

FEDERAL PUBLIC SERVICE COMMISSION
(Curriculum & Research Wing)

Scheme and Syllabi for Screening/Professional Tests as well as Descriptive Examination
Relating to Posts Advertised Vide Consolidated Advertisement No. 01/2015

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Main Topics for MCQ Test
1.	01/2015	Eye Specialist (BS-18), Medical Department , Pakistan Railways, Ministry of Railways.	<p>i. MBBS or equivalent qualification.</p> <p>ii. Post graduate higher diploma/ degree, viz., MS/FRCS/ FCPS/ MRCP/ FFA or equivalent in the requisite Speciality and two (2) years post qualification clinical experience.</p> <p style="text-align: center;">OR</p> <p>Post graduate lower diploma in the requisite Speciality and four (4) years post qualification clinical experience</p> <p>NOTE: MBBS or equivalent qualification, Post graduate Higher Diploma and Post graduate Lower Diploma must be recognized by the Pakistan Medical & Dental Council</p>	<p>Phase-I (MCQ Test) Professional Test=100 Marks (Syllabus is available in next column)</p> <hr/> <p>Phase-II (Descriptive Exam) Paper-I (English) = 100 Marks (Syllabus is placed at Page-7) Paper-II (Professional) = 100 Marks (Syllabus is placed at Page-8)</p>	<ul style="list-style-type: none"> • Core Courses of MBBS Degree Programme • Knowledge of Eye Diseases including its major Sub-Specialties • Targets and Achievements of Health Policy of the Government • Future Plans for Health Services to Public • Health Services Management
2.	02/2015	Civilian Medical Practitioner (CMP) (BS-17), Ordnance Corps, Ministry of Defence.	<p>i. MBBS or equivalent qualification recognized by the PMDC.</p> <p>ii. Registration with PMDC required.</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 Vocabulary, Grammar Usage, Sentence Structuring</p> <p>Part-II</p> <ul style="list-style-type: none"> • Core Courses of MBBS Programme • Health Policy of the Government. • Care Vs Cure for Health Management

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3.	03/2015	Lecturer (BS-17), (A) Education, (B) Botany Federal College of Education, Capital Administration And Development Division.	i. Second Class or Grade 'C' Master's Degree in the relevant subject ii. M.Ed.	Objective Type Test (MCQ) Part-I English =20 marks Part-II Subject Test = 50 marks Part-III Professional Test=30 marks Note: For the subject of Education , there should be two parts, part-I is English Test (20 Marks) and part-II is Professional Test (80 Marks).	<p>For (A) Education Part-I (20 Marks) Vocabulary, Grammar Usage, Sentence Structuring, Part-II (80 Marks)</p> <ul style="list-style-type: none"> • Development of Education in Pakistan, • Educational Reforms in Pakistan, • Education Policy 2009, its Targets and Achievements • Philosophy of Education, • Sociology of Education, • Educational Psychology, • Educational Guidance & Counselling, • Educational Planning & Management, • Educational Administration and Supervision, • Classroom/Institutional Management and Discipline • Curriculum Development & Instructional Technology • Teaching Techniques & Methodology, • Testing & Evaluation. <hr/> <p>For (B) Botany</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring. Part-II (Masters Level)</p> <ul style="list-style-type: none"> • Algae, • Fungi, • Bryophytes • Pteridophytes, • Gymnosperms, • Angiosperms, • Plant Physiology, • Ecology, • Cytology, • Genetics, • Evolution <p>Part-III</p> <ul style="list-style-type: none"> • Educational Planning and Management • Curriculum Development & Instructional Technology • Education Psychology and Student's Learning • Research Techniques & Report Writing.

