

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. 12/2016

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
1.	252/2016	Security Officer (BS-17), Institute of Optronics, Ministry of Defence Production.	i. Ex-Commissioned/Gazetted Officer from Army/ Civil Law Enforcement Agencies. ii. Two (2) years experience of security matters in a renowned Organization/ Industry.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II General Intelligence & Professional Test = 80 marks	Part-I Vocabulary, Grammar Usage, Sentence Structuring. Part-II <ul style="list-style-type: none"> • Basic Arithmetic. • Current Affairs. • Pakistan Affairs & Islamic Studies • Everyday/General Science • Security Measures to Maintain Law & Order Note : (Equal weightage for each topic at Part-II)
2.	268/2016	Research Associate (BS-17) Ministry of Information, Broadcasting & National Heritage	2 nd Class or Grade "C" Master's degree in Computer Science/BCS (4years)/IT/ Electronics or equivalent qualification from a University recognized by the HEC OR B.Sc. in Computer Engineering (Software) OR 2 nd Class or Grade "C" Master's degree in Mathematics/ Statistics/Physics/ Economics and one year diploma in IT from a recognized Institution.	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"> • Data Communication & Networking, • Windows XP, 2000, • Oracle/PLSQL, • System Analysis & Design, • Computer Architecture, • Operating System Concepts, • Security and Ethical Issues • Database Systems, • Management Information System, • Web Programming • Methods of Data Collection and Analysis of Data, • Report Writing and Presentation Skill • Research Methodology
3.	271/2016	Assistant Private Secretary (BS-16), Military Finance Wing, 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

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
4.	272/2016	Assistant Private Secretary (BS-16), Ministry of Planning, Development and Reform	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
5.	273/2016	Assistant Private Secretary (BS-16), National Industrial Relations Commission (NIRC), Ministry of Overseas Pakistanis & Human Resource Development	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
6.	274/2016	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"> • Typing Test with minimum Speed of 50 W.P.M • Shorthand Test with minimum Speed of 100 W.P.M 	50 Marks 50 Marks
7.	275/2016	Medical Officer (BS-17), Airport Security Force, Cabinet Secretariat, (Aviation Division)	M.B.B.S	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"> • Core courses of MBBS degree program. • Health Policy of the Government,
8.	280/2016	Assistant Private Secretary (BS-16), Geological Survey of Pakistan, Ministry of Petroleum and Natural Resources	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
9.	287/2016	Assistant Private Secretary (BS-16), Pakistan Mint, Lahore, 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.	288/2016	Assistant Private Secretary (BS-16), Ministry of Planning, Development and Reform	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
11.	290/2016	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) 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 • Measurement & Instrumentation • Engineering Metallurgy • Production Management & Quality Control • Heat and Mass Transfer • Workshop Practice • Hydraulic Machines • Mechanics and Strength of Materials • Manufacturing processes • Thermodynamics • Refrigeration and Airconditioning • Automobile Engineering
12.	302/2016	Assistant Private Secretary (BS-16) , in a Government Organization	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
13.	304/2016	Assistant Director/ Protector of Emigrants (BS-17) , Bureau of Emigration & Overseas Employment, Ministry of Overseas Pakistanis & Human Resource Development.	Second Class or Grade 'C' Master's Degree in any of the Social Sciences/ Management Sciences/LLB from a University recognized by the HEC.	Objective Type Test (MCQ) Part-I English = 20 marks Part-II General Intelligence & Professional Test=80 marks	Part-I Vocabulary, Grammar Usage, Sentence Structuring Part-II <ul style="list-style-type: none"> • Basic Arithmetic. • Current Affairs. • Pakistan Affairs & Islamic Studies • Everyday/General Science • International Migration Convention 2003 • Emigration Ordinance and Rules, 1979 • Impact of Illegal Migration/Human Trafficking • Issues of Pakistani Migrant Workers • Importance of pre-departure Orientation & Briefing for Intending Emigrants

