

FEDERAL PUBLIC SERVICE COMMISSION



Syllabus for

**Screening Test (MCQ) and Written Examination (Descriptive)
for various posts in BS-16 to BS-19
in National Assembly Secretariat**

**CURRICULUM & RESEARCH WING
FPSC, F-5/1, AGA KHAN ROAD, ISLAMABAD,**

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Note-I: In all posts advertised for National Assembly, Written Examination (Descriptive) will also be administered to the candidates who qualify the Screening Test (MCQs), for selection of suitable candidates.

Note-II: **Qualifying Threshold** for the Written Examination (Descriptive) will be 40% i.e. 80 marks out of 200 marks.

Note-III: **Merit List** will be based on Aggregate of Marks obtained in the Written Examination (Descriptive) and Marks obtained in Interview.

**LIST OF VARIOUS POSTS FOR RECRUITMENT IN
NATIONAL ASSEMBLY SECRETARIAT**

S. No.	Case No.	Subject	No. of Posts
1.	F.4-146/2014-R	Dy. Secretary (International Relations) Dy. Secretary (Legislations) Dy. Secretary (Finance) Dy. Secretary (Human Resource Management) Dy. Secretary (Subject Matter Expert) Dy. Secretary (Computer Science) (BS-19)	01 02 02 01 03 01
2.	F.4-132/2014-R	Official Reporter (Urdu) (BS-18)	01
3.	F.4-133/2014-R	Official Reporter (Urdu) (BS-17)	05
4.	F.4-134/2014-R	Official Reporter (English) (BS-17)	03
5.	F.4-136/2014-R	Assistant Director (Telecasting) (BS-17)	01
6.	F.4-135/2014-R	Editor of Debates (BS-17)	01
7.	F.4-156/2014-R	Section Officer (BS-17)	01
8.	F.4-147/2014-R	Interpreter (BS-17)	01
9.	F.4-148/2014-R	Translator (BS-17)	03
10.	F.4-149/2014-R	Assistant Translator (BS-16)	03
TOTAL			29

FEDERAL PUBLIC SERVICE COMMISSION
(Curriculum and Research Wing)

Scheme and Syllabi for Screening Tests (MCQ) for Posts in National Assembly Secretariat
advertised vide Consolidated Advertisement No. 06-2014

S. No.	Case No	Particular of Posts	Qualifications for Post	Test Specifications	Topics of syllabi
1.	146/2014(F)	Deputy Secretary (Finance), BS-19	i) 2 nd Class or Grade "C" Master's Degree in Business Administration (Finance), Economic or equivalent. ii) 10 years post qualification experience of Finance and Budgeting in BS-17 and above In Govt. Organizations/Semi - Govt./ Autonomous Bodies /Reputable Private Firms.	Objective Type Test(MCQ) Part-I Professional Test=60 Marks Part-II Office Rules and Procedure Test = 40 Marks	Part-I <ul style="list-style-type: none"> • Principals of Audit and Account • General Financial Rule (vol. I &II) • Preparation of Budget Estimates and Revised Budget Estimates Techniques • Financial Management in Govt. Organization • Financial Institutions • Financial Assets • Capital Budgeting • Zero Base Budgeting • System of Financial Control and Budgeting • Micro Economics • Macro Economics • Role of Public Accounts Committee • Role of Finance Committee of National Assembly Part-II <ul style="list-style-type: none"> • National Assembly Rules and Regulations • Civil Servants Act, 1973 and Rules Framed there under • Pension Rules • Public Procurement Rules, 2004 • Rules of Business • Secretariat Instructions and Office Procedure

S. No.	Case No	Particular of Posts	Qualifications for Post	Test Specifications	Topics of syllabi
2.	146/2014(L)	Deputy Secretary (Legislation), BS-19,	i) 2 nd Class or Grade "C" Degree in L.L.B/ L.L.M or equivalent ii) 10 years post qualification experience in Judicial/ Legal / Legislative Drafting in Govt. Organizations/ Semi –Govt. / Autonomous Bodies as registered lawyer of concerned court/bar.	Objective Type Test(MCQ) <u>Part-I</u> Professional Test=60 Marks <u>Part-II</u> Office Rules and Procedure Test = 40 Marks	<u>Part-I</u> <ul style="list-style-type: none"> • Procedure of Summoning and Prorogation of National Assembly • Official Business and Non Official Business of Parliament • Order of the Day • Assent to Bills, Resolution Procedure • Motions ,Questions and Committees • Primary Legislation • Financial Legislative Process and Money Bill • Legislative Decorum in joint Sitting of Majilis-e –Shoora/Parliament • Legislative Process for Ordinance • Role of Executive in Legislative Process • Emergency Legislative Process • Role of Pressure Group during Legislative Process • Standing Committees System <u>Part-II</u> <ul style="list-style-type: none"> • National Assembly Rules and Regulations • Civil Servants Act, 1973 and Rules Framed there under • Pension Rules • Public Procurement Rules, 2004 • Rules of Business • Secretariat Instructions and Office Procedure

