

FEDERAL PUBLIC SERVICE COMMISSION
(Curriculum & Research Wing)

Schemes and Syllabi for Screening/Professional Tests as well as Descriptive Examination
Relating to Posts Advertised under Consolidated Advertisement No. 10/2016

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
1.	101/2016	Research Officer (Urdu), (BS-17), Finance Division	i Second Class OR Grade 'C' Master's Degree in Urdu or equivalent qualifications from a University recognized by the HEC ii Two (2) years post qualification experience in translation from English to Urdu and vice versa	Subjective Professional Test = 100 marks	Translation of Five short passages from English to Urdu and Urdu to English from the following financial Rules: <ul style="list-style-type: none"> • System of financial control and budgeting • General Financial Rules • Federal Treasury Rules
2.	207/2016	Librarian (BS-17), Federal Government Educational Institutions Directorate (Cantts/ Garrisons), Ministry of Defence.	Second Class or Grade 'C' Master's Degree in Library Science/ Information Sciences. OR Graduate with Diploma in Library Science from a University. OR Bachelor of Library Science plus five years post qualification professional experience in BS-16; otherwise, eight years post qualification experience if not in BS-16. OR Second Class or Grade 'C' Master's Degree in the relevant subject with Diploma in Library Science or Bachelor of Library Science.	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"> • Introduction to Library & Information Science • Information Sources and Services • Classification: Theory and Practice • Cataloguing: Theory and Practice • Collection, Maintenance and Issuance of Library Books. • Management of Libraries & Information Centres • Library Automation/Information Storage & Retrieval • Research Methods & Techniques for Librarians • Public Records, Rare Material & their Conservation • Management of Serials Publications • Rules & Procedures of Write off the Library Losses • Classification of Records
3.	215/2016	Assistant Private Secretary (BS-16), Directorate General, Pakistan Post Office, Ministry of Communications	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"> • Typing Test with minimum Speed of 50 W.P.M • Shorthand Test with minimum Speed of 100 W.P.M 	50 Marks 50 Marks

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
4.	216/2016	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) 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"> • Building Material & Building Construction, • Surveying & Levelling, • Hydraulic & Hydrology, • Soil Mechanics & Foundation, • Concrete Technology & R.C.C Structure Design, • Construction Management, • Structural Design Applications, • Engineering Materials, • Reinforced Concrete, • Ground Improvement, • Earth and Rock Structure.
5.	218/2016	Charge/ Staff Nurse (Female) (Civilian) (BS-16), Military Hospitals, Ministry of Defence	i Bachelor's Degree in Nursing or equivalent qualification recognized by the Pakistan Nursing Council. ii Registration with Pakistan Nursing Council. OR 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) 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"> • Basic Medical Sciences • General Nursing • Ward Administration • Hospitality of the Patients • Care vs. Cure for Health Management • Developing Training & Instructional Materials for Nursing Courses.
6.	219/2016	Assistant Executive Engineer (Mechanical) (BS-17), MES, Ministry of Defence.	Bachelor's Degree in Mechanical Engineering from a recognized University.	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"> • Industrial Materials • Machine Design and Drawing • Mechanics of Machines • Production Management & Quality Control • Workshop Prsactice • Hydraulic Machines • Mechanics and Strength of Materials • Manufacturing processes like Casting, Forging, Machining, Rolling, Extrusion, Welding and Drilling

