

Q.No.1. What is meant by NMC and NS&WC?

Ans. NMC stands for National Management Course and NS&WC stands for National Security & War Course. These are mandatory training courses for promotion of officers from BS-20 to BS-21.

Q.No.2. Where these courses are held?

Ans. NMC is held at National Management College, Lahore, whereas NS&WC is held at National Defence University, Islamabad.

Q.No.3. Are these courses mandatory for promotion?

Ans. Yes these are mandatory for promotion of officers from BS-20 to BS-21.

Q.No.4. What is a criterion for participation in NMC and NS&WC?

Ans. The criteria for NMC and NS&WC is as under:-

- (i) Officer(s) is/are in BS-20 or equivalent on regular basis.
- (ii) The officers) is/are in the promotion zone.
- (iii) The officers may be considered in order of seniority in their respective cadres and the officers otherwise senior to them should not be ignored (seniority list of the respective cadre may be supplied).
- (iv) Overall service record of the officer based on PERs. Minimum threshold would be 75.

Q.No.5. How many courses of NMC and NS&WC are organized in a year?

Ans. Two NMCs and one NS&WC are organized in a year.

Q.No.6. What is the time schedule of the courses?

Ans. The time schedule of 1st NMC is from February to July and 2nd NMC from last week of July to December, whereas, NS&WC is held in August every year (for civilian participants).

Q.No.7. What is the duration of the NMC and NDU courses?

Ans. Duration of NMC is 22 weeks and duration of NS&WC is 25 weeks.

Q.No.8. Is there course fee for NMC and NS&WC?

Ans. Yes the course fee for NMC is Rs.725,000/- and for NS&WC is Rs.700,000/- per participant.

Q.No.9. Who makes payment of fee for participants of the courses at the NSPP and NDU?

Ans. Establishment Division makes payment of courses for officers belonging to APUGs (PAS, PSP and Secretariat Group) as well as other Occupational Groups controlled by the Federal Government. The fee in respect of Ex-cadre officers of Federal Government and those belonging to Provincial Governments is paid by their respective Departments/Provincial Governments.

4

Q.No.10. What is course fee for officers belonging to Ex-cadre / Provincial Governments?

Ans. The course fee for officers belonging to Ex-cadre/Provincial Governments is the same as for officers belonging to other services/groups.

Q.No.11. Is any exemption permissible, from NMC/NS&WC Courses?

Ans. Exemption is permissible to all BS-20 and BS-19 officers who attain the age of 58 years before the commencement of a course or may attain the same during the currency of the course.

Q.No.12. What is advance course in Public Management?

Ans. The Advance Course is now known as Senior Management course.

Q.No.13. Where SMC is held?

Ans. SMC is held at Senior Management Wing, National Management College, Lahore and National Institute of Management, Karachi.

Q.No.14. Is SMC mandatory for promotion?

Ans. Yes, it is mandatory for consideration to promotion from BS-19 to BS-20.

Q.No.15. What is number of Senior Management Courses organized in a year?

Ans. Two Senior Management Courses are organized each year.

Q.No.16. Whether Senior Management courses are conducted on calendar year or financial year basis?

Ans. SMCs are conducted on the basis of calendar year.

Q.No.17. What is duration of Senior Management Course?

Ans. The duration of the course is 20 weeks.

Q.No.18. Is there a course fee for Senior Management Course in Public Sector Management?

Ans. Yes, the course fee is Rs.225,000/- per participant.

Q.No.19. Who pays course fee in respect of officers of the Federal Government for Senior Management Course (SMC)?

Ans. Establishment Division makes payment of courses for officers belonging to APUGs (PAS, PSP and Secretariat Group) as well as other Occupational Groups controlled by the Federal Government. The fee in respect of Ex-cadre officers of Federal Government and those belonging to Provincial Governments is paid by their respective Departments/Provincial Governments.

2

Q.No.20. Who pays fee for Senior Management Course in Public Sector Management in respect of Officers of Autonomous Bodies / Provincial Governments?

