# Scheme and Syllabi for Screening/Professional Tests as well as Descriptive Examination Relating to Posts Advertised Vide Consolidated Advertisement No. 09/2015

<table>
<thead>
<tr>
<th>S. No</th>
<th>Case No. F.4-</th>
<th>Particulars of Post(s)</th>
<th>Qualifications for Posts</th>
<th>Test Specification</th>
<th>Main Topics for MCQ Test</th>
</tr>
</thead>
</table>
| 1.    | 97/2015       | Inspector (BS-16), Airport Security Force, Aviation Division, Cabinet Secretariat | Bachelor’s Degree. | Objective Type Test (MCQ)  
Part-I  
English = 20 marks  
Part-II  
General Intelligence/Professional Test = 80 marks | Part-I: Grammar Usage, Sentence Structuring  
Part-II:  
- 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.    | 111/2015      | Assistant Director (Investigation) (BS-17), Federal Investigation Agency, Ministry of Interior | Second Class or Grade ‘C’ Master’s Degree from a university recognized by 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:  
- Basic Arithmetic.  
- Current Affairs.  
- Pakistan Affairs & Islamic Studies  
- Everyday/General Science  
- FIA Act, 1974  
Note: (Equal weightage for each topic at Part-II) |
| 3.    | 114/2015      | Librarian (Male) (BS-17), F.G. Colleges, Directorate of Federal Government Educational Institutions (Cantt/ Garrison), 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 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:  
- 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 |
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<tbody>
<tr>
<td>4.</td>
<td>119/2015</td>
<td>Medical Officer (BS-17), Airport Security Force, Cabinet Secretariat, (Aviation Division)</td>
<td>M.B.B.S</td>
<td>Objective Type Test (MCQ)</td>
<td>Part-I: Vocabulary, Grammar Usage, Sentence Structuring.</td>
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<td>Part-I</td>
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<td>English = 20 marks</td>
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<td>Professional Test=80 marks</td>
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<tr>
<td>5.</td>
<td>120/2015</td>
<td>Junior Scientific Officer (BS-16), EME Corps, Ministry of Defence</td>
<td>Post Matric Diploma from a recognized technical institution/ polytechnic with five (5) years post qualification experience in one of the following subjects: (i) Metallurgical Engineering (ii) Drawing and Design Engineering (iii) Mechanical Engineering (iv) Automobile Engineering (v) Electrical Engineering (vi) Electronics Engineering (vii) Communication Engineering (viii) Aeronautical Engineering (ix) Chemical Engineering</td>
<td>Objective Type Test (MCQ)</td>
<td>Part-I: Grammar Usage, Sentence Structuring.</td>
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<td></td>
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<td>Part-I</td>
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<td>English = 20 marks</td>
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<td></td>
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<td>Professional Test=80 marks</td>
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</table>
| 6.   | 122/2015 | Deputy Assistant Director (BS-16), Audit Bureau of Circulation, Ministry of Information, Broadcasting & National Heritage | i. Second Class or Grade ‘C’ Bachelor’s Degree  
ii. Three years post qualification experience in a Printing Press/ Newspapers/ Journals/ Periodicals | Objective Type Test (MCQ)                                                         | Part-I: Basic Arithmetic.                                                                 |
|      |          |                                                                                      |                          | Part-I                                                                            |                                                                                       |
|      |          |                                                                                      |                          | English = 20 marks                                                                | Pakistan Affairs & Islamic Studies                                                        |
|      |          |                                                                                      |                          | Part-II                                                                          | Presentation Skills                                                                     |
|      |          |                                                                                      |                          | General Intelligence/ Professional Test = 80 marks | Procedure for Market Survey of publications to determine their circulation |
|      |          |                                                                                      |                          |                                                                                  | Steps for conduct of audit of Newspapers/ Periodicals/Journals                          |
|      |          |                                                                                      |                          |                                                                                  | Note: (Equal weightage for each topic at Part-II)                                       |
| 7.   | 124/2015 | Assistant Private Secretary (BS-16), Textile Commissioner’s Organization, Ministry of Textile Industry | 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. | Typing Test with minimum Speed of 50 W.P.M  
Shorthand Test with minimum Speed of 100 W.P.M | 50 Marks  
50 Marks |
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<td>9.</td>
<td>140/2015</td>
<td>Inspector (BS-16), Pakistan Railways Police, Ministry of Railways</td>
<td>Second class or Grade “C” Bachelor’s degree from a University recognized by HEC</td>
<td>Objective Type Test (MCQ)</td>
<td>Part-I: Grammar Usage, Sentence Structuring. Part-II: Basic Arithmetic, Current Affairs, Pakistan Affairs &amp; Islamic Studies, Everyday/General Science Note: (Equal weightage for each topic at Part-II)</td>
</tr>
</tbody>
</table>
Syllabi for Written Examination (Descriptive)
for all posts in BS-18 & BS-19