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
7.	220/2016	Assistant Private Secretary (BS-16), Naval Headquarters, Ministry of Defence	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"> • Typing Test with minimum Speed of 50 W.P.M • Shorthand Test with minimum Speed of 100 W.P.M 	50 Marks 50 Marks
8.	223/2016	Assistant Director (BS-17) Geological Survey of Pakistan, Ministry of Petroleum and Natural Resources	Second Class or Grade 'C' M.Sc. degree in Geology or equivalent qualification from a University recognized by the HEC.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test=80 marks	Part-I Vocabulary, Grammar Usage, Sentence Structuring. Part-II <ul style="list-style-type: none"> • Introduction to Physical Geology • Stratigraphy • Structural Geology • Plate Tectonics • Palaeontology (Invertebrate & Vertebrate) • Geochemistry • Geological Mapping • Petroleum Geology • Engineering and Environmental Geology • Mineral and Energy Resources
9.	224/2016	Assistant Private Secretary (BS-16), Finance Division	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"> • Typing Test with minimum Speed of 50 W.P.M • Shorthand Test with minimum Speed of 100 W.P.M 	50 Marks 50 Marks
10.	227/2016	Administrative Officer (BS-16), Administration Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan.	Second Class or Grade 'C' Master's Degree in Public Administration/ Business Administration/Political Science/ Economics/ Sociology/ English or equivalent qualification from a university recognized by HEC. OR i Second Class or Grade 'C' Bachelors Degree from a university recognized by HEC. ii Two (2) years post qualification experience in Administration/ Human Resources	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"> • Principles of Management • Human Resource Management • Civil Servants Act, 1973 and Rules made thereunder • Rules of Business, 1973 • Principles of Secretariat Noting and Drafting • Basic IT knowledge. • Basic Arithmetic, • System of Financial Control and Budgeting, 2006 • Public Procurement Rules, 2004

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11.	230/2016	Assistant Director (BS-17), Federal Public Service Commission.	Second Class or Grade 'C' Master's Degree or equivalent qualification from a University recognized by Higher Education Commission (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"> • Institutional Management, • Financial Management, • Basic IT knowledge. • General Financial Rules (I & II) • Rules of Business as amended • Secretariat Instructions & Office Procedure • Civil Servants Act, 1973 and Rules made thereunder • Civil Servant (Appointment, Promotion & Transfer), Rules 1973 • Government Servant (Efficiency & Discipline) Rules, 1973 • System of Financial Control and Budgeting 2006 • Public Procurement Rules, 2004
12.	231/2016	Assistant Private Secretary (BS-16) in a Federal Government Organization.	<ul style="list-style-type: none"> 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"> • Typing Test with minimum Speed of 50 W.P.M • Shorthand Test with minimum Speed of 100 W.P.M 	<p style="text-align: right;">50 Marks</p> <p style="text-align: right;">50 Marks</p>
13.	236/2016	Research Officer/ Planning Officer/ Survey Officer (BS-17), Economists Group, Ministry of Planning, Development and Reform.	First Class or Grade 'B' Master's Degree in Economics or equivalent qualification in Economics from recognized University with no third Division in entire academic Career.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II Professional Test=80 marks	Part-I Vocabulary, Grammar usage, Sentence Structuring. Part-II <ul style="list-style-type: none"> • Need and Importance of Research • Qualitative and Quantitative Research Method • Empirical and Analytical Analysis Techniques • Collection and Compilation of Data for Economic Research • Investment theories and concepts • Report Writing • History of Pakistan's Economic Development Planning • Economic Development Planning: Typology Tools and Techniques • Pakistan Economic Development Policies and Strategies. • Bilateral Economic relationship of Pakistan with USA, China and European Union. • Importance of CPEC in Economic Growth of Pakistan.

