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PREPARATORY INSTITUTE  
in PAKISTAN

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Welcome to  
family of **1000+**  
**CSS / PMS Officers**





# INTRODUCTION

The foundation of NOA was laid in the capital of Pakistan in 2006, under the supervision of Dr. Muhammad Atif Ali. It is the pioneer institute for the preparation of the competitive examinations-CSS & PMS. It started with a small number of 30 students, which has now exceeded thousands across the country. Meanwhile, NOA has extended its network beyond Islamabad to Rawalpindi and Lahore.

NOA has devised a specialized smart-study program under the supervision of highly qualified and competent faculty members to ensure the provision of a competitive

environment for aspirants. It has made remarkable progress during recent years with a proud number of 100+ faculty members and has produced more than 1000 CSPs with highest ratio of induction in PAS (DMG), FSP & PSP. NOA has emerged as a prominent name for CSS & PMS preparation in Pakistan.

NOA has been offering complete online courses for CSS/PMS since 2018 and has established the first digital virtual campus that offers online preparatory courses and online E-Mock Tests.



# **NOA** *Offers* **FREE WEBINARS** *For* **CSS** Preparation **Twice Every Month** **ONLINE**

National Officers Academy's Webinars are conducted online via Zoom. An internet connection, the Zoom app and a Zoom link are all necessary for attending the webinar using mobile phones or laptops. The link is sent through a message to all attendees who registered themselves on our website at [www.noacss.pk](http://www.noacss.pk) or directly at [lms.noacss.pk/register.php](http://lms.noacss.pk/register.php), otherwise any of our coordinators can provide the link verbally on our helpline at (051)-111-662-277.

## **// Online Free Webinars //**

### **1st Day of Free webinar**

On the first day of the webinar, a general overview about CSS/PMS/PCS examinations and its criteria is given to aspirants by any senior member of faculty. Aspirants are briefed online regarding the basics of CSS/PMS/PCS and how to crack it.

### **2nd Day of Free Webinar**

The second day of the free online webinar is dedicated to optional subjects and in-depth discussion is carried out, highlighting the scoring trends and level of educational background needed for each optional subject. Students may analyse and decide for themselves which combination of subjects best suits them.

### **3rd Day (Admission Day)**

The third day of the Free Online Webinar is dedicated to fee submission and subject selection.

### **Fee submission & Admissions**

once the first 2 days of the free webinar is

complete, students who wish to join the academy for the complete 4-month course must ensure online registration and submit their fees, along with other required documents.

### **Fee Submission Procedure**

#### **On-campus Admissions**

Students who want to get admission on-campus must submit their fee in cash at the relevant campus (checks are not accepted).

#### **Online Admission**

Students who want admission online must submit their fee online via an online transaction at the bank details specified by administration and send a copy of the transaction via Whatsapp, also at a number specified by administration.

### **Individual Online Subject selection Session**

The 3rd day is reserved for individual and one-on-one subject selection sessions

online through zoom,  
during which an expert panel of senior  
faculty members guide and counsel  
students according to their particular  
educational backgrounds and personal

abilities.

### 4th Day

Regular classes begin on the 4th day with  
any compulsory subject as the first lesson, be  
it on-campus or online.

## Courses Offered & Fee

**NOA offers a special FEE discount of Rs 10,000 to online Batches**  
**This Fee is a Lump Sum i.e. one time payment.**

	Courses	Duration	Total Fee	On Campus Fee (LUMP SUM)	Online Fee (LUMP SUM)
1.	CSS	4.5 Months	95,000 PKR	85,000 PKR	75,000 PKR
2.	Screening Test and Compulsory	3 Months	-	60,000 PKR.	50,000 PKR
	Screening Test (Only Online)	40 Days	-	-	25,000 PKR
3.	PMS PMS Punjab	3 Months	70,000 PKR	60,000 PKR	50,000 PKR
4.	PMS Sindh	3 Months	70,000 PKR	60,000 PKR	50,000 PKR
5.	PMS KPK	3 Months	70,000 PKR	60,000 PKR	50,000 PKR
6.	PMS GB	3 Months	70,000 PKR	60,000 PKR	50,000 PKR
7.	PSC Balochistan	3 Months	70,000 PKR	60,000 PKR	50,000 PKR
8.	PSC AJK	3 Months	70,000 PKR	60,000 PKR	50,000 PKR
9.	PCS	1 Month	-	25,000 PKR	20,000 PKR
10.	100 Marks MCQs	1 Month	-	20,000 PKR	15,000 PKR
11.	English	1 Month	-	25,000 PKR	20,000 PKR
12.	English Essay & Precis	45 Days	-	25,000 PKR	20,000 PKR
13.	English Foundation	1 Month	-	10,000 PKR	10,000 PKR
14.	Advance Grammar	1 Month	-	10,000 PKR	10,000 PKR

# ADMISSION Procedure

## Registration Process

Registering is the first and very important step in the process of admission. Without registering on our website, it is not possible to get admission since, the registration allows us to convert individuals into students on our online system. Registration is a two minute process that can be done by visiting our website at [www.noacss.pk](http://www.noacss.pk) and clicking the "Register for New Batch" button on the front page or directly at [lms.noacss.pk/register.php](http://lms.noacss.pk/register.php). The dates for upcoming online and on-campus batches are announced accordingly and for confirmation of these dates aspirants can call NOA's UAN-051 -111 -NOA CSS.

## Admission Process

A student may be registered on the online system but he is not considered officially a student unless he submits the fee.

- On-campus Admissions

Students who want to get admission on-campus must submit their fee in cash at the relevant campus (checks are not accepted).

- Online Admission

Students who want to get admission online must submit their fee online via an online transaction at the bank, send details specified by the administration and provide a copy of the transaction via Whatsapp as well as on the cell number specified by administration.





# COURSE Structure

National Officers Academy adopts a very unique and efficient method of delivering the CSS course. We begin the 4-month course with compulsory subjects, allowing students to get acclimated to CSS and the academy. Students can also use this time to decide which optional subjects they would like to choose in the exams.

All subjects are taught by the faculty members who are specialized in field. Our approach is to divide a subject topic-wise and assign each topic to the teacher who has expertise in the particular area. The approach can be witnessed in Pakistan Affairs, Current Affairs and General Science.

## **Pakistan Affairs**

- History
- Constitutions
- Security Issues

## **General Science and Abilities**

- Physical Sciences
- Mathematics

## **Current Affairs**

- Contemporary Issues
- Relations
- Nuclear Issues
- Organizations

Some optional subjects are only offered online due to the less number of students who opt for them. Hence, all online and on-campus batches are combined to create a group sufficient and enough. Such subjects include Psychology, Chemistry, Physics, Anthropology, Constitutional Law and others. This is a fair compromise as opposed to not offering these subjects at all.