S. No.	Case No	Particular of Posts	Qualifications for Post	Test Specifications	Topics of syllabi
3.	146/2014(IR)	Deputy Secretary (International Relations) BS-19,	i) 2 nd Class or Grade "C" Master's Degree in International Relations, Sociology, Political Science or equivalent ii) 10 years post qualification relevant experience in BS-17 and above in Govt. Organizations/ Semi -Govt./ Autonomous Bodies /Reputable Private Firms. iii) Command over Information Technology.	Objective Type Test(MCQ) Part-I Professional Test=60 Marks Part-II Office Rules and Procedure Test = 40 Marks	Part-I <ul style="list-style-type: none"> • Relation with other Parliaments of the World • Relation with Inter Parliamentary Union (IPU), Commonwealth Parliamentary Association (CPA) ,SAARC Speaker Conference • Balance of Power • Foreign Policy Determinants • Sovereignty and National Interest • Comparative Politics • Forms of Government • Political Participation • Political Institutions and Role of Government • Process of Social and Cultural Change Discovery • Role of Executive in Legislative Process • International Political Community • International Political Security • International and Regional Organizations • Contemporary Issues. • Pakistan's Bilateral Relations with its Neighbours. Part-II <ul style="list-style-type: none"> • National Assembly Rules and Regulations • Civil Servants Act, 1973 and Rules Framed there under • Pension Rules • Public Procurement Rules, 2004 • Rules of Business • Secretariat Instructions and Office Procedure

S. No.	Case No	Particular of Posts	Qualifications for Post	Test Specifications	Topics of syllabi
4.	146/2014(CS)	Deputy Secretary (Computer Sciences) BS-19,	<p>i) 2nd Class or Grade "C" Master's Degree in Information Technology/ Computer Sciences or equivalent.</p> <p>ii) 10 years post qualification experience in BS-17 and above in Govt. Organizations/ Semi -Govt./ Autonomous Bodies / Reputable Private Firms relating to following:</p> <p>i. A clear grasp of the administrative issues involved in managing a large configuration of automation resources in a sizeable organization. Experience of independently managing such a configuration is preferable.</p> <p>ii. Experience of developing and implementing information strategies in large organizations.</p> <p>iii. A clear understanding of Network related issues. Experience of independently managing a large PC based local area network (LAN) is preferable</p> <p>iv. Experience of working as a programmer and/or a System Analyst with a clear understanding of Programming principles and database concept. Must have designed and implemented at least two application systems.</p> <p>v. Experience of directly working with organizations in PC based hardware and soft ware. Experience of working leading Word Processing, Database and Spread Sheet soft ware is required. Experience of working with E-mail, Urdu Word Processors and Text Based package is preferable.</p>	<p>Objective Type Test(MCQ)</p> <p>Part-I</p> <p>Professional Test=60 Marks</p> <p>Part-II</p> <p>Office Rules and Procedure Test = 40 Marks</p>	<p>Part-I</p> <ul style="list-style-type: none"> • Computer Architecture, • Software Architecture, • Software Quality Assurance, • Coding, Writing, Testing and Debugging of Software Applications, • Computer Networks and Internet, • Development of Basic Algorithms, • Object Oriented Programming, • Software Research and Development, • Unified Modeling Language (UML) • Database Management Systems, • Online Systems, • IT Audit and Security, • Operating Systems Architecture • Data Communication/Protocols <p>Part-II</p> <ul style="list-style-type: none"> • National Assembly Rules and Regulations • Civil Servants Act, 1973 and Rules Framed there under • Pension Rules • Public Procurement Rules, 2004 • Rules of Business • Secretariat Instructions and Office Procedure

S. No.	Case No	Particular of Posts	Qualifications for Post	Test Specifications	Topics of syllabi
5.	146/2014-(ME)	Deputy Secretary (Subject Matter Expert) BS-19,	i) 2 nd Class or Grade "C" Master's Degree in Business Administration, Political Science, English or equivalent ii) 10 years post qualification experience in BS-17 and above In Govt. Organizations/Semi-Govt./ Autonomous Bodies. iii) Skills to provide/ supervise information support services. iv) Command over Information Technology.	Objective Type Test(MCQ) <u>Part-I</u> Professional Test=60 Marks <u>Part-II</u> Office Rules and Procedure Test = 40 Marks	<u>Part-I</u> <ul style="list-style-type: none"> • Research Methodology • Analysis and Report Writing • Communication and Presentation Skills • Use of MS Office • Command over latest Research Software • Search Engines and Internet surfing • Management of Information System • Role of Human Resource Management in Organization • Human Resource Development Methodology • Compensation and Benefits • Political Parties and their Role in Pakistan Politics <u>Part-II</u> <ul style="list-style-type: none"> • National Assembly Rules and Regulations • Civil Servants Act, 1973 and Rules Framed there under • Pension Rules • Public Procurement Rules, 2004 • Rules of Business • Secretariat Instructions and Office Procedure

S. No.	Case No	Particular of Posts	Qualifications for Post	Test Specifications	Topics of syllabi
6.	146/2014(HR)	Deputy Secretary (Human Resource Management), BS-19,	i) 2 nd Class or Grade "C" Master's Degree in HRM/ MPA/ MBA or equivalent ii) 10 years post qualification experience of Human Resource/ Personnel Management/ Administration including training needs assessment of officers/ officials in Public Sector Organizations in BS-17 and above In Govt. Organizations/Semi-Govt./ Autonomous Bodies/Reputable Private Firms.	Objective Type Test(MCQ) <u>Part-I</u> Professional Test=60 Marks <u>Part-II</u> Office Rules and Procedure Test = 40 Marks	<u>Part-I</u> <ul style="list-style-type: none"> • Components of Human Resource Management • Approaches to Human Resource Management • Tools of Personnel Management (Selection, Training, Promotion, Compensation, Discipline) • Human Resource Development • Strategic Human Resource Management • Role of Human Resource Management in Organization • Human Resource Development Methodology • Cycle of Human Resource Management Development • Work Force Planning for Employment • Compensation and Benefits <u>Part-II</u> <ul style="list-style-type: none"> • National Assembly Rules and Regulations • Civil Servants Act, 1973 and Rules Framed there under • Pension Rules • Public Procurement Rules, 2004 • Rules of Business • Secretariat Instructions and Office Procedure

