom's Taxonomy

					<p>C. For Computer Science</p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Computer Hardware/Software, • Data Communication & Networking, • C/C++ Language, • Operating System Unix/Linux • Windows 8.1, Windows 10, • Oracle/PLSQL, • System Analysis & Design. • Web Programming, <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation • Knowledge of Bloom's Taxonomy
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					<p><u>D. For English</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence</p> <p>Structuring <u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Linguistics. • Syntax. • Diction. • Drama: Shakespeare (Hamlet; King Lear; Twelfth Night), William Congreve (The Way of the World), Shaw (Pygmalion; Heartbreak House), Harold Pinter (The Caretaker), Samuel Beckett (Waiting for Godot), Eugene O'Neill (Long Day's Journey into Night) <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology, • Classroom Management and Discipline, • Testing and Evaluation • Knowledge of Bloom's Taxonomy <hr/> <p><u>E. For Mathematics</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Calculus/Differentiation, Integration, Limits of continuity • General Theorems (Rolle's Theorem, Mean Value Theorem) • Areas and Volumes, centre of Mass • Computing Tools for Mathematicians, • Mathematical Statistics, • Mathematical Spaces (Sets, Vector Spaces, Metric Spaces, topological spaces Tensors, • Differential Equations. <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation
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					• Knowledge of Bloom's Taxonomy
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S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p>F. For Physics</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring. Part-II (Masters Level)</p> <ul style="list-style-type: none"> • Heat and Thermodynamics, • Waves and Optics, • Electrostatic, • Electricity and Magnetism, • Atomic and Modern Physics, • Nuclear Physics, • Basic Solid State Physics, • Basic Electronics, • Electrodynamics, • Mechanics <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation • Knowledge of Bloom's Taxonomy

					<p>G. For Urdu</p> <p>Part-I (10 Marks) Vocabulary, Grammar Usage, Sentence Structuring. Part-II (Masters Level) (60 Marks)</p> <div style="text-align: center;"> <p>☆ اردو ڈیڑھ الفاظ ☆</p> <p>☆ اردو نثر کا حاشیہ ☆</p> <p>☆ اردو قواعد کا استعمال ☆</p> <p>☆ غالیات ☆</p> <p>☆ اقبالیات ☆</p> <p>☆ مسدس طاق ☆</p> <p>☆ میر تقی میر کی شاعری ☆</p> <p>☆ طرز و مزاج - مشق ای - صحیح لہجے کی نظریں ☆</p> </div> <p>Part-III (30 Marks)</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology, • Classroom Management and Discipline, • Testing and Evaluation, • Knowledge of Bloom's Taxonomy
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11.	56/2023	<p>Subject Specialist (Male) (BS 17)</p> <p>A. Biology B. Chemistry C. Computer Science D. English E. Islamiat F. Mathematics G. Pak- studies H. Physics</p> <p>Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.</p>	<p>Second Class or Grade 'C' Master's degree in the relevant subject with B.Ed. (Hons.)/ B.Ed. / M.Ed. or equivalent qualification from a University recognized by the HEC.</p>	<p>Objective Type Test (MCQ) Part-I English = 20 marks</p> <p>Part-II Subject Test = 50 marks</p> <p>Part-III Professional Test = 30 marks</p>	<p>A. For Biology</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring</p> <p>Part-II (Masters Level)</p> <ul style="list-style-type: none"> • Theories of Evolution, • Multiple Alleles, • Nucleic Acids, • Cell Division, • Nutrition, • Ecosystem, • Mendelian laws of inheritance, • Diagnostic Characteristics of all the phyla or invertebrates and chordates, • Division of Plants <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation • Knowledge of Bloom's Taxonomy <hr/> <p>B. For Chemistry</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring. Part-II (Masters Level)</p> <ul style="list-style-type: none"> • Nature, Properties & States of Matter, • Electronic Structure, • Bonding, • Chemical Kinetics & Radioactivity, • Synthetic Chemistry • Polymers, • Reaction Mechanism (electrophilic & nucleophilic substitution and addition reaction) • Inorganic Chemistry, • Thermodynamics, • Chemical Equilibrium, • Electrochemistry, • Solutions and Colloidal State. <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and
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					<ul style="list-style-type: none"> Methodology, • Classroom Management and Discipline, • Testing and Evaluation, • Knowledge of Bloom's Taxonomy
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					<p>C. For Computer Science</p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence</p> <p>Structuring <u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Computer Hardware/Software, • Data Communication & Networking, • C/C++ Language, • Operating System Unix/Linux • Windows 8.1, Windows 10, • Oracle/PLSQL, • System Analysis & Design. • Web Programming, <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation • Knowledge of Bloom's Taxonomy