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Main Topics for MCQ Test
4.	04/2015	Associate Surgeon/ Physician (BS-18), A. Associate Surgeon Neuro Surgery B. Associate Surgeon Ophthalmology C. Associate Surgeon Urology D. Associate Physician Psychiatry E. Pathologist F. Radiologist G. Anaesthetist. Federal Government Polyclinic, Capital Administration and Development Division	i. MBBS or equivalent qualification recognized by Pakistan Medical and Dental Council. ii. Postgraduate higher diploma in the requisite speciality with 3 years post qualification clinical experience in the speciality OR Postgraduate lower diploma with 5 years post qualification clinical experience in the speciality.	Phase-I (MCQ Test) Professional Test=100 Marks (Syllabus is available in next column) Phase-II (Descriptive Exam) Paper-I (English) = 100 Marks (Syllabus is placed at Page-7) Paper-II (Professional) = 100 Marks (Syllabus is placed at Pages 9-10)	For (A) Associate Surgeon Neuro Surgery <ul style="list-style-type: none"> Core Courses of MBBS Degree Programme Knowledge of Neuro Surgery including its major Sub-Specialties Targets and Achievements of Health Policy of the Government Future Plans for Health Services to Public Health Services Management For (B) Associate Surgeon Ophthalmology <ul style="list-style-type: none"> Core Courses of MBBS Degree Programme Knowledge of Ophthalmology including its major Sub-Specialties Targets and Achievements of Health Policy of the Government Future Plans for Health Services to Public Health Services Management For (C) Associate Surgeon Urology <ul style="list-style-type: none"> Core Courses of MBBS Degree Programme Knowledge of Urological Diseases including its major Sub-Specialties Targets and Achievements of Health Policy of the Government Future Plans for Health Services to Public Health Services Management For (D) Associate Physician Psychiatry <ul style="list-style-type: none"> Core Courses of MBBS Degree Programme Knowledge of Psychiatry including its major Sub-Specialties Targets and Achievements of Health Policy of the Government Future Plans for Health Services to Public Health Services Management For (E) Pathologist <ul style="list-style-type: none"> Core Courses of MBBS Degree Programme Knowledge of Pathology including its major Sub-Specialties Targets and Achievements of Health Policy of the Government Future Plans for Health Services to Public Health Services Management

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					<p>For (F) Radiologist</p> <ul style="list-style-type: none"> • Core Courses of MBBS Degree Programme • Knowledge of Radiology including its major Sub-Specialties • Targets and Achievements of Health Policy of the Government • Future Plans for Health Services to Public • Health Services Management <p>For (G) Anaesthetist</p> <ul style="list-style-type: none"> • Core Courses of MBBS Degree Programme • Knowledge of Anaesthesia including its major Sub-Specialties • Targets and Achievements of Health Policy of the Government • Future Plans for Health Services to Public • Health Services Management
5. 6.	05/2015 06/2015	<p>i. Headmistress (BS-18), F.G. Urdu Medium Female Schools,</p> <p>ii. Principal (BS-18), F.G. English Medium (Public Schools), Directorate of Federal Government Educational Institutions (Cantts/ Garrisons), Ministry of Defence.</p>	<p>i. Second Class or Grade 'C' Master's Degree.</p> <p>ii. M.Ed/ Second Class B.Ed.</p> <p>iii. Five (5) years post qualification teaching and administrative experience in an educational institution.</p>	<p>Phase-I (MCQ Test) Professional Test=100 Marks (Syllabus is available in next column)</p> <p>Phase-II (Descriptive Exam) Paper-I (English) = 100 Marks (Syllabus is placed at Page-7) Paper-II (Professional) = 100 Marks (Syllabus is placed at Pages 11-12)</p>	<ul style="list-style-type: none"> • Perspectives of Education in Pakistan • Planning & Management in Education • Educational Administration and Supervision, • Educational Psychology and Student Learning • Educational Guidance & Counselling • Classroom/Institutional Management and Discipline • Development of Curriculum and Instructional Material • Teaching Techniques & Methodology • Testing & Evaluation • Educational Technology • Educational Reforms in Pakistan • Education Policy 2009, its Targets and Achievements

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7.	07/2015	Assistant Communication Security Officer (BS-16), Department of Communication Security, Cabinet Division.	Second Class or Grade 'C' Bachelor's Degree with Mathematics/ Electronics/ Physics/ Statistics or BCS or equivalent 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 <ul style="list-style-type: none"> Operating System & System Software Programming Languages Database management Probability Number Theory Basic Electronics Boolean Algebra Cryptographic Techniques
8.	08/2015	Communications Security Officer (BS-17), Department of Communication Security, Cabinet Division.	Second Class or Grade 'C' Master's Degree in Computer Science/ Information Security/Information Technology/ Mathematics/Statistics/ Physics/ Electronics or equivalent from a University recognized by the HEC. OR Second Class or Grade 'C' Bachelor's Degree in Electrical/ Electronics/ Telecom/ Software/ Computer Engineering or equivalent 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 <ul style="list-style-type: none"> Operating System & System Software Object Oriented Programming Languages Database management Digital Electronics Data Communication Algorithm Structure Number Theory, Modular Maths and Finite Fields Probability & Random Variables Key Management Boolean Algebra Cryptographic Techniques
9.	09/2015	Assistant Executive Engineer (E/M) (BS-17), PAK. PWD, Ministry of Housing and Works.	Bachelor's Degree in Engineering in Electrical/Mechanical from a recognized University.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test=80 marks Note: keeping in view two distinct disciplines of Engineering, two independent tests will be developed in Part-II of the paper.	Part-I Vocabulary, Grammar Usage, Sentence Structuring, Part-II Syllabus for candidates having <u>Electrical Engineering</u> degree: <ul style="list-style-type: none"> Electric Circuits, Semiconductor Devices, Electrical Instrumentation, Power Transmission, Power System Operation and Control, Power System Protection, High Voltage Engineering, Electrostatics, Electronic System Design,

