

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. 06/2021

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
1.	116/2021	Inspector Inland Revenue (BS-16), Revenue Division, Federal Board of Revenue.	Second Class or Grade 'C' Bachelor's Degree with Economics / Business Administration/Commerce/ Statistics / Law from a University recognized by HEC.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test = 80 marks	Part-I Grammar Usage, Sentence Structuring Part-II 1. Functions of Federal Board of Revenue. 2. Fiscal Policy of Pakistan 3. Tax Administration/Reforms in Pakistan 4. Sales Tax Act 1990 as amended upto July 2021 5. Federal Excise Act 2005 as amended upto July 2021 6. Income Tax Ordinance 2001 as amended upto June 2021 (Chapter-III & Part IV of Chapter-X only)
2.	120/2021	Research Officer/ Planning Officer/ Survey Officer (BS-17), Economists Group, Ministry of Planning, Development and Special Initiatives.	First Class or Grade "B" Master's degree in Economics or equivalent qualification in Economics from recognized University with no 3 rd Division in entire academic career.	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. Qualitative and Quantitative Research Method 2. Empirical and Analytical Analysis Techniques 3. Collection and Compilation of Data for Economic Research 4. Pakistan's Economic Development Planning Process 5. Economic Development Planning: Typology Tools and Techniques 6. Bilateral Economic relationship of Pakistan with USA, China and European Union. 7. Importance of CPEC in Economic Growth of Pakistan.

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications/Experience for the Posts	Test Specification	Topics of Syllabi
3.	121/2021	Secondary School Teacher (SST) (Male) (BS-17), Directorate of Federal Government Educational Institutions (Cantts/ Garrisons), Ministry of Defence.	Second Class or Grade 'C' Master's Degree with B.Ed or equivalent qualification from a University recognized by HEC. OR M.A (Education)/ M.A (EPM) 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 1. Perspectives of Education in Pakistan 2. School Administration & Supervision 3. Planning & Management in Education 4. Educational Psychology 5. Curriculum Development & Assessment 6. Teaching Methodology 7. Classroom Management 8. Educational Measurement & Evaluation 9. Research Techniques in Education 10. Educational System in Pakistan 11. Educational Guidance & Counselling
4.	123/2021	Assistant Information Officer (BS-16), Press Information Department, Ministry of Information & Broadcasting.	Second Class or Grade "C" Master's degree in Journalism/ Journalism and Mass Communication from a university recognized by the HEC. OR (i) Second Class or Grade "C" Bachelor's degree from a University recognized by HEC. (ii) Two (2) years post qualification experience of Journalistic work in a recognized news agency or newspaper or Radio or TV or PID/News Organization.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test = 80 marks	Part-I Grammar Usage, Sentence Structuring. Part-II 1. Current Affairs 2. Basic knowledge of computer/IT , 3. Pros and Cons of Social Media 4. Press laws in Pakistan 5. Newsprint Control Ordinance 1971 6. Advertisement and Public Policy 7. Code of Ethics 8. Communication theories of social change 9. Newspaper Employees (Condition of service) Act 1973 10. PEMRA Ordinance, 2007 11. Reporting and Writing

Schemes and Syllabi for Written Examination (Descriptive) for All Posts in BS-18 & BS-19 included in Consolidated Advertisement No. 06/2021

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.	117/2021
Particulars of post	Radiologist (BS-18), National Institute of Rehabilitation Medicine, Ministry of National Health Services, Regulations & Coordination.
Minimum Qualification & Experience:	i. MBBS or equivalent qualification recognized by PM & DC. ii. PM&DC Level-III qualification in the related speciality with 02 years post qualification experience in the relevant field. <p style="text-align: center;">OR</p> PM&DC Level II (a) or Level II (b) in the related speciality with 04 years post qualification experience in the relevant field.

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

25 MCQ Questions on Part-II & Part-III.

Part-II: (Qualification Based) (Descriptive)**50 Marks**Core courses of **MBBS Degree****Part-III: (Professional) (Descriptive)****25 Marks**Core courses of Level-II qualification in **Radiology**.

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

Case No.	118/2021
Particulars of post	Pathologist (BS-18), National Institute of Rehabilitation Medicine, Ministry of National Health Services, Regulations & Coordination.
Minimum Qualification & Experience:	i. MBBS or equivalent qualification recognized by PM & DC. ii. PM&DC Level-III qualification in the related speciality with 02 years post qualification experience in the relevant field. <p style="text-align: center;">OR</p> PM&DC Level II (a) or Level II (b) in the related speciality with 04 years post qualification experience in the relevant field.

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

25 MCQ Questions on Part-II & Part-III.

Part-II: (Qualification Based) (Descriptive)**50 Marks**Core courses of **MBBS Degree****Part-III: (Professional) (Descriptive)****25 Marks**Core courses of Level-II qualification in **Pathology**.