S. No.	Case No	Particular of Posts	Qualifications for Post	Test Specifications	Topics of syllabi
7.	132/2014	Official Reporter (Urdu) , BS-18,	i) Bachelor Degree ii) Urdu Shorthand Speed 140 W.P.M iii) Urdu Typing Speed 50 W.P.M iv) Proficiency in related Computer Software	Objective Type Test(MCQ) Part-I	Part-I Vocabulary, Grammar, Sentence Structuring Part-II <ul style="list-style-type: none"> • Pakistan Affairs (20 marks): Ideology of Pakistan-Definition and historical aspects; Political Developemnts since 1947; Defense of Pakistan, Terrorism and Counter Terrorism; Education and Health System of Pakistan; Geography of Pakistan: Land, People, Natural Resources, Environment, Global Warming and Natural Disasters, Languages, Ethnicity in Pakistan, Rural and Urban Tensions; Agriculture and Industry. • General Abilities (20 marks): Basic Arithmetic, Algebra & Geometry; logical Reasoning and Analytical Ability; Mental Abilities. • Every Day Science (20 marks): Nature of Science, Brief History of Sciences with special reference to contribution of Muslims in the evolution and development of science; Physical Sciences including Universe, Galaxy, Solar System, Sun, Earth and Minerals, Energy-resources of energy, energy conservation; Biologicval Science including basis of life, a brief history of plant and animal kingdom; Global warming and climate change. • Islamic Studies (20 marks): Introduction to Islam, Islam: The Code of life (Social, Political, Economic, Judicial, Administrative System), Study of Seerah, Islam and Contemporary Issues, Islamic Civilization and Culture.
8.	133/2014	Official Reporter (Urdu) , BS-17,	i) Bachelor Degree ii) Urdu Shorthand Speed 120 W.P.M iii) Urdu Typing Speed 50 W.P.M iv) Proficiency in related Computer Software	English =20 Marks Part-II :	
9.	134/2014	Official Reporter (English) , BS-17,	i) Bachelor Degree ii) English Shorthand Speed 120 W.P.M iii) English Typing Speed 50 W.P.M iv) Proficiency in related Computer Software	General Intelligence Test = 80 Marks	
10.	147 /2014	Interpreter , BS-17,	i) 2 nd Class or Grade 'C' Master's Degree. (English) preference will be given to those having Urdu as an elective subject in BA OR 2 nd Class or Grade 'C' Master degree (Urdu) with English as an elective subject in BA OR Diploma in English. ii) 3 years post qualification experience in Research / Teaching, Journalism OR any other academy profession with good I.Q. iii) Special Aptitude for interpretation. iv) Suitable voice for microphone: and v) Fluency of speech both in English and Urdu		
11.	135/2014	Editor of Debates , BS-17,	i) 2 nd Class or Grade 'C' Master's Degree in English/ Urdu/ Political Science; ii) Proficiency in related computer software		
12.	148/2014	Translator , BS-17,	i) 1 st Class Master's Degree in English OR 1 st Class Master's Degree in Urdu ii) 5 years post qualification experience of Translation work from Urdu to English and Vice versa in Government Department/ Private Organization.		
13.	149/2014	Assistant Translator , BS-16	2 nd Class or Grade 'C' Master's Degree in English OR 2 nd Class or Grade 'C' Master's Degree in Urdu		

S. No.	Case No	Particular of Posts	Qualifications for Post	Test Specifications	Topics of syllabi
14.	156/2014	Section Officer, BS-17,	2 nd Class or Grade 'C' Master's Degree.	Objective type test(MCQ) Part-I English =20 Marks Part-II : Professional Test = 80 Marks	Part-I Vocabulary, Grammar, Sentence Structuring Part-II <ul style="list-style-type: none"> • Pakistan Affairs • Islamic Studies • General Knowledge • Rule of Business • Secretariat Instruction, Noting Drafting and Office Procedure • Civil Servants Act 1973 and Rules Framed there under • National Assembly Rules and Regulation • Public Administration in Pakistan
15.	136/2014	Assistant Director, Telecasting, BS-17,	i) 2 nd Class or Grade 'C' Bachelor's Degree of Engineering in Electronics/ Electrical from HEC Recognized University ii) Two years post qualification experience in Telecasting/ Broadcasting, Professional Robotic Camera Operations & Maintenance, Operation of Video Switcher, Audio/Video Patch Panels, Digital, VTRs. Non Linear Video Editing by using Adobe Premiere, Final Cut PRO Softwares, Experience to run multi camera productions setup. Sound Recording, Editing, Mixing and Synchronization with Video through Digital Devices	Objective type test(MCQ) Part-I English =20 Marks Part-II : Professional Test = 80 Marks	Part-I Vocabulary, Grammar, Sentence Structuring Part-II <ul style="list-style-type: none"> • Editing of Films • Safe Storage of Films, • Maintenance of Films, • Editing Methods and Techniques, • Editing Tools, • Visual Communication, • Video Production Methods, • Production Management Skills, • Camera, Lights & Direction. • Electricity & Magnetism • Generators • Transistors • Amplifier & Oscillators • Integrated circuits • Telecommunications

Syllabi for Written Examination (Descriptive) for all posts of Deputy Secretary (BS-19) in National Assembly

PAPER-I: ENGLISH (100 MARKS) (For all Categories)

- (i). **English Essay 50 Marks:** Candidates will be required to write one Essay in English from **Six Topics** comprising approximately **1500 words**. Candidates are expected to reflect comprehensive and research based knowledge on a selected topic. Candidate's articulation, expression and technical treatment of 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, etc.

