

# PROCEDURE SYLLABUS AND REQUIREMENTS FOR ADMISSION TO THE COMBINED COMPETITIVE EXAMINATION

## PROCEDURE & REQUIREMENTS

1. The Government, reserves the right not to hold Examination or not to fill any post or to fill more or less than the number of vacancies or add any other post to the posts already announced by the Commission.
2. The Examination may be held at Karachi/Hyderabad/Sukkur. However the Commission reserves the right to finally decide the place where the candidate would be examined or interviewed.
3. Exact date of the Examination will be announced by the Commission in the due course of time.
4. Application on the prescribed form along with the "General Instruction" and the "Syllabus" should be obtained from the Office of the Sindh Public Service Commission, Hyderabad or Regional Office of the Commission, Block No. 81, Old Pakistan Secretariat Karachi or regional Office of the Commission Near Al-Falah High School, Minara Road, Sukkur on production of Original Treasury receipt of Rs. 1,000/-
5. Request of application form by post will be entertained by the Head Office only, if accompanied by self-addressed large size envelope bearing Rs.50/- stamps for Registered post and Rs. 30/- for ordinary post. The Commission under no circumstances shall be responsible for non-receipt of any posted letter(s).
6. (a) The fee of Rs. 1,000/- only must be deposited on or before the closing date in a Government Treasury or in a Branch of State/National Bank of Pakistan in Sindh or in a State Treasury authorized by Govt. of Sindh to transact the business on its behalf. On the Challan (a) Name of the Candidate (b) Name of post applied for and (c) Head of Account as "**C02101-Organ of State-Exam Fee (SPSC Receipts)**" should be clearly mentioned. The original Challan should necessarily be attached with the application form. If the name of the candidate, the post applied for or the Head of Account is not or incorrectly mentioned on the application form it shall be rejected.  
  
(b.) No claim for refund of Examination Fee shall be entertained in any circumstances. Neither it shall be held in reserve nor shall be credited for another Examination/selection.
7. Both Male and Female citizens of Pakistan (unless required otherwise by the Recruitment Rules) having Domicile and permanent residence in Sindh are eligible.
8. A married Woman must produce her own Domicile and permanent residence certificate on (Form D).
9. a. No person shall be admitted to the Examination unless He/She:-

- I. Is a Graduate from a recognized University (A candidate who obtains a degree after passing B.A. Examination in English only will not be eligible to compete unless He/She has passed the Matriculation Examination in Full).
- II. Is not less than 21 years and not more than 28 years on 1<sup>st</sup> of September, on the advertisement year.
- III. In the case of candidate from schedule castes the upper age limit is 29 years on 1<sup>st</sup> September, of the advertisement year.

**NOTE:** Schedule castes means the castes, races and Tribes or parts of groups within castes, races and Tribes declared to be scheduled castes under any law in force in Sindh or so declared by Government for the purpose of the West Pakistan Civil Service (Executive Branch) Rules, 1964

b. In the case of persons whose services with the Government of Sindh have been terminated for want of a vacancy, the period of service already rendered by them shall for the purpose of the upper age limit under this Rule be excluded from their age.

c. In the 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 total service of at least Four years on 1<sup>st</sup> September, of the advertisement year, the upper age limit shall be 35 years.

**NOTE:** Employee of autonomous bodies like WAPDA, Local Bodies of etc, are not eligible for this concession.

10. The following Document must be sent along with the application form:-

- I. A Certificate from the University that the candidate has passed the Degree Examination.
- II. Certificate from the Controller of Examinations 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 DCO/City Govt. of the District to which the candidate belongs.
- V. Permanent residence certificate (Form D) of the candidate himself/herself as required under Rule 7 of the Sindh permanent Residence Certificate Rules 1971 for the purpose of recruitment to Public Service in Sindh.
- VI. Three Passport size photographs of candidate taken not more than three months before the submission of the application. Each copy should be signed by the candidate on its back and the candidate's signature on it should be attested by a Government Officer or 1<sup>st</sup> Class Magistrate who should give his designation and Court/Office Seal.
- VII. The following Character Certificate in case the candidate(s) is not a Government Servant:-

