

**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. 03/2015**

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Main Topics for MCQ Test
1.	11/2015	Assistant Professor (Male) (Political Science), (BS-18), F.G. Colleges, Directorate of Federal Government Educational Institutions (Cantts/ Garrisons), Ministry of Defence.	Ph.D. Degree in the relevant subject with one year (1) post qualification teaching experience at College/ University level. <b>OR</b> M. Phil Degree in the relevant subject with three (3) years post qualification teaching experience at College/ University level. <b>OR</b> Second Class or Grade 'C' Master's Degree in the relevant subject with five (5) year post qualification teaching experience at College/ University level.	<b>Phase-I</b> (MCQ Test ) <b>Part-I</b> Subject Test = 70 marks <b>Part-II</b> Professional Test=30 marks  (Syllabus is available in next column) <b>Phase-II</b> (Descriptive Exam ) <b>Paper-I (English) = 100 Marks</b> (Syllabus is placed at Page-7) <b>Paper-II (Professional) = 100 Marks</b> (Syllabus is placed at Pages 8-9)	<b>Part-I (Masters Level)</b> <ul style="list-style-type: none"> <li>• Pakistan Movement,</li> <li>• Muslims Political Thoughts and Institutions,</li> <li>• Ideology and Dynamics of Politics in Pakistan.</li> <li>• Political System of Pakistan (Constitutional Development)</li> <li>• Comparison of Political System of South Asian Countries</li> <li>• International Relations,</li> <li>• International Law,</li> <li>• Success and Failure of Local Government System in Pakistan,</li> </ul> <b>Part-II</b> <ul style="list-style-type: none"> <li>• Teaching Techniques and Methodology,</li> <li>• Educational Planning and Management,</li> <li>• Testing and Evaluation,</li> <li>• Development of Education in Pakistan.</li> </ul>
2.	12/2015	Charge/ Staff Nurse (Female) (BS-16), Military Hospitals, Defence Division, Ministry of Defence.	i. Bachelor's Degree in Nursing or equivalent qualification recognized by the Pakistan Nursing Council. ii. Registration with Pakistan Nursing Council. <b>OR</b> i. Three (3) years Diploma in Nursing. ii. One (1) year Course/ Certificate in Midwifery iii. Registration with Pakistan Nursing Council.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Sentence Structuring, Grammar Usage <b>Part-II</b> <ul style="list-style-type: none"> <li>• Basic Medical Sciences</li> <li>• General Nursing</li> <li>• Ward Administration</li> <li>• Hospitality of the Patients</li> <li>• Care vs. Cure for Health Management</li> <li>• Developing Training &amp; Instructional Materials for Nursing Courses.</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Main Topics for MCQ Test
3.	13/2015	Assistant Executive Engineer (Civil) (BS-17), Pak. PWD, Ministry of Housing & Works.	Bachelor's Degree in Engineering in Civil from a recognized University.	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>• Building material &amp; Building Construction,</li> <li>• Surveying &amp; Levelling,</li> <li>• Hydraulic &amp; Hydrology,</li> <li>• Soil Mechanics &amp; Foundation,</li> <li>• Concrete Technology &amp; R.C.C Structure Design,</li> <li>• Irrigation,</li> <li>• Steel Structure &amp; Highway,</li> <li>• Construction Management,</li> <li>• Structural Design Applications,</li> <li>• Dam Designing and Construction,</li> <li>• Sewerage and Sewage Treatment,</li> <li>• Engineering Materials,</li> <li>• Reinforced Concrete,</li> <li>• Ground improvement,</li> <li>• Earth and Rock Structure</li> </ul>
4.	20/2015	Assistant Private Secretary (BS-16), Federal Public Service Commission	i. Second class or Grade "C": Bachelor's degree from a University recognized by HEC ii. A minimum speed of 100/50 w.p.m in shorthand/typing respectively iii. Must be computer literate.	<ul style="list-style-type: none"> <li>• Typing Test with minimum Speed of 50 W.P.M <b>40 Marks</b></li> <li>• Shorthand Test with minimum Speed of 100 W.P.M <b>40 Marks</b></li> <li>• Computer Literacy Test:               <ul style="list-style-type: none"> <li>i Microsoft Word (Typing, Formatting) <b>10 Marks</b></li> <li>ii Microsoft Excel (Typing, Graph, Calculations) <b>10 Marks</b></li> </ul> </li> </ul>	