PAPER-I: ENGLISH (100 MARKS)

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

(ii) **English (Composition and Précis)-50 Marks:**
The examination will test the candidate’s abilities to handle Précis Writing, Reading Comprehension, Sentence Structuring, Translation, Grammar and Vocabulary, etc.

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

   **Reading Comprehension (10 marks)**
   A selected passage that is rich in substance but not very technical or discipline-specific shall be given, followed by five questions, each carrying 2 marks.

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

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

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

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

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

**SUGGESTED READINGS**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Title</th>
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</tr>
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<tbody>
<tr>
<td>1.</td>
<td>English Grammar in Use</td>
<td>Raymond Murphy (Cambridge University Press)</td>
</tr>
<tr>
<td>2.</td>
<td>Practical English Usage</td>
<td>M. Swan (Oxford University Press)</td>
</tr>
<tr>
<td>4.</td>
<td>A University English Grammar</td>
<td>R. Quirk &amp; S. Greenbaum (ELBS; Longmans)</td>
</tr>
<tr>
<td>5.</td>
<td>Write Better, Speak Better</td>
<td>Readers Digest Association</td>
</tr>
</tbody>
</table>
PAPER-II: PROFESSIONAL (100 MARKS)
Assistant Professor (Female) (Fine Arts) (BS-18),
F.G. Colleges, Directorate of Federal Government Educational Institutions (Cantts/ Garrisons), Ministry of Defence
(Case No. 113/2015)

MINIMUM QUALIFICATION & EXPERIENCE: Ph.D. Degree in the relevant subject with one (01) year post qualification teaching experience at College/ University level OR M.Phil. Degree in the relevant subject with three (3) years post qualification teaching experience at College/ University level. OR Second Class or Grade ‘C’ Master’s Degree in the relevant subject 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

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
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<td>1.</td>
<td>Printmakers Today,</td>
<td>Jeffrey B. Snyder</td>
</tr>
<tr>
<td>2.</td>
<td>Painting In Pakistan,</td>
<td>Hassan, Ijaz ul</td>
</tr>
<tr>
<td>3.</td>
<td>Islamic Art &amp; Spirituality,</td>
<td>Nasr, Seyyed Hossein</td>
</tr>
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<td>5.</td>
<td>Image and Identity.</td>
<td>Akbar Naqvi</td>
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<td>6.</td>
<td>Research in Education</td>
<td>JW Best</td>
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<td>7.</td>
<td>Integrating Education Technology into Teaching</td>
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PAPER-II: PROFESSIONAL (100 MARKS)
Associate Professor (Male) (Economics) (BS-19),
F.G. Colleges, Directorate of Federal Government Educational Institutions
(Cantts/ Garrisons), Ministry of Defence
(Case No. 126A/2015)

MINIMUM QUALIFICATION & EXPERIENCE: Ph.D. Degree in the relevant subject with eight (08) year post qualification teaching experience at College/ University level OR M.Phil. Degree in the relevant subject with ten (10) years post qualification teaching experience at College/ University level. OR Second Class or Grade ‘C’ Master’s Degree in the relevant subject with twelve (12) years post qualification teaching experience at College/ University level.

Part-I: (Economics) 50 Marks

I. Micro Economics

Consumer behaviour, Determination of market demand and supply i.e. concept of elasticity of Demand & Supply, Static, Comparative Static Analysis, Distinction between partial and general equilibrium analysis (basic level) theory of the Firm, Producer’s equilibrium, Pricing factors of production

II. Macro Economics

Basic Economic Concepts, National Income Accounting, Consumption Function, Multiplier, Accelerator, Component of Aggregate Demand, Labour Demand and Supply, Un-Employment, Determination of equilibrium level of income and output (at least with reference to two or three school of thought), Inflation.

III. Public Financing


IV. Role of Foreign Trade and Aid in Economic Development

Trends in Pakistan’s Balance of Payments, Terms of Trade, Changes in direction of trade, Trends in Pakistan’s major exports and imports, Causes of significant changes in the trends, the role of migration and remittances in Pakistan’s economy, costs and benefits of Foreign Aid, Role of Foreign Investment.