					<p>D. For English</p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring</p> <p><u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Linguistics. • Syntax. • Diction. • Drama: Shakespeare (Hamlet; King Lear; Twelfth Night), William Congreve (The Way of the World), Shaw (Pygmalion; Heartbreak House), Harold Pinter (The Caretaker), Samuel Beckett (Waiting for Godot), Eugene O'Neill (Long Day's Journey into Night) <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology, • Classroom Management and Discipline, • Testing and Evaluation • Knowledge of Bloom's Taxonomy
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					<p>E. For Islamiat</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring Part-II (Masters Level)</p> <p>☆ قرآن کا بنیادی موضوع / متن ☆ سیرت النبی ﷺ ☆ فقہ: جامعیت، اختلاف رائے اور عصر حاضر کے تناظر میں تہذیب کی تشریح۔ ☆ تعارف اسلام ☆ انسانی زندگی میں دین کی اہمیت ☆ اسلام کے نمایاں پہلو ☆ اسلامی عقائد کے انفرادی اور اجتماعی اثرات ☆ انسانی حقوق۔ اسلامی نقطہ نظر میں ☆ اسلام اور عصر حاضر کے تعلق ☆ اسلامی نظام تنکرانی کا ڈھانچہ ☆ سرکاری ملازمتوں کی ذمہ داریاں ☆ اسلامی مشاہدہ حیات</p> <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation • Knowledge of Bloom's Taxonomy <hr/> <p>F. For Mathematics</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring Part-II (Masters Level)</p> <ul style="list-style-type: none"> • Calculus/Differentiation, Integration, Limits of continuity • General Theorems (Rolle's Theorem, Mean Value Theorem) • Areas and Volumes, centre of Mass • Computing Tools for Mathematicians, • Mathematical Statistics, • Mathematical Spaces (Sets, Vector Spaces, Metric Spaces, topological spaces Tensors, • Differential Equations. <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation
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					• Knowledge of Bloom's Taxonomy
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S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
					<p><u>G. For Pakistan Studies</u></p> <p><u>Part-I</u> Vocabulary, Grammar Usage, Sentence Structuring. <u>Part-II (Masters Level)</u></p> <ul style="list-style-type: none"> • Ideology of Pakistan in light of speeches and statements of Allama Iqbal and Quaid-e-Azam • Pakistan Movement 1857-1947 • Current Issues of Pakistan (challenges to National Security, Economic Challenges, Pakistan's War on Terror, • Geography of Pakistan <ul style="list-style-type: none"> ✓ Land and People of Pakistan ✓ Pakistan and CPEC ✓ Natural Resources of Pakistan, • Latest Constitutional Amendments, <p><u>Part-III</u></p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation • Knowledge of Bloom's Taxonomy

					<p>H. For Physics</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring. Part-II (Masters Level)</p> <ul style="list-style-type: none"> • Heat and Thermodynamics, • Waves and Optics, • Electrostatic, • Electricity and Magnetism, • Atomic and Modern Physics, • Nuclear Physics, • Basic Solid State Physics, • Basic Electronics, • Electrodynamics, • Mechanics <p>Part-III</p> <ul style="list-style-type: none"> • Teaching Techniques and Methodology • Classroom Management and Discipline • Testing and Evaluation • Knowledge of Bloom's Taxonomy
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S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
12	57/2023	Trained Graduate Teacher (Female) (BS-16), Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.	Second Class or Grade 'C' Bachelor's degree with B.Ed. 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 Grammar Usage, Sentence Structuring Part-II • Perspectives of Education in Pakistan • School Administration & Supervision • Planning & Management in Education • Educational Psychology • Curriculum Development & Assessment • Teaching Methodology • Classroom Management • Educational Measurement & Evaluation • Research Techniques in Education • Educational System in Pakistan

					• Educational Guidance & Counselling
13	58/2023	Trained Graduate Teacher (Male) (BS-16), Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.	Second Class or Grade 'C' Bachelor's degree with B.Ed. 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 Grammar Usage, Sentence Structuring Part-II • Perspectives of Education in Pakistan • School Administration & Supervision • Planning & Management in Education • Educational Psychology • Curriculum Development & Assessment • Teaching Methodology • Classroom Management • Educational Measurement & Evaluation • Research Techniques in Education • Educational System in Pakistan • Educational Guidance & Counselling
14	59/2023	System Analyst (BS-17), Ministry of Federal Education & Professional Training.	Second Class or Grade 'C' Master's/ Bachelor's (4 years duration) degree in Computer Science/ Information Technology/ Software Engineering or equivalent qualification from a University recognized by the HEC OR Second Class or Grade 'C' Bachelor's degree in Computer Engineering/ Computer System Engineering or equivalent qualification from a University recognized by the 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 • Software Architecture, • Software Quality Assurance, • Coding, Writing, Testing and Debugging of Software Applications, • Computer Networks and Internet, • Object Oriented Programming, • Unified Modelling Language (UML) • Database Management Systems, • Online Systems, • IT Audit and Security, • Data Communication/Protocols