5.	23/2015	Assistant Database Administrator (BS-16), Federal Public Service Commission.	Second Class or Grade 'C' Bachelor's degree in Computer Science/IT or equivalent <b>OR</b> Second Class or Grade 'C' Bachelor's degree with Mathematics/ Statistics/ Physics/ Economics and one (1) year diploma in Computer from the recognized Institution.	Objective Type Test (MCQ) <b>Part-I</b> English =20 marks <b>Part-II</b> Professional Test =80 marks	<b>Part-I</b> Sentence Structuring, Grammar Usage. <b>Part-II</b> <ul style="list-style-type: none"> <li>• Relational data model and algebra,</li> <li>• Entity Relationship Modeling,</li> <li>• Structured Query language,</li> <li>• RDBMS; Database design,</li> <li>• Transaction processing and Optimization concepts</li> <li>• Database recovery techniques,</li> <li>• Database security and Authorization.</li> <li>• Database Implementation</li> <li>• Physical database design:</li> <li>• Storage and File Structure,</li> <li>• Database efficiency and Tuning</li> <li>• Data Warehousing and Data Mining,</li> <li>• Emerging Database Technologies and Applications</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Main Topics for MCQ Test
6.	25/2015	Store Officer (BS-16), Institute of Optronics, Ministry of Defence Production	Second Class or Grade 'C' Bachelor's degree or equivalent qualification from a University recognized by the HEC.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> Professional Test=80 marks	<b>Part-I</b> Sentence Structuring, Grammar Usage. <b>Part-II</b> <ul style="list-style-type: none"> <li>• Basic Arithmetic</li> <li>• General Science</li> <li>• Basic knowledge of I.T</li> <li>• Procedures for Receipt and Issue of Stores</li> <li>• Ware House Management</li> <li>• Stores procedures with relation to following topics:- <ul style="list-style-type: none"> <li>a. Stock Taking</li> <li>b. Care and Preservation</li> </ul> </li> </ul>
7.	26/2015	Assistant Director (BS-17), in a Federal Government Organization.	Second Class or Grade 'C' Master's Degree or equivalent.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> General Intelligence Test=80 marks	<b>Part-I</b> Vocabulary, Grammar Usage, Sentence Structuring <b>Part-II</b> <ul style="list-style-type: none"> <li>• Basic Arithmetic.</li> <li>• Current Affairs.</li> <li>• Pakistan Affairs &amp; Islamic Studies</li> <li>• Everyday/General Science</li> </ul> <b>Note : (Equal weightage for each topic at Part-II)</b>
8.	29/2015	Deputy Registrar (BS-17), National Industrial Relations Commission (NIRC), Ministry of Overseas Pakistanis & Human Resource Development.	i. Second Class or Grade 'C' Graduate with Law degree. ii. Two (2) years post qualification experience as legal practitioner.	Objective Type Test (MCQ) <b>Part-I</b> English = 20 marks <b>Part-II</b> Job Oriented Test = 80 marks	<b>Part-I</b> Vocabulary, Structuring of Sentence, Grammar usage. <b>Part-II</b> <ul style="list-style-type: none"> <li>• Definition and Sources of Law,</li> <li>• Interpretation of Statutes (Acts and Ordinances)</li> <li>• Structure of Subordinate and Superior Courts</li> <li>• The Industrial Relations Act, 2012,</li> <li>• Labour Policy 2010,</li> <li>• Labour Protection Policy 2006</li> <li>• Worker's Compensation Act, 1923,</li> <li>• Social Security Ordinance, 1965,</li> <li>• The Contract Act, 1872,</li> <li>• Partnership Act, 1932</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Main Topics for MCQ Test
9.	41/2015	Deputy Director (BS-18), Management Services Wing, Establishment Division.	<p>i. Second Class or Grade 'C' Master's Degree in Public Administration/ Business Administration/ Administrative Science/ Economics/ Statistics/ Computer Science/ ACMA..</p> <p>ii. Five (5) years post qualification experience in Management Analysis/ Financial Management/ Project Management/ Personnel Management/ Administrative Research/ Collection, Analysis, Interpretation of Statistical Data and Report Writing.</p>	<p><b>Phase-I</b> (MCQ Test ) Professional Test=100 marks (Syllabus is available in next column)</p> <p><b>Phase-II</b> (Descriptive Exam ) <b>Paper-I (English) = 100 Marks</b> (Syllabus is placed at Page-7) <b>Paper-II (Professional) = 100 Marks</b> (Syllabus is placed at Pages 10-11)</p>	<ul style="list-style-type: none"> <li>• Basic Concepts of Public Administration</li> <li>• Organizational Management</li> <li>• Human Resource Management</li> <li>• Financial Management</li> <li>• Research Methodology</li> <li>• Statistical Methods including Collection , Analysis and Interpretation of Data</li> <li>• Report Writing</li> <li>• Civil Servants Act, 1973 and Rules framed thereunder</li> <li>• Secretariat Instructions and Office Procedure</li> <li>• Rules of Business, (Revised Edition-2007)</li> <li>• General Financial Rules (GFR)</li> </ul>