S. No	Case No. F.4-	Particulars of Post(s)	Qualifications for Posts	Test Specification	Topics of Syllabi
14.	305/2016	Network System Engineer (BS-17), Bureau of Emigration & Overseas Employment, Ministry of Overseas Pakistanis & Human Resource Development.	Second Class or Grade 'C' Master's Degree in Computer Science/ BCS (4 years)/ IT/ Electronics or equivalent from a University recognized by the HEC. OR B.Sc. in Computer Engineering (Software) 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"> • Database Management System • Software Quality Assurance • Microsoft SQL Server • Software Maintenance • Software Development/Training • Software Architecture Design • Object Oriented Programming & Client-Server Programming • MIS Development and Reporting
15.	307/2016	Assistant Private Secretary (BS-16), Bureau of Emigration & Overseas Employment, Ministry of Overseas Pakistanis & Human Resource Development	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
16.	308/2016	Inspector (BS-16), Bureau of Emigration & Overseas Employment, Ministry of Overseas Pakistanis & Human Resource Development.	i. Second Class or Grade 'C' Bachelor's Degree from a University recognized by the HEC. ii. Three (3) years post qualification experience in Labour/ Manpower and Overseas Employment Service/ Technical or Vocational Training/ Planning/ Economic Development.	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"> • International Migration Convention 2003 • Economic Situation of Pakistan • Role of remittances and Impact of Immigrants in Pakistani Economy • Emigration Ordinance and Rules, 1979 • Illegal Migration, Human Trafficking • Importance of Technical/Vocational Training for Immigrants • Issues of Pakistani Migrant Workers

**Scheme and Syllabus for Written Examination (Descriptive)
for all Posts in BS-20 advertised under Consolidated
Advertisement No. 12/2016**

i)	Case No.	F.4-241/2016-R
	Particulars of post	Chief /Joint Economic Adviser/Economic Consultant (BS-20), Economists Group, Ministry of Planning, Development and Reform.
	Minimum Qualification & Experience:	i. Second Class or Grade 'C' Master's degree in Economics or equivalent qualifications in Economics from a University recognized by HEC. ii. Fifteen (15) years post qualification experience in Economic Research, Development Economics, International Economics and other fields of Planning and Development.
ii)	Case No.	F.4-313/2016-R
	Particulars of post	Consulting Physician/ Surgeon (BS-20), Federal Government Polyclinic, Islamabad, Capital Administration and Development Division.
	Minimum Qualification & Experience:	i. MBBS or equivalent qualification recognized by PMDC. ii. Postgraduate higher diploma in the relevant faculty with eight (8) years clinical experience. CATEGORIES: (A) Consulting Surgeon (Thoracic Cardiovascular) (B) Consulting Physician (Cardiology).

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. 12/2016**

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: PROFESSIONAL**Max Marks: 100****Time Allowed: 3 Hours**

Case No.	F.4-276/2016-R
Particulars of post	Associate Professor/Vice Principal (Geography) (Female) (BS-19), F.G. Colleges, Federal Directorate of Education, Capital Administration & Development Division.
Minimum Qualification & Experience:	Ph.D. Degree in Geography with eight (8) years post qualification teaching and administrative experience at College/ University level. OR M. Phil Degree in Geography with ten (10) years post qualification teaching and administrative experience at College/ University level. OR Second Class or Grade 'C' Master's Degree in Geography with twelve (12) years post qualification teaching and administrative experience at College/ University level.

Part-I: (Geography)**50 Marks****Physical Geography**

- I. Factors controlling landform development; endogenic and exogenic forces; plate tectonics; mountain building; earthquakes; landforms associated with fluvial, arid, glacial, coastal and Karst cycle; groundwater.
- II. Elements and Factors of climate, Heat budget of the earth; Hydrological cycle; Types of condensation and precipitation.
- III. Ocean floor deposits, their characteristics and classification, Ocean circulation, Waves, currents and tides, their nature, causes and effects.
- IV. Factors of climate and Environmental change. Transformation of nature by man; environmental degradation and conservation; Nature and Types of pollution. Problems caused by pollution, Global Warming, Global Environment Patterns, Environmental Hazards and Risk Management.

Human Geography

- V. Geographic patterns of culture, Ethnicities and Nationalities, Ethnic Conflicts, Ethnic Diversity in the World, Factors of Ethnic Cleansing, Development Indicators, Economic Indicators, Social Indicators, Health Indicators, Development through Trade.
- VI. Factors effecting Agriculture, Food Security, Renewable Resources, Recycling Resources, Sustainable resources.
- VII. Over and under Population threats and their consequences, Patterns and Problems within urban areas.
- VIII. State as a Politico-Territorial Phenomenon, Physical-environmental impacts, Global patterns in health and diseases.