- a. From the Principal or Academic Officer of his/her University or College or School last attended, and
  - b. From two responsible persons who are well acquainted with him/her in private life and or not connected with his/her University or College or School.
- VIII. In the case of those persons who come in category of para 11(b) a certificate from the Administrative Secretary showing that their services under the Sindh Government were terminated for want of a vacancy and also certifying the period of service rendered as such.
- IX. In the case of those Government Servants who come in the category of para 11 (c) a certificate (on the enclosed form) from the Head of Department or Office showing that he has atleast four years Government service at his credit on 1<sup>st</sup> September, or the advertisement year.
11. The candidate should carefully read the titles of all compulsory and optional subjects mentioned in this syllabus and must ensure that correct titles of the subject(s) is mentioned on the form enclosed herewith for this purpose. In case the candidates write the titles of the subjects other than those mentioned in this syllabus their applications shall be rejected SUMMARILY and no appeal shall be entertained against this rejection.
12. The option exercised by the candidate for the selection of subject(s) at the time of submitting the application form shall be treated as final and no request for any change therein shall be entertained.
13. The application form together with all the required documents and the original treasury challan should reach the Commission Office at Hyderabad on or before the closing date as mentioned in advertisements.
14. All the documents in Original must be produced on the day of viva-voce before the viva-voce commences, failing which the candidate neither shall be examined nor any other time/date shall be given.
15. A candidate who knowingly furnishes any particulars which are false or Suppresses material information or deliberately submits forged certificates or tampers with the entries in his/her age or educational certificates, may be disqualified from this and/or subsequent selection(s) examinations to be held by the Commission and shall be recommended to be debarred from further employment under Government.
16. A candidate who makes false accusation or insinuations against rival candidate(s) shall be disqualified.
17. A candidate shall not be admitted to the examination hall in case he/she does not posses the certificate of admission from the Commission. The candidates are therefore required to obtain the same from the Commission well in time.

**18. IMPORTANT NOTES:**

- a. The candidates are warned that if any application is incomplete or wrongly filled in or is not accompanied by any of the required documents(s), shall be rejected summarily and no representation for its re-admission will be entertained unless the deficiencies are made good by the last date notified for the submission of the application forms.
- b. Answer papers in all the subject of the examinations are secret documents and therefore shall neither be permitted to be seen by the candidates nor their representative nor re-examination of the answer books/scripts shall be allowed under any circumstances.
- c. "General Instruction" attached with this application form shall apply mutatis generally.
- d. Canvassing in any form will disqualify a candidate.
- e. All communication be addressed to Secretary, Sindh Public Service Commission, Thandi Sarak, Hyderabad.

**Syllabus and Standard for the Competitive Examination is as under:-**

1. The written examination shall include compulsory and optional subjects.
2. Every candidate shall take all the compulsory subjects and three of the optional subjects, subject to the following restrictions:-
  - a. No more than two subjects shall be taken from each group.
  - b. Not more than two subjects shall be taken from among subjects at Sr. No. 10, 11, 18, 19 and 34 (Arabic Literature period I and II, Islamic History Period I & II Islamiat.).
3. A candidate shall answer the papers in English unless otherwise directed.
4. The details of marks shall be as under:-
  - i. Compulsory Subjects (Total 05 Subjects) 450 Max: Marks
  - ii. Optional Subjects (Total 03 Subjects) 450 Max: Marks
  - iii. Viva-Voce 250 Max: Marks
5. The compulsory and optional subject(s) and maximum marks fixed for each subject shall be, as shown in the statement below:-

<b>COMPULSORY SUBJECTS</b>		
<b>NO</b>	<b>SUBJECT</b>	<b>MAX: MARKS</b>
01.	English	100
02.	English Essay	050
03.	Essay in Urdu/Punjabi/Sindh/Pashto/Balochi	050
04.	General Paper in Urdu/Punjabi/Sindh/Pashto/Balochi	100
05.	General Knowledge including Every day science	150
06.	Viva Voce	250

