

# **EXAMINATION, TESTS & INTERVIEWS**

## **CHAPTER-VI**

### **PART-I TESTS AND EXAMINATIONS**

57. **General.** In order to assess and evaluate the general ability, subject expertise, academic excellence and professional competence for recruitment of the candidates in Departments, the Commission after receiving the requisitions from different Departments shall advertise the said posts through leading newspapers or Commission's web portal. After the assessment and evaluation, the prospective candidates shall be allowed to appear in different tests/examinations depending on their qualification and eligibility criteria. The Commission issues schedule of examinations/tests by hosting it on the SPSC Web Portal.

### **PART-II - GENERAL PROVISIONS**

58. **Eligibility to appear in various tests and examinations.** Eligibility to appear in various examinations and tests will be dependent on the condition that the candidates' applications have been found to be in order and accepted for further processing as enunciated in these regulations. The Chairperson, on the recommendation of the Controller of Examinations may determine the mode of the test on case to case basis.

59. **Issuance of letter of admission for written examination/test.** (1) Online Admission Letters will be issued solely to candidates whose applications have been accepted. The candidates will be informed through email and/or SMS to download Admission letters from the official website [www.spsc.gov.pk](http://www.spsc.gov.pk).

(2) The following Branches shall be responsible to communicate with the candidates who have applied for the posts or examinations, as the case may be, in all the matters connected with the acceptance or rejection of applications and their tests/examinations/interviews:

- a. Examination Branch-I
  - (i) Combined Competitive Examination (CCE)
  - (ii) Competitive Examinations (Engineers) – CEx.
  - (iii) Examinations/Tests for all other posts.
- b. Examination Branch-II
  - (i) Departmental Examinations.
  - (ii) Language Examinations.
  - (iii) Any other Test/Examination assigned by the Chairperson.

60. **Candidates' responsibility to view Commission's Web Portal.** The candidates are required to regularly monitor the Commission's Web Portal to be able to know in a timely manner, the schedule of various tests/examinations and other information pertaining to the examination/posts for which he/she has applied. The Commission shall, additionally, send SMS messages to the candidates, on the cellphone number that has been provided in his/her application form. The Commission shall not accept responsibility for any lapse on the part of the candidate whatsoever.

61. **Candidates' preference for examination/test Centre.** The Commission shall hold written examinations and tests at Hyderabad or Karachi or Sukkur or Larkano Centers or any two or more of these centers depending on the circumstances and number of candidates. However, the candidates, while submitting their applications, have the option to choose one of the above-mentioned centers. Normally the Commission shall accept the candidate's choice unless there are concrete reasons for not acceding to his/her preference in which case he/she shall be informed accordingly along with the intimation of the alternate center, which shall be binding on the candidate concerned. The choice of center once exercised by the candidate shall be treated as final.

62. **Centre for written examination/written test.** Given the number of candidates that can be accommodated within the premises of Commission, written examination/test may be conducted in the examination hall(s) available in the Head Office of the Commission. However, if the number of candidates exceeds the available capacity, the concerned Examination Branch may, in addition to the Commission premises, make timely arrangements for the conduct of examinations/tests at any Government college/school/institute or open ground or any suitable hall on hiring basis. In case of a Computer-Based Test (CBT), the center shall be the SPSC Head Office or any suitable venue.

63. **Invigilation during written examination/written test.** Normally, one Member of the Commission shall be nominated by the Chairperson to act as Center Incharge for the examination/test Center. However, if the number of the available Members is less than the number of examination/test centres then the Chairperson may assign more than one centres to a Member within the same city. Furthermore, if sufficient Members are not available for discharging their functions at the examination centers then the Chairperson may nominate a senior officer of the Commission to be the Center Incharge. The concerned Examination Branch or the concerned Recruitment Section shall be responsible to obtain Chairperson's approval and inform the Member(s) well before in time of the commencement of Test/Examination in order to ensure reliable and effective arrangements.

64. **Responsibilities of Invigilation.** An officer of the Commission not below the rank of BPS-17 shall be appointed as the Supervisor by the Chairperson on the recommendation of the Secretary, who shall be responsible to the Member concerned for smooth conduct of the examination/test. The Supervisor shall be assisted by a reasonable number of supporting staff of the Commission in the discharge of his duties. The following procedure is laid down for safe and secured custody and transportation of the examination material to the centre:-

- (i) The Supervisor shall receive sealed envelopes of blank answer sheets and other non-sensitive material related to the examination/test from the CE/Addl. CE two days prior to the examination and keep it in his personal safe custody. He shall safely transport the said material to the examination/test centre one hour before the start of the examination/test and interim hold all such material under lock and key.
- (ii) The Member/Center Incharge shall collect the sensitive examination/test material like question papers, rubber and brass seals in sealed envelopes from the CE/Addl. CE – if in Hyderabad (Commission's Headquarters), each day, for each paper, one hour prior to the examination/test, and if outside Hyderabad, one day prior to the commencement of the examination/tests – collectively for all the papers and keep them in his personal safe custody till the completion of the process of examination/test. If the Member is assigned one centre, he/she shall safely transport the sensitive material in the sealed form to the centre at least thirty minutes before the commencement of the paper; de-seal the envelope in the presence of the Supervisor; and handover the question papers to him for onward transmission to the Invigilating staff ten minutes prior to the commencement of the paper. If the Member is assigned more than one centres, he shall safely transport the sealed sensitive material of all the centres for the day's paper one hour prior to the commencement of the paper to a centre which is, as far as possible, equidistance from the other centres and coordinate accordingly with the remaining Supervisors to reach that centre one hour prior to the commencement of the paper. He/she shall hand over the sealed envelopes to the concerned Supervisor and obtain a receipt thereof, who shall forthwith move to his respective centre. The Member shall stay at that centre and de-seal the envelope in the presence of the Supervisor ten minutes prior to the commencement of the paper, who shall onward transmit the question papers to the invigilating staff. The other Supervisors shall safely transport the

sealed envelopes to their respective centres and de-seal them in the presence of the officer in-charge of the premises.

- (iii) The Supervisor shall be responsible for smooth conduct of the examination/test in an orderly manner. He/she shall ensure that the process of distribution of blank answer sheets among the candidates is completed at least fifteen minutes before the commencement time; question papers are distributed promptly among the candidates as soon as the time for the paper commences; attendance of the candidates is marked; ensure that Answer Books/Copies/Sheets and any additional sheets, if used by the candidates, are properly accounted for and signed by the Internal Addl. Supervisor; invigilating staff is attentive and taking continual rounds and check that the candidates have properly filled-in the face sheets of the answer copies, and that there is no overwriting or application of eraser or 'whito' on the answer copies; no examination related malpractice takes place either by the candidates or by the invigilating staff or by any other supporting staff; and maintain order in the examination hall/rooms. After completion of the paper, the Centre Incharge shall ensure that the answer sheets are sealed and secured in the envelope(s) and signed and sealed by the Internal Supervisor and countersigned by him/her. All the sealed and signed envelopes should be wrapped up in a cloth provided by the SPSC which should be stitched and sealed; the stitched cloth wrapper should be marked with the name of the Centre, the Examination/Paper, number of allocated, attended and absent candidates and properly dated. The Centre Incharge shall sign the cloth wrapper containing all the envelopes with answer sheets of the centre and put the brass seal at all the possible opening places of the stitched wrapper in presence of the Internal Supervisor. The Supervisor shall collect the unused question papers and seal in a separate envelope and stamp it with proper marking.
- (iv) The Member/Center Incharge shall be responsible to take rounds of all the centres assigned to him throughout the duration of the paper and ensure that no malpractice takes place either by the candidates or by the invigilating staff or support staff.
- (v) The Member/Center Incharge shall reach the first centre as mentioned at (ii) above, ten minutes prior to completion time of the paper; supervise the sealing and countersigning process of the answer sheets for that centre personally, and ensure that the other Supervisors reach that centre in a short span of time after completion of the paper, having with them the sealed and brass-stamped cloth wrappers containing all the answer sheets with certificate properly affixed along with the separate sealed envelope containing unused question papers. The Member shall countersign all the sealed and stamped cloth wrappers of all the centres assigned to him in presence of the concerned Internal Supervisor and take away these in his personal safe custody, to be delivered to the CE/Addl. CE and obtain receipt thereof - if at Headquarters, on daily basis, and if in other cities, after completion of the examination.

**65. Responsibilities of Internal Supervisor.** (1) The Principal or the Headmaster/Headmistress College/School or the Institute, respectively, where examination/test is being held, will be the Internal Supervisor of Examination/Test under the supervision of Centre Incharge and general superintendence of the Member, Incharge. In case, the examination/test is being conducted in a hall at any of the offices of Commission, an authorized officer shall act as an Internal Supervisor. The responsibilities of Internal Supervisor are as under:-

- (a) to make all arrangements for proper conduct of examination/test. (Question papers and answer sheets will be provided by Commission);
- (b) to provide any equipment such as computers etc. required for the test;
- (c) to provide all required support staff;
- (d) to carryout laid down procedure in case any candidate is found using unfair means during the examination/test;
- (e) to check and ensure that the candidate and the Invigilator concerned sign every answer sheet and supplementary sheet(s);
- (f) to sign the sealed Answer Books/Copies/Sheets in the presence of Supervisor;
- (g) to provide a certificate to the effect that the Question Papers were properly de-sealed before him/her and duly handed over by the Supervisor for distribution to the candidates through Class/Hall Invigilators;
- (h) to sign and verify candidates' Verification Sheet (Attendance Roll) for the day of examination/test;

(2) All written answer sheets except OMR test, shall be closed by the invigilating staff and affix signatures at the end of the answer sheet. They shall also cross all the blank spaces in the answer sheets before handing over to the Commission's staff. It shall be the duty of the Commission's staff for collecting the answer sheets to ensure this aspect. Any deviation shall be construed as misconduct and shall be proceeded against.

**66. Conduct of examinations/tests.** The examinations/tests are to be conducted strictly in accordance with the following procedure:-

- (a) All candidates shall be prohibited to bring their Cell Phones/Electronic Gadgets/Bags to the Examination/Test Centers. However, in the event a candidate still brings Cell Phone/Electronic Gadget/Bag to the Examination/Test Centers despite prohibition order then in such case his/her personal belongings shall be stored outside the Examination/Test premises at their own risk and cost.
- (b) As far as possible, candidates are to be seated after verification of their CNIC/NICOP/Passport to avert any impersonation well apart of each other to preclude any chances of inter-communications.
- (c) Examinations/Tests are to be conducted strictly in accordance with the schedule already announced.
- (d) Candidates should be seated at least thirty (30) minutes prior to the start time of paper for them to settle; receive the blank answer books/sheets; fill-in the particulars as per the instructions contained therein; and for the invigilating staff to pass on verbal instructions, if any.
- (e) No candidate to be allowed in the examination hall/room after the commencement of examination/test paper subject to following relaxations in exceptional circumstances:-
  - (i) For Three hours paper - 30 minutes
  - (ii) For Two hours paper - 20 minutes
  - (iii) For One-hour paper - 15 minutes

- (f) No extra time shall be allowed to the latecomers under any circumstances.
- (g) Strict discipline shall be maintained in the Hall.
- (h) In case any candidate is found using unfair means during the examination/test, the Internal Supervisor/Supervisor/Incharge Member as per the provisions of these regulations to handle his/her case.

67. **Syllabi.** Government shall promulgate the syllabi for various examinations and tests. The Commission may recommend updating/changes in the syllabi depending on the need of the time. Where the Government has not laid down any specific syllabus, the Commission shall formulate appropriate syllabi, which can be found in the respective parts of these regulations.