# **RULES &** Regulations



## **1. Admission Information**

- a. Students **MUST** register on LMS and update their personal information themselves, and provide full and accurate information at the time of admission.

## **2. Fees**

- a. Must be paid in full or 2 installments. The first installment is due at the time of admission and the second is due exactly one month later and students must retain their own record of fee payments.
- b. NOA has a no refund policy. Students are given ample time to make their decisions regarding admission. It is important to note that once fee is submitted, no refund shall be granted.

## **3. Batch**

- a. Students will be assigned to batches of the institute's choice. Batches will not be changed according to personal preference.
- b. Students applying for admission in Islamabad can be assigned to any of the

three campuses based on the institute's preference.

- c. No student is allowed to take a class with a different batch without written permission of the administrative staff; otherwise, they will not be allowed to enter the class.

## **4. Attendance**

- a. Attendance at the time of class is mandatory. It is a student's duty to sign the daily attendance record or he/she may face disciplinary action.


## **5. Faculty**

- a. Students can only be asked about the performance/evaluation of a teacher after completion of two lectures.
- b. Students **MUST**, under all circumstances, behave appropriately and respectfully with faculty.

## **6. Outsider policy**

- a. Students are not allowed to bring outsiders onto the premises of the institute whatsoever.
- b. No outsider is allowed in a class





without written permission from ONLY administrative staff.

## **7. Course Freeze Policy**

- a. The institute is not responsible for any personal issues at the student's end. Hence, no classes/course will be placed on freeze.
- b. In case of lockdown, all classes will be conducted online and students will not be given the option to freeze their classes.

## **8. Etiquettes**

- a. Students must maintain appropriate and professional decorum in class and campus all times.
- b. If anyone is reported for any form of harassment, he will face expulsion.
- c. Students are not entitled to communicate with faculty or staff after 10pm.
- d. Students must communicate appropriately and not argue regarding any of the institution rules or policies.
- e. If a student has an issue with a policy or rule, he may submit an online complaint via NOA's online complaint system on LMS.
- f. Students found damaging any property of the institute will be liable to pay for the damages.
- g. Any student found involved in immoral activities will be expelled without any prior warning.

## **9. General**

- a. Candidates should park their vehicles outside the institute at their own risk.

- b. The academy holds the right to expel any student without giving any reason.
- c. Students found damaging the reputation of the institute will be expelled and proper legal action will be taken against him/her.
- d. The decision of the institute in all disciplinary and financial matters shall be final and binding on the students.

## **10. Online classes**

- a. Students are not allowed to switch on their video during lectures.
- b. Students are not allowed to unmute their mics without permission during lectures.
- c. Sharing a class link with others is strictly prohibited.
- d. Students must not disrupt the class in any way, specially by drawing/writing on the screen.
- e. No student is allowed to attend an online class with another batch.
- f. All students must join an online-class with their full name and batch number their screen names. Any student attempting to join a class otherwise will not be permitted.

National Officers Academy is not responsible for a student's actions that take place outside its premises. Such actions are solely the responsibility of the student.

Violations of ANY of these rules will result in disciplinary action that can result in expulsion. The form of disciplinary action is at the institute's discretion.



# NOA CAMPUSES



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f noa.islamabad

f noa.lahore

f noa.rwp

@ noa\_css\_isb

@ noa\_css\_lahore

@ noa\_css\_rwp

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# Main Campus Islamabad

## New Purpose Built Campus of National Officers Academy



NOA's Purpose Built Campus is located in G10/4, Islamabad. It is 4 floors of beautiful designing and interior decoration with special thought given to the needs of students. One might then ask what exactly its purpose is. Well, its purpose encompasses the purpose of all NOA campuses, which is to deliver high-quality education in the form of CSS, PMS and PCS preparation. Moreover, this campus was built keeping its purpose in mind to ensure the delivery of all its services in the best manner possible.

The campus' location is ideal for many reasons, among which is the fact that it is easy to access from all parts of Islamabad. G10/4 is a very central location and is right off Kashmir Highway which runs through Islamabad and connects all sectors. Moreover, the campus is close to several hostels for those who move here from far off locations, and is also at 5 minute walk from the main Markaz.

The building itself has 4 floors. The ground floor is dedicated almost entirely to administration, apart from the girls' common room that is fitted with comfortable couches, a dresser, mirror and the girls' restroom. The rest of the floor consists of a help-desk, conference room, staff room, IT office, Accounts office, NOA Publications office, the Director's office and the CEO's office. The 1st floor has the Campus Administrator's office, 4 classrooms, and a bookstore where students can buy any of NOA's publications, teachers' notes and other such resources. The 2nd floor has 5 classrooms and a cafeteria. Finally, the basement has 2 more classrooms and an Evaluation Office that uses an automated token system allowing students to peacefully wait their turn and a library.

Furthermore, each classroom is fitted with a sound system so that teachers can speak via a microphone and everyone can hear

clearly. The rooms are also fitted with LCD screen televisions that are meant to project presentations or other videos that teachers may need to convey their lectures. Every room has also been equipped with new cushioned chairs and tables and aside from this, all the rooms have inverters for heating and cooling, which may seem trivial but are very uncommon among educational institutions in Pakistan.

One of the best features that must not be overlooked is the library. This is the first NOA campus with an in-built library that will allow students access to all of NOA's publications and other CSS related books. They can study from any of these books on campus, instead of buying them and they will also have a place to sit and concentrate.

Most students are at a loss when it comes to finding a place to study and this library solves that problem while keeping students in proximity with their teachers and lectures. Students can come before class, spend their time studying and without wasting any time, make their way to their lecture. The library also provides books for recreational reading for those who need a break or simply need to improve their language skills.

With an ideal location, beautiful interior, modern technology, and a library, this campus of NOA will become its headquarters and a precedent for all others. Although, classes are offered online for those who cannot attend them in-person, this campus remains open for any visitor who would like a tour or has his questions answered in person. NOA's Purpose Built campus is a symbol of pride for the institution and a place where it can fulfil dreams.

## Contact Us

📍 Plot # 3-D, Madina Centre G-10/4 Islamabad.