NO CANDIDATE SHALL BE SUMMONED FOR VIVA VOCE TEST UNLESS HE/SHE OBTAINED ATLEAST 33% MARKS IN EACH INDIVIDUAL WRITTEN PAPER AND 50% MARKS IN THE AGGREGATE OF THE WRITTEN PORTION OF THE EXAMINATION NO CANDIDATE SHALL BE CONSIDERED TO HAVE QUALIFIED IN THE EXAMINATION UNLESS HE/SHE ALSO OBTAINS ATLEAST 30% MARKS IN VIVA VOCE FAILURE IN OR ABSENCE FROM VIVA VOICE SHALL MEANS THAT THE CANDIDATE HAS FAILED TO QUALIFY FOR APPOINTMENT AND HIS/HER NAME WILL NOT BE INCLUDED IN THE MERIT LIST.

**NOTE: NO GRACE MARKS SHALL BE ALLOWED TO ANY CANDIDATE.**

**OPTIONAL SUBJECT**

S.No.	Subject	Maximum Marks
<b>GROUP "A"</b>		
1.	English Literature Period I, 1780-1832	
2.	English Literature Period II, 1832-1901	
3.	Arabic	
4.	Persian	
5.	French	
6.	Sanskrit	
7.	Latin	
8.	German	150 marks each
9.	History of Urdu Literature/History of Sindhi Literature	
10.	Arabic Literature Period I	
11.	Arabic Literature Period II	
12.	Persian Literature Period I up to 1500 AD	
13.	Persian Literature Period II after 1500 AD	
<b>GROUP "B"</b>		
14.	Indian History, Period I	
15.	Indian History, Period II	
16.	English History, from 1714 AD	
17.	European History, from 1789 AD	150 marks each
18.	Islamic History, Period I	
19.	Islamic History, Period II	
<b>GROUP "C"</b>		
20.	Pure Mathematics	
21.	Applied Mathematics	150 marks each
22.	Statistics	
<b>GROUP "D"</b>		
23.	Physics	
24.	Chemistry	
	(a) Geology	
25.	Applied Chemistry	
26.	Botany	
27.	Zoology	
28.	Agriculture	
	(a) Forestry	150 marks each
29.	Astronomy	
30.	Human Anatomy	
31.	Physiology	

## GROUP "E"

- 32. Ethics and psychology
  - 33. Logic and Elements of Philosophy
  - 34. Islamiat
  - 35. Economics
  - 36. Political Science
  - 37. Criminal Law
  - 38. Civil Law
  - 39. Geography
  - 40. International Relations
  - 41. Commerce Comprising
    - (a) Industrial and Commercial Organization
    - (b) Industrial Commercial Law and
    - (c) Statistics
  - 42. Public Administration
  - 43. Sociology
  - 44. Journalism / Mass Communication
- 150 marks each

Note:- All papers except in easy, shall be of three hours duration. The time allowed for the essay shall be two hours in each case.

- 4. If a candidate's handwriting is not easily legible a deduction which may be considerable, may be made on this account from the total marks secured by him/her.
- 5. Credit will be given for good English including orderly, effective and exact expression combined with due economy of words in all subjects of the examination and not only in subjects which are specially devoted to English.
- 6. Names of candidates who qualify shall be arranged in order of merit according to the aggregate marks obtained at the examination.

Note:- In the event of a tie, the order of merit shall be determined in accordance with the highest marks secured in the viva voce, Should the marks in the Viva voce 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.