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
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15	60/2023	Senior Scientific Assistant (BS 16), Naval Headquarters, Ministry of Defence.	<p>i. Second Class or Grade 'C' Bachelor's degree in Science with Chemistry/ Chemical Technology.</p> <p>ii. Three (3) years post qualification experience in the field of prescribed qualification.</p>	<p>Objective Type Test (MCQ)</p> <p>Part-I English =20 marks</p> <p>Part-II Professional Test=80 marks</p>	<p>Part-I Grammar Usage, Sentence Structuring</p> <p>Part-II</p> <ul style="list-style-type: none"> ▪ Thermodynamics, ▪ Nature, Properties and States of Matter, ▪ Gases, Liquids & Solids, ▪ Organic Chemistry ▪ In-Organic Chemistry
16	61/2023	Transport Officer (BS-16), Federal Public Service Commission.	<p>Three (3) years Diploma of Associate Engineer (DAE) in Mechanical/ Auto & Diesel from a recognized Institute with two (2) years post qualification experience in the field of maintenance/ repair of vehicles.</p> <p style="text-align: center;">OR</p> <p>Three (3) years Diploma of Associate Engineer (DAE) in 'Automobile Technology from a recognized Institute with two (2) years post qualification experience in the field of maintenance/ repair of vehicles.</p> <p style="text-align: center;">OR</p> <p>B. Tech. (Hons.) degree in Auto & Diesel from a University recognized by the HEC.</p>	<p>Objective Type Test (MCQ) Part-I</p> <p>English =20 marks</p> <p>Part-II</p> <p>Professional Test =80 marks</p>	<p>Part-I Grammar Usage, Sentence Structuring</p> <p>Part-II</p> <ul style="list-style-type: none"> • Applied Mechanics • Automobile Engineering Drawing • Thermal and Hydraulic Engineering • Automotive Materials • Auto Engine • CAD in Automobile Engineering • Auto Repair/Maintenance • Vehicle and Transport Management

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Syllabus for Descriptive Test of

F.4-45/2023 (Assistant Director (Investigation)) & F.4-46/2023-R (Inspector (Investigation))

Max Marks: 100 Qualifying Standard 40% Time Allowed: 3 Hours Part-I (English Essay): 40 Marks

Candidates will be required to write an Essay in English comprising **1000 words** from a set of **four given topics**. Candidates are expected to reflect comprehensive knowledge on a selected topic. Candidate's articulation, expression and technical approach to the style of English Essay writing will be examined.

Part-II (Current Affairs): 30 Marks

Candidates will be expected to demonstrate knowledge on current affairs related to the following:

- CPEC and Pakistan,
- Kashmir Issue,
- Pak US relations
- Afghanistan Crisis
- Basic Economic facts related to Pakistan

Part-III (Islamic Studies/Pakistan Studies): 30 Marks

I. Islamic Studies

Introduction to Islam, Seerah of the Prophet Muhammad (PBUH) as Role Model, Status of Woman in Islam, Articles of Faith, Islamic Code of Life, Islamic Concept of Human Rights

II. Pakistan Studies

Parliamentary democracy in Pakistan under 1973 Constitution, Salient features of the Constitution of Pakistan 1973, Economic Challenges for Pakistan, Major social problems of Pakistan.

SUGGESTED READINGS

S. No.	Title	Author
1.	Pakistan and World Affairs	Shamshad Ahmad (Edition-2015)
2.	Constitution of Pakistan 1973	
3.	Kashmir in Conflict: India, Pakistan and the Unending War.	Schofield, Victoria. New York: I.B.Tauria, 2003.
4.	Modern South Asia: History, Culture, Political Economy.	Jalal, Aisha and Bose, Sugata. New York: Routledge, 1998.
5.	Federalism and Ethnic Conflict Regulation in India and Pakistan.	Adeney, Katharine. , New York: Palgrave Macmillan, 2007.
6.	Issues in Pakistan's Economy	S. Akbar Zaidi

7.	Economic Survey of Pakistan	Government Publication
	For Islamic Studies	
8.	Introduction to Islam	Dr. Hamidullah
9.	Islam: its meaning and Message	Khurshid Ahmad
10.	Insan e Kamil	Dr Khalid Alvi
11.	Islami Tehzeeb Kay Chund Darakhshan Pehloo	Mustafa Sabali

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Schemes and Syllabi for Written Examination (Descriptive) for Posts in BS-20 advertised under Consolidated Advertisement No. 03/2023

Case No.	F.4-62/2023-R
Particulars of post	Chief Psychologist (BS-20), Federal Public Service Commission.