10.	43/2015	Assistant Secretary (BS-16), Ministry of Law, Justice and Human Rights	<p>i. Second class or Grade "C: Bachelor's degree from a University recognized by HEC</p> <p>ii. A minimum speed of 100/50 w.p.m in shorthand/typing respectively</p> <p>iii. Must be computer literate.</p>	<ul style="list-style-type: none"> <li>• Typing Test with minimum Speed of 50 W.P.M</li> <li>• Shorthand Test with minimum Speed of 100 W.P.M</li> <li>• Computer Literacy Test: <ul style="list-style-type: none"> <li>i Microsoft Word (Typing, Formatting)</li> <li>ii Microsoft Excel (Typing, Graph, Calculations)</li> </ul> </li> </ul>	<p><b>40 Marks</b></p> <p><b>40 Marks</b></p> <p><b>10 Marks</b></p> <p><b>10 Marks</b></p>
11.	44/2015	Foreman (BS-16), ARDE, Ministry of Defence Production.	<p>Three (3) years post Matric Diploma of Associate Engineering in Electrical with five (5) years post qualification practical experience in the relevant technology in industry/Establishment or a firm of repute</p> <p style="text-align: center;"><b>OR</b></p> <p>Ex-JCO qualified Armament Artificer with five (5) years post qualification practical experience in the relevant field as JCO</p>	<p>Objective Type Test (MCQ)</p> <p><b>Part-I</b> English = 20 marks</p> <p><b>Part-II</b> Professional Test=80 marks</p>	<p><b>Part-I</b> Sentence Structuring, Grammar usage</p> <p><b>Part-II</b></p> <ul style="list-style-type: none"> <li>• Types of Network Theorems</li> <li>• Kirchhof's Law</li> <li>• Principle of Transformer</li> <li>• Diodes and Transistors</li> <li>• Illumination and its Unit</li> <li>• Rectifiers</li> <li>• Star and Delta Connections</li> <li>• Router and Armature</li> <li>• Impedance</li> <li>• Lightning Arrestor</li> <li>• Isolators and its Types.</li> <li>• PNP and NPN Junctions</li> <li>• Type of Oil used in Transformers</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Main Topics for MCQ Test
12.	45/2015	Psychologist (BS-18), Federal Public Service Commission, Islamabad	<p>Second Class or Grade 'C' Master's Degree in Psychology or Applied Psychology or equivalent qualification from a University recognized by HEC. Five (5) years post qualification experience in any of the following fields:</p> <p>i. <b>Research.</b> Research experience of carrying out empirical research in one of the fields/areas i.e. Psychometrics, or Clinical, or Test Construction and Measurement or Personnel Selection or Job analysis or Counselling.</p> <p>ii. <b>Professional.</b> Experience in Armed Forces or Public Service Commissions or other institutions engaged in work related to selection of personnel or recruitment or Test Construction and Measurement or report writing.</p> <p>iii. <b>Teaching.</b> Teaching experience in one of the fields/ areas i.e. Psychometrics or Clinical or Test Construction and Measurement or Organizational/ Personnel Psychology or Counselling Psychology. Teaching experience should be at post graduate level.</p> <p><b>Note:</b> - Must qualify the written test in the areas. (a) Theory and practice of test development/ construction and related research. (b) Use and interpretation of Psychological tests for assessment and evaluation in various fields (c) Application of Statistical methods, Experimental designs and research methodology in Psychology (d) Essentials of conducting and writing of research reports.</p>	<p><b>Phase-I</b> (MCQ Test ) Professional Test=100 Marks (Syllabus is available in next column)</p> <hr/> <p><b>Phase-II</b> (Descriptive Exam ) <b>Paper-I (English) = 100 Marks</b> (Syllabus is placed at Page-7) <b>Paper-II (Professional) = 100 Marks</b> (Syllabus is placed at Pages 12-13)</p>	<ul style="list-style-type: none"> <li>• Theory and practice of test development/ construction and related research,</li> <li>• Use and interpretation of psychological tests for assessment and evaluation in areas like clinical, personnel selection and counselling,</li> <li>• Application of statistical methods and experimental design, computer packages like SPSS for psychological research,</li> <li>• Research Methodology/Techniques and Report Writing,</li> <li>• Theories of Personality and latest trends</li> <li>• Personality disorders, anxiety disorder, mood disorders</li> <li>• Projective and Objective Tests and Techniques of Personality Assessment</li> </ul>