☎ 0323-5045013

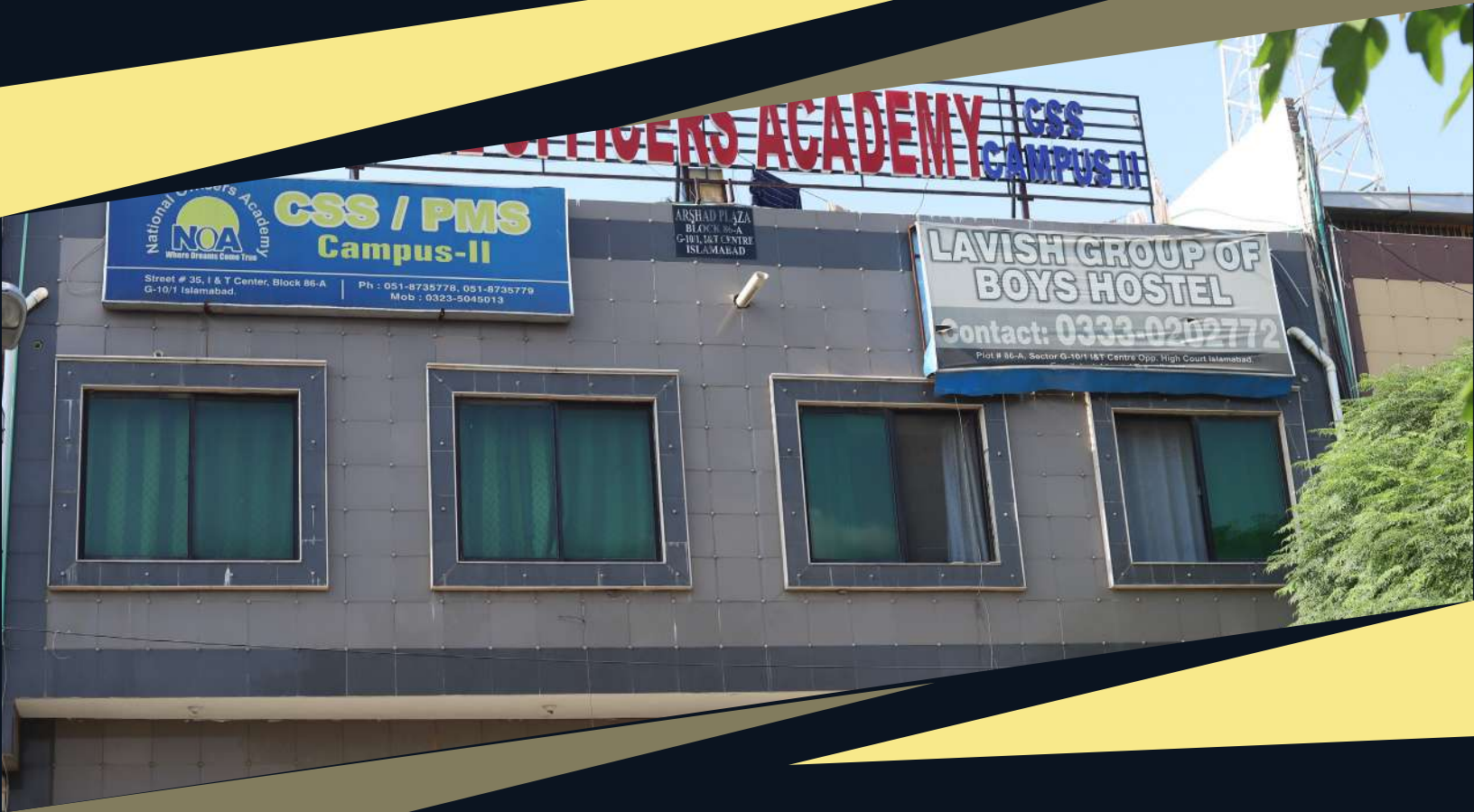
🌐 [www.facebook.com/noa.islamabad](http://www.facebook.com/noa.islamabad)

📷 [www.instagram.com/noa\\_css\\_isb](https://www.instagram.com/noa_css_isb)

☎ UAN: 051 111 662 2747

🌐 [www.noacss.pk](http://www.noacss.pk)






## Islamabad CAMPUS-II

### Introduction

Campus II of NOA, Islamabad was established in 2017 to accommodate the rapidly increasing influx of students. This was a result of NOA's growing reputation and impressive results in the CSS and PMS examinations. Campus II is located across the street from the Islamabad High Court and is hardly a 10 minutes walk from the main campus. Located at street 35 in Arshad Plaza, G10/1, this campus has been home to several CSPs and has yielded great results further boosting NOA into the spotlight.

**REGISTER @ [lms.noacss.pk/register.php](https://lms.noacss.pk/register.php)**

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# NOA **English School** CAMPUS

# Introduction

What used to be National Officers Academy's Main Campus is now its English School. The building that was once called home by thousands of students and still remains nostalgic to its alumni and faculty has been repurposed to accommodate a variety of English courses. It is located at house 327, Sawan Road, G10/1, Islamabad and is the first location that was used by the academy for providing its services. NOA realized the dire need for improvement of English among aspirants and has risen to the occasion by launching the National Officers Academy English School. It is important to note that English must be taught in a technical, professional and applied manner. For this reason, it has dedicated an entire campus to the teaching of English from the very basics to specific techniques for the Essay and Precis papers.

**REGISTER @ [lms.noacss.pk/english.php](https://lms.noacss.pk/english.php)**

**House # 327, Sawan Road, G-10/1Islamabad.**

**Ph: 051-8738645 Mob: 0313-5749278**



More information call us  
**(051) 111 662 277**



E-Mail  
**info@noacss.pk**



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## Lahore CAMPUS

### Introduction

Stretching its boundaries across the nation, NOA opened its Lahore campus in 2018. Its aim is to provide the students of Lahore and adjoining areas with the quality services that are provided at all other campuses. It has been successful since then in its goal of making peoples dreams come true and making NOA's name shine as it exceeds its reputation.

**REGISTER @ [lms.noacss.pk/register.php](https://lms.noacss.pk/register.php)**

61-B, Shoukat Khanum Road, Near Allah Hoo Chowk, Johar Town, Lahor.  
Ph: 042-35239622, Mob: 0332-1125112



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# Rawalpindi-I Rehmanabad CAMPUS

## Introduction

Also known as Rawalpindi Campus I, the Rehmanabad Campus is located in the heart of Rawalpindi. This campus was inaugurated in 2010 to help accommodate students in Islamabad's sister city. NOA's growing demand pushed for the opening of this campus to make it convenient for those from the area. Like all other NOA campuses, it has yielded great results and will continue to do so as NOA grows.

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**LEGACY OF 13 Years**

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M Hammad Hamid (PAS) 12 <sup>th</sup> Position	Farwa Batool (PAS) 8 <sup>th</sup> Position	Kamran Saghir (PAS) 5 <sup>th</sup> Position	Dr. Muhammad Asif (PAS) 6 <sup>th</sup> Position	Maleeha Iesar (PAS) 1 <sup>st</sup> Position	Mehreen Baloch (PAS) 11 <sup>th</sup> Position	M Raza Tanveer (PSP) 9 <sup>th</sup> Position	Ayesha Ghazanfar (PSP)												
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# Rawalpindi-II Westridge CAMPUS

## Introduction

Also known as Rawalpindi Campus II, the Westridge campus promises to deliver excellent results and creates more space for students pursuing their dreams of becoming Civil Servants of Pakistan. The campus was inaugurated in 2012 and has since been contributing to NOA's results as the best institution for the preparation of CSS in Pakistan.