68. **Establishment of Question Bank (Item Bank).** Under the control and supervision of the Controller of Examinations, the Information Technology (IT) Wing of the Commission shall establish a secured Question Bank (Item Bank). The Question Bank shall be supported by scalable software, the algorithm of which shall be based on the most modern technological tools ensuring transparency in random selection of questions.

69. **Paper Setting.** (1) The Commission shall maintain a data bank of serving or retired experienced professionals and experts of various subjects/specialties from and within the HEC recognized Universities, Colleges, Schools / Institutions, Judicial officers, senior advocates and senior bureaucrats for drafting the questions for examination/test of the relevant subject in a secured manner. The Controller of Examination shall obtain permission of the Chairperson for nomination of a paper setter from the Panel proposed from the data bank maintained in the examination branch in respect of various examinations/tests. Guidelines pertaining to the setting of questions and paper setting shall be as under:-

- (a) The Paper Setter shall be provided with the syllabus of the subject in respect of said examination/test.
- (b) The Controller of Examinations shall issue detailed guidelines for formulating questions, which will include, but may not be limited to, the following:-
  - (i) the Examiner / Paper Setter shall divide the syllabus in Chapters if these are not already prescribed. He/she shall draft questions from each section separately and label these according to the Chapter concerned.
  - (ii) As far as practicable, the Examiner / Paper Setter he shall adhere to the levels of cognition and understanding of the subject among the candidates according to the Bloom's Taxonomy (BT) while setting the questions. These will be called the 'Difficulty Levels' for the purpose of question-setting in the following manner:-
    - (1) Difficulty Level-1 (DL-1): BT's Levels 1 & 2 i.e. 'Knowledge' and 'Comprehension' respectively;
    - (2) Difficulty Level-2 (DL-2): BT's Levels 3 & 4 i.e. 'Application' and 'Analysis' respectively; and
    - (3) Difficulty Level-3 (DL-3): BT's Levels 5 & 6 i.e. 'Synthesis' and 'Evaluation' respectively.
  - (iii) Each question will be labelled according to its DL, the estimated time to solve the question and the marks to be assigned to that question.

- (iv) The Examiner / Paper Setter ought to draft at least three questions from each section – one question for each DL. However, he/she may frame as many questions for as many DLs from each section as he/she deems appropriate. But it shall be essential that he cover all the sections individually.
- (v) Questions from DL-3 should, as far as possible, be scenario-based or case study based from everyday life.
- (vi) The Examiner / Paper Setter shall be restricted from plagiarism and copying the questions given at the end of the chapter in the text –book.
- (vii) The Examiner / Paper Setter shall avoid framing the questions, which repetitively appear in the Board/University/Institute and Commission's examinations.
- (viii) The Examiner / Paper Setter shall be expected to demonstrate creativity in drafting questions. Fundamental concept is not to place candidates in an extraordinarily difficult situation, but to assess their level of conceptual understanding of the subject.
- (ix) In case of objective type questions (MCQ/BCQ), the Examiner / Paper Setter shall clearly mention the 'Key' and the 'Distractors' and in case of 'Fill-in the-Blanks, the 'Key' shall be prescribed. Bloom's Taxonomy shall have to be adhered to even in the case of objective type questions.
- (x) In the case of Essay/Paragraph, the Examiner / Paper Setter shall set the topic in such a way that the analytical and well-rounded academic exposure and abilities of the candidates may be assessed. The Commission prescribes no range of topics but it shall be desirable that the Examiner / Paper Setter restricts himself to the topics, which are being currently debated, or of some socio-economic/technological/environmental/historical/religious/ legal and constitutional relevance to our society/field.

(2) The Commission shall continually review and update the Question Bank. A committee in this regard shall be notified with the approval of the Chairperson. The Commission shall continually search for Examiners / Paper Setters and add more and more number of experts in each area or subject of the examination/test. The objective would be to establish a robust Question Bank in each subject, and for each examination.

(3) The Examiner / Paper Setter shall be given honorarium for each paper whether objective type or requiring descriptive answer. The Chairperson will approve the honorarium as per Government Policy.

### PART-III- ASSESSMENT

70. (A) **Assessment.** (1) After conduct of objective/subjective test/written exam, the following activities shall be carried out by the secret section of Examination Branch under the supervision of concerned Assistant Controller of Exams/Deputy Controller of Exams/Additional Controller of exams by engaging reliable, dedicated, skilled and experienced officials.

(2) To ensure transparency, in case of objective / MCQs, test, the Answer key shall be uploaded on the Commission's web portal for self-assessment by the candidates. The Examination Branch of Commission will examine center-wise attendance sheets, abstract proforma and compare the abstract proforma with the Answer sheets whether they are in conformity with each other after the test is held. However, if a candidate realizes that he has inadvertently wrongly mentioned his roll number or forgot to write the paper type (A,B,C,D) on his answer sheet which requires rectification on the part of Examination Branch, he/she may request for rectification of the same. A special committee constituted by the Chairperson in this regard would examine the contents of the application and if it stands on merit then necessary rectification would be made in the record.

(3) The assessment of MCQ / Objective test will be conducted through OMR Machines under the supervision of Controller of Examinations.

**(B) Written Examination/Subjective:** (1) The Examination Branch will scrutinize the answer copies by matching them with attendance sheets and abstract proforma, center-wise, apply secret codes on the answer copies, detachable roll number/ name slips and supplementary copies in a high confidential and secured manner. Moreover, the detachable roll number/name slips shall be kept in safe custody by the Controller of Examinations for maintaining utmost confidentiality and secrecy.

(2) It shall be ensured that all blank pages/portions of answer copies are crossed in order to ensure any insertion thereafter.

(3) The Chairperson will approve the examiners/assessors for different subjects from the panels (not less than three names for each particular subject) submitted by the Controller of Examinations/Addl. CE for evaluation of the answer copies.

(4) All answer copies shall be packed/sealed in packets along with award list, covering letter, and certain SOPs/General Instructions for dispatching them either by hand or through a courier service, whichever is convenient, without compromising the safety and security of the said material.

(5) After completion of the assessment process, the answer copies along with award list shall be retrieved from the examiners.

(6) After retrieval of answer copies, the Examination Branch under the strict supervision of Controller of Examinations would ensure that the marks awarded by the examiners are properly computed, however, if there is any error or omission on the part of the examiner then the Controller of Examination will submit the factual position in writing to the Chairperson, SPSC for his approval to dispatch the requisite answer copy/copies to the concerned examiners for modification. However, dispatch of said Answer copies and their retrieval shall be ensured in a transparent manner and necessary entries should be recorded in inward/outward registers to be properly maintained by the Examination Branch. Furthermore, a certificate in this regard shall also be obtained from the concerned examiner regarding said modification.

(7) The Examination Branch shall compile, tabulate and prepare the Marks Sheets (Roll Number/subject wise) and shall place the draft result/Press Release before Chairperson, for his final approval and thereafter its hosting on Commission's web portal. After announcement of the result, the Controller of Examination will issue mark sheets of the unsuccessful candidates to be hosted on Commission's web portal.

71. **Computer-based Testing (CBT) Technology.** The Commission may establish a computer based testing technology lab at the premises of Commission's office at Hyderabad for ensuring efficient and smooth handling of the candidates to meet the modern day challenges.



(2) The Commission may establish a Computer-based Test (CBT) laboratory as it offers efficient administration of test, fairness and transparent assessment of answers, effective management, and above all, a seamless experience. CBT allows for adaptive testing, where the difficulty level of questions can be adjusted based on evaluation of the past results. Furthermore, CBT facilitates automated scoring and prompt result dissemination. In CBT, it is much easier to randomize questions, minimize risk of cheating and eliminate chances of question/answer leakage.

#### **PART-IV- WRITTEN EXAMINATION**

72. **Scope and nature of written examination.** The nature of Written Examinations conducted by Commission shall be full-fledged competitive examinations comprising of descriptive/objective type questions. The scope of such examinations shall comprise of two/three Parts with several questions in each Part, as will be specified later in this Section.

73. **Posts for written examination.** The following shall be the posts for which the written examination shall be held :-

- (a) **Combined Competitive Examinations (CCE) for Executive and other Cadres (BPS-17) of the Province:**
- (1) Assistant Commissioner (Executive – PCS)
  - (2) Section Officer (PSS)
  - (3) Provincial Management Service (Subject to Honorable Supreme Court decision and PMS would merge both cadres at S. No. 1 and 2 above)
  - (4) Deputy Superintendent of Police
  - (5) Deputy Superintendent (Prisons)
  - (6) Assistant Director (Executive), Enquiries & Anticorruption Establishment
  - (7) Assistant Director, Local Government Department
  - (8) Assistant Director, Narcotics Control (as per requisition with scales)
  - (9) Excise & Taxation Officer
  - (10) Assistant Registrar, Cooperative Societies
  - (11) Assistant Director, Labour
  - (12) Labour Officer, Labour
  - (13) District Food Controller/Storage and Enforcement Officer
  - (14) Additional District Food Controller
  - (15) Mukhtiarkar (BOR)
  - (16) Any other post(s) in connection with affairs of Province of Sindh which the Government may prescribe
- (b) **Competitive Examination (CE) for Engineering Cadre (BPS-17):**  
Assistant Engineer Civil/Mechanical/Electrical/Electronics/ Chemical (or any other discipline requested by the Government) in BPS-17 in various Departments of Government of Sindh subject to receiving of requisition.
- (c) **Competitive Examination (CE) for Forestry Courses:**
- (1) Selection of Stipendiary Candidates for M. Sc. Forestry Course for recruitment to the post of Sub-Divisional Forest Officer in BPS-17 in Forest Department, Sindh.
  - (2) Selection of Stipendiary Candidates for B. Sc. Forestry Course for recruitment to the post of Range Forest Officer in BPS-16 in Forest Department, Sindh.

74. **Screening Test.** A Screening Test will be conducted for the candidates who have applied for the Combined Competitive Examination for preselecting eligible candidates for the subsequent Written Examination. The Screening test will utilize Optical Mark Recognition (OMR) Technology and the test location will be determined based on the specific test format. Typically, the test will consist of one hundred questions, with a time limit of sixty minutes; however, the number of questions and the test duration will be adjusted at the discretion of the Chairperson. Each question will carry a weight of one mark and incorrect answers will incur a quarter mark (1/4) deduction. The results will be presented with a passing score set at fifty percent. The answer key will be promptly uploaded on the same day and the results will be made available on the Commission's web portal within a reasonable timeframe. The Controller of Examination (CE), will bear responsibility for the secure handling of sensitive test materials. In the event that the test employs OMR technology, the CE will establish a Standard Operating Procedure for this purpose.

75. **Mode of written examinations.** The CCE and CE will be descriptive examinations to be conducted in accordance with the prescribed syllabi. However, an examiner has the option to include certain MCQs, which in no case shall form the major part of any paper.

76. **Standards of written examination.** Standards of various Written Examinations conducted by Commission, laid down in preceding regulations of this Part are to be equivalent to standards prescribed for following levels of degree/board examinations:-

- |                            |   |                    |
|----------------------------|---|--------------------|
| (a) CCE                    | - | Degree (Graduate)  |
| (b) CE (Engineering Cadre) | - | Degree (Graduate)  |
| (c) CE for M. Sc. Forestry | - | Degree (Graduate)  |
| (d) CE for B. Sc. Forestry | - | Intermediate (XII) |

77. **Number of attempts allowed.** All candidates (private or in-service) appearing in Combined Competitive Examinations to be held by the Commission shall be allowed to avail three (03) attempts only, subject to their age limits as prescribed under law, for time being in force.