<p>Minimum Qualification & Experience:</p>	<p>(A) (i) Ph.D. or equivalent qualification in Psychology from a University recognized by HEC. (ii) Thirteen (13) 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. (ii) Fifteen (15) 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 the HEC. (ii) Seventeen (17) years post qualification experience in any of the fields specified in Schedule-II.</p> <p>(B) Two (2) Research Publications in reputed journals in the field of Psychology.</p> <p>Fields of Experience Specified in Schedule-II of the Recruitment Rules are as follows.</p> <p>(a) Research: 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) Professional: Experience in Armed Forces or Public Service Commission or other institutions engaged in work related to Selection of personnels or recruitment or Test Construction and Measurement or report writing.</p> <p>(c) Teaching: 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>
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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.

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Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 included in Consolidated Advertisement No. 03/2023

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

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PAPER-II: PROFESSIONAL

Max Marks: 100 Time Allowed: 3 Hours

Case No.	F.4-42/2023-R
Particulars of post	Deputy Director (Law) (BS-18), Anti Narcotics Force, Ministry Of Narcotics Control.
Minimum Qualification & Experience:	(i) LLB or equivalent qualification recognized by HEC. (ii) Minimum Five (5) years post qualification experience/ practice in the lower Courts.

Part-I: 25 Marks (MCQ)

▪ 25 MCQ Questions on Part-II.

Part-II LAW: 75 Marks (Descriptive)

I. Definitions of Crime

II. All Provisions of:

- i. Concept of arbitration, arbitration with or without intervention of court and in civil suits.
- ii. Establishment of Civil Courts with their Original & Appellate Jurisdiction.
- iii. The Code of Civil Procedure, 1908
- iv. Pakistan Penal Code, 1860
- v. Qanun-e-Shahdat Order, 1984
- vi. Criminal Procedure Code, 1898

SUGGESTED READINGS

S.N o.	Title	Author
1.	Pakistan Penal Code, 1860	M. Mahmood
2.	Criminal Procedure Code, 1898	Shaukat Mahmood
3.	Law of Evidence	Justice (R) Khalid ur Rahman Khan as adapted from Principles and Digest of the Law of Evidence by M. Monir
4.	Qanun-e-Shahdat Order, 1984	
5.	The Code of Civil Procedure, 1908	Aamir Raza A. Khan
6.	The Arbitration Laws in Pakistan	M. Mahmood
7.	Civil Courts Ordinance, 1962	Nisar Ahmad Nisar

PAPER-II: PROFESSIONAL

Max Marks: 100 Time Allowed: 3 Hours

Case No.	F.4-50/2023-R
Particulars of post	Principal / Vice Principal / Headmaster (Male) (BS-19), Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.
Minimum Qualification & Experience:	(i) Second Class or Grade 'C' Master's degree with B.Ed. (Hons.)/B.Ed./ M.Ed. or equivalent qualification from a University recognized by the HEC. (ii) Twelve (12) years post qualification teaching experience including at least 3 ½ years of 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

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.	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

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PAPER-II: PROFESSIONAL

Max Marks: 100 Time Allowed: 3 Hours

Case No.	F.4-52/2023-R
Particulars of post	Principal/ Vice Principal/ Headmistress (Female) (BS-19), Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.
Minimum Qualification & Experience:	(i) Second Class or Grade 'C' Master's degree with B.Ed. (Hons.)/B.Ed. / M.Ed. or equivalent qualification from a University recognized by the HEC. (ii) Twelve (12) years post qualification teaching experience including at least 3 ½ years of 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.

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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
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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

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PAPER-II: PROFESSIONAL

Max Marks: 100 Time Allowed: 3 Hours

Case No.	F.4-53/2023-R
Particulars of post	Principal/ Headmaster/ Senior Teacher/ Instructor (Male) (BS-18), Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.

Minimum Qualification & Experience:	<p>(i) Second Class or Grade 'C' Master's degree with B.Ed. (Hons.)/ B.Ed./ M.Ed. or equivalent qualification from a University recognized by the HEC.</p> <p>(ii) Five (5) years post qualification teaching experience including at least two (2) years of administrative experience in recognized educational Institutions.</p>
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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

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
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- 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.

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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

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PAPER-II: PROFESSIONAL

Max Marks: 100 Time Allowed: 3 Hours

Case No.	F.4-54/2023-R
Particulars of post	Principal/ Headmistress / Senior Teacher/ Instructor (Female) (BS 18), Education Department, GB, Ministry of Kashmir Affairs & Gilgit Baltistan.
Minimum Qualification & Experience:	(i) Second Class or Grade 'C' Master's degree with B.Ed. (Hons.)/ B.Ed./ M.Ed. or equivalent qualification from a University recognized by the HEC. (ii) Five (5) years post qualification teaching experience including at least two (2) years of 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

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Part-III: (Professional) 25 Marks (Descriptive)

I. Development of Curriculum and Instructional Material

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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

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