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Main Topics for MCQ Test
13.	46/2015	Boiler Engineer (BS-17), Remount Veterinary and Farms Corps, Ministry of Defence.	i. Three (3) years Diploma in Electrical and Mechanical Engineering from a recognized Institute. ii. 1 <sup>st</sup> Class Boiler Engineer Certificate iii. Three (3) years post qualification experience in the relevant field. <b>OR</b> i. 1 <sup>st</sup> Class Boiler Engineer Certificate. ii. Five (5) 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>• Boiler Mountings, Accessories and Auxiliaries</li> <li>• Draught System of Boilers</li> <li>• Boiler Performance</li> <li>• Steam Engines and Condensers</li> <li>• Boiler Operation &amp; Maintenance</li> <li>• Boiler Safety</li> <li>• Design Fundamentals of Boiler</li> <li>• Boiler Metallurgy</li> <li>• Boiler Protection and Interlocks</li> <li>• Boiler Controls</li> <li>• Boiler Pollution Control</li> <li>• Liquid Fuel Handling</li> <li>• Solid Fuel Handling</li> </ul>
14.	47/2015	Assistant Mechanical Engineer (BS-17), Mechanical Engineering Department of Pakistan Railways, (Railway Board) Ministry of Railways.	i. Bachelor's degree in Mechanical Engineering or equivalent qualification ii. Registration with PEC required.	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>• Industrial Materials</li> <li>• Machine Design and Drawing</li> <li>• Mechanics of Machines</li> <li>• Production Management &amp; Quality Control</li> <li>• Workshop Technology</li> <li>• Hydraulic Machines</li> <li>• Mechanics and Strength of Materials</li> <li>• Manufacturing Processes like Casting, Forging, Machining, Rolling, Extrusion, Welding, Drilling</li> </ul>