**REGISTER @ [lms.noacss.pk/register.php](https://lms.noacss.pk/register.php)**

House # 148A, Opp Raffay Mall Main Peshawar Road, Westridge-I  
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# VIRTUAL CAMPUS

The goal of NOA's LMS is to create a virtual campus where students never feel what this is a resource they cannot access online or that they are at a disadvantage. Not only are classes online, but students can also submit their assignments, quizzes, mock examinations and get them all checked and evaluated by professional faculty members. Everything a student would have access to in-person is available online, along with more efficient systems and the ability to access information that would otherwise be unavailable in-person. Some examples are that on NOA's LMS, students have the ability to view their classes, individual schedules,

fee submissions, and access an e-library.

NOA hopes that with its creation of this unique system, its students would be comfortable enough with the online classes and would not feel anything lacking in comparison to on-campus classes. As such, it has added every feasible resource online and has allowed for an open channel of feedback in order to keep improving on the current system. NOA is the first Civil Service Preparatory institute that offers online classes with a wide range of options and facilities.



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**ACADEMY**

The Largest **CSS** Preparatory  
Institute in PAKISTAN

## ***Learning Management System***

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**[info@noacss.pk](mailto:info@noacss.pk)**



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Although, NOA's online classes became popular during the lockdown caused by CoVid19, it has been offering them since the past 2 years. However, due to the rapid influx of online students, NOA felt the need for its own system and for that reason developed its own in-house, custom-made Learning Management System for the delivery of its online educational programs, through which students have access to every resource they would if they attended classes in person. The advantage of a



# CSS EXAMINATION

## Literally:

CSS stands for “Central Superior Services”. It is a competitive examination conducted by the Federal Public Service Commission of Pakistan simultaneously all over the country once every year (now held in last week of February) to fill Grade 17 posts in twelve occupational groups of the federal government of Pakistan.

## Occupational Groups

1. Commerce and Trade Group
2. Pakistan Administrative Services
3. Foreign Service of Pakistan
4. Information Group
5. Inland Revenue Service
6. Military Lands & Cantonments Group
7. Office Management Group

8. Pakistan Audit & Accounts Service

9. Pakistan Customs Service

10. Police Service of Pakistan

11. Postal Group

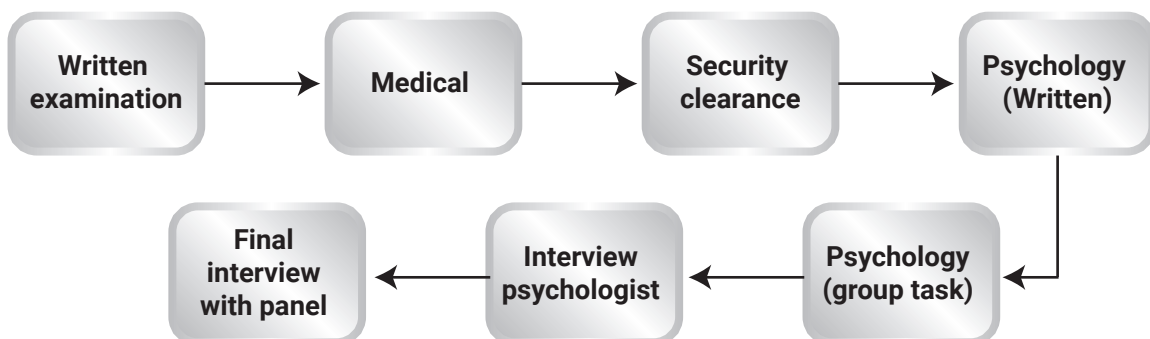
12. Railways (Commercial & Transportation) Group

## Contextually

It is the most difficult and comprehensive examination of the country.

## Actually

It is an examination of graduation level. There are flaws in the preparation of CSS examinations, and non-professional methods of guidance have created much confusion about its preparation and has made it difficult to succeed. Still, there are many things to cherish about CSS.



## Legal Requirements:

The legal requirements are to be fulfilled by the 31st December of the year preceding the examinations. Hence, if a student turns 31 before 31st December 2020, he will not be able to appear in the 2021 CSS examinations. The following rules are applicable on anyone planning to attempt the CSS examinations:

- Age requirement: the candidate must be below the age of 30 and above the 21 before the cutoff date (31st December of the preceding year).

Age relaxation of 2 years in the upper age limit applies to candidates:

- o belonging to the scheduled cast and Buddhist community
- o belonging to Balochistan, the tribal areas of D.I Khan and Peshawar, Dera Ghazi Khan and Rajanpur districts, former tribal areas of Mardan and Hazara divisions
- o permanent residents of Azad Kashmir and Gilgit-Baltistan
- o with special needs, namely, physical, hearing or speech impairment
- o government employees who possess a minimum of 2 years continuous service
- Educational qualifications: the candidate must hold a bachelor's degree or an equivalent of 14 years of formal education before the cutoff date, recognized by the Higher Education Committee (HEC) of Pakistan, while maintaining a position in or above the second division or a

GPA of 2.5/5 or 2/4.

- Gender: only Male and Female genders are accepted
- Nationality: the candidate must be a citizen of Pakistan. Dual citizens can appear in the exam but will have to surrender their foreign citizenship in case they clear the examination and are appointed.
- Domicile: seats with respect to the groups and services will be allocated based on the domicile, this is why a Pakistani domicile is absolutely necessary.

## Features of CSS:


Total marks for CSS	1500
i. Written examinations	1200
ii. Viva voice	300

## How many papers/examinations does it consist of?

The written exam comprises of six (6) compulsory and four (4) to six (6) optional subject carrying 1200 marks in all. Compulsory subjects include English (Essay), English précis & composition, Islamiyat, Pakistan Affairs, Current Affairs and General Science & Ability, each carrying 100 marks for a total of 600. The other 600 are divided among a selection of 45 subjects that are further divided into 7 groups. Some of the optional subjects carry 200 marks each but that does not mean they only have one exam; for example, Economics carries 200 marks but it consists of paper I and paper II.

There are 2 groups that have optional





subjects carry 200 marks each, which means that, hypothetically a student can choose as few as 4 optional subjects, which would look something like: Accountancy and Auditing (200), Applied Mathematics (200), Business Administration (100), and US History (100). More commonly, students opt for 5 optional subjects with only 1 of them being worth 200

marks.

Written exams are followed by viva voce for the successful. This includes psychological tests, interviews and group discussions. However, for updated rules, please visit the official website of the FPSC ([www.fpsc.gov.pk](http://www.fpsc.gov.pk)).