Part-II: (Professional)**50 Marks**

- I. **Development of Curriculum and Instructional Material**
 - Elements of Curriculum.
 - Relationship of Education and Curriculum

- Curriculum Development Process: Need Assessment, Formulation of Aims and Objectives, Taxonomies of Educational Objectives, Selection of Content, Development of Curricular Materials.
- II. Process of Teaching and Teaching Strategies**
- Process of Classroom Communication
 - Factors affecting Classroom Communication
 - Barriers to Classroom Communications
 - Use of Instructional Materials and Media
- III. Educational Assessment and Evaluation**
- Concept of Classroom Assessment and Evaluation
 - Distinction between Assessment, Evaluation and Measurement
 - Approaches to Evaluation: Formative Evaluation; Summative Evaluation
 - Types of Test: Essay Type; Objective Type: Multiple Choice, True-False Items, Matching Type; Principles of Construction of these Test
 - Characteristics of a Good Test: Validity, Reliability, Objectivity, Usability
- IV. Educational Administration and Supervision**
- The Concept of Administration
 - Educational Planning and Organization in Pakistan
 - Approaches to Educational Administration: Democratic; Authoritarian; Laissez-faire
 - Educational Supervision
- V. Research Methods in Education**
- Scientific Method and its Application in Education
 - Sampling Techniques:
 - Research Instruments: Questionnaire; Interview; Test; Observation; Rating Scale
 - Type of Research: Basic/Applied Research; Historical Research; Descriptive Research; Correlation Research; Causal-Comparative Research; Experimental Research; Action Research; Qualitative and Quantitative Research
 - Research Proposal and Report Writing

SUGGESTED READINGS

S. No.	Title	Author
1.	Introducing Physical Geography	Alan Strahler.
2.	Geosystems: An Introduction to Physical Geography	Robert W. Christopherson
3.	Elements of physical geography.	Strahler, A. N.
4.	Environmental Geography: Science Landuse and Earth System	William M. Marsh.
5.	Political Geography: The Spatiality of Politics.	Dikshit, R. D.
6.	Human Geography Landscape of Human Activities.	Getis, Fellman.
7.	An Introduction to Agricultural Geography.	Grigg, D.
8.	Geographies of Global Change.	Johnston, R. J.
9.	Contemporary Human Geography.	Rubenstein James M.
10.	Research in Education	JW Best
11.	Integrating Education Technology into Teaching	Roblyer
12.	Curriculum Development	S. M. Shahid
13.	Educational Measurement and Evaluation	S. M. Shahid
14.	Educational Administration	S. M. Shahid

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

Case No.	F.4-279/2016-R
Particulars of post	Assistant Professor (Female) (Fine Arts) (BS-18), F.G. Colleges, Directorate of Federal Government Educational Institutions (Cantts/ Garrisons), Ministry of Defence
Minimum Qualification & Experience:	Ph.D. Degree in Fine Arts with one (01) year post qualification teaching experience at College/ University level OR M.Phil. Degree in Fine Arts with three (3) years post qualification teaching experience at College/ University level. OR Second Class or Grade 'C' Master's Degree in Fine Arts with five (5) years post qualification teaching experience at College/ University level.

Part-I: (Fine Arts)**50 Marks****I. Drawing**

- Basic design principles, concepts, media and formats.
- Knowledge and skills in the use of basic tools, techniques, and processes

II. Painting

- Basic elements of Art, concepts, media and formats and the ability to apply them to their aesthetic intent.
- Knowledge and skills in the use of basic tools, techniques, and processes

III. Printmaking

- Basic elements of art and design principles, concepts, media, and formats.
- Knowledge and skills in the use of basic tools, techniques, processes, and types of printing presses.

IV. Sculpture

- Basic elements of art and design principles with an emphasis on three-dimensional design, and the ability to apply these principles to a specific aesthetic intent.