78. **Announcement of examination schedule.** In order to allow sufficient notice to candidates for preparatory studies, Controller of Examination, shall announce the schedule of examinations along with its mode and type, dates and centre(s) by hosting the information on Commission's official web portal.

79. **Admittance to written examination.** A candidate may only be admitted for written examination if prima-facie he/she is eligible; has in his/her possession a valid Admission Letter issued by the Commission; and is in possession of his/her original CNIC (copy of CNIC in any form NOT allowed nor will be accepted).

#### **PART-V -STRUCTURE OF CCE**

80. **Procedure, requirement and syllabus for admission to Combined Competitive Examination.** Both male and female citizens of Pakistan unless deemed otherwise by the Recruitment Rules, who possess a Domicile and Permanent Residence Certificate (PRC) (Form-D) in Sindh are eligible.

(2) The Examination may be held at Karachi, Hyderabad, Sukkur, and Larkano. The Commission may at its sole discretion, add any other center, if required. However, the Commission reserves the right to finally decide the place where the candidate would be examined or interviewed. The Commission as per its rules/policy will announce exact date of the Examination.

(3) Only online Applications duly filled in by the candidates shall be accepted.

(4) The candidate must upload latest Passport size photo with white background facing camera directly with both eyes open and full face in view on his/her online application form.

(5) (i) A fee of Rs.1, 000/- only must be deposited on or before the closing date in the Government Treasury or in Branch of State/National Bank of Pakistan or in a State Treasury authorized by Govt. of Sindh to transact the business on its behalf.

Moreover, mode of payment of fee through an online mechanism is being processed which would be implemented in due course of time.

(ii) The following information shall be mentioned on the fee challan:

- (a) Name of the Candidate
- (b) Name of Examination
- (c) Head of Account "C02101-Organ of State-Exam Fee (SPSC receipt)" should be clearly mentioned. A copy of Original Challan should be retained by the candidate and shall be produced during the process of Examination. The application form may be rejected if the name of the candidate, or examination applied for or the Head of account is not or incorrectly mentioned.

(iii) No claim for refund of Examination Fee shall be entertained in any circumstances, neither shall be held in reserve, nor it shall be substituted for any other Examination/selection.

(6) (a) No person shall be admitted to the Examination unless he/she –

- (i) is a Graduate from a recognized University;
- (ii) is not less than twenty-one (21) years and not more than thirty (30) years on 1<sup>st</sup> of September of the advertisement year;

(b) In the case of candidates from scheduled castes the upper age limit is 31 years on 1<sup>st</sup> September of the advertisement year.

(c) In case of candidates who are serving in connection with the affairs of the Federation and are domiciled in Sindh and persons serving in connection with the affairs of the province of Sindh with a continuous service of at least four (04) years on 1<sup>st</sup> September of the advertisement year, the upper age limit shall be 35 years.

*NOTE: Employees of autonomous / semi-autonomous bodies/ local Bodies etc. are not eligible for this Concession.*

(7) The candidate must be in possession of the following documents, which may be required during the examination process:-

- (i) A certificate from the university that the candidate has passed the Degree examination.
- (ii) Certificate from the controller of examination of the university showing the exact date of the announcement of the result.
- (iii) Matriculation or secondary school certificate issued by the concerned Board showing the date of birth.
- (iv) Domicile certificate from the concerned authority of the district to which the candidate belongs.
- (v) Permanent Residence Certificate (Form-D) of the candidate.

(vi) A character certificate from a Gazetted Officer/Notary Public/Oath Commissioner in case the candidate is not a Government servant.

(vii) In the case of Government servants who fall in category (c) above, a certificate from the Head of the department or office showing that he/she has at least four (04) years continuous government service at his/her credit on 1<sup>st</sup> September of the advertisement year.

(8) The candidate should carefully read the list of all compulsory and optional subjects mentioned in the electronic application. Options/fields (e.g. domicile, age, qualification, examination center, optional subjects and preference of posts etc.) once exercised shall not be changed after the closing date of the advertisement.

(9) All documents mentioned in sub-regulation (7) above (in original) must be produced before the interview, failing which the candidate shall neither be examined nor any other time/date shall be given except under genuine circumstances the Chairman of the Interview Committee may grant reasonable time for submission of the same however, not later than the last date of the interviews.

(10) A candidate who knowingly furnishes any particulars which are false or suppresses material information or deliberately submits forged certificates or tampers with the material in his/her age or educational certificates, shall stand disqualified from the process of the said examination and or subsequent selection(s)/examinations to be conducted by the Commission and shall be recommended to be debarred from further employment with the Government.

(11) A candidate who makes false accusations or insinuations against rival candidate(s) may be disqualified.

(12) A candidate shall not be admitted to the examination hall in case he/she does not bring in the original CNIC/NICOP/valid Passport and the admission slip.

(13) The candidate must reach the Examination center at least thirty (30) minutes before the commencement of the Examination.

(14) No candidate shall be in possession of any hand written material, book(s), or any annotations(s) or any article(s) other than that is specified in the General Instructions/ specially authorized in the examination hall. Possession of mobile phone and other electronic gadgets with built-in programs or any other source of communication through networking shall be strictly prohibited. No candidate will be permitted to bring such equipment/gadgets/materials in the examination hall.

**81. Syllabus and standard for the Combined Competitive Examination.** The syllabus and standard for the Combined Competitive Examination is as under:-

- (a) The written examination shall include compulsory and optional subjects.
- (b) Every candidate shall be required to attempt all compulsory subjects (600 Marks) and select from the list of optional subjects (400 Marks), subject to the condition that, not more than one subject shall be taken from each group.

- (c) A candidate shall answer the papers in English unless otherwise directed.
- (d) The details of marks shall be as under:
- |                         |           |
|-------------------------|-----------|
| (i) Compulsory subjects | 600 Marks |
| (ii) Optional Subjects  | 400 Marks |
| (iii) Interview         | 200 Marks |

**IMPORTANT NOTE:**

- (a) Answer copies/scripts of all the subjects of the examination are the secret/highly confidential documents and, therefore, shall neither be permitted to be seen by the candidates nor their representatives.
- (b) On the request of the applicant/candidate in writing regarding re-counting of his/her total score in a particular subject, the examination branch may verify it and apprise the applicant accordingly.
- (c) Request by the applicant/candidate for re-assessment of his/her answer copy shall be not be entertained.
- (d) Canvassing in any form shall result in disqualification of the applicant/candidate.
- (e) All communications pertaining to above shall be addressed to Secretary, Sindh Public Service Commission, Thandi Sarak, Hyderabad.

**A: COMPULSORY SUBJECT (600 MARKS)**

Code No.	Subject	Marks
01	English Essay	100
02	English (Precis and Composition)	100
03	General Paper in Sindhi OR General Paper in Urdu	100
04	Current Affairs & Pakistan Affairs	100
05	General Science and ability	100
06	Islamic Studies OR Comparative Study or Major Religions (For Non-Muslims)	100
<b>TOTAL</b>		<b>600</b>

**B: OPTIONAL SUBJECT (400 MARKS)**

*Note: Candidates are required to opt subject of 400 marks from the following Groups, not more than 01(one) subject from each group shall be taken.*

**Group-I (to select one subject of 200 marks only)**

Code No.	Subject	Marks
07	Accountancy & Auditing	200
08	Economics	200
09	Computer Science	200
10	Political Science	200
11	International Relations	200

**Group-II (to select one subject of 100 marks only)**

Code No.	Subject	Marks
12	Physics	100
13	Chemistry	100
14	Applied Mathematics	100
15	Pure Mathematics	100
16	Statistics	100
17	Geology	100

**Group-III (to select one subject of 100 marks only)**

Code No.	Subject	Marks
18	Business Administration	100
19	Public Administration	100
20	Governance & Public Politics	100
21	Town Planning & Urban Management	100

**Group-IV (to select one subject of 100 marks only)**

Code No.	Subject	Marks
22	History of Pakistan & India	100
23	Islamic History & Culture	100
24	European History	100
25	History of USA	100

**Group-V (to select one subject of 100 marks only)**

Code No.	Subject	Marks
26	Gender Studies	100
27	Environmental Science	100
28	Agriculture & Forestry	100
29	Botany	100
30	Zoology	100
31	English Literature	100
32	Urdu Literature	100
33	Sindhi Literature	100

**Group-VI (to select one subject of 100 marks only)**

Code No.	Subject	Marks
34	Law	100
35	Constitutional Law	100
36	International Law	100
37	Mercantile Law	100
38	Muslim Law & Jurisprudence	100
39	Criminology	100
40	Philosophy	100

**Group-VII (to select one subject of 100 marks only)**

Code No.	Subject	Marks
41	Journalism & Mass Communication	100

42	Psychology	100
43	Geography	100
44	Sociology	100
45	Anthropology	100

**NOTE:**

1. The Question papers in Urdu and Sindhi should be answered in the respective language.
  2. In Group-I, a candidate has to select one subject carrying 200 marks (Paper I and II, 100 marks each).
  3. The duration of each paper shall be three hours.
  4. Non-Muslim candidates may either opt for Islamic Studies OR Comparative Study of major religions as may suit them.
  5. Candidates are required to opt either General Paper in Sindhi or Urdu.
  6. Names of candidates who qualify shall be arranged in order of merit according to the aggregate marks obtained in the examination.
  7. In the event-of a tie, the order of merit shall be determined in accordance with the highest marks secured in the Interview. Should the marks in the interview of the candidates be equal then the order of merit shall be decided in accordance with the highest marks obtained by such candidates in the aggregate of the compulsory subjects.
  8. No candidate shall be summoned for Interview unless he/she obtains atleast thirty three percent (33%) marks in each individual written paper and fifty percent (50%) marks in the aggregate of the written portion of the overall examination. No candidate shall be considered to have qualified in the examination unless he/she also obtains atleast forty percent (40%) marks in the interview and failure in or absence from interview shall mean that the candidate has failed to qualify for appointment and his/her name will not be included in the merit list.
  9. There is no provision of granting grace marks to the candidate under any circumstance.
82. **Structure of CE for Assistant Executive Engineers and Assistant Engineers Civil/Mechanical/Electrical/Chemical (BS-17), (any other discipline to be specified by the Government).** Competitive Examination for Assistant Executive Engineers and Assistant Engineers Civil/Mechanical/Electrical/Chemical (BS-17), (any other discipline to be specified by the Government in Departments is structured in Three Parts. Breakdown of subjects and Maximum Marks for each subject are tabulated below:

a. **SYLLABUS FOR COMPETITIVE EXAMINATION OF ASSISTANT ENGINEER (CIVIL) BPS-17 VARIOUS DEPARTMENTS GOVERNMENT OF SINDH**

**PART-I-A**

**COMPULSORY (GENERAL) (TOTAL MARKS 300)**

1. English (Including Essay and Precis) 100 Marks

- |  |           |
|--|-----------|
| 2. General Knowledge and Current Affairs | 100 Marks |
| 3. Pakistan Studies & Islamiat/Ethics    | 100 Marks |

**PART-I-B****COMPULSORY (PROFESSIONAL) (TOTAL MARKS 200)****IRRIGATION DEPARTMENT**

- |                                  |           |
|----------------------------------|-----------|
| 1. Irrigation & Drainage         | 100 Marks |
| 2. Design of Hydraulic Structure | 100 Marks |

**WORKS & SERVICES DEPARTMENT,**  
**SPORTS AND YOUTH AFFAIRS DEPARTMENT,**  
**EDUCATION WORKS IN SCHOOL EDUCATION & LITERACY**  
**DEPARTMENT**

- |                                    |           |
|------------------------------------|-----------|
| 1. Building Construction Technique | 100 Marks |
| 2. Road and Building Engineering   | 100 Marks |

**PUBLIC HEALTH ENGINEERING & RURAL DEVELOPMENT**  
**DEPARTMENT, LOCAL GOVERNMENT DEPARTMENT)**

- |  |           |
|--|-----------|
| 1. Hydraulic & Fluid Mechanics           | 100 Marks |
| 2. Water supply and sanitary Engineering | 100 Marks |

**PART-II****OPTIONAL (TOTAL MARKS 300)**

Three (03) subjects are to be selected from the following Seven (07) Optional Subjects. All optional subjects carry equal marks.