Ans. Respective Departments / Autonomous Bodies / Provincial Governments arrange payment of course fee.

Q.No.21. How many participants are trained by National Management College, Lahore and National Institute of Management, Karachi?

Ans. Approximately 110-120 Officers get training at NMC Lahore and NIM Karachi in a course.

Q.No.22. What is the eligibility criterion for selection of participants for Senior Management Course in Public Sector Management?

Ans. The following eligibility criteria is observed while nominating the officer(s):-

- (i) Officer(s) is / are in BS-19 or equivalent on regular basis.
- (ii) The officer(s) is/are in the promotion zone.
- (iii) The officer(s) may be considered in order of seniority in their respective cadres and the officers otherwise senior to them should not be ignored except on account of disciplinary proceeding (seniority list of the respective cadre may be supplied).
- (iv) The officers, who are posted abroad, except those belonging to Foreign Service of Pakistan, may not be nominated.
- (v) Officers on long leave / pending or undergoing disciplinary proceedings may not be nominated.
- (vi) The minimum threshold of overall quantified score of PERs should be 70.

Q.No.23. Is any exemption permissible from the Senior Management Course?

Ans. Exemption from SMC is permissible to BS-19 officers who attain the age of 58 years before the commencement of a course or may attain the same during the currency of a course.

Q.No.24. What is the organizational status of NIMs?

Ans. NIMs are constituent units of National School of Public Policy (NSPP).

Q.No.25. What is the difference between Foreign Training and a Foreign Scholarship?

Ans. Foreign Training means a non-study based donor sponsored training abroad whereas Foreign Scholarship means a study based donor sponsored training abroad.

Q.No.26. What is the basic purpose of Foreign Scholarship/Training?

Ans. Its purpose is capacity building of a civil servant through education/exposure.

27

Q.No.27. What are the categories of Foreign Training?

Ans. They are:-

- (i) Long term.
- (ii) Short term.

Q.No.28. What are different types of scholarships for foreign training?

Ans. There are two types of scholarships programme

- (i). Technical Assistance Programme as prescribed by EAD.
- (ii). Open Merit Scholarships.

Q.No.29. What is Technical Assistance Programme?

Ans. Technical Assistance Programme means a training/scholarship sponsored by a foreign government/donor agency under bilateral agreement as prescribed by EAD.

Q.No.30. How can potential candidates know about a training/scholarship under Technical Assistance?

Ans. The Economic Affairs Division (EAD) is a focal point in this regard. Their Website www.ead.gov.pk contains complete information, which is regularly updated.

Q.No.31. How the scholarships/trainings under Technical Assistance are circulated?

Ans. Initially, the opportunity is circulated by the EAD calling for suitable nominations from the Federal/Provincial Governments. In turn, the line Ministries/Divisions/Provincial Government/Departments also circulate the information among their attached departments/subordinate offices.

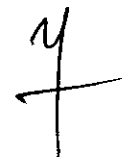
Q.No.32. What is procedure to apply for nomination against a foreign scholarship/training under Technical Assistance?

Ans. As per guidelines in the circular, civil servants apply for nomination through parent office/organization/department. These nominations are processed in line Ministries/Divisions/Provincial Governments/Departments and forwarded to the EAD after short listing, for consideration of Foreign Training Committee (FTC).

Q.No.33. What is composition of the Foreign Training Committee?

Ans. The composition of Foreign Training Committee is as under:-

- | | | |
|-----|--|-----------|
| (a) | Secretary, Economic Affair Division. | Chairman |
| (b) | Additional Secretary and All Joint Secretaries of EAD. | Member |
| (c) | Joint Secretary (T), Establishment Division. | Member |
| (d) | Section Officer (UN-IV), EAD | Secretary |
| (e) | Concerned Desk Officers appear on case to case basis | |



Q.No.34. What are common types of Scholarships under Technical Assistance?

