

Case No.	F.4-56/2026-R
Particulars of post	Principal (Male) (BS-19), Federal Directorate of Education (Ex-F.G Schools), Ministry of Federal Education and Professional Training
Minimum Qualification & Experience:	<p>i. Second Class or Grade 'C' Master's degree / Bachelor's degree (4 years duration) with Second Class or Grade 'C' M.Ed / B.Ed. (Hons) or equivalent qualification from a University recognized by HEC. Requirement of M.Ed / B.Ed. (Hons) is exempted for those having Master's / M.Phil / Ph.D. degree in Education.</p> <p>ii. Twelve (12) years post qualification experience in Teaching and Administration in a recognized Educational Institution.</p>

Max Marks: 200

Qualifying Standard: 50%

(Note: Negative marking of 0.25 per wrong answer)

**Part-I: 100 Marks (MCQ)**

**I. English (50 Marks)**

- Comprehension
- Grammar Usage
- Vocabulary
- Sentence Structuring
- Sentence Correction
- Grouping of Words
- Pairs of Words
- Idiomatic Phrases
- Synonyms/ Antonyms
- Translation

**II. Teaching Methodology (50 Marks)**

- Teaching Methodology
- Elements of Curriculum.
- Curriculum Development Process:
- Classroom Communication
- Classroom Assessment and Evaluation
- Types of Test and characteristics of a Good Test
- Research Instruments

**Part-II (Professional): 100 Marks (MCQ)**

**I. Foundation of Education**

- Educational Process
- Role of education in Nation Building, National cohesion and integration, Character building, Human resource development, World peace and prosperity
- Philosophical Foundations of Education
- Psychological Foundation of Education
- Sociological Foundations of Education
- Islamic Concept Education
- Process of Development of Test books and National Textbook Policy

## II. Process of Teaching and Teaching Strategies

- Process of Classroom Communication
- Factors affecting Classroom Communication
- Barriers to Classroom Communications
- Use of Instructional Materials and Media
- Information and Communication Technologies (ICTs)

## III. Education Assessment and Evaluation

- Concept of Classroom Assessment and Evaluation
- Distinction between Assessment, Evaluation and Measurement
- Approaches to Evaluation: Formative Evaluation; Summative Evaluation
- Types of Test: Essay Type; Objective Type: Multiple Choice, True-False Items, Matching Type; Principles of Construction of these Test
- Achievement Test
- Standardized Tests
- Characteristics of a Good Test: Validity, Reliability, Objectivity, Usability

## IV. Education Administration and Supervision

- The Concept of Administration
- Educational Planning and Organization in Pakistan
- Approaches to Educational Administration: Democratic; Authoritarian; Laissez-faire
- Function of Administration
- Educational Supervision
- Agencies and Organizations promoting Education in Pakistan

## V. Human Resource and Financial Management

Definition, Significance and Scope of Human Resource Management; Organization—Types of Organization, Theory of Organization, Principles of Organization, Organization of the Federal and Provincial Governments, Public Sector Enterprises; Approaches to Human Resource Management. Personnel Administration—Tools of Personnel Management: Selection, Training, Promotion, Compensation, Discipline; Communication, Communication Channels and Principles of Public Relations; Human Behaviour and Organizations Administration.—Elements of Financial Administration,

## VI. Information Technology and MS Office

Fundamentals of Computer: CPU, Memory Devices, Types of Computers, Characteristics of Computer and related material; Application Software: Microsoft Word, Microsoft Power Point, Microsoft Excel; Search Engines, Web Design, Email, Internet Surfing, Social Networking (Facebook, Twitter, etc); General Introduction to Virus and Antivirus utilities; Programming Languages.