Sentence Correction (05 Marks): The 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 making unnecessary alterations.

Pair of Words (5 Marks): Eight 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 (10 Marks)

Five short English/Urdu sentences involving structural composition, significant terms and figurative/idiomatic expressions shall be given, to be accurately translated into English/Urdu.

- English to Urdu (05 Marks):
- Urdu to English (05 Marks)

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 Deputy Secretary (International Relations) (BS-19)

- I. **Introduction:** The Definition and Scope of International Relations, The Nation-State System, Evolution of International Society
- II. **International Political Security:** Conceptualization of security in the twenty-first century, Power. Elements of National Power, Balance of Power, Foreign Policy: Determinants, Decision making and analysis, Sovereignty, National Interest
- III. **Strategic Approach to International Relation:** War: Causation of War, Total War, Limited War, Asymmetric Warfare, civil war, Guerilla war, Strategic Culture: Determinants of Pakistani Strategic Culture, Deterrence: Theory and practice with special reference to Nuclear India and Pakistan
- IV. **International political community:** Nationalism, Internationalism, Globalization
- V. **International Political Institution:** United Nations, International Monetary Fund (IMF), World Bank, International Court of Justice
- VI. **International and Regional Organizations:** League of Nation, United Nations, Regional Organizations, EU, ASEAN, NAFTA, SAARC , SCO, OIC, ECO, WTO, Reforms in the United Nations, World Bank and the IMF
- VII. **Political Participation:** Political Change and Revolution, Elections, Electoral System, Public Opinion, Propaganda, Political Parties, Pressure Groups and Lobbies.
- VIII. **Political Institutions and Role of Government:** Legislature, Executive, Judiciary, Political Elites, Civil-Military and Bureaucracy.
- IX. **Forms of Government:** Monarchy, Democratic, Dictatorship, Totalitarian/ Authoritarian, Unitary, Federal, Confederation, Presidential and Parliamentary
- X. **Local Self Government:** Theory and practice of Local Self-Government with special reference to Pakistan, Comparative analyses of systems of local governance, Public Administration and Public Policy
- XI. **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 18th 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,
- XII. **International Relations:** History of International Relations: Post WWII Period, Foreign Policy of Pakistan: National Interests and Major Determinations (i-e Size/

Geography, Economic Development, Security, Advancement in Technology, National Capacity, Political Parties/Leadership, Ideology, National Interest, Role of Press/Bureaucracy, Social Structure, Public Opinion, Diplomacy.

SUGGESTED READINGS

S.No.	Title	Author
1.	International Politics: A Framework for Analysis	Holsti, K.J.
2.	Foreign Policy Making Process: A Case Study of Pakistan	Moonis Ahmar, ed
3.	Pakistan's Foreign Policy : An Historical Analysis	S.M. Burke
4.	Constitutional Developments in Pakistan	G.W.Choudhury,
5.	Constitutional and Political History of Pakistan	Hamid Khan,
6.	Pakistan Foreign Policy: An Overview 1947-2004 (PILDAT)	Hasan Askari Rizvi
7.	The Political System of Pakistan,	K.B.Sayeed,
8.	Politics and the State in Pakistan	Muhammad Waseem,
9.	Government and Politics in Pakistan	Mushtaq Ahmad

PAPER-II: PROFESSIONAL (100 MARKS)
for Deputy Secretary (Legislation) (BS-19)

I. Definition and Scope:

Definition of Constitutional Law, Basic Constitutional Concepts (Constitutional Conventions, Rule of Law, Due Process), Constitutional Structures (Parliamentary, Presidential, Separation of Powers), Judiciary (Independence of Judicial Review, Theories of Constitutional Interpretation) Fundamental Human and Political Rights and Civil Liberties (freedom of speech, association, assembly, movement and Right to Counsel, life, property, religion, privacy, self incrimination, double jeopardy).

II. Principles of Constitutional Law:

Principles of Constitutional with special reference to United Kingdom, United States of America, France, Russia, China, Pakistan, India and Turkey.

III. Constitutional History of Pakistan:

Law of Pakistan, Salient feature of the Government of India Act, 1935, Indian Independence Act 1947, Objectives Resolution 1949, Constitutions of 1956, 1962 and 1973 Constitution, Abrogation of the Constitutions and the Martial Laws, Legal Framework Order, 1970, The PCO of 1981, The RCO of 1985, The LFO-2002, Amendments in the 1973 Constitution.

IV. Relation between International Law and State Law:

Article 38 of the Statute of International Court of Justice, Primary Sources of International Law, Subsidiary Sources of International Law, International Soft Law

V. State in General and Recognition:

Personality and Statehood in International Law, The Subjects of International Law, Recognition of State and Government in International Law, Recognition of State and Government in National Law.

VI. The Settlement of International Disputes:

Negotiation, Mediation and Good Offices, Inquiry, Settlement by the United Nations, Conciliation, Arbitration, The International Court of Justice.

VII. Islamic Family Law:

Marriage, Dower, Divorce, Separation by Repudiation (Talaq), Separation by Mutual Agreement (Khula), Judicial Separation (Faskh), Post-Divorce Maintenance, Child Custody, Succession

VIII. Islamic International Law

IX. The Federation of Pakistan, President and its Roles as Head:

Conditions of President's office and Term of his office, President's powers, Removal or impeachment of President, Chairman or Speaker to act as, or perform functions of President, Duties of the PM in relation to the President under 18th Amendment.