## **SYLLABUS**

### **I COMPULSORY SUBJECTS**

1. English-This paper is intended to test the candidate command of the English Language and may include writing, usage of idioms, etc.
2. English Essay:- An Essay to be written in English on one of several specified subjects and is intended to test the candidate's ability to compose.
3. Essay in Urdu or Punjabi or Sindhi or Pushto or Baluchi: -- This paper is intended to test the ability of the candidate's command of the language concerned.
4. General paper in Urdu or Punjabi or Sindhi or Pushto or Baluchi- This paper is intended to test the ability of the candidates to write the language fluently and to Translate from English into it. Candidates will be expected to have grasp of the language and to understand poetry and prose. Knowledge of literature as such will not form part of this paper.
5. General Knowledge including Everyday Science—This paper is intended to test the candidate's knowledge of current world affairs and also of broad facts of historical, political, geographical and economic importance. A section will be included to test candidate's knowledge and understanding 120 marks will be allowed for General Knowledge and 30 marks for Everyday Science.
6. Viva Voce—The Viva Voce will be test, the personal qualities of the candidates. This examination will be in matters of general interest and is intended to test candidates alertness, intelligence and general outlook. Consideration will also be paid to the bearing and physique of the candidate.

### **II OPTIONAL SUBJECTS**

#### **GROUP "A"**

#### *Language and Literature*

- |  |  |
|--|--|
| (1) English Literature Period I            | Scott, Wordsworth, Lamb, Keats, Shelly, Byron and Jane Austen.                   |
| (2) English Literature Period II 1832-1901 | Carlyle, Dickens, Thackeray, Tennyson, Browning, Mathew Arnold and Thomas Hardy. |

Note: - Special attention should be paid to the authors named and a candidate will be expected to be familiar with some of their works.

A candidate will also be expected to have studied the literary history of this period and done some independent reading outside the author's named. In marking the paper importance will be attached to evidence of wide reading and independent judgment.

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|--|---|
| (3) Arabic (4) Persian (5) French  | Translation from the language into English and from English to the Language.                          |
| (6) Sanskrit (7) Latin (8) German.   | Composition on one or more specified subjects. Questions may be asked on the grammar of the Language. |
| (9) History of Urdu Literature/History of Sindhi Literature—Candidates will be expected to know the best known works in the language and possess a knowledge of the history of |   |

the literature and such knowledge of general social history as will enable them to understand the literature.

(10) Arabic Literature, Period I

- (i) Pre-Islamic Poetry.
- (ii) The Holy Quran.
- (iii) Tafsir Literature.
- (iv) Evolution of Hadith Literature.
- (v) Origin and Development of early Prose.
- (vi) Omayyad Period Poets and Prose writers.

(11) Arabic Literature, Period II

- (i) Abbasid Period Poets, Scientists, prose writers, geographers, historians philosophers, medical writers etc, Upto 1500 A.D.

(12) Persian Literature, Period I

(13) Persian Literature, Period II

- After 1500 A.D. including also the literature produced in the indo Pakistan Sub-Continent. The candidates will also be expected to answer questions regarding the cultural background Persian Literature in both the above periods.

### **GROUP "B"**

#### **HISTORY**

(14) Indian History, Period I

- Indian from the first Aryan settlement to the end of 1526 A.D. questions may also be set on the history of Budhism outside India.

(15) Indian History, Period II

- India from 1527 to 1857.

(16) English History, from 1714 A.D.

- Standard same as for degree examination.

(17) European History, from 1789 A.D.

- Standard same as for degree examination.

(18) Islamic History, Period I

- (i) Pre-Islamic Arabia.
- (ii) The holy Prophet and Orthodox Caliph.
- (iii) The Omayyad Period.

(19) Islamic History, Period II

- (i) Abbasid Period.
- (ii) Muslim "Rule" in Spain.

### **GROUP "C"**

#### **MATHEMATICS**

(20) Pure Mathematics--

(i) Trigonometry—

De – Moivre's Theorem Hyperbolic and inverse Hyperbolic functions. Summations of Trigonometric series. Standard same as for degree examination.