Ans. They include:-

- (i) Netherlands Fellowship Programme.
- (ii) Sweden International Development Agency (SIDA Training Programme)
- (iii) German-assisted facilities.
- (iv) Norwegian Scholarships.
- (v) Japan International Cooperation Agency (JICA).
- (vi) Malaysian Technical Cooperation Programme (MTCP).
- (vii) Korean International Cooperation Agency (KOICA).
- (viii) Singapore Colombo Plan Third Country Assistance.
- (ix) Islamic Development Bank Scholarships.
- (x) Aus-Aid Scholarships.
- (xi) Commonwealth Secretariat Scholarships.

Q.No.35. What is Open Merit Scholarship Programme?

Ans. The one offered directly to all citizens of Pakistan through open advertisements by foreign donors agencies. Civil servants in capacity as a Pakistani citizens are also eligible to apply through proper channel.

Q.No.36. Is an Open Merit Scholarship treated under Technical Assistance Programme?

Ans. No.

Q.No.37. What are common types of Open Merit Scholarship Programmes?

Ans. They are:-

- (i) Chevening Scholarships.
- (ii) Fulbright Scholarships.
- (iii) Joint Japan World Bank Scholarship Scheme.
- (iv) Others.

Q.No.38. What is the procedure for nominations against Open Merit Scholarships?

Ans. They are advertised by the donor agencies through press/relevant website.

Q.No.39. What are mandatory requirements for a civil servant for availing scholarship under Technical Assistance Programme?

Ans. These are:-

- (a) NOC in respect of disciplinary proceedings.
- (b) NOC/sparability by the parent organization.
- (c) NOC/sparability by the organization of posting.

4

Q.No.40. What documents are normally required from civil servants to be enclosed with applications for nomination against foreign training/scholarships?

Ans. They are:-
 (i) Surety Bond (for long-term courses only).
 (ii) Revised T-Form.
 (iii) Undertaking

Q.No.41. Is any specimen of these papers available?

Ans. Yes, It is available on Website of the Economic Affairs Division www.ead.gov.pk.

Q.No.42. Who can be a Surety to a civil servant proceeding abroad on training/scholarship?

Ans. Only civil servants of BS-17 & above can file Surety.

Q.No.43. What is a Revised T-Form all about?

Ans. It is a proforma containing basic details i.e. name, age, qualification, service, service length and the purpose of training and record of Training already availed etc.

Q.No.44. What constitutes an Undertaking?

Ans. Civil servant proceeding abroad on training/scholarship tenders an affidavit on legal paper that information provided is true/correct.

Q.No.45. What is warranted in case of default against Surety Bond?

Ans. It attracts disciplinary proceedings against the defaulter.

Q.No.46. Can a civil servant directly contact the sponsoring agency for scholarship/training?

Ans. No.

Q.No.47. What is meant by deputation during the period of Foreign Training/Scholarship?

Ans. This means that while on training/study abroad under Technical Assistance Programme:-

- Officer is treated on duty.
- Full pay remains admissible.
- Usual allowances remain admissible.
- Family accommodation remains admissible.
- Medical facilities remain admissible.

Q.No.48. Whether ad-hoc/contract employees are eligible for foreign training?

Ans. Normally no, unless specific provision exists in terms and conditions of the contract document.

Q.No.49. Can a civil servant work with International Organizations/Foreign Governments/UN Specialized Agencies on deputation basis?

Ans. Yes. Deputation is admissible up to a maximum period of 5 years, subject to fulfillment of eligibility criteria as per Policy contained in OM No.5/3/2002-T-IV dated 18.09.2012.

Q.No.50. While on deputation of civil servants with International Organizations/Foreign Governments/UN Specialized Agencies, how their period of absence from Government duty is treated?

Ans. It is treated as deputation subject to standard terms & conditions available at pages 437-439, Sl. No.70, of Estacode, (2007 Edition Vol-I).

Q.No.51. What is the normal procedure for deputation with International Organizations/Foreign Governments/UN Specialized Agencies?