- |  |           |
|--|-----------|
| 1. Surveying   | 100 Marks |
| 2. Theory of Structures and Strength of Materials  | 100 Marks |
| 3. Concrete Technology and Structure Design  | 100 Marks |
| 4. Soil Mechanic and Foundation Engineering  | 100 Marks |
| 5. Applied Mathematics   | 100 Marks |
| 6. Theory of Structure and Steel Structures  | 100 Marks |
| 7. Sanitary Engineering and Water Supply in<br>Combination (Only for Irrigation,<br>Education Works, Works & Services<br>and Sports and Youth Affairs Departments) | 100 Marks |

**PART-III****COMPULSORY (TOTAL MARKS 200)**

VIVA-VOCE	200 Marks
-----------	-----------

Note: Pass percentage in	(1) Each Individual Paper	33%
	(2) Aggregate	40%
	(3) Viva Voce	30%



- b. **POST OF ASSISTANT ENGINEER/ ASSISTANT EXECUTIVE ENGINEER (MECHANICAL) BPS-17 IN ANY DEPARTMENT, GOVERNMENT OF SINDH**

**PART-I-A**  
**COMPULSORY (GENERAL) (TOTAL MARKS 300)**

- |    |                                       |           |
|----|---------------------------------------|-----------|
| 1. | English (Including Essay and Precis)  | 100 Marks |
| 2. | General Knowledge and Current Affairs | 100 Marks |
| 3. | Pakistan Studies & Islamiat/Ethics    | 100 Marks |

**PART-I-B**  
**COMPULSORY (PROFESSIONAL) (TOTAL MARKS 200)**

- |    |   |           |
|----|---|-----------|
| 1. | Workshop Technology and Machine Tools,<br>Gauges and Meters | 100 Marks |
| 2. | Theory of Machines Heat Engines                             | 100 Marks |

**PART-II**  
**OPTIONAL (TOTAL MARKS 300)**

Three (03) subjects are to be selected from the following Five (05) Optional subjects. All optional subjects carry equal marks.

- |    |  |           |
|----|--|-----------|
| 1. | Applied Mathematics                            | 100 Marks |
| 2. | Theory of Structures and Strength of Materials | 100 Marks |
| 3. | Elementary Principles of Electricity           | 100 Marks |
| 4. | Fluid Mechanics                                | 100 Marks |
| 5. | Thermo Dynamics                                | 100 Marks |

**PART-III**  
**COMPULSORY (TOTAL MARKS 200)**

VIVA-VOCE 200 Marks

- Note: Pass percentage in
- |                                |     |
|--------------------------------|-----|
| (1) Each Individual Paper..... | 33% |
| (2) Aggregate.....             | 40% |
| (3) Viva Voce.....             | 30% |

- c. **POST OF ASSISTANT ENGINEER/ASSISTANT EXECUTIVE ENGINEER (CHEMICAL) BPS-17 IN ANY DEPARTMENT,**

**PART-I-A**  
**COMPULSORY (GENERAL) (TOTAL MARKS 300)**

- |    |                                       |           |
|----|---------------------------------------|-----------|
| 1. | English (Including Essay and Precis)  | 100 Marks |
| 2. | General Knowledge and Current Affairs | 100 Marks |
| 3. | Pakistan Studies & Islamiat/Ethics    | 100 Marks |

**PART-I-B**  
**COMPULSORY (PROFESSIONAL) (TOTAL MARKS 200)**

- |    |                                   |           |
|----|-----------------------------------|-----------|
| 1. | Simultaneous Heat & Mass Transfer | 100 Marks |
| 2. | Chemical Engineering Kinetics     | 100 Marks |

**PART-II**  
**OPTIONAL (TOTAL MARKS 300)**

Three (03) subjects are to be selected from the following Seven (07) Optional subjects. All optional subjects carry equal marks.

1. Chemical Engineering Fluid Mechanics	100 Marks
2. Chemical Process Technology	100 Marks
3. Mass Transfer Operations	100 Marks
4. Chemical Process Design	100 Marks
5. Fuels & Energy	100 Marks
6. Food & Biochemical Engineering	100 Marks
7. Pollution Control & Engineering	100 Marks

**PART-III**  
**COMPULSORY (TOTAL MARKS 200)**

VIVA-VOCE 200 Marks

Note: Pass percentage in	(1) Each Individual Paper	33%
	(2) Aggregate	40%
	(3) Viva Voce	30%

d. **POST OF ASSISTANT ENGINEER (ELECTRICAL) BPS-17**  
**IN ANY DEPARTMENT, GOVERNMENT OF SINDH**

**PART-I-A**  
**COMPULSORY (GENERAL) (TOTAL MARKS 300)**

1. English (Including Essay and Precis)	100 Marks
2. General Knowledge and Current Affairs	100 Marks
3. Pakistan Studies & Islamiat/Ethics	100 Marks

**PART-I-B**  
**COMPULSORY (PROFESSIONAL) (TOTAL MARKS 200)**

1. Electrical Technology	100 Marks
2. Elements of power System	100 Marks

**PART-II**  
**OPTIONAL (TOTAL MARKS 300)**

Three (03) subjects are to be selected from the following Five (05) Optional subjects. All optional subjects carry equal marks.

1. Electrical Machines	100 Marks
2. Electrical Power Generation System	100 Marks
3. Electrical Power Transmission	100 Marks
4. Solid State Devices	100 Marks
5. Power System Protection	100 Marks

**PART-III**  
**COMPULSORY (TOTAL MARKS 200)**

VIVA-VOCE 200 Marks

Note: Pass percentage in	(1) Each Individual Paper	33%
	(2) Aggregate	40%
	(3) Viva Voce	30%

e. **POST OF ASSISTANT ENGINEER BPS-17 (ELECTRICAL/  
ELECTRONICS) IN ANY DEPARTMENT, GOVERNMENT OF  
SINDH**

**PART-I-A**

**COMPULSORY (GENERAL) (TOTAL MARKS 300)**

- |  |           |
|--|-----------|
| 1. English (Including Essay and Precis)  | 100 Marks |
| 2. General Knowledge and Current Affairs | 100 Marks |
| 3. Pakistan Studies & Islamiat/Ethics    | 100 Marks |

**PART-I-B**

**COMPULSORY (PROFESSIONAL) (TOTAL MARKS 200)**

- |                             |           |
|-----------------------------|-----------|
| 1. Electrical Technology    | 100 Marks |
| 2. Elements of power System | 100 Marks |

**PART-II**

**OPTIONAL (TOTAL MARKS 300)**

Three (03) subjects are to be selected from the following Five (05) Optional subjects.  
All optional subjects carry equal marks.

- |                                       |           |
|---------------------------------------|-----------|
| 1. Electrical Machines                | 100 Marks |
| 2. Electrical Power Generation System | 100 Marks |
| 3. Electrical power Transmission      | 100 Marks |
| 4. Solid State devices                | 100 Marks |
| 5. Power System Protection            | 100 Marks |
| 6. Electronic Circuits and System     | 100 Marks |
| 7. Signal Processing                  | 100 Marks |
| 8. Control System                     | 100 Marks |
| 9. Digital Logic Design               | 100 Marks |

**PART-III**

**COMPULSORY (TOTAL MARKS 200)**

VIVA-VOCE 200 Marks

Note: Pass percentage in

(1) Each Individual Paper	33%
(2) Aggregate	40%
(3) Viva Voce	30%

83. Syllabus for stipendiary candidates for M.Sc. (Forestry) and B.Sc. (Forestry) courses, for initial appointment as Sub-Divisional Forest Officer (BPS-17) and Range Forest Officer (BPS-16). (1) The examination shall include compulsory and optional subjects and every candidate shall take all compulsory subjects and any two from the optional subjects; provided that from amongst the Optional Subjects at Sr. No.1 and 2, only one will be permitted to be offered.

(2) A candidate shall answer the paper in English unless otherwise directed.

(3) The compulsory and optional subjects and the maximum marks fixed for the subject shall be as shown in the statement below:

(a) **SYLLABUS FOR M.SC (FORESTRY)**

i. **COMPULSORY SUBJECTS**

- |   |           |
|---|-----------|
| 1. English (including Essay & Precis Writing) | 100 Marks |
| Degree Standard                               |           |

2.	General Knowledge Degree Standard	100 Marks
3.	Viva-Voce	200 Marks

ii. **OPTIONAL SUBJECTS**

1.	Applied Mathematics	200 Marks
2.	Pure Mathematics	200 Marks
3.	Botany	200 Marks
4.	Chemistry	200 Marks
5.	Geology and Physiography	200 Marks
6.	Physics	200 Marks
7.	Zoology	200 Marks
8.	Agriculture	200 Marks
9.	Agriculture Botany & Plant Pathology	200 Marks
10.	Horticulture	200 Marks
11.	Agriculture Chemistry	200 Marks
12.	Agriculture Zoology and Entomology	200 Marks
13.	Forestry	200 Marks

**NOTE:**

- Standards will be same as for Degree Examination. The Commission will fix the exact percentage of qualifying marks after the examination.
- Failure in or absence from Viva-Voce would mean that candidate has failed to qualify and his name will not be included in the merit list.
- All the papers shall be of three hours duration.
- If a candidate's handwriting is not easily legible, a deduction may be made on this account from the total marks secured by him.
- Credit will be given for proper English including orderly, effective and exact expression combined with due economy of words, in all the subjects of the examination except English (including Essay and Precis writing).
- Name of candidates who qualify shall be arranged in order of merit according to the aggregate marks obtained in the Examination; provided that in the event of tie, the order of merit shall be determined in accordance with the higher marks secured in the Viva-Voce. Should the marks secured in the Viva-Voce of the candidates be equal, then the order of the merit shall be determined in accordance with the highest marks obtained by such candidates in the aggregate of the compulsory Subjects.

**TERMS AND CONDITIONS:**

- The candidates finally selected will be required to produce a Surety Bond in the sum of Rs.25,000/- (Rupees Twenty Five Thousand) only and execute agreement through the Chief Conservator of Forests Sindh agreeing to serve the Government of Sindh for a minimum period of five years after successful completion of the course and to pay all costs incurred on their training in the event of either their failure to pass the M.Sc: Forestry Course OR their expulsion from the Pakistan Forest Institute on account of misconduct. This requirement of furnishing surety should be completed by the successful

candidates before they are sent to Pakistan Forest Institute, Peshawar for Training in the above course.

- (ii) The selected candidate will be given one month's practical field training (at their own cost including travelling expenses) before joining Pakistan Forest Institute, Peshawar.
- (iii) The selected candidates will have to undergo medical examination to be conducted by the competent authority and furnish physical fitness certificate to the Chief Conservator of Forests Sindh, Hyderabad.
- (iv) They shall be Government stipendiary students during the training period of two years at the Pakistan Forest Institute, Peshawar and will receive monthly stipend at the rate of Rs.500/- P.M. OR as fixed by the Government of Sindh from time to time.
- (v) On completion of training, the successful candidates will be appointed as Sub-Divisional Forest Officer against the temporary posts of Sub-Division Forest Officer in BPS BPS-17.
- (vi) If the candidate fails to pass the said examination viz. M.Sc: in Forestry or upon resignation from service OR is removed from service prior to the completion of five years terms (excluding the training period at Pakistan Forest Institute Peshawar), the amount spent on their training will be recoverable from the sureties furnished by them.