**Syllabi for Written Examination (Descriptive)  
for all posts in BS-18 & BS-19  
(Case Nos. 11/2015, 41/2015 & 45/2015)**

**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 Assistant Professor (Male) (Political Science) (BS-18)**  
(Case No. 11/2015)

**Part-I: (Political Science)**

**50 Marks**

**I. Political Concept (Western and Islamic):**

Sovereignty, Justice, Law, Liberty, Freedom, Equality, Rights and Duties, Human Rights, Political authority and Power.

**II. Comparative Politics:**

Political Socialization, Political Culture, Political Development, Political Recruitment, Social Change, Civil Society, Violence and Terrorism in Politics, Gender and Politics, Women Empowerment.

**III. Political Participation:**

Political Change and Revolution, Elections, Electoral System, Public Opinion, Propaganda, Political Parties, Pressure Groups and Lobbies.

**IV. Political Institutions and Role of Government:**

Legislature, Executive, Judiciary, Political Elites, Civil-Military and Bureaucracy.

**V. Forms of Government:**

Monarchy, Democratic, Dictatorship, Totalitarian/Authoritarian, Unitary, Federal, Confederation, Presidential and Parliamentary

**VI. Government and Politics in Pakistan:**

Constitution making from 1947 -1956, A comparative and critical analysis of 1956, 1962, 1973 Constitutions of Pakistan, Constitutional Amendments up-to-date, Federal structure in Pakistan, and Central-Provincial relations after 18<sup>th</sup> amendments,

Political Culture of Pakistan, political developments and the Role of civil and military Bureaucracy, Judiciary, feudalism, Dynastic Politics, Political Parties and Interest Groups, Elections and Voting Behavior, Religion and Politics, Ethnicity and National Integration.

**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**

<b>S. No.</b>	<b>Title</b>	<b>Author</b>
1.	Political Thought in Medieval Islam	Erwin I.J. Rosenthal
2.	Modern Islamic Political Thought	Hamid Enayat,
3.	International Politics: A Framework for Analysis	Holsti, K.J.
4.	21 <sup>st</sup> Century Political Science: A Reference Handbook	John T. Ishiyama, Marijke Breuning,
5.	Political Thought from Plato to Present	Judd Herman,
6.	Government and Politics in Pakistan	Mushtaq Ahmad
7.	Islami Riyasat	Syed Abul Aala Maudoodi
8.	Contemporary Political Philosophy: An Introduction	Will Kymlicka
9.	Research in Education	JW Best
10.	Integrating Education Technology into Teaching	Roblyer
11.	Curriculum Development	S. M. Shahid
12.	Educational Measurement and Evaluation	S. M. Shahid
13.	Educational Administration	S. M. Shahid

**PAPER-II: PROFESSIONAL (100 MARKS)**  
**for Deputy Director (BS-18)**  
(Case No. 41/2015)

**Part-I: 50 Marks**

(Public Administration & Office Management)

- I. **Public Administration:** Nature and scope, Role of Public Administration in a modern Welfare State;
- II. **Bureaucracy:** Concept of Bureaucracy, Theories of Bureaucracy, Ecology of Bureaucracy; Bureaucracy; of Pakistan as a Change Agent;
- III. **Administrative Leadership:** Approaches to the study of Leadership, Forms of Leadership, Leadership qualities;
- IV. **Administrative Accountability:** Internal and External Controls; Executive Control, Legislative Control, Judicial Control, Ombudsman, Public Opinion and Pressure Groups; Problems of Administrative Accountability in Pakistan;
- V. **Planning:** Types of Plans, Planning Process; Principles of Planning, Planning Machinery in Pakistan;
- VI. **Controlling and Co-Ordination:** Forms of Controls, Control Mechanism, the process of Control, Principles of Controlling; Principles Coordination; Machinery for Coordination; Problems of Coordination in Public Administration in Pakistan.
- VII. Civil Servant Act 1973 and Rules made thereunder;
- VIII. Federal Public Service Commission Ordinance 1977 and Rules made thereunder;
- IX. Rules of Business 1973;
- X. Secretariat Instructions and Office Procedures;
- XI. PPRA Ordinance and Rules 2004.