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

Case No.	119/2021
Particulars of post	ENT Specialist (BS-18), National Institute of Rehabilitation Medicine, Ministry of National Health Services, Regulations & Coordination.
Minimum Qualification & Experience:	i. MBBS or equivalent qualification recognized by PM & DC. ii. PM&DC Level-III qualification in the related speciality with 02 years post qualification experience in the relevant field. <p style="text-align: center;">OR</p> PM&DC Level II (a) or Level II (b) in the related speciality with 04 years post qualification experience in the relevant field.

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

25 MCQ Questions on Part-II & Part-III.

Part-II: (Qualification Based) (Descriptive)**50 Marks**Core courses of **MBBS Degree****Part-III: (Professional) (Descriptive)****25 Marks**Core courses of Level-II qualification in **Eye Ophthalmology**.

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

Case No.	122-A/2021
Particulars of post	Assistant Professor (Female) (BS-18) (Health & Physical Education) , Directorate of Federal Government Educational Institutions (Cantts/ Garrison) Colleges, Ministry of Defence.
Minimum Qualification & Experience:	Ph.D. Degree in the relevant subject with one (1) year post qualification teaching experience at College/ University level. OR M. Phil Degree in the relevant subject with three (3) years post-qualification teaching experience at College/ University level. OR Second Class or Grade 'C' Master's Degree in the relevant subject with five (5) years post qualification teaching experience at College/ University level.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II & Part-III.

Part-II: (Health and Physical Education) (Subjective) : 50 Marks**I. Philosophical Basis of Physical Education**

Philosophy and Physical Education, Physical Education as Discipline, Scientific Foundation of Physical Education, Physical Education and Recreation, Leadership in Physical Education

II. Scientific Sports Coaching

Sports Planning, Periodisation of Training, Systemization of Training, Data Collection, Coach and Professional Ethics

III. Evaluation in Physical Education and Sports

Evaluation and Administration of Tests, Basic Statistics, Measurement of Physical Fitness, General Motor Ability, Cardiovascular Fitness, Rating Scales in Physical Education.

IV. Exercise Physiology

Muscular System and Exercise, Cardiovascular System and Exercise, Environment and Exercise, Nervous System and Exercise, Glandular System and Exercise, Gender Differences, Obesity

Part-III (Professional) (Subjective) : 25 Marks**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.	Health & Physical Education.	Dr. A. Waheed Mughal
2.	Education in Physical Education.	Shamshad Ahmed
3.	Sports in Society : Issue & Controversies,	Jay Coackley
4.	Modern Measurement.	Osterlind J. Steven
5.	Introduction to Measurement in PE and Exercise Science	Margaret J. Safrit PhD, Terry M. Wood PhD
6.	Physiology of Sports	Reilly T and Williams
7.	Essentials of Exercise Physiology.	Shaver
8.	Research in Education	JW Best
9.	Integrating Education Technology into Teaching	Roblyer
10.	Curriculum Development	S. M. Shahid
11.	Educational Measurement and Evaluation	S. M. Shahid
12.	Educational Administration	S. M. Shahid

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

Case No.	122-B/2021
Particulars of post	Assistant Professor (Female) (BS-18) (History) , Directorate of Federal Government Educational Institutions (Cantts/ Garrison) Colleges, Ministry of Defence.
Minimum Qualification & Experience:	Ph.D. Degree in the relevant subject with one (1) year post qualification teaching experience at College/ University level. OR M. Phil Degree in the relevant subject with three (3) years post-qualification teaching experience at College/ University level. OR Second Class or Grade 'C' Master's Degree in the relevant subject with five (5) years post qualification teaching experience at College/ University level.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II & Part-III.

Part-II: (History) (Subjective) 50 Marks

- I. **Muslim Rule and Heritage in India (712-1857):** Political History Arrival, foundation and consolidation of Muslim rule in India, important rulers of the Slave Dynasty and the Mughals. The Spirit and legacy of Muslim civilization, Art, Architecture and literature, Public Administration under Muslim Rules. Sultans, Kings, Economic, Social, Judicial, Civil and Military system during the Muslim rule, Industry, trade and commerce under the Muslim patronage, Financial Administration.
- II. **British Rule in India: 1857-1947:** British Imperialism, origin and growth of the East India Company, Causes and effects of downfall of the Mughal Empire in India, War of Independence in 1857: Causes and effects.
- III. **Muslim Struggle for Independence:** Role of Shah Wali Ullah, Syed Ahmad Shaheed and Sir Syed Ahmed Khan towards regeneration of the Muslim of South Asia, All India Muslim League, Partition of Bengal, Simla Deputation, Lucknow pact; Khilafat movement. Nahru Report, Quaid-i- Azam's Fourteen Points.
- IV. **Pakistan Movement:** Allama Iqbal's Allahabad Address 1930, and Round Table Conference. The Congress Rule in the provinces-1937-1939, Lahore Resolution 1940, various Missions and Plans for the partition of the South Asia. Founders of Pakistan: Quaid-i-Azam, Mohsin-ul-Mulk, Syed Amir Ali, Ali Brothers. Sir Agha Khan, Ch. Khaliq uz Zaman, Chaudhry Rahmat Ali, etc.
- V. **Separation of East Pakistan:** Causes and Effects.
- VI. **Working of Democracy in Pakistan:** Liaquat Ali Khan to Firoz Khan Noon (1947-1958), Zulfikar Ali Bhutto's Period,(1971-1977),Benazir, Nawaz Sharif, Revival of Democracy: 1988-1999, Restoration of Democracy (2008 to date), Role of Major Political Parties and Pressure Groups in the history of Pakistan.