**b. SYLLABUS FOR B.SC FORESTRY**

**i. COMPULSORY SUBJECTS**

1. English (Including Essay and precis writing)	100 Marks
2. General Knowledge	100 Marks
3. Viva- Voce	200 Marks

**ii. OPTIONAL SUBJECTS**

1. Mathematics	200 Marks
2. Physics	200 Marks
3. Chemistry	200 Marks
4. Biology	200 Marks
5. Agriculture	200 Marks

**NOTE:**

1. Standard will be the same as for intermediate (Class XII) Examination exact percentage of qualifying marks would be fixed by the Commission after the Examination.
2. Failure or absence from Viva-Voce would mean that the candidate has failed to qualify and his name will not be included in the merit list.
3. All the papers shall be of Three Hours duration.
4. If a candidate's handwriting is not easily legible a deduction may be made on this account from the total marks secured by him/her.

5. Credit will be given for proper English including orderly effective and exact expression combined with due economy of words, in all the subjects of the examination except the subjects which are specially devoted to English.
  6. Name of candidates who qualify shall be arranged in order of merit according to the aggregate marks obtained in the Examination; provided that in the event of tie, the order of merit shall be determined in accordance with the higher marks secured in the Viva-Voce, should the marks secured in the Viva-Voce of the candidates are equal than the order of the merit shall be determined in accordance with the highest marks obtained by such candidates in the aggregate of the compulsory Subjects.
  7. The selected candidates will be given one month's practical field training (at their own cost including traveling expenses) before joining Pakistan Forest Institute, Peshawar.
  8. The selected candidate will have to undergo Medical Examination to be conducted by a Competent Authority and furnish physical fitness certificate to the Chief Conservator of Forest, Sindh, Hyderabad.
  9. On completion of training, the successful candidates will be appointed as Forest Rangers in the Sindh Forest Department against the temporary posts of Forest Rangers in BPS-16.
84. **Interview.** Candidates will be called for interview only if they achieve the prescribed pass percentages in individual subjects as well as aggregate. Failure in or absence from appearance in interview would constitute failure in the examination and candidate's name would not be included in the Merit List irrespective of his/her results in written paper(s). The passing marks for the interview for the B.Sc. and M.Sc. Forestry shall be 30%.
85. **Credit/dis-credit to be awarded for legibility/illegibility.** Credit may be given to candidates for proper English language skills including orderly, effective and exact expression combined with the due economy of words, in all the subjects of the Written Examinations. Such award will not be restricted to English papers only. Likewise, if a candidate's handwriting is not easily legible, a deduction may be made on this account from the total marks secured by him/her.
86. **Preparation of merit list – criteria.** Following criteria shall be adopted for preparation of Merit List at the end of Written Examinations (Both Combined Competitive and Competitive):-
- (a) Names of candidates who qualify the Written Examination shall be arranged in the order of merit according to the Aggregate Marks they obtain.
  - (b) In case of a tie, the order of merit shall be determined in accordance with the marks secured in the Interview.
  - (c) Should the marks obtained by two or more candidates in Interview be the same, then the order of merit in their case will be decided in accordance with the highest marks secured by such candidates in the Aggregate of the Compulsory Subjects.

- (d) If by application of above sub-regulations, two or more candidates are still found to have identical marks, the order of merit will be determined in accordance with the age (older to be ranked higher).

#### PART-VI WRITTEN TESTS

87. **Scope.** There are a number of posts in various Departments for which the relevant recruitment rules prescribe qualifying a certain specialized test. Apart from that, there are numerous posts in the Department which require professional qualification and specialized skills – for instance, Medical Officer (General or Specialist), Veterinary Officer, Computer Programmer, Data Processing Officer, Subject Specialist, Lecturer, Information Officer, Deputy District Attorney, Deputy District Prosecutor, and many others. The Commission shall prescribe written tests for the candidates to be recruited against such posts. Upon receipt of the Department's requisition, the Chairperson, on the recommendation of the Controller of Examinations, shall decide the nature and mode of the test to be conducted for the candidates. Normally, these tests shall be based on objective type questions. The technology may vary between OMR-based test and CBT. Similarly, the number of papers and the number and nature (extent of Difficulty Level) of questions will vary as decided by the Chairperson.

88. **Syllabus.** (i) Screening tests for CCE: Syllabus in respect of screening test may comprise of two portions viz. General Knowledge comprising a weightage of eighty percent (80%), which may include Pakistan Affairs, Current Affairs, Everyday Science, and Islamiat. English having weightage of twenty percent (20%) which may include idioms, phrases, synonyms, antonyms, fill-in-the-blanks, prepositions, grammar, analogies etc.

(ii) Tests for General Posts: Syllabus in respect of general tests may comprise of two portions viz. General Knowledge comprising a weightage of sixty percent (60%) which may include Pakistan Affairs, Current Affairs, Everyday Science, Technological Knowledge, and Islamiat. English with a weightage of forty percent (40%) which may include idioms, phrases, synonyms, antonyms, fill-in-the-blanks, prepositions, grammar, analogies etc.

(iii) Tests for Professional Posts: Syllabus in respect of professional tests may comprise of three portions viz. Professional knowledge comprising a weightage of sixty percent (60%), which may include Questions from their relevant fields. General Knowledge with a weightage of twenty percent (20%) which may include Pakistan Affairs, Current Affairs, Everyday Science, Technological Knowledge, and Islamiat. English with a weightage of twenty percent (20%) which may include idioms, phrases, synonyms, antonyms, fill-in-the-blanks, prepositions, grammar, analogies etc.

89. **Schedule of the Test.** The CE or Addl. CE, as the case may be, shall issue the schedule of the test keeping in view the existing workload on the Commission and the number of eligible candidates with the approval of the Chairperson.

90. **Issuance of admission letters.** The IT Wing shall host downloadable Admission Letters to the eligible candidates provided to them by the concerned Examination Branch. Simultaneously, messages must be conveyed to the candidates

through the available and widely used technological communication – as of the present, it is SMS messages. It is mandatory to give a margin of a minimum of one week to the candidates to provide them adequate chance to view the message and prepare for the test.

91. **Number of Candidates to be short listed.** In case the number of candidates who have qualified the written test of the recruitment process is large enough and exceeding the following proportion, a merit list of such candidates shall be prepared according to the rural-urban, male/female, minority, differently abled persons and/or other quota so as to provide equitable chance to each category of candidates. After preparation of the merit list in descending order, the top candidates as per the following ratio are to be short-listed and called for the interview:-

- (a) For 1 or 2 posts, 5 candidates for each post;
- (b) For 3 to 10 posts, 4 candidates for each post;
- (c) For 11 to 100 posts, 3.5 candidates for each post;
- (d) For 101 to 300 posts, 3 candidates for each post; and
- (e) For 301 or greater number of posts, 2.5 candidates for each post.

#### CHAPTER-VII

#### DEPARTMENTAL AND LANGUAGE EXAMINATIONS

92. **General.** In addition to Written Examinations (WE) and Written Tests (WT) for which regulations prescribed in the preceding Parts, the Commission may be called upon to conduct Departmental Examinations twice a year, normally in the months of May and November as enumerated below:

- (1) Assistant Collector, Part I & II.
- (2) Revenue Qualifying Examination (RQE).
- (3) Subordinate Accounts Service (SAS) Part I & II, for Senior Auditors in Local Fund Audit Department.
- (4) Subordinate Accounts Service for Treasury Accountants.
- (5) Subordinate Accounts Service for Treasury Account Clerks.
- (6) Deputy Superintendents of Police (Prisons).
- (7) Assistant Superintendent of Police (Prisons).
- (8) Forest officer; OR
- (9) Any other Departmental Exam prescribed by Government from time to time.

93. **Schedule of examination.** If the Commission is required to conduct the examination, the schedule of such examinations shall be announced by the Commission specifying the date, time and centre(s) at least one (1) month before the commencement, twice a year.

94. **Examinees List.** The Commission shall prepare a list of prospective candidates recommended by the Department for different categories in accordance with Government of Sindh, SGA&CD Notification dated: 01<sup>st</sup> February, 1978 in order to meet the provision of Sindh Civil Servants (Departmental Examinations) Rules,



1978. Details of the prospective Candidates is to be provided by the respective Departments:-

- (1) Name of the candidate.
- (2) Designation.
- (3) Date of appointment in the present Grade.
- (4) Manner of appointment.
- (5) Date of expiry of probation, if any.
- (6) Number of attempts already availed indicating the month and the year.
- (7) Any other relevant information.

95. **Qualifying standard.** (1) A civil Servant shall be considered to have successfully passed an examination if he/she achieves a minimum score of forty percent (40%) for the Local Fund Audit Department, forty five (45%) for all other Departments in each subject, and an overall aggregate score of fifty percent (50%).

(2) If a Government Servant attains a score of sixty percent (60%) or higher in any subject, he/she will be exempted from retaking that subject in subsequent examinations, with the condition that this exemption remains valid for a period of three years.

96. **Number of attempts.** (1) A civil servant is permitted three attempts to pass the examination without requiring special permission from the competent authority.

(2) No candidate is permitted to participate in the RQE examination beyond three attempts and those who failed to achieve an overall score of thirty five (35%) for consecutive two years. This regulation applies to all candidates except those exempted within a particular group for the fourth attempt only with the orders of the Honorable Court in CP No. 1481/2020, as outlined in note 08-A, Section-E of Standing Order no.11 of the Board of Revenue, Sindh.

97. **Syllabus of various Departmental Examinations.** The following shall be the syllabus for various Departmental Examinations:-

a. **ASSISTANT COLLECTOR'S PART - I**

**Paper - 1 (Registration Act.) (With Books)**  
**Maximum Marks: 100** **Duration: 03 Hours**

- i. Stamps Act.
- ii. Court Fees Act.
- iii. Transfer of Property Act (Sections 54 & 59 only)

**Paper-2 (District Police Act, 1967) (With Books except District Police Act)**

**Maximum Marks: 100** **Duration: 03 Hours**

- i. Criminal Tribes Act.
- ii. Arms Act.
- iii. Sindh Courts Criminal Circulars
- iv. Arm Rules

**Paper - 3 (District Municipal Act) (with Books)**

**Maximum Marks: 100****Duration:03 Hours**

- |                      |  |
|----------------------|--|
| i. Local Boards Act. | ii. Irrigation Act.                      |
| iii. Abkari Act.     | iv. Land Acquisition Act<br>with Manual. |

**Paper – 4 (Land Revenue Code) (with Books except Commissioner  
in Sindh's Special Circulars)****Maximum Marks: 100****Duration:03 Hours**

- |   |                  |
|---|------------------|
| i. Land Revenue Rules.                          | iii. Forest Act. |
| iii. Commissioner in Sindh's Special Circulars. |                  |

**b. ASSISTANT COLLECTOR'S PART –II****Paper – 1 (Financial Rules under Devolution Rules 37(e) & etc. (with  
Books)****Maximum Marks: 100****Duration:03 Hours**

- (a) Sindh Civil Service Rules Manual, Volume – I, Chapter I to V,  
XII (Part III to VIII) Relating to T.A. only XV and XVI.
- (b) Sindh Civil Service Rules Manual Volume-II,  
Appendix XLIV –A only.