V. Major Issues in Pakistan Economy

Energy crisis, Corruption, Bad governance, External debt accumulation and dependency, Unemployment, Income inequality, Inflation, Fiscal and trade deficits, Balance of payment issues, Shortage of irrigation water.
Part-II: (Professional) 50 Marks

I. Development of Curriculum and Instructional Material
   - Elements of Curriculum.
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<tr>
<td>2.</td>
<td>Government Finance—An Economic Analysis</td>
<td>Due John, F.</td>
</tr>
<tr>
<td>4.</td>
<td>Macroeconomics</td>
<td>Rudigar Dorubush and Stanley Fisher Blanchard</td>
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<td>5.</td>
<td>Foreign Aid Theory and Practice in Southern Asia</td>
<td>Wolf, Jr. DC</td>
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<td>6.</td>
<td>History of International Trade</td>
<td>Findlay, R and O’ Rourke, K</td>
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Part-I: (History) 50 Marks

I. Muslim Rule and Heritage in India (712-1857): Political History Arrival, foundation and consolidation of Muslim rule in India, important rulers of the Slave Dynasty and the Mughals. The Spirit and legacy of Muslim civilization, Art, Architecture and literature, Public Administration under Muslim Rules. Sultans, Kings, Economic, Social, Judicial, Civil and Military system during the Muslim rule, Industry, trade and commerce under the Muslim patronage, Financial Administration.


III. Muslim Struggle for Independence: Role of Shah Wali Ullah, Syed Ahmad Shaheed and Sir Syed Ahmed Khan towards regeneration of the Muslim of South Asia, All India Muslim League, Partition of Bengal, Simla Deputation, Lucknow pact; Khilafat movement. Nahru Report, Quaid-i-Azam’s Fourteen Points.


V. Separation of East Pakistan: Causes and Effects.


Part-II: (Professional) 50 Marks

I. Development of Curriculum and Instructional Material
   - Elements of Curriculum.
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<td>1.</td>
<td>India’s Struggle for Independence</td>
<td>Chandre Bipin, 1989</td>
</tr>
<tr>
<td>2.</td>
<td>Wavell and the Days of the Raj: Britain’s Penultimate Viceroy in India</td>
<td>Chawla, Muhammad Iqbal, 2011</td>
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<tr>
<td>3.</td>
<td>The Charismatic Leader: Jinnah and the Creation of Pakistan</td>
<td>Hayat, Sikandar, 2007</td>
</tr>
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<td>4.</td>
<td>Muslim Civilization of Indo-Pakistan.</td>
<td>Ikram, Shaikh Muhammad, 1966</td>
</tr>
<tr>
<td>5.</td>
<td>Constitutional and Political History of Pakistan</td>
<td>Khan, Hamid, 2005</td>
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<td>6.</td>
<td>The Military and Politics in Pakistan1947-86</td>
<td>Rizvi Hassan Askari</td>
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</tbody>
</table>
PAPER-II: PROFESSIONAL (100 MARKS)
Assistant Draftsman (BS-18), Ministry of Law, Justice and Human Rights
(Case No. 151/2015)

MINIMUM QUALIFICATION: Second Class or Grade ‘C’ Bachelor’s Degree in Law or Equivalent qualification recognized by HEC

EXPERIENCE: 05 years post qualification experience of work in drafting statutes and statutory rules, notifications, legislations and other legal instruments and vetting of legal documents

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

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<tbody>
<tr>
<td>1.</td>
<td>Pakistan Panel Code, 1860</td>
<td>M. Mahmood</td>
</tr>
<tr>
<td>2.</td>
<td>Criminal Procedure Code, 1898</td>
<td>Shaukat Mahmood</td>
</tr>
<tr>
<td>3.</td>
<td>Law of Evidence</td>
<td>Justice (R) Khalid ur Rahman Khan as adapted from Principles and Digest of the Law of Evidence by M. Monir</td>
</tr>
<tr>
<td>4.</td>
<td>Qanun-e-Shahdat Order, 1984</td>
<td></td>
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<td>5.</td>
<td>The Code of Civil Procedure, 1908</td>
<td>Aamir Raza A. Khan</td>
</tr>
<tr>
<td>6.</td>
<td>The Arbitration Laws in Pakistan</td>
<td>M. Mahmood</td>
</tr>
<tr>
<td>7.</td>
<td>Civil Courts Ordinance, 1962</td>
<td>Nisar Ahmad Nisar</td>
</tr>
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