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
14.	240/2016	Assistant Director (BS-17) in a Federal Government Organization.	<p>A). Second Class or Grade 'C' Master's Degree or equivalent in any subject.</p> <p>B). Second Class or Grade 'C' Master's Degree in Arabic Language.</p> <p>C). Second Class or Grade 'C' Master's Degree in Chinese Language.</p> <p>D). Second Class or Grade 'C' Master's Degree in Dari (Afghan-Persian)/ Persian Language.</p>	<p>For Category (A) Objective Type Test (MCQ)</p> <p>Part-I English = 20 marks</p> <p>Part-II General Ability Test = 80 marks</p> <p>For Categories (B, C &D) Subjective Professional Test: 100 Marks</p>	<p>For Category (A)</p> <p>Part-I Vocabulary, Grammar Usage, Sentence Structuring.</p> <p>Part-II</p> <ul style="list-style-type: none"> • Basic Arithmetic. • Current Affairs. • Pakistan Affairs & Islamic Studies • Everyday/General Science <p>Note : (Equal weightage for each topic at Part-II)</p> <p>For Category (B) (Arabic Language)</p> <ul style="list-style-type: none"> • Translation of Five paragraphs from Arabic to English 10X5=50 Marks • Translation of Five paragraphs from English to Arabic 10X5=50 Marks <p>For Category (C) (Chinese Language)</p> <ul style="list-style-type: none"> • Translation of Five paragraphs from Chinese to English 10X5=50 Marks • Translation of Five paragraphs from English to Chinese 10X5=50 Marks <p>For Category (D) (Dari/Persian Language)</p> <ul style="list-style-type: none"> • Translation of Five paragraphs from Dari (Afghan Persian)/Persian Language to English 10X5=50 Marks • Translation of Five paragraphs from English to Dari (Afghan Persian)/Persian Language 10X5=50 Marks

**Scheme and Syllabus for Written Examination (Descriptive)
for a Post in BS-21 advertised under Consolidated
Advertisement No. 10/2016**

Case No.	F.4-237/2016-R
Particulars of post	Executive Director (BS-21), Federal Government Polyclinic, Capital Administration and Development Division
Minimum Qualification & Experience:	<ul style="list-style-type: none"> i. MBBS or equivalent qualification recognized by Pakistan Medical and Dental Council. ii. Postgraduate Higher Diploma/Degree in Medical Administration/ Public Health/ Health Services Administration. iii. Twenty Two (22) years post qualification experience in the field of Public Health in BS-17 and above including three (3) years experience (not as head of Hospital) of Administration and management in a post of BS-19 and above.

PAPER: ENGLISH (100 MARKS)

English Essay: Candidates will be required to write an Essay in English from three topics comprising approximately **2000 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.

OR

Case Study: Candidates will be given real situation case studies related to advertised posts/organization concerned and will be expected from the candidates to present (i) identification of issues (ii) evaluation of issues (iii) legal or case related theories (iv) evaluation of case facts if required and (v) possible solution of the case or writing judicial order, if the case so requires.

**Schemes and Syllabi for Written Examination (Descriptive)
for All Posts in BS-18 & BS-19 included in Consolidated
Advertisement No. 10/2016**

PAPER-I: ENGLISH

Max Marks: 100

Time Allowed: 3 Hours

- (i) **English Essay-50 Marks:** Candidates will be required to write an Essay in English comprising **1500 words** from a set of **six given topics**. Candidates are expected to reflect comprehensive and research based knowledge on a selected topic. Candidate's articulation, expression and technical approach to the style of English Essay writing will be examined.

- (ii) **English (Composition and Précis)-50 Marks:**

The examination will test the candidate's abilities to handle Précis Writing, Reading Comprehension, Sentence Structuring, Translation, Grammar and Vocabulary, etc.

Précis Writing (10 marks): A selected passage with an orientation of generic understanding and enough flexibility for compression shall be given for précis writing and suggesting an appropriate title.

Reading Comprehension (10 marks)

A selected passage, rich in substance but not very technical or discipline-specific shall be given, followed by five questions, each carrying 2 marks.

Grammar and Vocabulary (10 marks): Correct usage of Tense, Articles, Prepositions, Conjunctions, Punctuation, Phrasal Verbs, Synonyms and Antonyms etc.

Sentence Correction (5 marks): Ten sentences shall be given each having a clear structural flaw in terms of grammar or punctuation. The candidates shall be asked to rewrite them with really needed correction only, without marking unnecessary alterations. No two or more sentences should have exactly the same problem, and 2-3 sentences shall be based on correction of punctuation marks.