**Paper – 2 (Constitution of Islamic Republic of Pakistan) (with Books)****Maximum Marks: 100****Duration:03 Hours**

Constitution of Islamic Republic of Pakistan, 1973

**Paper – 3 (Introduction to Pakistan Audit and Accounts 1940), (with  
Books)****Maximum Marks: 75****Duration:03 Hours**Introduction to Pakistan Audit and Accounts 1940, Chapters 1, 7, 8,  
12, 13, 14, 16, 20, 24, 26 and 27.**Viva Voce****Maximum Marks: 75**

Viva Voce in Revenue Accounts Manual (Village &amp; Taluka Manual)

**c. REVENUE QUALIFYING DEPARTMENTAL EXAMINATION  
(REVENUE GROUP)****Paper – 1 (The Sindh Land Revenue Act, 1967 ETC.)****(without Books)****Maximum Marks: 100****Duration:03 Hours**

- (i) The Sindh Land Revenue Act, 1967 with Land Revenue Rules,  
1968.
- (ii) The Colonization of Government Lands Act, 1912 (section 1 to 31  
excepting sections 13, 14 & 30).

- (iii) The Sindh Tenancy Act, 1950 along with the paragraph-25 of the Land Reforms Regulations 1972.
- (iv) The Sindh Board of Revenue Act, 1957.
- (v) The Sindh Irrigation Act, 1879.
- (vi) The Sindh Canal Rules 1980 made under the Sindh Irrigation Act.

**Paper – 2 (The Sindh Local Govt. Ordinance 1979) / (Sindh Local Government Act 2013) (with Books)**

**Maximum Marks: 100**

**Duration:03 Hours**

- (i) The Sindh Local Government Ordinance, 1979 / Sindh Local Government Act 2013).
- (ii) The Sindh Gothabad (Housing Scheme) 1987.
- (iii) The Registration Act, 1908.
- (iv) The Sindh City Survey Act, 1987 with City Survey Rules 1988.
- (v) The Limitation Act, 1908.
- (vi) The Sindh National Calamities (Prevention & Relief) Act 1958.
- (vii) The Sindh Court of Wards Act, 1905.
- (viii) The Court Fee Act.
- (ix) The Stamp Act.

**Paper – 3 (The Land Acquisition Act, 1894)**

**(Without Books)**

**Maximum Marks: 100**

**Duration:03 Hours**

- (i) The Land Acquisition Act, 1894 (as amended to-date)
- (ii) The Sindh Rural Credit and Land Transfer Act 1947.
- (iii) The Land Reforms Regulation 1972 (MLR-115) and the Land Reforms Act 1977.
- (iv) The Mukhtiarkar's Court Act, 1906.
- (v) The Zakat & Usher ordinance 1980 with assessments Rules 1994.
- (vi) The Civil Procedure code, Section 5, 36 to 54, 60 and 68 to 78.

**(ACCOUNTS GROUP)**

**Paper – 1 (The Sindh Civil Servant Act, 1973) (with Books)**

**Maximum Marks: 100**

**Duration:03 Hours**

- (i) The Sindh Civil Servants Act, 1973.
- (ii) Sindh Civil Servants (Appointment, Promotion and Transfer) Rules 1974.
- (iii) The Sindh Civil Servants (Efficiency & Discipline) Rules 1973.
- (iv) The Sindh Civil Servants (Conduct) Rules 1966.
- (v) Section – II of the O & M Establishment Manual Volume II (Touring).

**Paper – 2 (The Sindh Revenue Accounts Manual ETC.) (without Books)**

**Maximum Marks: 100**

**Duration:03 Hours**

- (i) The Taluka Revenue Accounts 35 Marks
- (ii) The Village Manual 35 Marks

- (iii) The Standing Orders of Revenue Department 30 Marks  
No. 1, 5, 9, 10 (Part-I) 19 & 24.

**Paper – 3 (Financial Rules) (with Books)**

**Maximum Marks: 100** **Duration:03 Hours**

- (i) Financial Rules under Devolution Rules 37(e), Financial Publication No: 1, Chapters 2, 4 to 7, 13, 15 and Chapter 11 of Sindh Civil Services Rules Manual (Financial Publication No. V) Chapter I to III, V and VIII.  
(ii) T.A Rules 1960.  
(iii) The Sindh Civil Servant Pension Rules, 1963.  
(iv) The Civil Servants Leave Rules 1986.

**(JUDICIAL GROUP)**

**Paper – 1 (Qanun-e-Shahadat 1984) without Books)**

**Maximum Marks: 100** **Duration:03 Hours**

- (i) Qanoon-e-Shahadat Order, 1984. 70 Marks  
(ii) Islamic Law of Inheritance - Chapter VI to VIII  
of Muhammad Law by Sir Din Shaw 30 Marks

**Paper – 2 (The (Punjab) Police Act with rules) (With Books)**

**Maximum Marks: 100** **Duration:03 Hours**

- (i) The Punjab Police Act with Rules.  
(ii) The Provincial Motor Vehicle Ordinance 1965 and Rules made thereunder.  
(iii) The Pakistan Arms Ordinance 1965 and rules made there under.  
(iv) The Prisons Act, 1894, with Prison Rules.

**Paper – 3 (Criminal Procedure Code) (with Books)**

**Maximum Marks: 100** **Duration:03 Hours**

Question on the Criminal Procedure Code, Pakistan Penal Code, and the Sindh Court, Criminal Court Circulars.

**Paper – 4 (The Magisterial Case) (with Books)**

**Maximum Marks: 50** **Duration:02 Hours**

Magisterial case or judgment writing (with Criminal Procedure Code and Pakistan Penal Code).

d. **SUB-ORDINATE ACCOUNTS SERVICE (SAS) FOR SENIOR AUDITORS IN LOCAL FUND AUDIT DEPARTMENT**

**S.A.S Part-I**

**Paper – I (Precise Writing and Drafting) (Without Books)**

**Maximum Marks (150)** **Duration (03 Hours)**

- i. Precis Writing ii. Essay writing

- iii. Letter writing                      iv. General Composition

**Paper II (Commercial Books Keeping) (Without Books)**

**Maximum Marks (100)                      Duration (03 Hours)**

The "Students" Complete Commercial Book Keeping, Accounting and Banking by Arthurs Field House supplemented by Chapters I, II, III, VI, X, and XVI, in Advance Accounts by RN Carter. Where these Chapters cover the same ground as Field House.

**Paper III Civil Service Rules and Pension Rules (With Books)**

**Maximum Marks (125)                      Duration (03 Hours)**

- (i) Sindh Civil Service Rules (Volume-I) all Chapters Excepting XII, XIII XV, XVI and XVII & XVIII.
- (ii) Sind Civil Services Rules (Volume-II) all appendices excepting XII, XIII, XIV, XXIX, LVII & LVIII.
- (iii) The West Pakistan Civil Service Pension Rules.
- (iv) The West Pakistan Government Servants Leave Rules, 1955.

**Paper IV Audit and Accounts Code (With Books)**

**Maximum Marks (125)                      Duration (03 Hours)**

- (ii) Accounts Code Volume – I 1<sup>st</sup> Edition Reprint – all Chapters.
- (iii) Audit code 1<sup>st</sup> Edition Reprint all chapters excepting Works Audit and Public Works Inspection Rules.
- (iv) Audit manual and forms of audit Manual Reprint 1<sup>st</sup> Edition Chapters 1, 2, 3, 4, 5, 6 and corresponding forms in the books of forms.
- (v) Sind Financial Rules Volume I. All chapters excepting relating to Treasury transactions.
- (vi) The West Pakistan traveling Allowance Rules, 1960.
- (vii) List of Major and Minor Heads.

e. **S.A.S Part-II**

**Paper – I (Local Rules and Public Work Accounts Code)**

**(With Books)**

**Maximum Marks (100)                      Duration (03 Hours)**

- (i) Central Public Works Accounts Code Chapters II, III, VI, VII, X and XVI.
- (ii) Building and Roads Department Code Chapters II, III and IV excluding portions dealing with the Administrative matters.
- (iii) Account code Vol-III – I, II, III 1<sup>st</sup> Edition Reprint. (Section 1, 2, 5 and 6).
- (iv) The West Pakistan Municipal Committees Contract Rules, 1960.
- (v) The West Pakistan Municipal Committees (Works) Rules 1969.

**Paper – II (Acts of Legislature and Statutory Rules)**

**(Theoretical) (With Books)**

**Maximum Marks (100)                      Duration (03 Hours)**

- (i) Basic Democracies Order, 1959 and the Rules Framed thereunder.

- (ii) Municipal Administration Ordinance 1960 and the rules Framed thereunder.
- (iii) West Pakistan Waqf Properties (Accounts) Rules, 1960.

**Paper – III (Acts of Legislature and Statutory Rules)**  
**(Practical) (With Books)**

**Maximum Marks (100)**      **Duration (03 Hours)**

- (i) Basic Democracies Order, 1959 and the Rules Framed thereunder.
- (ii) Municipal Administration Ordinance 1960 and the rules Framed thereunder.
- (iii) West Pakistan Waqf Properties (Accounts) Rules, 1960.

**Paper – IV (Rules and Regulations for the Audit and Inspection of Accounts (Theoretical) (without Books)**

**Maximum Marks (100)**      **Duration (03 Hours)**

- (i) Office Manual of the Local Fund Audit Department Volume-I.
- (ii) Cattle Tress Pass Act.
- (iii) Income Tax Act.
- (iv) Agricultural Produce Market Act and rules there under.
- (v) Workman's Compensation Act.
- (vi) Sind and Karachi University Ordinance.
- (vii) Karachi and Hyderabad Board of Intermediate and Secondary Education Ordinance.
- (viii) Stamp Act - Chapters 5 to 10 only.

**Paper – V (Rules and Regulations for the Audit and Inspection of accounts) (Practical) (with Books)**

**Maximum Marks (75)**      **Duration (02:30 Hours)**

- (i) Office Manual of the Local Fund Audit Department Volume-I.
- (ii) Cattle Tress Pass Act.
- (iii) Income Tax Act.
- (iv) Agricultural Produce Market Act and rules there under.
- (v) Workman's Compensation Act.
- (vi) Sindh and Karachi University Ordinance.
- (vii) Karachi and Hyderabad Board of intermediate and secondary Education Ordinance.
- (viii) Stamp Act Chapters 5 to 10 only.

f. **SUB-ORDINATE TREASURY ACCOUNTS SERVICE**  
**(ACCOUNTANT)**

**Paper – I (Service Rules and Procedure) (With Books)**

**Maximum Marks (100)**      **(Duration:03 Hours)**

- (i) Sindh civil service Rules, volume I and II.
- (ii) The West Pakistan Civil Service Pension Rules.
- (iii) The West Pakistan Traveling Allowance Rules.
- (iv) The West Pakistan Government Servants Leave Rules.
- (v) Sindh Government G.P Fund Rules.

**Paper – II Practical Questions (With Book)**  
**Maximum Marks (100)      Duration:03 Hours**

- (i) Checking of Pay bills and recording of Pay orders therein.
- (ii) Preparations of first and second List of Accounts.
- (iii) Drawing of Cash Books etc.
- (iv) Currency Transactions (Extra District).
- (v) Adjustment of intra District Currency Transactions.
- (vi) Drawing to Treasury's Daily Balance Sheet.