Ans. Following an open advertisement in media/website of the concerned International Organization/Foreign Governments/UN Specialized Agency, a civil servant seeks permission of the parent office/department to apply. After he/she is permitted to apply, and eventually selected, his/her parent department refers his/her case to the Establishment Division along with offer letter, Contract Agreement & CV for processing. Establishment Division processes the case for approval of the competent authority.

Q.No.52. Can a civil servant directly approach an International Organization/Foreign Governments/UN Specialized Agency for deputation?

Ans. It should only be done through proper channel.

Q.No.53. Who is the competent authority for approval of deputation with International Organization/Foreign Governments/UN Specialized Agency?

Ans. Establishment Secretary is the competent authority in case of officers of BS-17/18 and the Prime Minister in case of officers of BS-19 and above. Approval is accorded on recommendation of the Special Selection Board.

Q.No.54. What is meant by Special Selection Board and what is its composition?

Ans. Special Selection Board comprises of Secretary Foreign Affairs, Secretary Economic Affairs Division and the Secretary Establishment Division, with Secretary Cabinet Division as its Chairman.

Q.No.55. What are standard terms and conditions while on deputation with International Organizations/Foreign Governments/UN Specialized Agencies?

Ans. Salary of the deputationist is paid by the foreign employer. The deputationist continues to subscribe to the GP Fund / Pension contribution etc. He is not entitled to receive any leave salary, and medical treatment on Government account for himself and family members for the duration of deputation.

Q.No.56. Can a civil servant continue his/her employment with International Organizations/Foreign Governments/UN Specialized Agencies beyond the approved period of deputation without approval of the competent authority?

Ans. No. In such cases, the civil servant will render himself/herself liable to disciplinary action.

Q.No.57. Who is competent authority for approval of deputation with International Organizations/Foreign Governments/UN Specialized Agencies in case of BS-16 and below?

Ans. Secretary of the Administrative Ministry / Division is competent in such cases.

Q.No.58. Is clearance of the Special Selection Board involved in case of deputation abroad of the civil servant in BS-16 and below?

Ans. No. In such cases, Departmental Selection Committees of the respective Ministry/Division with a representative from the Establishment Division submits recommendations to the respective Administrative Secretary.

Q.No.59. Can a civil servant be allowed deputation with International Organizations/Foreign Governments/UN Specialized Agencies while under probation?

Ans. No. It is admissible only after successful completion of the prescribed probation period as may be prescribed.

Q.No.60. Can a contract employee be allowed deputation with International Organizations/Foreign Governments/UN Specialized Agencies?

Ans. Deputation abroad is not admissible in case of contract employees.

Q.No.61. Can a civil servant while on deputation with International Organizations/Foreign Governments/UN Specialized Agencies, retain government accommodation?

Ans. No. Government accommodation shall have to be vacated in such cases.

Q.No.62. Is DIB clearance mandatory for the purpose of deputation with International Organizations/Foreign Governments/UN Specialized Agencies?

Ans. Yes. DIB clearance is mandatory in case of deputation/consultancies with International Organizations, both within country or abroad.

Q.No.63. Who is responsible to process the case for clearance of DIB?

Ans. Administrative Division/Department is responsible for obtaining such clearance.

Q.No.64. Is the Deputation Policy available on website?

Ans. Yes, Policy is available on Establishment Division's Website "www.establishment.gov.pk".

Q.No.65. What is meant by Consultancy?

Ans. Consultancy means engagement of civil servant with a Foreign Organization/UN Specialized Agency for a short period, for carrying out temporary assignment.

Q.No.66. Is consultancy allowed under a laid down policy?

Ans. Yes. Policy is available on the Establishment Division Website www.establishment.gov.pk.

Q.No.67. What is maximum period of a Consultancy?

Ans. One Consultancy should not be more than 90 days.

Q.No.68. What is maximum period of Consultancy during service?

Ans. Consultancy is admissible for a period not exceeding six months during the five years cycle.

Q.No.69. Can the period of consultancy be relaxed?

Ans. Yes. Establishment Division may consider relaxation on case-to-case basis.