X. National Assembly:

National Assembly, Duration of National Assembly, Speaker and Deputy Speaker of national Assembly, Summoning and prorogation of Parliament, Voting in Assembly and quorum, Address by President, Dissolution of National Assembly

XI. The Senate:

Chairman and Deputy Chairman, Qualification and Disqualification for Membership of the Senate, Vacation of seats in the Senate, Privileges of the Members

XII. Legislative Procedure:

Rules of procedure, Courts not to inquire into proceedings of Parliament, Introduction and Passing of Bills including Money Bills, Procedure at joint sitting, Procedure with respect to Money Bills, President's assent to Bills

SUGGESTED READINGS

S.No.	Title	Author
1.	Comparative Constitutional Law	Hamid Khan & M.W. Rana
2.	Constitution of Pakistan 1973	Shabbar Raza Rizvi
3.	Introduction to the Study of the Law of the Constitution	Dicey
4.	Constitutional & Political History of Pakistan	Hamid Khan, Advocate
5.	Constitutional Documents of Pakistan	Safdar Mahmood
6.	International Law	Malcolm N. Shaw
7.	Principles of Public International Law	Lan Brownlie
8.	International Law	Dr. S.K. Kapoor
9.	Introduction to International Law	J.G. Starke, QC
10.	Family Law in Islam	Dr. Mohammad Tahir Mansuri

PAPER-II: PROFESSIONAL (100 MARKS)
for Deputy Secretary (Finance) (BS-19)

I. Cost Accounting:

Principles of Cost Accounting, Relationship of Cost Accounting to Financial Accounting, Cost Accounting as a tool of management—use of Cost information, Cost flow, Cost elements, Costs classification, Process Cost and job—order Cost Accounting, Costing for Joint and by—Products, Standard Cost Accounting, reconciliation of Financial Accounts with Cost Accounts.

II. Auditing:

Principles of Auditing, The Accounting System, Its importance to Independent Audit, Internal Control, Internal Audit, Rights and Duties of Auditors. Professional Liabilities of an Auditor, Application of Auditing Principles and Techniques to all Types of Trading, Commercial, Industrial, Banking, Insurance and Investment under-takings, Audit programme, Special Audit Investigation of actual or suspected Frauds, Limitations of Audit, Audit Report, Certificates and Opinion as required under Companies Act, Securities Exchange Authority Rules, Auditing and EDPS systems.

III. Income Tax:

Principles of Computing taxable income and total income for the purposes of Income Tax, Universal Self-Assessment.

Specialized knowledge of Income Tax will not be expected. Candidates will be required to have a sound grasp of the provisions of Sections 4,11,12,13,14,15,16,18,19,39,39(3) and (4), 40, 72, 87, 92, 93, 98A, 98B, 98C, 101, 114(1), 114(3), and 4, 120, 122, 123, 124, 147, 176, First Schedule and 2nd Schedule of Income Tax Ordinance 2001 as amended upto date and the connected Rules contained in Income Tax Rules, 2002 and amendments made therein.

IV. Business Organization and Finance:

Nature and Scope of Business Organization, Forms of Business Organization—Sole Proprietorship, Partnership, Joint Stock Company, Cooperative Society, Company Promotion and Management, Insurance, Business Combinations, Principles of Business Finance—Short Term, Intermediate Term and Long Term financing, expansion and contraction, Ratio analysis—Sources and flow statement, Role of Financial Institutions.

V. Role of Public Accounts Committee

VI. Role of Finance Committee of National Assembly

VII. Role of Standing Committees in Legislation Process and oversight

SUGGESTED READINGS

S. No.	Title	Author
1.	Cost Accounting, Planning and Control	MatzandUsry
2.	Cost Accounting	Nisar-ud-Din
3.	Auditing	Dicksee, L.R.
4.	Principles and Procedure of Auditing	Kh. Amjad Saeed
5.	Income Tax Ordinance 2001 (Amended to date)	
6.	Income Tax Law (Latest edition)	Kh. Amjad Saeed
7.	Business Organization	Nisar-ud-Din
8.	System of Financial Control and Budgeting, 2006	Published by Finance Division

PAPER-II: PROFESSIONAL (100 MARKS)
for Deputy Secretary (Human Resource Management) (BS-19)

I. Public Administration:

- a) Public Administration.—Its nature and scope, the role of Public Administration in a modern Welfare State;
- b) Bureaucracy.—Concept of Bureaucracy, Theories of Bureaucracy, Ecology of Bureaucracy; Bureaucracy of Pakistan as a Change Agent;
- c) Administrative Leadership.—Approaches to the study of Leadership, Forms of Leadership, Leadership qualities;
- d) Administrative Accountability.—Internal and External Controls; Executive Control, Legislative Control, Judicial Control, Ombudsman, Public Opinion and Pressure Groups; Problems of Administrative Accountability in Pakistan
- e) Planning.—Types of Plans, Planning Process; Principles of Planning,
- f) Planning Machinery; the system of planning and programming in Pakistan, Planning Machinery in Pakistan;
- g) Controlling and Co-Ordination.—Forms of Controls, Control Mechanism, the process the Control, Principles of Controlling; Principles of Coordination; Machinery for Coordination; Problems of Coordination in Public Administration in Pakistan.

II. Human Resource Management

Definition, Significance and Scope of Human Resource Management; Organization—Type of Organization, Theory of Organization, Principles of Organization, Organization of 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.