**Paper – III Structure of Government Accounts & Audit (with books)**  
**excepting Introduction to the Accounts and Audit**  
**Maximum Marks (100)      Duration:03 Hours**

- (i) Chapter 1, 2, 3, 4, 6, 7, 8, 9, 12, 13, 14, 20, 26 and 36 of the book "An introduction to the Accounts and Audit of the Government of Pakistan" (First Edition).
- (ii) Appendix "H" of the Central Government, Compilation of Treasury Rules Volume II.
- (iii) Sindh Financial Publication No. 1
- (iv) Article 18 to 88 to 127 and 168 to 171 of the Constitution of Islamic Republic of Pakistan.
- (v) Negotiable Instrument Act.

**Paper – IV Treasury Rules and Treasury Procedure**  
**Maximum Marks (100)      Duration:03 Hours**

- (i) Central Government Compilation of Treasury Rules, Volume-I Parts – I to VII, IX to XI and Rules 733 to 774 of Part-XII of Volume I and appendices 3, 4, 8 and 9.
- (ii) Treasury Orders and Subsidiary Treasury Rules, (Financial Publication II of the Government of Sindh).
- (iii) Account Code Volume II
- (iv) Sub – Treasury Manual, Sindh.
- (v) Military Pension Payment Instructions.
- (vi) List of Major and Minor Heads of Account

**Paper – V Financial Rules and Procedure**  
**Maximum Marks (100)      Duration:03 Hours**

- (i) Financial Publication for the Government of Sindh No. II.
- (ii) Central Government Compilation of Treasury Rules Volume I and II.
- (iii) Contingent Manual.

**g. SUB-ORDINATE TREASURY ACCOUNTS SERVICE**  
**(ACCOUNTS CLERK)**

**Paper – I Treasury Rules and Procedure**  
**Maximum Marks (100)      Duration:03 Hours**

- (i) Central Government Compilation Treasury Rules, Volume-I.

- (ii) Part - I to VII, IX to IX and Rules 733 to 744 of Part XII of Volume I and Appendices 3, 4, 8, & 9.
- (iii) Treasury Orders and Subsidiary Treasury Rules (Financial) Publication II of the Government of Sindh.
- (iv) Sub-Treasury Manual Sindh.
- (v) Military Pension Payment Instruction.

**Paper – II Financial Rules & Procedure (with Books)**

**Maximum Marks (100)      Duration:03 Hours**

- (i) Financial Publication for the government of Sindh, I & II.
- (ii) Central Government Compilation of Treasury Rules, Volume I & II.

h. **DEPUTY SUPERINTENDENTS OF POLICE (PRISONS)**

**Paper – I Prison Manual (with Books)**

**Maximum Marks (100)      Duration:03 Hours**

- (i) The Prison Manual containing Rules
- (ii) Enactments
- (iii) Instructions

**Paper – II Cr. P.C & P.P.C (with Books)**

**Maximum Marks (100)      Duration:03 Hours**

The Cr. P.C and P.P.C

**Paper – III Rules and orders of High Court and Law of Evidence  
(Without Books)**

**Maximum Marks (100)      Duration:03 Hours**

- (i) The rules and orders of High Courts Chapter 17-C, 19, 20 and 27.
- (ii) The Evidence Act.

**Paper – IV Service & Financial Rules (with Books)**

**Maximum Marks (100)      Duration:03 Hours**

- (i) The Sindh Civil Service Rules Volume-I.
- (ii) The Sindh Financial Rules Volume-I.
- (iii) The Civil Servants Act, 1973 and Rules made there under.
- (iv) T.A, Pension, G.P Fund and leave rules for the time being in force.
- (v) Delegation of power (Administrative and Financial)

**Paper – V Essay (without Books)**

**Maximum Marks (100)      Duration:03 Hours**

- (i) Prison Admin
- (ii) Adult Crime
- (iii) Anti-Social elements in Society and its eradication



i. **ASSISTANT SUPERINTENDENTS OF POLICE (PRISONS)**

**Paper – I Prison Manual (with Books)**  
**Maximum Marks (100)      Duration:03 Hours**

- (i) The Prison Manual containing Rules.
- (ii) Enactments
- (iii) Instructions

**Paper – II Cr. P.C & P.P.C (with Books)**  
**Maximum Marks (100)      Duration:03 Hours**

The Cr. P.C and P.P.C

**Paper – III Agriculture, Animal Husbandry and Accounts**  
**(without Books)**

**Maximum Marks (100)      Duration:03 Hours**

- (i) Elementary Agriculture.
- (ii) Elementary Animal Husbandry.
- (iii) Accounts (Factory and maintenance side).

**Paper – IV Service Rules (with Books)**  
**Maximum Marks (100)      Duration:03 Hours**

- (i) Sind Civil Servants Rules Volume-I.
- (ii) The Sindh Civil Servants Act, 1973 and Rules made thereunder.

**Paper – IV Financial Rules (with Books)**  
**Maximum Marks (100)      Duration:03 Hours**

- (i) The Sindh Financial Rules Volume-I.
- (ii) T.A Pension and G.P Funds Rules for time being in force

**Paper – V Essay (without Books)**  
**Maximum Marks (100)      Duration:03 Hours**

- (i) Criminology.
- (ii) Juvenile delinquency

**Paper – VI Drill and Musketry (without Books)**  
**Maximum Marks (100)      Duration:03 Hours**

- (i) Drill.
- (ii) Rifle Exercise
- (iii) Firing exercise
- (iv) Sentry Drill
- (v) Squad taking
- (vi) Words of command.

j. **FOREST OFFICER****Paper – I Procedure & Accounts (with Books)****Maximum Marks (100)****Duration:03 Hours**

- (i) Departmental Accounting System in Forest Department (at least 2 Questions).
- (ii) Forest Department Codes 6th, 7th: Editions (at least One Question).
- (iii) Forest Accounts Code (at Least One Question).
- (iv) Civil Accounts Code all the four Volumes (at least One Question).
- (v) General Rules regarding conduct of "Business of Forest Department" (at Least 2 Questions).

**Paper – II Service Rules (without Books)****Maximum Marks (100)****Duration:03 Hours**

- (i) West Pakistan Forest Manual Volume II (at least 2 Questions).
- (ii) Sindh Civil Servants Act, 1973 and Rules made there under (at least 4 Questions).
- (iii) T. Rules, Pension Rules for the time being in force (at least 2 Questions)

**Paper – III Forest Law (without Books)****Maximum Marks (100)****Duration:03 Hours**

- (i) Forest Act 1927 as amended up to date and Rules made thereunder (examinees should be acquainted with subjects discussed in Baden Powell's Forest Law) (at least 5 Questions).
- (ii) Cattle Trespass Act (at least one Question).
- (iii) Sindh Wildlife Protection Ordinance, 1972 and Rules made there-under (at least 2 Questions)

**Paper – IV Land Revenue Act (without Books)****Maximum Marks (100)****Duration:03 Hours**

- (i) West Pakistan Revenue Act 1967 (at least 4 Questions).
- (ii) Land Acquisition Act 1894, standing Order No. 12 of West Pakistan Board of Revenue regarding Land Acquisition (at least one Question).
- (iii) Rural Reconstruction and Problems of village Life (at least One Question).

**Note:** These syllabi may change from time to time in order to keep abreast with the changing education applications.

98. **Language Examination.** Government of Sindh, SGA&CD Notifications dated 28 March 1981 and 28 October 1981 requires the Commission to hold

Language Examinations for the eligible Civil Servants in BPS-15 and above in accordance with the specified rules.

**CHAPTER-VIII**  
**PART-I INTERVIEWS (GENERAL)**

99. **General.** The following layout describes procedure for conduct of Interview/Viva Voce for guidance of Members, Officers and Staff of Commission:-

- |              |   |  |
|--------------|---|--|
| (a) Part I   | - | Objectives of Interviews at Commission |
| (b) Part II  | - | Preparations for Interviews at SPSC    |
| (c) Part III | - | Interview Committee System             |
| (d) Part IV  | - | Procedure for Conduct of Interviews    |
| (e) Part V   | - | Post Interview Actions                 |

**PART-II - OBJECTIVES OF INTERVIEW AT COMMISSION**

100. **Objectives of Interview/Viva-Voce.** The objectives of the Interview are:

- (a) to assess and evaluate the personal qualities / traits of the candidates;
- (b) to evaluate the candidate's alertness, intelligence, and his/her communications skills;
- (c) to judge and measure his/her knowledge of the relevant profession, prevalence of the particular skills and aptitude required for the job/service along with demonstrable interest in the history and socio-economic dynamics of Pakistan, Islam, current affairs and general awareness;
- (d) to evaluate the candidate's knowledge of the broader professional domain relevant to his/her area of specialization.

**PART-III - PREPARATIONS FOR INTERVIEW AT COMMISSION**

101. **Eligibility of candidates to appear before Interview Committee.** Candidates' eligibility to appear before the Interview Committee will be determined as per the following procedure and guidelines:

- (A) **Scrutiny of documents:** All those eligible candidates who have qualified the written test/examination shall be required to bring original and one photocopy of all requisite documents at the time of their interview. The dealing official shall carefully compare the original documents with the photocopies to ascertain whether the candidate has committed any fabrication, forgery, mutilation or any other malpractice for his ulterior motives.
- (B) **Seating of the candidates:** Candidates whose documents have been scrutinized and found in order shall be seated as per the serial number assigned to each, on the basis of roll numbers (ascending order), as far as practicable.
- (C) **Entry and exit:** Arrangements shall be made to discourage intermingling of the candidates who appear before the interview committee and to ensure that no candidate shall stay at the premises after his/her interview.

102. **Announcement of interview dates and schedule.** Examination Branch/Recruitment Sections is/are responsible to carefully determine the interview dates/schedule with due regard to overall program of the Commission and availability of Members. Following procedure is mandatory:-

- (a) Interview schedule of written qualified candidates should be hosted on Commission's official web portal for information of the candidates. A time lag of seven days must be ensured enabling the candidates to make logistic arrangements;
- (b) Interview letters of eligible candidates who qualify written test/exam will be intimated through couriered written communication containing the date, time and venue of the interview. Besides the candidates shall also be informed through SMS, telephonic calls and other available technological means in vogue (such as WhatsApp etc.). As far as possible, the schedule should be adhered to in order to avoid any inconvenience caused to the candidates.

103. **Finalization of date of interviews.** Examination Branch may normally plan the dates of interviews at least two (02) weeks ahead of the date and seek approval of the Chairperson.

104. **Venue of interview.** Candidates shall be required to appear before the Interview Committee at the Head Office, Hyderabad and other Regional Offices as per the following guidelines:-

- (a) Candidate's preference of venue in Hyderabad, Karachi or Sukkur or other Regional Office shall normally be acceded to. However, the Commission reserves the right to interview the candidates at any place irrespective of the centre he/she has opted, in which case the candidates will have to comply without any reservations.
- (b) The Commission shall not undertake any financial liability with regard to candidate's travel, boarding or other expenses.
- (c) If due to any reason, it is inevitable to postpone the interviews, the concerned Branch shall seek approval of the Chairperson in this regard and immediately forward the same to the Director, IT, who shall host on Commission's web portal, and the individual candidates shall also be intimated through email and SMS or other technological means in vogue at that time (such as WhatsApp message).
- (d) Candidate's request for change of centre of interview will not be entertained unless, in exceptional cases, the Chairperson or Chairman of the Interview Committee approves it.
- (e) The Chairperson may allow conduct of interview through Zoom or other technological means in respect of candidate(s) who under compelling circumstances are at abroad and cannot return to the country/Interview center on the prescribed date.
- (f) Those Candidates who are undergoing serious medical treatment and cannot appear before the interview committee would also be allowed to avail the same facility of being interviewed through technological means.