### Division of marks:

Subjects	Marks	Passing %age
Compulsory subject	600	40%
Optional subjects	600	33%

### Why Choose NOA?


National Officers Academy is one of the largest CSS preparatory institutes in Pakistan. We are very proud of our CSS Stars, since we marked 28% of the share in the CSS Result of 2019. But, we are highly determined to provide this level of consistency for our upcoming batches.

We have listed a few features upon which we never compromise and that can be considered the essence of our success:

- Largest CSS faculty holder institution in the country.
- The only institution where not only CSS toppers, but also CSS record-holders are guided, coached, trained and taught.
- The only institution with the highest ratio of induction in PAS, PSP, and FSP.
- Our philosophy is one book CSS.
- Special focus on English written skills and evaluation.
- Our motto is to reduce students, time in CSS preparation.
- Our methodology is to help aspirants

achieve maximum results in minimum time. We believe in coaching, guiding, and helping average and below-average candidates to turn their dreams of passing CSS into a reality.

- We work with dreamers and position seekers to help them realize their dreams.
- NOA has designed its own unique objective and scientific method of subject selection that comprises of 5 steps.
- Candidates are trained to meet the requirements of examiners.
- A large number of tests are not only held but also properly assessed.
- Maintenance of a complete record of candidates' frequent discussions over the requirements of examiners.
- High performers and potential toppers are identified and coached accordingly to achieve positions.
- Mock examinations are conducted throughout the year and the mocks in December and January right before the FPSC examinations are created keeping in mind the most likely questions that are



predicted to be in the CSS examination. This is meant to prepare our students for the most like exam pattern and to ensure maximum result.

- Special revision sessions are conducted ONLINE in January free of cost for all students and non-students alike on our youtube and facebook channels.
- This is the only institute with students from all provinces and federating units of Pakistan.
- Professional counseling and guidance are given to the student at every step to attain optimal results.
- In the emerging trend of online classes, we are not lagging behind. NOA is conducting and managing online classes via the ZOOM platform in an efficient manner, that any student can easily download in his/her mobile phone
- Different assignments are given to

students according to their subjects by their respective teachers. These assignments are evaluated by a team of experts and their respective teachers on the basis of NOA's special evaluation parameters.

These are the main commandments of the National Officers Academy, our quality is what we get in return in the shape of success and prosperity.

Additional Salient Features:

- All students are offered to attend revision sessions in January.
- Classes of current affairs are offered to all students ONLINE throughout the year.
- Students can appear in up to 3 mock examinations of their choice after their course is finished till the end of the year.
- No extra charges are required for these services.

## COMPULSORY SUBJECTS

1.	English essay	100 marks	40% passing
2.	English composition	100 marks	40% passing
3.	Islamiat	100 marks	40% passing
	Comparative Religions (for non Muslims)		
4.	General Knowledge		40% passing
	i. Pakistan affairs	100 marks	} 300 marks
	ii. Current affairs	100 marks	
	iii. General science & Ability	100 marks	

## PASSING CRITERIA:

For compulsory subjects	40%
For optional subjects	33%
Written 600/1200	50% aggregate
Interview 100/300	33%

## CSS Course FEE

Sr #	COURSES	DURATION	ON CAMPUS FEE	ONLINE FEE
1.	Compleat Course	4.5 Months	85,000/- Lump Sum	75,000/-
2.	Only Compulsories and Secreening	3 Months	60,000/- Lump Sum	50,000/-
3.	Screening online only	40 Days	-	25,000/-

### Optional Subjects (600 Marks)

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

C #.	Subject	Marks
11.	Accountancy & Auditing	200
12.	Economics	200
13.	Computer Science	200
14.	Political Science	200
15.	International Relations	200

**Group-II: (To select subject(s) of 200 marks only)**

C #.	Subject	Marks
16.	Physics	200
17.	Chemistry	200
18.	Applied Mathematics	100
19.	Pure Mathematics	100
20.	Statistics	100
21.	Geology	100

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

C.#	Subject	Marks
22.	Business Administration	100
23.	Public Administration	100

24.	Governance & Public Policies	100
25.	Town Planning & Urban Management	100

**roup-IV: (To select one subject of 100 marks only)**

C #.	Subject	Marks
26.	History of Pakistan & India	100
27.	Islamic History & Culture	100
28.	British History	100
29.	European History	100
30.	History of USA	100

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

C #.	Subject	Marks
31.	Gender Studies	100
32.	Environmental Sciences	100
33.	Agriculture & Forestry	100
34.	Botany	100
35.	Zoology	100
36.	English Literature	100
37.	Urdu Literature	100



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

C #.	Subject	Marks
38.	Law	100
39.	Constitutional Law	100
40.	International Law	100
41.	Muslim Law & Jurisprudence	100
42.	Mercantile Law	100
43.	Criminology	100
44.	Philosophy	100

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

C #.	Subject	Marks
45.	Journalism & Mass Communication	100
46.	Psychology	100
47.	Geography	100
48.	Sociology	100
49.	Anthropology	100
50.	Punjabi	100
51.	Sindhi	100
52.	Pashto	100
53.	Balochi	100
54.	Persian	100
55.	Arabic	100



# PMS PUNJAB

Provincial Management Service (PMS) is the premier civil service of a province dedicated to the betterment and upliftment of the general public. PMS officers come from many streams, i.e, 50% through promotion from Tehsildars, Superintendents, Personal Secretaries, etc and 50% through open merit competitive examinations held every year. However, the main chunk of officers are recruited directly into BPS 17 after qualifying rigorous examinations {C.C.E of 12 papers} and scrutiny {post written tests of 4 stages} by

the Punjab Public Service Commission (PPSC).

## 90 Days Preparatory Course:

NOA completes the preparation of all selected subjects at the time of admission within 90 days for PMS course.

## Subject & Syllabus of PMS Punjab:

The examinations consist of six compulsory subjects and three optional subjects. Details of the papers are given below:

### Written Examination:

(Six Papers)	Compulsory	Total 600 Marks
(Three Papers)	Optional	Total 600 Marks

## COMPULSORY SUBJECTS

Sr.#	Subjects	Marks
1.	English essay (Subjective) (An essay on one of the several specified topics)	100 Marks
2.	English (Subjective) (This paper is intended to test the ability of the candidates in functional English comprising précis writing, translation from Urdu into English, composition and usage of idioms).	100 Marks

3.	Urdu (Subjective) (Paper of Urdu (Compulsory) will comprise of Essay Writing, Précis, Explanation of Poetic Verses, Translation from English, Idioms and their usage.)	100 Marks
4.	Islamic Studies (Subjective & Objective) Ethics (For Non-Muslims Candidates)	100 Marks
5.	Pakistan Studies (Subjective & Objective)	100 Marks
6.	General Knowledge (Objective)	100 Marks
7.	Psychological Test and Interview	200 Marks