III. Financial Management:

Elements of Financial Administration, Performance and Programmed Budgeting, Capital Budget, Principles of Budgeting, Auditing and Accounting.

IV. 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 Excel, Microsoft Powerpoint
 Search Engines, Web Design, E-mail, Internet Surfing, Social Networking (Facebook, Twitter, etc.) General Introduction to Virus and Antivirus utilities

V. Office Management:

- a) Civil Servant Act 1973 and Rules made there under;
- b) Rules of Business 1973;
- c) Secretariat Instruction and Office Procedures
- d) Public Procurement Rules 2004.
- e) National Assembly Rules and Regulation
- f) Pension Rules

Suggested Reading

S.No.	Title	Author
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.Edward Freeman, Daniel R.Gilbert Jr.
7.	System of Financial Control and Budgeting, 2006	Published by Finance Division
8.	Understanding Computers: Today and Tomorrow	Deborah Morley, Charles Parker
9.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson

PAPER-II: PROFESSIONAL (100 MARKS)
for Deputy Secretary (Subject Matter Expert) (BS-19)

I. Research Methodology and Report Writing

Scientific Method and its Application

Sampling Techniques:

- a) Probability Sampling Techniques: Random Sampling; Stratified Sampling; Cluster Sampling
- b) Non-Probability Sampling Techniques: Systematic Sampling; Convenience Sampling; Purposive Sampling;

Research Instruments: Questionnaire; Interview; Tests; Observation; Rating Scale

Types 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

II. 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 Excel, Microsoft Powerpoint

Search Engines, Web Design, E-mail, Internet Surfing, Social Networking (Facebook, Twitter, etc.) General Introduction to Virus and Antivirus utilities

III. Human Resource Management

Definition, Significance and Scope of Human Resource Management; Organization— Type of Organization, Theory of Organization, Principles of Organization, Organization of 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.

IV. Office Management:

- a) Civil Servant Act 1973 and Rules made there under;
- b) Rules of Business 1973;
- c) Secretariat Instruction and Office Procedures
- d) Public Procurement Rules 2004.
- e) National Assembly Rules and Regulation
- f) Pension Rules

Suggested Reading

S.No.	Title	Author
1.	Understanding Computers: Today and Tomorrow	Deborah Morley, Charles Parker
2.	MS Office 365 Handbook: 2013 Edition	Kevin Wilson
3.	Human Resource Management	H.T.Graham & Roger Bennett
4.	Management	James A.F.Stoner, R.Edward Freeman, Daniel R.Gilbert Jr.
5.	Research Methodology: Methods and Techniques	CR Kothari
6.	Research Methodology And Statistical Techniques	Santosh Gupta
7.	Research in Education	JW Best
8.	Research Methods in Education	Louis Cohen

PAPER-II: PROFESSIONAL (100 MARKS)
for Deputy Secretary (Computer Science) (BS-19)

I. Computer Architecture

Microprocessor Bus Structure (Address/Data/Control), Registers and Flags, Storage Hierarchy (Main/Virtual/Cache/Secondary memory), Peripheral communication, CPU, ALU, Principles of Instruction Set Design, Multiprocessors & Thread Level Parallelism.

II. Object Oriented Programming

Data types, control structures, functions, arrays, classes, methods, object and encapsulation; constructors and destructors, operator and function overloading, virtual functions, derived classes, inheritance and polymorphism, I/O and file processing.

III. Data Structure and Algorithms

Stack and Queue, Sequential Search, Binary Search, Bubble sort, Merge sort, Quick sort, Insertion sort, Selection Sort, Linked Lists, Infix to postfix conversions, Expression tree construction, Tree traversals, Graph representation and traversal, Minimum spanning tree.

IV. Database Management Systems

Entity Relationship modeling, Relational data model and algebra, Structured Query language, Database design, functional dependencies and normal forms, concurrency control and recovery techniques, Database security and authorization.

V. Computer Communications and Networks

Asynchronous and Synchronous transmission, LAN/WAN/MAN, Network layers, Transport layer protocols TCP/IP, UDP, Error Control, Flow Control, Multiplexing, Routing, Bridging, Network security issues.

VI. Operating Systems

Process and CPU management, Multithreading, Deadlocks, Memory management and virtual memory, External Fragmentation, Paging and Demand Paging, File management systems, Scheduling and dispatch, Introduction to concurrency.

VII. Artificial Intelligence

Branches of Artificial Intelligence, Knowledge Representation (Logic, Rules, Semantic networks, Script). Searching (Blind Search, Depth first search, Breadth first search, Best first search, knowledge directed search. Applications areas (Natural language processing, Expert Systems, Computer Vision, Speech Recognition, Robotics)

Suggested Reading

S.No.	Title	Author
1.	Modern Operating Systems	Andrew S. Tanenbaum
2.	Operating System Concepts	Addison-Wesley
3.	Algorithms and Data Structures	N. Wirth
4.	Data structures	Aaron M. Tanenbaum,
5.	Database Systems: A Practical Approach to Design, Implementation and Management	R.Connolly and P.Begg
6.	Introduction to Computer Networks	A. S. Tanenbaum
7.	Computer Networks and Internets	Douglas E. Comer
8.	Artificial Intelligence: A Modern Approach	Stuart Jonathan Russell, Peter Norvig, John F. Canny
9.	Computer Architecture: A Quantitative Approach	Hennessey & Patterson
10.	Computer Organization & Architecture: Designing for performance	W. Stallings

Syllabi for Written Examination (Descriptive) for Official Reporter (Urdu) (BS-18/17) in National Assembly