(ii) (a) Analytical Plane geometry—Rectangular and Polar Co-ordinates, the Straight lines. Parallel lines, points at infinity, line at infinity, pair of straight lines, simple case of Harmonic ranges and Pencils. The circle, including, coaxi circle, the elpse, the Hyperbola and the Rectangular Hyperbola, the Parabola, Transformation of co-ordinates, Polar equation of coins, Tracing of conic given by the General Equation of the second degree.

(b) Analytical Solid geometry, the straight line, the plane, the sphere, equations of Cylinder and one of second and of their tangent plane, Standard same as for degree examination.



(iii) Algebra—

(a) Theory of Equations, cubic and quadratic equations.

(b) Determinants of third and fourth order, their development and properties.  
Standard same as for degree Examination.

(iv) calculus—

(a) Differential calculus—

Function, Limits, Continuity, Definition of Differential Co-efficient Differentiation of function of one variable, Roll's Theorem, Mean Value Theorem, Successive differentiation, Taylor's and Machlauren's Theorems with Lagrangs form of remainder, Partial differentiation, Approximation and Small, errors maxima and Minima Double points curvature, curve Tracing.

(b) Integral Calculus:-

Different methods of Intergration, reduction, Formulae Integration as the limit of sum, Definite integral Retification Quadrature , Volumes and Surface of (Solids) of Revolution.

(c) Difference equation of the types—

(i)  $dy + Py$

$dx$  Q where P and Q are functions of X

(ii)  $dy$  square  $dy - cy$ .

(iii)  $Dx$  square +  $dx - F(X)/Mx$

Where f (x) is of the form \_\_\_\_\_ Sin mx of Cos mx Standard same as for degree examination.

(21) Applied Mathematics –

(i) Statistics---

Parallelogram and Triangle of Forces Moments, Couples Conditions of equilibrium of particle and of a rigid body acted on by Coplanar forces, centre of gravity by Calculus method friction. Standard same as for degree examination.

(ii) Dynamics—

Velocity, Acceleration, Relative Velocity, Uniformly accelerated rectilinear motion, Motions on an inclined plane, Simple harmonic motion, Projectiles Motion in a Circle, Conical Pendulum, Simple Pendulum Works, Energy Impulse, Standard same as for Degree Examination.

(iv) Hydrostatic—

Resultant. Thrust on any plane are immersed in a Homogeneous liquid at rest Centre of Pressure Archimedes Principle. Standard same as for Degree Examination.

(22) Statistics

(1) Frequency distribution average for centilese and simple methods of measuring disoperation, graphic methods, treatment of qualitative data, e.g. investigation of association by comparison of ratio the practice of graphic and algebraic methods of interpolation.

(2) Practical methods used in the analysis of and interpretation of statistics of prices, wages and incomes, trade, transport, production and consumption, education, etc., Methods of dealing with population and

vital statistics miscellaneous methods use in handling Statistics of experiment or observation.

(3) Elements of modern mathematical theory or statistics frequency curves and the mathematical representation of groups generally, accuracy of sampling as effecting averages, percentages, the standard deviation, significance observed difference between average of groups etc., the theory of Correlation for two variable.

### **GROUP "D"**

#### **SCIENCE**

- |                        |   |
|------------------------|---|
| (23) Physics           | Mechanics and properties of Matter, Sound, Heat, Light Magnetism and Electricity as for Degree Examination.   |
| (24) Chemistry         | Chemistry paper will include all the three section (A) Inorganic, (B) Physical and (C) Organic Chemistry each carrying equal marks. The standard is the same as for Degree Examination.   |
| (24-A) Geology.        | Standard same as for Degree Examination.  |
| (25) Applied Chemistry | Chemical Plant, Chemical Engineering ceramics, Oils, Sugar, Leather, Soap and Toilet Products, paper and Cellulose Derivatives, food Preservation and Milk Products, Rosin and Turpentine. Paints and varnishes. Coal Carbonization and Road Tars. Fermentation Industries, Water Purification. Waste disposal starch and allied products, Heavy Chemicals, Fertilizers, Matches. |
| (26) Botany.           |   |
| (27) Zoology.          | Standard same as for Degree Examination.  |
| (28) Agriculture.      |   |
| (28 a) Forestry.       |   |
| (29) Astronomy.        |   |
| (30) Human Anatomy.    | Standard same as for Degree Examination.  |
| (31) Physiology.       |   |

**GROUP “E”**  
**MISCELLANEOUS**

(32) Ethics and Psychology

Standard same as for Degree Examination.

