

# PUNJAB PUBLIC SERVICE COMMISSION

**Subject:** SYLLABUS FOR THE POSTS OF **ADDITIONAL DIRECTOR**  
**(ADVISORY WING) CASE NO. 10C2015**

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## **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)

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## **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

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## **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.

**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

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