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

- 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.	India's Struggle for Independence	Chandre Bipin, 1989
2.	Wavell and the Days of the Raj: Britain's Penultimate Viceroy in India,	Chawla, Muhammad Iqbal, 2011
3.	The Charismatic Leader: Jinnah and the Creation of Pakistan	Hayat, Sikandar, 2007
4.	Muslim Civilization of Indo-Pakistan.	Ikram, Shaikh Muhammad, 1966
5.	Constitutional and Political History of Pakistan	Khan, Hamid, 2005
6.	The Military and Politics in Pakistan 1947-86	Rizvi Hassan Askari
7.	Research in Education	JW Best
8.	Integrating Education Technology into Teaching	Roblyer
9.	Curriculum Development	S. M. Shahid
10.	Educational Measurement and Evaluation	S. M. Shahid
11.	Educational Administration	S. M. Shahid

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

Case No.	122-C/2021
Particulars of post	Assistant Professor (Female) (BS-18) (Islamiyat) , Directorate of Federal Government Educational Institutions (Cantts/ Garrison) Colleges, Ministry of Defence.
Minimum Qualification & Experience:	Ph.D. Degree in the relevant subject with one (1) year post qualification teaching experience at College/ University level. OR M. Phil Degree in the relevant subject with three (3) years post-qualification teaching experience at College/ University level. OR Second Class or Grade 'C' Master's Degree in the relevant subject with five (5) years post qualification teaching experience at College/ University level.

Part-I: 25 Marks (MCQ)

- 25 MCQ Questions on Part-II & Part-III.

Part-II: (Islamic Studies) (Subjective) 50 Marks**I. Islam: the Code of Life**

- Salient features of Islamic;
 - Social System
 - Political System
 - Economic System
 - Judicial System
 - Administrative System
- Responsibilities of Civil Servants

II. Study of Seerah

Need and importance of the study of Seerah Prophet Mohammad (PBAH) as:

- The Role Model
- Merciful for the universe.
- Preacher
- Diplomat
- Teacher and Educationist
- Revolutionary Leader

III. Islamic Civilization and Culture:

- Meanings and the vital elements of Islamic Civilization and Culture
- Role of civilisation in the development of the human personality and communities
- Distinctions of Islamic Civilization;
 - Tauheed
 - Risalat
 - Spiritualism
 - Dignity of Man
 - Equality
 - Social Justice
 - Moral values
 - Tolerance

- Rule of Law

IV. Islam and World

- Impact of Islamic Civilization on the West and vice-versa.
- Muslim World and the Contemporary Challenges
- Interaction between East and West.
- Role of Islam in the modern world.

I اسلامی ضابطہ حیات

- اسلامی نظام کی نمایاں خصوصیات:

- سماجی نظام
- سیاسی نظام
- اقتصادی نظام
- عدالتی نظام
- انتظامی نظام

- سرکاری ملازمین کی ذمہ داریاں

II سیرت النبی کا مطالعہ

سیرت النبی کے مطالعہ کی اہمیت اور ضرورت بطور:

- نمونہ عمل
- پینتمبر امن
- مبلغ
- سفارت کار
- معلم انسانیت
- انقلابی رہنما

III اسلامی تہذیب و ثقافت

- اسلامی تہذیب و ثقافت کے معانی اور اہم اجزا
- سماج اور انسانی شخصیت کی تعمیر میں تہذیب کا کردار

- اسلامی تہذیب کے نمایاں اوصاف:

- توحید
- رسالت
- تزکیہ نفس
- انسانی عزت و وقار
- مساوات
- سماجی انصاف
- اخلاقی اقدار
- صبر و برداشت
- قانون کی حکمرانی

IV اسلام اور دنیا:

- اسلامی تہذیب کے مغرب اور مغرب کے اسلامی تہذیب پر اثرات
- اسلام اور عصر حاضر کے چیلنجز
- مشرق اور مغرب کے درمیان بات چیت
- جدید دنیا میں اسلام کا مقام

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

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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- 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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S. No.	Title	Author
1.	Islam: its meaning and Message	Khurshid Ahmad
2.	Islam: The Misunderstood Religion	Muhammad Qutub
3.	Towards Understanding Islam	Abul Aala Moudoodi
4.	Ideals and Realities of Islam	Hussain Nasr,
5.	A brief Survey of Muslim Science and Culture	Muhammad Abdur –Rahman
6.	Quranic Sciences	Afzalur Rahman
7.	Research in Education	JW Best
8.	Integrating Education Technology into Teaching	Roblyer
9.	Curriculum Development	S.M. Shahid
10.	Educational Measurement and Evaluation	S.M. Shahid
11.	Educational Administration	S.M. Shahid