V. Ceramics

- Knowledge and skills in the use of basic tools, techniques, and processes.
- Preparation of clay bodies and glazes, kiln stacking procedures, and firing processes
- Knowledge of the history of ceramics

VI. Crafts

- Knowledge and skills in the use of traditional craft techniques, including Islamic Arts,
- Knowledge of various design methods and their relationship to the conceptualization, development, and completion of craft projects.
- Similarities, differences, and relationships among the various craft specializations.

VII. Islamic Calligraphy

- Importance of Calligraphy as Central to Islamic Art and its relationship to the Quran.
- Difference between handwriting and calligraphy, recognizing the purpose of calligraphy as both aesthetic and functional.

VIII. Islamic Arts

- Philosophy of Islamic art in a historical and contemporary context.
- Knowledge of Islamic Art and civilization with emphasis on philosophy, art, architecture, crafts, achievements in various fields and lifestyles.

Part-II: (Professional)**50 Marks**

- I. Development of Curriculum and Instructional Material**
- Elements of Curriculum.
 - Relationship of Education and Curriculum
 - Curriculum Development Process: Need Assessment, Formulation of Aims and Objectives, Taxonomies of Educational Objectives, Selection of Content, Development of Curricular Materials.
- II. Process of Teaching and Teaching Strategies**
- Process of Classroom Communication
 - Factors affecting Classroom Communication
 - Barriers to Classroom Communications
 - Use of Instructional Materials and Media
- III. Educational Assessment and Evaluation**
- Concept of Classroom Assessment and Evaluation
 - Distinction between Assessment, Evaluation and Measurement
 - Approaches to Evaluation: Formative Evaluation; Summative Evaluation
 - Types of Test: Essay Type; Objective Type: Multiple Choice, True-False Items, Matching Type; Principles of Construction of these Test
 - Characteristics of a Good Test: Validity, Reliability, Objectivity, Usability
- IV. Educational Administration and Supervision**
- The Concept of Administration
 - Educational Planning and Organization in Pakistan
 - Approaches to Educational Administration: Democratic; Authoritarian; Laissez-faire
 - Educational Supervision
- V. Research Methods in Education**
- Scientific Method and its Application in Education
 - Sampling Techniques:
 - Research Instruments: Questionnaire: Interview; Test; Observation; Rating Scale
 - Type of Research: Basic/Applied Research; Historical Research; Descriptive Research; Correlation Research; Causal-Comparative Research; Experimental Research; Action Research; Qualitative and Quantitative Research
 - Research Proposal and Report Writing

SUGGESTED READINGS

S. No.	Title	Author
1.	Printmakers Today,	Jeffrey B. Snyder
2.	Painting In Pakistan,	Hassan, Ijaz ul
3.	Islamic Art & Spirituality,	Nasr, Seyyed Hossein
4.	Sculpture Today	Beaumont, M, et al
5.	Image and Identity.	Akbar Naqvi
6.	Research in Education	JW Best
7.	Integrating Education Technology into Teaching	Roblyer
8.	Curriculum Development	S. M. Shahid
9.	Educational Measurement and Evaluation	S. M. Shahid
10.	Educational Administration	S. M. Shahid

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

Case No.	F.4-303/2016-R
Particulars of post	Deputy Director/Protector of Emigrants (BS-18), Bureau of Emigration & Overseas Employment, Ministry of Overseas Pakistanis & Human Resource Development.
Minimum Qualification & Experience:	<p>i. Second Class or Grade 'C' Master's Degree in any of the Social Sciences/ Management Sciences/LLB from a University recognized by the HEC.</p> <p>ii. Five (5) yeas post qualification experience in BS-17 in Labour/ Manpower and Overseas Employment Service/ Technical or Vocational Training/ Planning/ Economic Development OR Five (5) years post qualification practice as Lawyer in the Courts.</p>

Part-I: 50 Marks

(Public Administration, Office Management & Professional)

- 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. Rules of Business 1973;
- IX. Secretariat Instructions and Office Procedures;
- X. Public Procurement Ordinance and Rules 2004.
- XI. International Migration Convention 2003
- XII. Emigration Ordinance and Rules, 1979
- XIII. Impact of Illegal Migration/Human Trafficking
- XIV. Issues of Pakistani Migrant Workers
- XV. Importance of pre-departure Orientation & Briefing for Intending Emigrants

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