Q.No.70. Who is competent authority for approval of the Consultancy assignment?

Ans. The Prime Minister is the competent authority for all cases of consultancy for officers in BS-17 to 22.

Q.No.71. Is any portion of consultancy fee payable to the Government?

Ans. Yes. According to Supplementary Rule 12, 1/3rd of the Consultancy fee is payable to the Government.

Q.No.72. What is selection procedure for the Labour Attache / CWA, and Trade Officers in Pakistan Missions abroad?

Ans. These posts are filled through respective Ministries. They have their own Special Selection Boards. Posts are circulated by the Administrative Ministry as per guidelines and criteria, to all Ministries / Divisions / Provincial Governments and are also posted on Website.

4

Q.No.73. What is the Procedure for recruitment to the posts of BS-17 and above in the Federal Government through FPSC?

Ans. Recruitment to the posts BS-17 and above is made through FPSC and procedure is available on their website i.e. www.fpsc.gov.pk.

Q.No.74. Where can the information be obtained for procedure regarding applications and other related issues?

Ans. Information regarding the application and other related issues is available on FPSC's Website www.fpsc.gov.pk.

Q.No.75. How are the Occupational Groups / Services allocated to successful candidates of CSS Competitive Examination?

Ans. The Occupational Groups/Services are allocated on the basis of prescribed criteria, which include merit, domicile, provincial/regional quota, women quota and minorities quota.

Q.No.76. What is the break-up of regional / provincial / gender / minorities / special person quota?

Ans. The breakup is as follows:-

Merit	7.5%
Punjab	50%
Sindh (Rural)	11.4%
Sindh (Urban)	7.6%
KPK	11.5%
Balochistan	6%
AJK	2%
Total	100%

Note:

- (i) 10% quota is reserved for Women from the share of each Provinces/Region except merit quota vide of Establishment Division's O.M. No. 3/7/2005-R-2 dated 26.09.2006.
- (ii) 5% quota is reserved for minorities (Non Muslims) from the share of each Provinces/Region except merit quota vide Establishment Division O.M. No. 4/15/94-R-2 dated 26.05.2009.
- (iii) Disabled candidates will compete in accordance with the Government policy as there is no separate quota for disable candidates.

4

Q.No.77. What is the minimum and maximum age prescribed for appearing in the CSS Competitive Examinations?

Ans. Minimum age of 21 years and Maximum age of 28 years.

Q.No.78. What is minimum educational qualification prescribed for appearing in the CSS Competitive Examination?

Ans. Bachelor's degree (Graduate) with a Second Division or Grade "C".

Q.No.79. Is there any relaxation admissible in the upper age limit for appearing in the CSS Competitive Examination?

Ans. Yes. 2 years age relaxation is admissible to the candidates belonging to the Scheduled Casts, and candidates from Tribal Areas / Backward Areas and Balochistan Province.

Q.No.80. Is there any age relaxation admissible to the candidates already serving in the Government?

Ans. Yes. Two years.

Q.No.81. How many chances can a candidate avail for appearing in the CSS Competitive Examination?

Ans. Three chances only.

Q.No.82. What is the total marks distribution for CSS Competitive Examination?

Ans. The total marks distribution for CSS Competitive Examination is as follows::

- i. 600 marks are allocated to compulsory subjects.
- ii. 600 marks are allocated for optional papers. Detail of optional subjects is available on FPSC's Website, www.fpsc.gov.pk.
- iii. 300 marks are allocated to viva voce/interview.

Q.No.83. Can a disabled candidate appear in CSS Competitive Examination?

Ans. Yes. Disabled candidates are allowed to appear in the CSS Competitive Examination. A relaxation in the maximum age by two years is also available to such candidates.

Q.No.84. To Which Occupational Groups and Services can a Disabled candidate be allocated?

Ans. A disabled person can be allocated to Audit and Accounts Group, Commerce and Trade Group, Information Group and the Postal Group. A disabled candidates securing a position against prescribed 7.5% merit quota on all Pakistan basis is considered for allocation to Foreign Service for Pakistan on the basis of his/her choice.

