

¹[Khyber Pakhtunkhwa]
Provincial Civil Service (Secretariat Group) Rules, 1997

[Gazette of ²[Khyber Pakhtunkhwa], Extraordinary, Page No. 57-59, July 17, 1997]

No. SORIV(S&GAD)3-7/95.Vol. II., Dated 26-06-1996.---In exercise of the powers conferred by section 26 of the ³[Khyber Pakhtunkhwa] Civil Servants Act, 1973 (⁴[Khyber Pakhtunkhwa] Act XVIII of 1973), the Governor of the ⁵[Khyber Pakhtunkhwa] is pleased to make the following rules, namely:--

PART I--GENERAL

1. Short title and commencement.---(1) These rules may be called the ⁶[Khyber Pakhtunkhwa] Provincial Civil Service (Secretariat Group) Rules, 1997.

(2) They shall come into force at once.

2. Definitions.---In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:---

- (a) “Appointing Authority” means the authority specified in column 3 against serial No. 1 of the Table in rule 4 of the ⁷[Khyber Pakhtunkhwa] Civil Servants (Appointment, Promotion and Transfer) Rules, 1989;
- (b) “Attached Department” means a Department as defined in rule 2 (b) of the ⁸[Khyber Pakhtunkhwa] Government Rules of Business, 1985;
- (c) “Commission” means the ⁹[Khyber Pakhtunkhwa] Public Service Commission;
- (d) “Government” means the Government of the ¹⁰[Khyber Pakhtunkhwa];

1 Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

2 Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

3 Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

4 Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

5 Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

6 Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

7 Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

8 Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

9 Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

10 Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

- (e) “Governor” means the Governor of the ¹¹[Khyber Pakhtunkhwa];
- (f) “Initial recruitment” means appointment made otherwise than by promotion or transfer;
- (g) “recognised University” means any University incorporated by law in Pakistan or any other University which may be declared as recognised by Government;
- (h) “post” means a post specified in the Schedule appended to these rules;
- (i) “Schedule” means the Schedule appended to these rules at Appendix “A” to be revised from time to time;
- (j) “Secretariat” means the ¹²[Khyber Pakhtunkhwa] Civil Secretariat, as defined in rule 2 (r) of the ¹³[Khyber Pakhtunkhwa] Government Rules of Business, 1985 ;
- (k) “service” means the ¹⁴[Khyber Pakhtunkhwa] Provincial Civil Service (Secretariat Group);
- (l) “share” means the share of the Officers of the service in the posts as allocated under these rules; and
- (m) “Province” means the ¹⁵[Khyber Pakhtunkhwa].

PART II - RECRUITMENT

3. Number and Nature of Posts.---The service shall comprise--

- (a) 80% of the total number of posts of Section Officers in the Secretariat; and
- (b) various other posts in B-17 to B-21 as per share allocated under rule 6 of these rules.

4. Appointing Authority.-- Appointment to the service shall be made by

¹¹ Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

¹² Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

¹³ Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

¹⁴ Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

¹⁵ Subs by the Khyber Pakhtunkhwa Act No IV of 2011.

the authority as specified in rule 2 (a).

5. Method of Recruitment.—The members of the service shall be recruited in BPS-17 as per following method:--

- (i) 50% of posts in B-17 shall be filled by initial recruitment based on the result of a Competitive Examination to be held by the Commission for this purpose in accordance with Appendix B to these rules ; and
- (ii) the remaining 50% of the posts in B-17 shall be filled in by way of promotion on the basis of seniority-cum-fitness from amongst the Superintendents and Private Secretaries who have undergone a training course of nine (9) weeks at the Provincial Management Academy / provincial Staff Training Institute.

Note.—A common seniority list shall be maintained of the Superintendents and Private Secretaries for the purpose of promotion to the posts of Section Officers.

6. Share of the Service in Schedule Posts.---(1) The share of Provincial Officers in Schedule posts in various grades shall be distributed between Provincial Civil Service (Secretariat Group) and Provincial Civil Service (Executive Group) at the ratio worked out on the basis of their cadre strength i.e. the total, sanctioned posts of Section Officers and Extra-Assistant Commissioners respectively (less 10% of the Secretariat Posts in B-18 and above which shall be reserved for the Officers of the Technical Departments on tenure basis) as may be revised from time to time.

(2) For the purpose of sub-rule (1) above, the number of posts falling to the share of Provincial Officers shall be worked out at the following ratio:--

<u>BPS/Grade of the Posts</u>	<u>Share of Provincial</u>
<u>Officers</u>	
21	35 %
20	40 %
19	50 %
18	60 %
17	75 %

7. Age.---(1) No person shall be appointed to the service by initial recruitment in PBS-17 who is less than twenty-one years or more than twenty-eight years of age; provided that in the case of persons serving in connection with the affairs of the Federation (on regular basis) who are domiciled in the Province and the persons serving in connection with the affairs of the Province (on regular basis), with at least

three (3) years service as such, the upper age limit shall be 35 years.