## OPTIONAL SUBJECTS

### Group "A"

Sr#.	Subjects	Marks
1.	Commerce	200 Marks
2.	Economics	200 Marks
3.	Business Administration	200 Marks
4.	Public Administration	200 Marks

### Group "B"

Sr#.	Subjects	Marks
5.	Agriculture	200 Marks
6.	Veterinary Science	200 Marks
7.	Botany	200 Marks
8.	Zoology	200 Marks

### Group "C"

Sr#.	Subjects	Marks
9.	Mathematics	200 Marks
10.	Computer Science	200 Marks
11.	Statistics	200 Marks
12.	Principle Of Engineering	200 Marks

### Group "D"

Sr#.	Subjects	Marks
13.	Physics	200 Marks
14.	Chemistry	200 Marks
15.	Geology	200 Marks
16.	Geography	200 Marks

### Group "E"

Sr#.	Subjects	Marks
17.	Political Science	200 Marks
18.	History	200 Marks
19.	Law	200 Marks
20.	Mass Communication	200 Marks

### Group "F"

Sr#.	Subjects	Marks
21.	Philosophy	200 Marks
22.	Psychology	200 Marks
23.	Sociology	200 Marks
24.	Social Work	200 Marks



# PMS-KP

## Khyber Pakhtunkhwa

The institution of the Public Service Commission, for the first time, evolved under article 264,265 and 266 of the Government of India Act 1935. Article 188 of the 1956 Constitution and Article 186 of 1962 Constitution of Pakistan provided for the establishment of the Public Service Commission. The Khyber Pukhtunkhwa Public Service Commission is established under article 242 of the 1973 Constitution and is functional under the Khyber Pakhtunkhwa PSC Ordinance 1978.

### 90 Days Preparatory Course:

NOA completes the preparation of all selected subjects at the time of admission within 90 days for PMS course.

### Subject & Syllabus of PMS KP:

The Examination shall include compulsory and optional subjects, and every candidate shall take all the compulsory subjects and opt for three of the optional subjects carrying 600 marks in all but not more than 200 marks from a single group.

### Written Examination:

Four Papers + Viva Voce	Compulsory	Total 900 Marks
Three Papers	Optional	Total 600 Marks

## COMPULSORY SUBJECTS

Sr.#	Subjects	Marks
1.	English (Précis & Composition)	100 Marks
2.	English Essay	100 Marks
3.	General Knowledge (A. Current Affairs) (B. Every Day Science) (C. Pakistan Affairs)	300 Marks (100 Marks) (100 Marks) (100 Marks)
4.	Islamiat	100 Marks
5.	Viva Voce	300 Marks

## SYLLABUS FOR OPTIONAL SUBJECTS

Note: Business Administration Cannot be opted in combination with Public Administration

### OPTIONAL SUBJECTS

#### Group "I"

Sr#.	Subjects	Marks
5.	Accountancy and Auditing	200 Marks
6.	Economics	200 Marks
7.	Business Administration	100 Marks
8.	Public Administration	100 Marks

#### Group "II"

Sr#.	Subjects	Marks
9.	Political Science	200 Marks
10.	Agriculture	100 Marks
11.	Forestry	100 Marks
12.	Sociology	100 Marks
13.	Journalism	100 Marks

#### Group "III"

Sr#.	Subjects	Marks
14.	Pure Mathematics	200 Marks
15.	Applied Mathematics	200 Marks
16.	Computer Science	100 Marks
17.	Statistics	100 Marks

#### Group "IV"

Sr#.	Subjects	Marks
18.	Physics	200 Marks
19.	Geology	200 Marks
20.	Geography	200 Marks
21.	Chemistry	200 Marks
22.	Botany	200 Marks
23.	Zoology	200 Marks

#### Group "V"

Sr#.	Subjects	Marks
24.	Islamic History & Culture	200 Marks
25.	History of Pakistan & India	200 Marks
26.	British History	200 Marks
27.	European History	200 Marks
28.	History of the U.S.A.	200 Marks

#### Group "VI"

**Note:** International Law cannot be opted in combination with International Relations:

Sr#.	Subjects	Marks
29.	Law	200 Marks
30.	Constitutional Law	100 Marks
31.	Mercantile Law	100 Marks
32.	Muslim Law and Jurisprudence	100 Marks
33.	International Law	100 Marks
34.	International Relations	100 Marks

#### Group "VII"

Sr#.	Subjects	Marks
35.	Philosophy	200 Marks
36.	Psychology including experimental Psychology	200 Marks

#### Group "VIII"

Sr#.	Subjects	Marks
37.	English Literature	200 Marks
38.	Persian	200 Marks
39.	Arabic	200 Marks
40.	Pushto	100 Marks
41.	Urdu	200 Marks

# PMS

## Gilgit Baltistan

### 90 Days Preparatory Course:

NOA completes the preparation of all selected subjects at the time of admission within 90 days for PMS courses.

### Subject & Syllabus of PMS GB:

The examination will consist of four papers of compulsory subjects and two papers of optional subjects. The details of the papers are given below:

#### Written Examination:

(Four Papers)	Compulsory	Total 600 Marks
(Two Papers)	Optional	Total 300 Marks

## COMPULSORY SUBJECTS

Sr.#	Subjects	Marks
1.	English General and Essay	150 Marks
2.	Urdu General and Essay	150Marks
3.	Current Affairs and Pakistan Affairs	150 Marks
4.	Islamiat OR Comparative study of Major Religions (for Non-Muslims)	150 Marks



## OPTIONAL SUBJECTS

### Group "A"

Sr#.	Subjects	Marks
1.	Accountancy & Auditing	150 Marks
2.	Economics	150 Marks
3.	Computer Science	150 Marks
4.	Political Science	150 Marks
5.	International Relations	150 Marks

### Group "B"

Sr#.	Subjects	Marks
6.	Physics	150 Marks
7.	Chemistry	150 Marks
8.	Applied Mathematics	150 Marks
9.	Pure Mathematics	150 Marks
10.	Statistics	150 Marks
11.	Geology	150 Marks

### Group "C"

Sr#.	Subjects	Marks
12.	Business Administration	150 Marks
13.	Public Administration	150 Marks
14.	Governance and Public Policies	150 Marks
15.	Town Planning and Urban Management	150 Marks

### Group "D"

Sr#.	Subjects	Marks
16.	History of Pakistan & India	150 Marks
17.	Islamic History & Culture	150 Marks
18.	British History	150 Marks
19.	European History	150 Marks
20.	History of USA	150 Marks

### Group "E"

Sr#.	Subjects	Marks
21.	Gender Studies	150 Marks
22.	Environmental Sciences	150 Marks
23.	Agriculture & Forestry	150 Marks
24.	Botany	150 Marks
25.	Zoology	150 Marks
26.	English Literature	150 Marks
27.	Urdu Literature	150 Marks

### Group "F"

Sr#.	Subjects	Marks
28.	Law	150 Marks
29.	Constitutional Law	150 Marks
30.	International Law	150 Marks
31.	Muslim Law & Jurisprudence	150 Marks
32.	Mercantile Law	150 Marks
33.	Criminology	150 Marks
34.	Philosophy	150 Marks

### Group "G"

Sr#.	Subjects	Marks
35.	Journalism & Mass Communication	150 Marks
36.	Psychology	150 Marks
37.	Geography	150 Marks
38.	Sociology	150 Marks
39.	Anthropology	150 Marks
40.	Persian	150 Marks
41.	Arabic	150 Marks

# PMS SINDH

## PMS Sindh

1. Written examination shall include compulsory and optional subjects.
2. Every candidate shall take all compulsory subjects and three 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 Islamiyat.).