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					Syllabus for candidates having <u>Mechanical Engineering</u> degree: <ul style="list-style-type: none"> • Heat Transfer, • Thermodynamics, • Industrial Materials, • Machine Design and Drawing, • Mechanics of Machines, • Production Management & Quality control, • Workshop Technology, • Hydraulic Machines.
10.	10/2015	Physician/Surgeon (BS-19), A. Physician Psychiatry B. Surgeon Ophthalmology Federal Government Polyclinic, Capital Administration and Development Division.	i. MBBS or equivalent qualification recognized by Pakistan Medical and Dental Council ii. Postgraduate higher diploma in the requisite speciality with 7 years clinical experience in the requisite speciality OR Postgraduate lower diploma in the requisite speciality with 10 years post qualification clinical experience in the requisite speciality.	Phase-I (MCQ Test) Professional Test=100 Marks (Syllabus is available in next column) Phase-II (Descriptive Exam) Paper-I (English) = 100 Marks (Syllabus is placed at Page-7) Paper-II (Professional) = 100 Marks (Syllabus is placed at Page-13)	For (A) Physician Psychiatry <ul style="list-style-type: none"> • Core Courses of MBBS Degree Programme • Knowledge of Psychiatry including its major Sub-Specialties • Targets and Achievements of Health Policy of the Government • Future Plans for Health Services to Public • Health Services Management For (B) Surgeon Ophthalmology <ul style="list-style-type: none"> • Core Courses of MBBS Degree Programme • Knowledge of Ophthalmology including its major Sub-Specialties • Targets and Achievements of Health Policy of the Government • Future Plans for Health Services to Public • Health Services Management
11.	19/2015	Inspector Inland Revenues (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 <ul style="list-style-type: none"> • Functions of Federal Board of Revenue. • Fiscal Policy of Pakistan • Tax Administration/Reforms in Pakistan • Sales Tax Act 1990 as amended upto July 2014 • Federal Excise Act 2005 as amended upto July 2014 • Income Tax Ordinance 2001 as amended upto June 2014 (Chapter-III & Part IV of Chapter-X only)

Syllabi for Written Examination (Descriptive) for all posts in BS-18 &19

PAPER-I: ENGLISH (100 MARKS)

- (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 sentence 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.)

PAPER-II: PROFESSIONAL (100 MARKS)
for Eye Specialist (BS-18)
(Case No. 01/2015)

Part-I: (Qualification Based) 50 Marks

Core courses of **MBBS Degree**

Part-II: (Professional) 50 Marks

Core courses of Post Graduate Lower Diploma in **EYE Ophthalmology**

(E) Pathologist

Part-I: (Qualification Based) 50 Marks

Core courses of MBBS Degree

Part-II: (Professional) 50 Marks

Core courses of Post Graduate Lower Diploma in Pathology

(F) Radiologist

Part-I: (Qualification Based) 50 Marks

Core courses of MBBS Degree

Part-II: (Professional) 50 Marks

Core courses of Post Graduate Lower Diploma in Radiology

(G) Anaesthetist

Part-I: (Qualification Based) 50 Marks

Core courses of MBBS Degree

Part-II: (Professional) 50 Marks

Core courses of Post Graduate Lower Diploma in Anaesthesia

PAPER-II: PROFESSIONAL (100 MARKS)
for Headmistress (BS-18)
 (Case No. 05/2015)
 &
for Principal (BS-18)
 (Case No. 06/2015)

Part-I: 50 Marks

(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-II: (Professional)

50 Marks

I. Development of Curriculum and Instructional Material

- Elements of Curriculum.
- Relationship of Education and 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. Educational Administration and Supervision

- The Concept of Administration
- Educational Planning and Organization in Pakistan
- Approaches to Educational Administration: Democratic; Authoritarian; Laissez-faire
- Educational Supervision

V. Research Methods in Education

- Scientific Method and its Application in Education
- Sampling Techniques:
- Research Instruments: Questionnaire; Interview; Test; Observation; Rating Scale
- Type of Research: Basic/Applied Research; Historical Research; Descriptive Research; Correlation Research; Causal-Comparative Research; Experimental Research; Action Research; Qualitative and Quantitative Research
- 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. Edward 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