**Part-II: 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

**SUGGESTED READINGS**

<b>S. No.</b>	<b>Title</b>	<b>Author</b>
1.	An Introduction to the Public Administration	E.N. Cladden
2.	Bureaucracy: Modern Society	Pebr, M.Blau.
3.	Public Administration for a Welfare State	Paul Ableby
4.	The Bureaucracy of Pakistan	Charles F. Kennedy
5.	Human Resource Management	H.T.Graham & Roger Bennett
6.	Management	James A.F.Stoner, R.Eward Freeman, Daniel R.Gilbert Jr.
7.	Understanding Computer:Today and Tomorrow	Deborah Morley, Charles Parker
8.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson

**PAPER-II: PROFESSIONAL (100 MARKS)**  
**for Psychologist (BS-18)**  
(Case No. 45/2015)

- I. **Nature and Scope of Psychology:** Definition and scope, Psychology as a Science, Schools, Perspectives, and Models of Psychology, Recent Trends
- II. **Biological Basis of Behaviour:** Nervous System, Neuron and its function, Central and Peripheral Nervous System, Endocrine System
- III. **Sensation and Perception:** Sensory process through sense organs, Perception, Gestalt Principles, Binocular and Monocular cues, Illusions and Extra Sensory Perception, Determinants of Perception
- IV. **Learning and Memory:** Nature and Forms of Learning, Types of learning: Classical and Operant Conditioning, Reinforcement, Extinction, Discrimination, Punishment, Observational Learning, Theories of Learning, Types of Memory, Process of Memory, Forgetting, Theories of Memory
- V. **Motivation and Emotion:** Homeostasis, Factors affecting Motivation, Biogenic and Social Motives, Measurement of Human Motivation, Theories of Motivation, Emotions, Types of Emotions, Physiological changes and Emotion, Theories of Emotion.
- VI. **Psychological Assessment:** Attributes of Psychological Measures, Validity, Reliability, Item Analysis, Norms, Modern Test Theory, Selection and Training, Educational and Clinical Assessment, Ethical Standards and Legal Issues
- VII. **Personality:** Determinants of Personality, Factors in Development of Personality, Theoretical Perspectives, Traits and Types, Personality Assessment and Techniques, Cross-Cultural Issues.
- VIII. **Intelligence:** Theories of Intelligence, Types of intelligence (IQ, EQ), Assessing Intelligence
- IX. **Social Influence and Group Dynamics:** Social Facilitation, Attribution, Conformity, Obedience, Altruism, Attitudes, Social Norms.
- X. **Developmental Psychology:** Physical, Cognitive, Social and Emotional development in Childhood, Adolescence, Adulthood and Old Age
- XI. **Abnormal and Clinical Psychology:** Concept and causes of Abnormality, Clinical Assessment and Intervention, Different disorders such as Schizophrenia, Mood disorder, Anxiety disorder, Personality disorder, etc. Psychological treatment including different Therapeutic techniques.
- XII. **Organizational/Industrial Psychology:** Leadership styles, Decision making, Work motivation, Organizational Culture, Stress and Conflict at Work and its Management, Organizational Socialization, Job related Attitude, Sexual Harassment, Glass Ceiling, Human Computer interaction.

- XIII. Health Psychology:** Beliefs and Behaviour, Models of Health Psychology, Assessment and Intervention, Models of Stress, Chronic and Terminal Illness, Role of Social Support.

### SUGGESTED READINGS

S.No.	Title	Author
1.	Applied Industrial/Organizational Psychology	Aamodt, M.
2.	Introduction to Psychology	Atkinson R. C., & Smith, E. E
3.	Social Psychology	Baron, R. A
4.	Introduction to Psychology: Gateways to Mind and Behavior	Coon, D., & Mitterer, J.
5.	Development Across the Life Span	Feldman, R.
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