Grouping of Words (5 marks): A random list of ten words of moderate standard (neither very easy nor utterly unfamiliar) shall be given, to be grouped by the candidates in pairs of those having similar or opposite meaning, as may be clearly directed in the question.

Pairs of Words (5 marks): Five pairs shall be given of seemingly similar words with different meanings, generally confused in communication, for bringing out the difference in meaning of any five of them by first explaining them in parenthesis and then using them in sentences.

Translation (5 marks): Ten short Urdu sentences involving structural composition, significant terms and figurative/idiomatic expressions shall be given, to be accurately translated in English.

SUGGESTED READINGS

Sr. No.	Title	Author
1.	English Grammar in Use	Raymond Murphy (Cambridge University Press)
2.	Practical English Usage	M. Swan (Oxford University Press)
3.	The Little Brown Handbook	H. Ramsey Flower & Jane Aaron (The Little, Brown & Co; Harper Collins)
4.	A University English Grammar	R. Quirk & S. Greenbaum (ELBS; Longmans)
5.	Write Better, Speak Better	Readers Digest Association
6.	Modern English in Action	Henry Christ (D.C. Heath & Co.)
7.	Exploring the World of English	Syed Saadat Ali Shah

PAPER-II: PROFESSIONALMax Marks: 100Time Allowed: 3 Hours

Case No.	F.4-217/2016-R
Particulars of post	Associate Professor/Vice Principal (Computer Science) (Male) (BS-19), Islamabad Model Colleges for Boys, Federal Directorate of Education, Islamabad, Capital Administration and Development Division.
Minimum Qualification & Experience:	Ph.D. Degree in Computer Science with eight (08) year post qualification teaching and administrative experience at College/ University level. OR M.Phil. Degree in Computer Science with ten (10) years post qualification teaching and administrative experience at College/ University level. OR Second Class or Grade 'C' Master's Degree in Computer Science with twelve (12) years post qualification teaching and administrative experience at College/ University level.

Part-I: (Computer Science)**50 Marks****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.

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 Communication
- 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 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.	Computer Architecture: A Quantitative Approach	Hennessy & Patterson
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**Max Marks: 100****Time Allowed: 3 Hours**

Case No.	F.4-221/2016-R
Particulars of post	Draftsman (BS-19), Law & Prosecution Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan
Minimum Qualification & Experience:	<ul style="list-style-type: none"> i. Law Graduate or equivalent qualification from a University recognized by HEC. ii. Twelve (12) years post qualification practice as an advocate of any High Court in Pakistan/Chief Court of Gilgit Baltistan.

LAW : 100 Marks**I. Definitions of Crime****II. All Provisions of:**

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

SUGGESTED READINGS

S.No.	Title	Author
1.	Pakistan Panel Code, 1860	M. Mahmood
2.	Criminal Procedure Code, 1898	Shaukat Mahmood
3.	Law of Evidence	Justice (R) Khalid ur Rahman Khan as adapted from Principles and Digest of the Law of Evidence by M. Monir
4.	Qanun-e-Shahdat Order, 1984	
5.	The Code of Civil Procedure, 1908	Aamir Raza A. Khan
6.	The Arbitration Laws in Pakistan	M. Mahmood
7.	Civil Courts Ordinance, 1962	Nisar Ahmad Nisar

PAPER-II: PROFESSIONALMax Marks: 100Time Allowed: 3 Hours

Case No.	F.4-226/2016-R
Particulars of post	Deputy Director Colleges (Budget & Development) (BS-18), Education Department, Gilgit Baltistan, Ministry of Kashmir Affairs and Gilgit Baltistan.
Minimum Qualification & Experience:	<p>i. Second Class or Grade 'C' Master's Degree in Economics/ Commerce/ Business Administration (Accounting/Finance)/ Mathematics or equivalent qualification from a University recognized by the HEC.</p> <p>ii. Five (5) years post qualification experience in Budget/Accounts, Planning & Development.</p>

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 of 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

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.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