3. A candidate shall answer the papers in English unless otherwise directed.

### 90 Days Preparatory Course:

NOA completes the preparation of all selected subjects at the time of admission within 90 days for PMS courses.

### Written Examination:

(Five Papers)	Compulsory	Total 450 Marks
(Three Papers)	Optional	Total 450 Marks
	Viva Voice	Total 250 Marks

## COMPULSORY SUBJECTS

Sr.#	Subjects	Marks
1.	English	100 Marks
2.	English Essay	50 Marks
3.	Essay in Urdu/Punjabi/Sindh/Pashto/Balochi	50 Marks
4.	General Paper in Urdu/Punjabi/Sindh/Pashto/Balochi	100 Marks
5.	General Knowledge including Every day science	150 Marks
6.	Viva Voce	250 Marks

## OPTIONAL SUBJECTS

### Group "A"

Sr#.	Subjects	Marks
1.	English Literature Period I, 1780-1832	200 Marks
2.	English Literature Period II, 1832-1901	200 Marks
3.	Arabic	150 Marks
4.	Persian	150 Marks
5.	French	150 Marks
6.	Sanskrit	150 Marks
7.	Latin	150 Marks
8.	German	150 Marks
9.	History of Urdu Literature/History of Sindhi Literature	150 Marks
10.	Arabic Literature Period I	150 Marks
11.	Arabic Literature Period II	150 Marks
12.	Persian Literature Period I up to 1500 AD	150 Marks
13.	Persian Literature Period II after 1500 AD	150 Marks

### Group "B"

Sr#.	Subjects	Marks
14.	Indian History, Period I	150 Marks
15.	Indian History, Period II	150 Marks
16.	English History, from 1714 AD	150 Marks
17.	European History, from 1789 AD	150 Marks
18.	Islamic History, Period I	150 Marks

19. Islamic History, Period II 150 Marks

### Group "C"

Sr#.	Subjects	Marks
20.	Pure Mathematics	150 Marks
21.	Applied Mathematics	150 Marks
22.	Statistics	150 Marks

### Group "D"

Sr#.	Subjects	Marks
23.	Physics	150 Marks
24.	Chemistry (A.Geology)	150 Marks (150 Marks)
25.	Applied Chemistry	150 Marks
26.	Botany	150 Marks
27.	Zoology	150 Marks
28.	Agriculture (A. Forestry)	150 Marks (150 Marks)
29.	Astronomy	
30.	Human Anatomy	150 Marks
31.	Physiology	150 Marks

### Group "E"

Sr#.	Subjects	Marks
32.	Ethics and psychology	150 Marks
33.	Logic and Elements of Philosophy	150 Marks
34.	Islamiat	150 Marks
35.	Economics	150 Marks
36.	Political Science	150 Marks
37.	Criminal Law	150 Marks
38.	Civil Law	150 Marks
39.	Geography	150 Marks



40	International Relations	150 Marks
41.	Commerce Comprising (A.Industrial and Commercial Organization)	150 Marks (150 Marks)
	(B. Industrial Commercial Law)	(150 Marks)

	(C. Statistics)	(150 Marks)
42.	Public Administration	150 Marks
43	Sociology	150 Marks
44.	Journalism / Mass Communication	150 Marks



## Message

**AMNA MUJAHID**  
(PAAS CSS 2020)

Passing CSS is a matter of chance but pursuing CSS, in itself, is an incredible learning experience. You learn not only about your surroundings but also your own potentials, so try absorbing every ounce of it and enjoy the process as much as possible!

## Message

**IBRAHIM MIRZA**  
(FSP CSS 2020)

A journey which is full of unexpected turns , one always needs a constant support. For me NOA was that place because of wide array of faculty, high quality mock exams regime and continuous evaluation facilities it offers .



# PMS

## Balochistan

Balochistan Public Service Commission (BPSC) is the civil service of the Balochistan. It was established through the Act of the Balochistan Assembly "the Balochistan Civil Servants Act, 1974, under Article 240 of the newly framed Constitution.

### 90 Days Preparatory Course:

NOA completes the preparation of all selected subjects at the time of admission within 90 days for PSC courses.

### Written Examination:

Four Papers	Compulsory	Total 400 Marks
Three Papers	Optional	Total 600 Marks
	Viva Voice	Total 200 Marks

### COMPULSORY SUBJECTS

Sr.#	Subjects	Marks
1.	English General and English Essay	100 Marks
2.	General Paper including Essay in Urdu/Balochi/Pushto/Sindhi/ Punjabi and Brahui.	100 Marks
3.	General Knowledge including Everyday Science	100 Marks
4.	Islamic & Pakistan Studies	100 Marks
5.	Viva Voice	200 Marks

## OPTIONAL SUBJECTS

### Group "A"

Sr#.	Subjects	Marks
1.	English Literature Period-I 1780-1832	150 Marks
2.	English Literature Period-II 1832-1901	150 Marks
3.	Arabic	150 Marks
4.	Persian	150 Marks
5.	French	150 Marks
6.	Sanskrit	150 Marks
7.	Latin	150 Marks
8.	German	150 Marks
9.	History of Urdu Literature/ History of Sindhi Literature	150 Marks
10.	Arabic Literature Period I	150 Marks
11.	Arabic Literature Period II	150 Marks
12.	Persian Literature Period I up to 1500 AD	150 Marks
13.	Persian Literature Period II after 1500 AD	150 Marks

### Group "B"

Sr#.	Subjects	Marks
14.	Indian History, Period I	150 Marks
15.	Indian History, Period II	150 Marks
16.	English History, from 1714 AD	150 Marks
17.	European History, from 1789 AD	150 Marks
18.	Islamic History, Period I	150 Marks
19.	Islamic History, Period II	150 Marks

### Group "C"

Sr#.	Subjects	Marks
20.	Pure Mathematics	150 Marks
21.	Applied Mathematics	150 Marks
22.	Statistics	150 Marks