پرچہ اول: اردو (100 نمبر)

- 1- اردو مضمون نویسی (30 نمبر)
امیدوار نے چھ عنوانات میں سے کسی ایک پر کم از کم 1000 الفاظ پر مشتمل ایک مضمون لکھتا ہے۔ جس میں امیدوار کا علم، تحقیق، اور سوچ کا اظہار ہو۔
- 2- اردو تلخیص نویسی (15 نمبر)
- 3- اردو گرامر (10 نمبر)
- 4- اردو ذخیرہ الفاظ (10 نمبر)
- 5- اردو سے انگریزی ترجمہ (10 نمبر)
- 6- انگریزی سے اردو ترجمہ (10 نمبر)
- 7- مترادف اور متضاد الفاظ (10 نمبر)
- 8- جملوں کی درستگی (05 نمبر)

کتب برائے استفادہ

نمبر شمار	عنوان	مصنف
-1	درسی اردو کمپوزیشن	غلام جیلانی مخدوم
-2	فارسی زبان کی حیثیت سے اردو کی تدوین	ڈاکٹر محمد سلیمان اطہر
-3	اردو انگریزی فارسی گرامر	سید وقار احمد رضوی
-4	اردو نثر مع اردو مضامین و عروضی سوالات برائے ایس ایس ایس، پی ایچ ایس	جہانگیر بکس ڈپو
-5	مقابلے کے لئے اردو مضامین برائے ایس ایس ایس، پی ایچ ایس	جہانگیر بکس ڈپو

PAPER-II: PROFESSIONAL (100 MARKS)
for Official Reporter (Urdu) (BS-18)

S.No.	Detail of Topics	Marks
1.	Urdu Typing Test with minimum speed of 50 W.P.M	35
2.	Urdu Shorthand Test with minimum speed of 140 W.P.M	35
3.	Computer Literacy Test: (30 Marks)	
	i. Microsoft Word (Typing and Formatting)	10
	ii. Microsoft Excel (Typing, Calculation and Graphic)	10
	iii. In-page (Typing, Formatting)	10

PAPER-II: PROFESSIONAL (100 MARKS)
for Official Reporter (Urdu) (BS-17)

S.No.	Detail of Topics	Marks
1.	Urdu Typing Test with minimum speed of 50 W.P.M	35
2.	Urdu Shorthand Test with minimum speed of 120 W.P.M	35
3.	Computer Literacy Test: (30 Marks)	
	i. Microsoft Word (Typing and Formatting)	10
	ii. Microsoft Excel (Typing, Calculation and Graphic)	10
	iii. In-page (Typing, Formatting)	10

Syllabi for Written Examination (Descriptive) for other posts in BS-16 and BS-17 in National Assembly

PAPER-I: ENGLISH (100 MARKS)

- (i). **English Essay 30 Marks:** Candidates will be required to write one Essay in English from **Six Topics** comprising approximately **1000 words**. Candidates are expected to reflect comprehensive and research based knowledge on a selected topic. Candidate's articulation, expression and technical treatment of the style of English Essay writing will be examined.

- (ii). **English (Composition and Précis) 70 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, etc.

Sentence Correction (05 Marks): The 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 making unnecessary alterations.

Narrative Speech Sentences (10 Marks):

- 05 narrative sentences Direct and Indirect and vice versa
- 05 sentences of Active and Passive Vice and vice versa

Synonyms and Antonyms (10 Marks):

- 05 words of synonyms
- 05 words of antonyms

Pair of Words (5 Marks): Eight 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 (10 Marks)

Five short English/Urdu sentences involving structural composition, significant terms and figurative/idiomatic expressions shall be given, to be accurately translated into English/Urdu.

- English to Urdu (05 Marks):
- Urdu to English (05 Marks)

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 Director (Telecasting) (BS-17)

I. Electricity & Electronics

Electricity & Magnetism; Electrical potential, Resistance, Laws of resistance, Conductance, Conductivity, Impedance, Ohm law, Resistance in series and in parallel, practical resistors, work, power, Energy, Joule's law of electric field intensity, Gauss's Theorem, Capacitor, Capacitance, Capacitors in parallel and series. Force on a conductor in a magnetic field, electrical and magnetic circuits, leakage flux, Relation between magnetism and electricity, Induced emf, induced current and directions, Faraday's laws of electromagnetic inductions, Lenz's law, dynamically induced emf, Self inductance, mutual inductance and inductance in series/parallel, magnetic hysteresis, Energy stored in magnetic field, Generation of alternating currents and voltages.

II. Electrical Machines

DC Motors: Shunt, Series and Compound Motors, Speed and Torque Relations. Transformers: Principle, Construction, Voltage transformation ratio, Step-up/stepdown transformers, Copper & Iron Losses, Transformer connections; delta and star.

AC Motors: Induction motor, Synchronous motor, Performance, Efficiency. Single phase and three phase Motors.

Generators: Principle, Construction, Different components of generators. AC Generators, DC Generators.

III. Electronics

N-type material, P-type material, diodes, junctions, P-N junction, forward bias, reverse bias.

Transistors: types, calculations of voltages and currents in simple transistor circuits.

Amplifier & Oscillators: Working and classification of amplifiers, Class A and Class B Amplifiers, Feedback Amplifiers, Types of Feedback, RC Oscillators.

Integrated circuits: OP Amps, timers, flip flop, converters, filters.

Telecommunications: EM theory, antennas, antenna gain, free space loss, fading. Modulations (AM, FM, PM, PWM, Delta, FSK, ASK, PSK), Error correction, Demodulation, Detectors, Transmitter, Receivers.

