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PUNJAB PUBLIC SERVICE COMMISSION

**Subject: SYLLABUS FOR THE POSTS OF ADDITIONAL DIRECTOR
(ADVISORY WING)**

PAPER-I

COMMUNICATION SKILLS (Subjective + Objective) (100 Marks)

Objective: To evaluate that the applicants possess excellent skills in English and Urdu languages and have creative vision.

Mode: The paper shall be subjective as well as objective.

Contents:

- Essay in English preferably on legal topic:
- Translate English into Urdu of a legal passage
- Knowledge of English Grammar and Skills (MCQ based)

PAPER-II

DRAFTING SKILLS (Subjective) (100 Marks)

Objective: To assess that the applicants possess drafting skills and familiarity with approaches to legislative drafting.

Mode: The paper shall be subjective and problem based.

Contents:

Part-I

- Legislation: principal and delegated
- Legislative policy and its significance in drafting legislation
- Nature, characteristics and essentials of public welfare legislation
- Legislation for good governance: essentials
- Modern legislative and drafting techniques
- Essentials of Bills/Ordinances
- Legislative powers of the Parliament and Provincial Assemblies and limitations under the Constitution
- Legislative drafting and statutory interpretation
- The Punjab General Clauses Act 1956

Part-II

- Drafting a Bill based on a given legislative policy
- Drafting an Ordinance based on a given legislative policy

PAPER-III (Subjective + Objective)

CONSTITUTIONAL & ADMINISTRATIVE LAW (100 Marks)

Objective: To assess that the applicants have the understanding of the Constitution and administrative law and possess the knowledge of established principles of interpretation of constitutional and administrative law.

Mode: The paper shall be subjective as well as objective and problem based.

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Contents:

Part-I

The Constitution of the Islamic Republic of Pakistan.

Part-II

ADMINISTRATIVE LAW

- Delegated legislation: principles and controls (legislative and judicial)
- Administrative discretion: principles, controls and safeguards
- Judicial review of administrative action
- Finality of administrative action (ouster clauses): concept and effect
- Judicial decisions and principles of Natural Justice
- Doctrines of ultra vires and promissory estoppel
- Law of Writs

PAPER-IV (Subjective + Objective)

CIVIL LAW (100 Marks)

Objective: To assess the professional knowledge of and insight into the civil law and application of that knowledge as a lawyer.

Mode: The paper shall be subjective as well as objective and problem based.

Contents:

- Code of Civil Procedure 1908
- Land Acquisition Act
- Contract Act 1872
- Punjab Civil Servants Act 1974 and Rules framed under that Act
- Punjab Service Tribunal Act 1974
- Qanun-e-Shahadat Order 1984
- Contract Appointment Policy and Promotion Policy

PSYCHOLOGICAL ASSESSMENT AND VIVA VOCE

(1) Psychological Assessment

(2) Viva Voce