(33) Logic and Elements of Philosophy

Logic will cover all the topics usually discussed in Deductive and Inductive Logic, including the Categories and the Predicable, the reduction of syllogisms, different kinds of syllogisms, Methods of Induction's and Quantitative Determination. Questions may be set not only on points of doctrine but also on the logical analysis of arguments. Elements of Philosophy will include the following topics:-

(1) The Problem of Philosophy – Its relations with common sense, Science and religion. The method of philosophy. The Divisions of Philosophy.

(2) Theories of Knowledge – Scepticism Idealism, Realism, Institutionism, Pragmatism.

(3) Theories of Being – Dualism. Monism Pluralism, Materialism, Spiritualism, Neutral Monism Emergent Evolution.

The candidates will be expected to have a reasonably good knowledge of Quran, Hadith and the Fiqah. They should be able to answer questions on the following subjects:-

(a) Shariat-i-Imam and Arkan-i-Islam.

(b) Holy Prophet's Life.

(c) History of the Khulfa-i-Rashideen.

The study of the following books recommended:-

(i) Spirit of Islam.

(ii) Seerat-un-Nabi by Shibli-Numani.

(iii) Khutabat-i-Madras by Syed Suleman Nadvi.

(iv) The early Caliphate by Muhammed Ali.

- (35) Economics. Standard same as for Degree Examination.
- (36) Political Science. Standard same as for Degree Examination.
- (37) Criminal Law. The Pakistan Penal Code. The Evidence Act, and The Criminal Procedure Code.
- (38) Civil Law. The Evidence Act, The Civil Procedure Code, Limitation Act, For paper in subject (37) and (38) bare copies of the Relevant Act will be provided.
- Note:-
- (39) Geography. General and Political geography of the World. A special knowledge of the Geography of Pakistan. India and adjoining countries will be expected. Contours and Elementary Principle of land Surveying Questions of Physical and Economic Geography may be set.
- (40) International Relations. (1) European and U.S.A Affairs since 1919, with special reference to the following topics:-  
 (a) The Versailles Settlement.  
 (b) The League of Nation and U.N.O.  
 (c) Soviet Foreign Policy.  
 (d) The Second World War.  
 (e) Foreign Policy of U.S.A..  
 (f) Fascism and National Socialism.  
 (g) The current International Situation.  
 (2) Eastern Affairs since 1919, with Special reference to the following topics:-  
 (a) The Expansion of Japan.  
 (b) The Chinese Civil War.  
 (c) The Freedom Movements in South East Asia.  
 (d) The Palestine problem and the Arab States.  
 (e) The Egyptian Nationalism.  
 (f) Turkey and Her Foreign Policy.  
 (g) International Rivalries in Iran and Afghanistan.  
 (3) Geographical Aspects of International Relations.

- (41) Commerce--
- Comprising—  
(a) Industrial and Commercial Organization.  
(b) Industrial and Commercial Law: and  
(d) Statistics.
- (42) Public Administration.  
Legal and Institutional Setting, Principle of Organization, Internal Management and Control, Personal Management, Fiscal Management Planning and Special Problems in Administration.
- (43) Sociology.  
Definition, scope and methods of Sociology, study of Social Problems, Population Race, Relations, Dis-Organisation of families, Crime, etc. History of Social thought Social Structure like Government, family, etc. Community and community Organization with study of Ecology and Group Relationship. Family, Marriage and Population problems with special Reference to Social Problem of Pakistan.

**Controller of Examinations,  
Sindh Public Service Commission  
Hyderabad.**