Q.No.85. Which organization is responsible for holding Final Passing Out Examination (FPOE) for CSS probationers?

Ans. Federal Public Service Commission (FPSC).

Q.No.86. How may chances are available to the probationers to pass FPOE?

Ans. Fours chance.

Q.No.87. What are the implications for a probationer in case of failure in FPOE?

Ans. These are as under:-

- (a). That the probationer lose his/her one increment if he fails in the first attempt.
- (b). That the probationer be relegated in seniority to the bottom of his/her batch if he/she fails in the second attempt;
- (c). That the probationer be allowed fourth attempt as a matter of grace to qualify the FPOE; and
- (d). That the probationer be discharged from the service under clause (a) of sub-section (2) of section 6 of the Civil Servants Act, 1973, if he/she fails in the fourth attempt.

Q.No.88. Who is the appointing authority in respect of candidates finally selected through CSS for different Occupational Groups/Services?

Ans. Secretary Establishment Division is the appointing authority for the officers of three Groups i.e., DMG (now called PAS), OMG and PSP. For appointment to the remaining of Occupational Groups and Services, the Secretaries of the respective Ministries / Divisions are the appointing authority.

Q.No.89. Is there any probation period after completion of training?

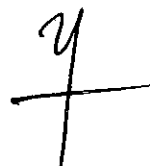
Ans. Yes. Generally two years unless otherwise extended by the Government. In case of persons inducted into Occupational Groups and Services through FPSC, probation period is until probationers qualify Common Training Programme (CTP), Specialized Training Programme (STP) and Final Passing Out Examination (FPOE).

Q.No.90. What is meant by MCMC?

Ans. Mid Career Management Course.

Q.No.91. Is MCMC mandatory for Promotion?

Ans. Yes..



Q.No.92. Where is MCMC held?

Ans. The course is presently conducted at Five (05) stations, Islamabad, Karachi, Lahore, Peshawar and Quetta.

Q.No.93. How many MCMCs are conducted in a year?

Ans. Two (02) MCMCs are conducted, each calendar year.

Q.No.94. What is the duration of MCMC?

Ans. Fourteen (14) weeks.

Q.No.95. What is the organizational status of National Institute of Public Administration (NIPA)?

Ans. NIPA and PASC have been merged into a new entity named National Management College (NMC).

Q.No.96. What is the charter of Pakistan Administrative Staff College (PASC)?

Ans. The charter of National Management College (Ex-PASC) is to provide instructions, tuition, training and research in such branches and disciplines of public administration, public policy, law, economics, finance, management sciences and any other relevant discipline as the Board of Governors may, from time to time, determine.

Q.No.97. What is meant by NSPP?

Ans. NSPP stands for National School of Public Policy (NSPP).

Q.No.98. When was NSPP established?

Ans. It was established on 26.10.2002 in pursuance of NSPP Ordinance 2002.

Q.No.99. What is the composition of Board of Governors of NSPP?

Ans.

(a)	The President of Pakistan:	:	Chairman
(b)	A Federal Minister to be nominated by the Chief Executive of the Islamic Republic of Pakistan	:	Vice-Chairman
(c)	Secretaries, Establishment and Finance Division	:	Members
(d)	Two eminent stake-holders in Public policy from private sector to be nominated by the Federal Government	:	Members
(e)	Two distinguished academicians including one women to be nominated by the Federal Government; and	:	Members
(f)	The Rector	:	Member

2

Q.No.100. Where is NSPP located?

Ans. NSPP is presently located on the premises of erstwhile PASC, Lahore.

Q.No.101. What is the status of Pakistan Academy for Rural Development (PARA), Peshawar?

Ans. PARA Peshawar is an autonomous body being governed through its Board of Governors and under the administrative control of Establishment Division.

Q.No.102. What is source of funding of PARA Peshawar?

Ans. 60% of the annual budget is contributed by the Federal Government while 40% is shared by the Provincial Governments.

27