DSP and Controls; filters, stability, Z-transform, Nyquist criteria, S domain, transfer functions.

Introduction to Computing: History and evolution of computers, central processing unit, data storage, input/output devices, multimedia, operating systems, programming languages, networking, the internet, system analyses and design,

management information system, electronic commerce, security and privacy issues, ethical issues and the computing profession,

IV. Power Systems

Power Network Analysis, Polyphase Circuits, Transients, Transmission Lines Losses

Suggested Reading

S.No.	Title	Author
1.	Electrical Technology	B.L. Tharaja
2.	Electronic Devices and Circuits	Bogart.
3.	DC Machines	P.C. Sen
4.	Semiconductors	Manzar Saeed
5.	Modern Digital and Analog Communication	B.P.Lathi
6.	Introductory Electronic Devices and Circuits	Paynter
7.	Network analysis	Van Belkernberg.
8.	Wireless Communication	William Stallings.
9.	Computers, tools for an information age	H.L. Captron

PAPER-II: PROFESSIONAL (100 MARKS)
for Official Reporter (English) (BS-17)

S.No.	Detail of Topics	Marks
1	English Typing Test with minimum speed of 50 W.P.M	35
2	English Shorthand Test with min. speed of 120 W.P.M	35
3	Computer Literacy (30 Marks)	
	i. Microsoft Word (Typing and Formatting)	10
	ii. Microsoft Excel (Typing, Calculation and Graphic)	10
	iii. Microsoft PowerPoint (Typing, Formatting and Inserting Objects)	10

PAPER-II: PROFESSIONAL (100 MARKS)
for Section Officer (BS-17)

1. **General Knowledge** **50 Marks**
- a. **Pakistan Studies (20 marks)**
- Ideology of Pakistan
 - Land and People of Pakistan
 - Pakistan Movement
- b. **Current Affairs (20 marks)**
- Pakistan Relations with Big Powers/Neighbours
 - Issues in Pakistan Politics
 - Pakistan Current Issues (Energy, Terrorism and Economy)
- c. **Islamic Studies (10 marks)**
- Need of Religion and its Role in Human Life
 - Islam: its concept and meaning
 - Sources of Shariah
2. **Office Procedure** **50 Marks**
- a. **Part-I (25 marks)**
- Rules of Business
 - Secretariat Instructions and Office Procedure
 - Noting & Drafting
- b. **Part-II (25 marks)**
- Basic Concept of Public Administration
 - Human Resource Management
 - Management Information System
 - General Financial Rule Vol: 1 & 2
 - Basic Concept of Quality Management

SUGGESTED READINGS

S.No	Title	Author
1.	Pakistan Foreign Policy	S.M. Burke
2.	Politics in Pakistan	Khalid B. Sayeed
3.	The Military and Politics in Pakistan	Hasan Askari Rizvi
4.	Pakistan in 20 th Century : A Political History	Lawrence Ziring
5.	Geography of Pakistan	K.U. Kureshi
6.	Ulema in Politics	I.H Qureshi
7.	The Making of Pakistan	K.K Aziz
8.	Introduction to Islam	Dr. Hamidullah
9.	Muslim Separation in India and Pakistan	Abdul Hamid
10.	Human Resource Management	H.T.Graham & Roger Bennett
11.	Management	James A.F.Stoner, R.Edward Freeman, Daniel R.Gilbert Jr.
12.	Quality Management Systems: A Practical Guide	Howard S Gitlow

PAPER-II: PROFESSIONAL (100 MARKS)
for Interpreter (BS-17)

A: Translation (40 Marks)

- Urdu to English Translation of 2 paragraphs out of 3 literary scripts (20 marks)
- English to Urdu Translation of 2 paragraphs out of 3 literary scripts (20 marks)

B: Interpretation (40 Marks)

- Interpretation of Live (Recorded) Speech from Urdu to English (20 marks)
- Interpretation of Live (Recorded) Speech from English to Urdu (20 marks)

C: Fluency of Speech Test (20 Marks)

Suitable voice for microphone and *Fluency of speech both in English and Urdu

*Note: National University of Science & Technology or National Assembly may be consulted to provide equipment for fluency of English & Urdu interpretation.

PAPER-II: PROFESSIONAL (100 MARKS)
for Editor of Debates (BS-17)

A: Translation (40 Marks)

- Urdu to English Translation of 2 paragraphs out of 3 literary scripts (20 marks)
- English to Urdu Translation of 2 paragraphs out of 3 literary scripts (20 marks)

B: Editing of Debates (40 Marks)

- Editing of any debate out of two debates in English (20 marks)
- Editing of any debate out of two debates in Urdu (20 marks)

C: Computer Literacy (20 Marks)

- Microsoft Word (Typing and Formatting) (10 marks)
- Microsoft PowerPoint (Typing, Formatting and Inserting Objects) (10 marks)

PAPER-II: PROFESSIONAL (100 MARKS)
for Translator (BS-17) & Assistant Translator (BS-16)

Translation of the **TEN** selected passages (Five from English to Urdu and Five from Urdu to English) from the following documents, available on National Assembly Website (www.na.gov.pk):

- i) Acts of Parliaments
- ii) Bills Passed by National Assembly (NA)
- iii) Govt Bills Introduced
- iv) Ordinance Laid
- v) National Assembly (NA) Debates

Weightage:

- | | |
|-------------------------------------|---------------|
| a) Translation from English to Urdu | 10X5=50 Marks |
| b) Translation from Urdu to English | 10X5=50 Marks |