105. **Preparation of interview docket.** The concerned Branch shall, on the basis of bio-data given by the candidates, prepare an Interview Docket for each Member of the Interview Committee for the day of the interview. The Docket shall be classified and confidential and will be placed before the Members on the day of interview. It shall contain -

- (a) an Interview Sheet specifying the particulars of the Committee, post/service for which interview is to be held, number of vacancies, rural/urban, minority, differently abled persons and female quota and total number of candidates to be interviewed on the day;
- (b) candidates' Bio-Data Sheet highlighting his/her Roll Number, Name, Father's Name, Number of attempts availed (For CCE Candidates), Domicile, Date of Birth, Age (days/months/year on the cutoff date), Experience, Present Employment, Qualifications, Institution Qualified from, Year Qualified and Grade/Division/CGPA awarded/earned;
- (c) the Bio-Data form which should also reflect on the top the required qualifications, experience, preferred course(s)/knowledge, if any, maximum/minimum age, post/service for which interview is being held, date of interview and venue;
- (d) candidates' Confidential Assessment Sheet drawn in the same order as the Bio-Data form, tabulating blank columns for Members to quantify their assessment of various attributes of the candidates during the Interview.

106. **Administrative arrangements.** Concerned Branch/Recruitment Section shall be responsible for all administrative arrangements for the interviews at the centre(s). The Branch/ Section will also nominate dealing Superintendent/Assistant who should be fully conversant with the procedure, ensure readiness of the venue and coordinate all the administrative aspects of the Interview.

#### PART-IV- INTERVIEW COMMITTEES

107. **Constitution of Committees.** For the purpose of interview of candidates found eligible, the Chairperson would constitute Interview Committees comprising one or more Members. The Committees shall be guided by regulations set out in this Chapter.

108. **Uniformity of selection.** In order to achieve uniformity in evaluation and process of selection during interviews, the same Committee shall conduct Interview for each post/service. However, if the number of candidates is large and one Interview Committee cannot complete the process in a reasonable period of time, or if the seniority of Male/Female candidates is separately maintained by the Department concerned, the Chairperson, at his discretion, may constitute two Committees for the same post.

109. **Composition of the Committees.** A Committee shall be comprised of one or more Member(s) of the Commission. In addition, one Advisor/Departmental Representative/Expert may assist the Committee during the interview. Scale/Grade-wise composition shall be as under:

110. **Interview Committees for BPS 11 to BPS 16.** The Interview Committee for the posts of BPS 11 to BPS 16 shall comprise of one Member, who would be the Chairman of the Committee. An Advisor/ Departmental Representative/Expert may also be called upon to assist the committee.
111. **Interview Committees for BPS 17.** The Interview Committees for BPS-17 may consist of one or two Members at the discretion of the Chairperson. The Chairperson shall nominate Chairman of the Committee in case of two members committee keeping in view the seniority of the members. An Advisor/ Departmental Representative/Expert may be called upon to assist the committee.
112. **Interview Committees for CCE.** In case of Combined Competitive Examination, the number of Members shall not be less than three to be headed by Chairperson. An Advisor/ Departmental Representative/Expert may be called upon to assist the committee.
113. **Interview Committees for CE (Engineers).** In case of Competitive Examination for Engineers, the number of Members shall not be less than two Members to be headed by Chairperson or any other Member designated by Chairperson. An Advisor/Departmental Representative/Expert may be called upon to assist the committee.
114. **Composition of Committees for BPS 18 and above.** For all the posts in BPS-18 and above, the number of Members shall not be less than three members. The Chairperson shall nominate Chairman of the Committee in case of three members committee keeping in view the seniority of the members. An Advisor/ Departmental Representative/Expert may be called upon to assist the committee.
115. **Nomination of Advisor/ Departmental Representative/Expert.** A Panel of three suitable Advisor/Departmental Representative/Expert may be sought from the concerned institutions by the Controller of Examinations for each category to be placed before Chairperson for his approval of a suitable person from the proposed Panel to assist the committee.
116. **Role of Advisor/ Departmental Representative/Expert.** The Members of the Commission, on an interview committee, will be assisted by the Advisor/ Departmental Representative/Expert of the specialized domain during the process of interview in order to adjudge the professional competence, technical expertise and special aptitude of the candidate for the particular post/service. In that case, the Chairperson may select an Advisor/ Departmental Representative/Expert, who shall be an eminent professional of the particular field having the desired understanding of the Government service as an added qualification besides professional domain knowledge. Advisor/ Departmental Representative/Expert shall advise the Members of the interview committee about the professional caliber of the candidate in qualitative terms. However, if the Chairperson has any reservation on the nomination(s), he may re-invite nominations from the Department/Institutions. The Administrative Department concerned shall be afforded a reasonable time to spare the officer concerned from Departmental responsibilities for the period of interview.

#### **PART-V - CONDUCT OF INTERVIEW**

117. **Assembly of Interview Committee.** Member(s) of the Interview Committee shall assemble at the notified place, date, and time of the interview and shall adhere to

the scheduled program. On account of any unavoidable circumstance(s) that may arise and requires modification in the scheduled program, the Chairman of the Interview Committee shall inform the Chairperson in writing immediately by apprising reasons and recommending plausible proposal for the scheduled program to be revised. Any change that becomes inevitable shall be notified by concerned Branch as early as possible. Such information shall forthwith be uploaded on Commission's official web portal and the candidates concerned shall be intimated of the revised schedule through SMS, email and other messaging service in vogue.

118. **Pre-interview actions by the concerned Branch.** Candidates are normally called an hour before the interview start time. During the available time before the interview, the concerned Branch/Recruitment Section shall –

- (a) account for all the candidates who are required to be present according to the program of the day and list out absentees, if any;
- (b) require all original documents to be produced on the said date/time, viz. educational certificates/degrees, domicile, PRC, experience certificate, NOC from department (if required) etc.;
- (c) examine original documents with the attested photocopies for their correctness and genuineness;
- (d) ensure that documents presented meet the eligibility criteria for the post. He shall retain a set of the photocopies of the documents for record of the Commission.

(2) Any discrepancy observed shall be brought in the knowledge of the Chairman, Interview Committee forthwith.

(3) A candidate who fails to produce original documents and a set of attested photocopies as mentioned above, will normally not be interviewed. However Chairman, Interview Committee, if satisfied, may allow the candidate to submit requisite documents on or before the last date of scheduled interviews for allowing him/her to appear before the interview committee.

119. **Failure of Advisor/Departmental Representative/Expert to attend.** In cases where an Advisor or Departmental Representative /Expert drops out or fails to attend, without prior notice, the scheduled interviews may be postponed for another convenient date/time. However, the Chairperson at his discretion may invite another suitable person from the already provided panel by the concerned department/institution for smooth conduct of interviews.

120. **Conflict of Interest.** When a close relative/family member of a Member or of an Advisor/Departmental Representative/Expert is interviewed, such Member, Advisor /Departmental Representative/Expert shall recuse him/herself for the interview of that particular candidate.

121. **Absentee candidates.** (1) If a candidate refrains himself/herself on the date fixed for his/her interview, his/her candidature will be cancelled and he/she will be deemed to have lost his/her chance.

(2) In exceptional cases where a candidate meets an accident or is unable to attend due to sickness or circumstances beyond his/her control, he/she may request in

writing as soon as possible, for an alternate date, giving reasons for change. The Chairman of the Interview Committee may, in that case, fix some other date for his/her interview, not later than the schedule already announced for such interviews.

121. **Marking/Assessment.** (1) Evaluation/Assessment of candidates during the interviews shall be on the prudent evaluation of the Members based on candidate's performance. Care will have to be exercised not to change the pattern or sensitivity of assessment with passing time to ensure that none of the candidates are disadvantaged owing to such change of mind. At the end of the Interview, Chairman, Interview Committee, if there is a one Member Interview Committee then he/she shall be responsible to compile the marks/assessment or in case of more than one member, the Chairman, Interview Committee shall compile the marks/assessments of other Member(s) of the Interview Committee for a consolidated recommendation to be submitted to the Chairperson for his approval under the prescribed sealed/confidential format duly signed by the Members of the Interview Committee. The Chairperson, shall endorse the recommendations to CE for further necessary action at his end.

(2) The Controller of Examination/Addl. CE shall sum-up the marks obtained by each candidate in the Written Test or Examination and Interview or Viva Voce, as the case may be, and rearrange them in order of merit in descending order (Quota wise). Subsequently, he shall prepare the Press Release for its submission to the Chairperson for his approval/consideration, and thereafter, its notification through a press release for publication through official web portal of the Commission. CE/Addl. CE shall ensure that the Press Notification is checked and counter-checked before release in order to preclude any chance of error and omission.

#### PART-VI - POST INTERVIEW ACTIONS

122. **Handling of interview dockets.** Interview Dockets are classified documents and must be handled as follows:-

- (a) At the end of the interview session for the day, Advisor/ Departmental Representative/Expert shall return the Interview Docket to the Chairman of the Interview Committee who shall keep it in sealed form till culmination of the exercise to be shredded thereafter.
- (b) If the Interview Committee comprises more than one Member of the Commission, the other Member(s) shall handover their marked docket to the Chairman, Interview Committee who shall seal it along with his own docket in presence of the Interview Committee and sign the sealed envelope putting the date of interview. The sealed envelope shall remain in the personal safe custody of the Chairman, Interview Committee until the last day of the interview when he shall bring in all the sealed envelopes so far retained by him for compilation of the final results of the interview immediately after completion of the interview of the last candidate.
- (c) After compilation and signatures of the Member(s) of the Committee on final result all other dockets shall be shredded forthwith.

123. **Post-interview feedback.** (1) In order to continually develop and improve the system of interview and assist the Government to update/modify the broad based policies in different strata, the Commission may devise a system of feedback from the



Members involved in the process of interview immediately after its completion. This feedback system will preclude monotony and reflect on the need to improve Commission's own systems besides suggesting to the Government about possible changes in the recruitment policies. The Feedback report may reflect on following aspects:-

- (a) Standard of education of candidates in their field of specialization.
- (b) General awareness and knowledge of candidates.
- (c) If any inherent weakness is observed in a particular institution, area or a region of Sindh.
- (d) Common problems, if any, highlighted by the candidates with regard to processing of interviews.
- (e) Any improvement desired in the system particularly the basic application form and other procedures in vogue.
- (f) Overall Assessment of Advisor/Departmental Representative/Expert recommending his/her continuity for future interview assignments.

(2) If desired by the Chairperson, the post-Interview feedback will be used to extract agenda points for Full Commission meetings.

124. **Post-interview data for compilation of annual report.** In order to collect data/comments for progressive compilation of Annual Report, all Chairmen of Interview Committees shall be provided with a proforma to be filled-in at the end of the interview. The proforma shall be confidential, and shall broadly contain –

- (a) number of candidates scheduled for interview;
- (b) number of candidates presented for interviews;
- (c) number of candidates disqualified, if any, with reasons;
- (d) number of candidates selected;
- (e) general standards of interviewees;
- (f) proficiency in specialization;
- (g) reflection on the overall educational system of the Province in general terms;
- (h) any peculiar weakness or strength of educational performance of a region or an area;
- (i) any other remarks/observations.

125. **Maintenance of confidentiality.** It is vitally important that confidentiality of the results/tests/examinations shall be maintained until approved by the Chairperson to make it public. Any breach of confidentiality or leakage of information, shall be taken with great concern and the delinquent(s) are liable to disciplinary action under the relevant law/rules.

126. **Submission of recommendations to Government.** Consequent to the action prescribed in regulation 121, the Secretary, with the approval of the Chairperson, shall submit the recommendations to the concerned Department, for other procedural formalities as per rules.