### Group "D"

Sr#.	Subjects	Marks
23.	Physics	150 Marks
24.	Chemistry (A. Geology)	150 Marks
25.	Applied Chemistry	150 Marks
26.	Botany	150 Marks
27.	Zoology	150 Marks
28.	Agriculture (A. Forestry)	150 Marks
29.	Astronomy	150 Marks
30.	Human Anatomy	150 Marks
31.	Physiology	150 Marks

### Group "E"

Sr#.	Subjects	Marks
32.	Ethics and psychology	150 Marks
33.	Logic and Elements of Philosophy	150 Marks
34.	Islamiat	150 Marks
35.	Economics	150 Marks
36.	Political Science	150 Marks
37.	Criminal Law	150 Marks
38.	Civil Law	150 Marks
39.	Geography	150 Marks
40.	International Relations	150 Marks
41.	Commerce Comprising (A.Industrial and	150 Marks

	Commercial Organization) (B. Industrial Commercial Law and) (C. Statistics)	
42.	Public Administration	150 Marks

43.	Sociology	150 Marks
44.	Social Work	150 Marks
45.	Geology	150 Marks
46.	Journalism/ Mass Communication	150 Marks



## Message

**AMMARA**  
(IG CSS 2020)

CSS is an arduous journey that requires persistence and right mentorship. NOA provides you a roadmap to move in the direction, closer to your dream. It makes the CSS path relatively easy by guiding you at every step be it written or interview phase.

## Message

**FATIMA TUZ ZAHRA KHAN**  
(IRS CSS 2020)

CSS is a long journey. The key to success is consistency and mental strength. Keep working towards your goal till you achieve it. Focus on subject oriented knowledge, English grammar and paper attempting techniques for a good score. Apart from focusing on your goal academically, make sure to get a lot of prayers from your parents too.





# PCS-AJK

## Azad Jammu & Kashmir

Azad Jammu & Kashmir Public Service Commission (AJKPSC) is a company of the state of Azad Jammu & Kashmir that is bound for recruiting civil servants and bureaucrats, Azad Jammu Kashmir service commission is also like a PPSC, FPSC, SPSC, and BPSC.

### 90 Days Preparatory Course:

For PCS courses, NOA completes the preparation of all selected subjects at the time of admission in 90 days.

### Written Examination:

Four Papers	Compulsory Viva Voice	Total 750 Marks
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### COMPULSORY SUBJECTS

Sr.#	Subjects	Marks
1.	English Essay	50 Marks
2.	English Precise & Composition and Letter Writing.	100Marks
3.	Everyday Science	50 Marks
4.	Current Affairs	100 Marks
5.	Pakistan Affairs	25 Marks
6.	History of Kashmir	25 Marks
7.	Islamic History	100 Marks
8.	Islamic Fiqa, Hidiya Translation & Explanation of Holy Verses	150 Marks
9.	Urdu	150 Marks



# ENGLISH Courses



NOA has created a unique system for the students who would like to improve their English and dedicate extra time to the preparation of the English Essay and English Precis and Composition papers. These courses are constructed on the basis of the individual needs and aptitude of the student.

The English Foundation course is for those who need to improve their basics, the Advanced English Grammar and Writing is for those who want to improve their writing abilities, and the English Essay and Composition course is for targeted study of those papers.

Course availability and dates will be posted regularly on our website [www.noacss.pk](http://www.noacss.pk) and our social media pages.

## **English Foundation 30 Days Course**

NOA has developed this course to help students build their foundation in English. It begins with very basic level English, such as tenses and sentence structure. Eventually, the students reach a level where they are comfortable with their command over the language and can easily construct their thoughts in a written manner. This is very important for any competitive examination in

Pakistan, since they all require good command over the language and the ability to translate thoughts to written answers; hence, students should at least have a good foundation.

The English Foundation class is preceded by a 1-day free seminar, on the 2nd day admissions take place, and regular classes begin from day 3.

## **Advanced English Grammar and Writing – 30 Days Course**

The Advanced English Grammar and Writing course is for those who already have a good foundation in English and want to further improve their writing abilities. NOA helps students develop a greater command over the language and the ability to be creative with their skills. In the English Foundation course, students learn how to construct basic sentences, in this course they learn how to improve upon that and incorporate what they have learned with practical use.

The Advanced English Grammar and Writing course is preceded by a 2-day free seminar. The 1st day is a discussion on the English Grammar part of the course, the 2nd day is a discussion on the Writing part of the course

and on the 3rd day admissions take place. Regular classes begin from day 4.

### English Essay and Composition – 40 Days Course

NOA offers a 30-day course specifically designed for the English Essay and Composition papers in competitive examinations. The English Foundation and Advanced English Grammar and Writing courses are general, but this course focuses on targeted study and teaches students how to attempt the Essay and Composition papers

according to the requirement of the FPSC and preferences of the examiners. Those who want in-depth focused study for these 2 papers should register for this course.

The English Essay and Composition course is preceded by a 2-day free seminar. The 1st day be a discussion on the English Essay part of the course, the 2nd day a discussion on the English Composition part of the course and on the 3rd day admissions take place. Regular classes begin from day 4.

Sr #	COURSES	DURATION	IN CAMPUS FEE	ONLINE FEE
1.	English Essay & Composition	40 Days	25,000 PKR	20,000 PKR
2.	English Foundation	30 Days	10,000 PKR	10,000 PKR
3.	Advance Grammar & Writing	30 Days	10,000 PKR	10,000 PKR



## Message

**HAREEM FATIMA**  
(IRS CSS 2020)

The essential ingredient for success is hard work. If one is hardworking they can beat intelligent people in any craft and in any competition.

All of us who delve into taking the CSS examination are graduates. We have basic understanding of our subjects. We are all intelligent and smart enough to have completed our set degree courses.

The distinguishing factor between those who succeed and those who do not is hard work. Luck comes after that.

Give this exam your time and your effort, for it will test your knowledge and your nerves. And leave the rest to the Almighty.

Best of luck to all the hardworking fellows out there!

# PCS Course

## PCS (Provincial Civil Services)

This exam is held every year without any fixed number of seats in the province. This number of seats varies every year, according to the vacancies and requirements. The seats are under the command and control of the state government and a recruited aspirant cannot be transferred to another state. Basically, PCS is a board responsible for:

Announcing vacancies for numerous posts

Selecting aspirants for declared posts on merit

Selecting civil servants for their respective provinces (bps-9 to bps-20)

## 1 Month PCS Preparation (Single Paper)

NOA offers this one-month course online only for the positions that are posted in the General Recruitment section at the Federal or Provincial levels, such as Assistant Commissioner NAB or Assistant Commissioner FIA, etc. It covers the course and complete preparation for the examination and after the student passes, NOA provides training for the interview

process as well.

This course consists of a 1-day free seminar after which admissions follow on day 2 and on day 3 classes begin.