(2) The age shall be reckoned from the 1st January of the year in which the Competitive Examination is proposed to be held by the Commission.

8. Qualifications.---(1) No person shall be appointed to the service by initial recruitment unless he is a Graduate from a recognised University.

(2) No person, not already in Government service, shall be appointed to the service unless he produces a certificate of character from the Head of Academic Institution last attended, and also certificate of character from two other responsible persons, not being his relatives, who are well acquainted with his character and antecedents.

PART III--PROMOTION

9. Promotion.---The appointments against various posts to BPS-18 and above shall be made by way of promotion as per following manner:--

- (a) To ensure minimum possible standards, the promotion to the posts in B-18 as worked out under rule 6(1) shall be made on the basis of seniority / fitness from amongst the members of the service, holding posts in BPS-17 who have successfully completed the prescribed training course at the Provincial Academy for Management and have passed the prescribed departmental examination, if any, and have completed the minimum length of service in B-17 as notified by the Government from time to time.
- (b) Promotion to the posts in B-19, 20 and 21 shall be made on the basis of seniority / fitness from amongst the officers holding posts in BPS-18, 19 and 20 respectively who have completed the minimum length of service as prescribed by the Government.

10. Repeal.---The West Pakistan Secretariat (Section Officer) Service Rules, 1962 and the West Pakistan Deputy Secretaries Recruitment Rules, 1963 are hereby repealed.

APPENDIX 'A'
See rule 2 (1) & 6

**AS PER ADMINISTRATIVE REFORMS PACKAGE NEW
SCHEDULE OF POSTS APPENDED TO S&GAD.**

NOTIFICATION NO. SORIV (S&GAD) 3-7/95. Vol. II
Dated 26th June, 1997.

Name of the posts	BPS	No. of Posts	
Chief Secretary	B-21/22	1	
Addl: Chief Secretary	B-21	1	
Senior Member B.O.R.	B-21	1	7
Secretaries	B-21	3	
Chairman S.D.A.	B-21	1	
Secretaries	B-20	20	
Commissioners	B-20	7	
Member B.O.R.	B-20	1	
Director S.T.I.	B-20	1	
Chairman P.I.T.	B-20	1	
D.G. Population Welfare	B-20	1	
Member P.S.C.	B-20	1	
Chairman G.I.T./Member P.I.T.	B-20	2	39
Member Service Tribunal	B-20	1	
D.G. SDU/PE&D	B-20	1	
M.D.F.V.D.B.	B-20	1	
M.D. Frontier Edu: Foundation	B-20	1	
Director (Finance) S.D.A.	B-20	1	
Director Industries	B-19	1	
Director Food	B-19	1	
D.G. LG&RD	B-19	1	
M.D. SIDB	B-19	1	
Registrar Co-operative Societies	B-19	1	
Addl: Secretaries	B-19	28	
Chief of Section PE&D	B-19	5	
Addl: Commissioners	B-19	6	
Member G.I.T.	B-19	1	47
G.M. (Finance/Admn:) F.D.C.	B-19	1	
Senior Economist Finance Deptt:	B-19	1	
Deputy Commissioners	B-18	23	
Political Agents	B-18	8	
Addl: Deputy Commissioners	B-18	2	
Settlement Officers	B-18	2	
Secretary P.S.C.	B-18	1	
Secretary B.O.R.	B-18	1	
Director Land Record	B-18	1	107
Director Social Welfare	B-18	1	
Div: Director LG&RD	B-18	2	
Dy: Director Provincial Services Academy	B-18	1	
Administrator A.R.O.	B-18	1	
Deputy Secretaries	B-18	49	
Asstt: Chief of Section	B-18	9	
Director Anti-Corruption	B-18	1	
Dy: Director (Admn:) S.T.I.	B-18	1	
Dy: Director (Trg:) STI	B-18	1	
Jr: Economist Finance Deptt:	B-18	1	
Asstt: Economic Advisor (Ind:)	B-18	1	
Secretary P.T.A.	B-18	1	
Assistant Commissioners	B-17	41	
Assistant Political Agents	B-17	22	82
Asstt: to Commissioner/Secretary to Commissioners	B-17	19	

APPENDIX 'B'*See rule 5(i)***S&GAD'S NOTIFICATION NO. 3-7/95/Vol: II,
Dated 26th June, 1997.**

Syllabus and standard for the Competitive Examination of candidates for the Provincial Civil Service (Executive Group), Prol: Civil Service (Secretariat Group), D.S.Ps and Excise and Taxation Officers shall be as under:-

1. The Examination shall include compulsory and optional subjects, and every candidate shall take all the compulsory subjects and two of the optional subjects subject to restriction that not more than one subject shall be taken from each group.

2. A candidate shall answer the papers in English unless otherwise directed. However the paper in Islamiat may be answered in Urdu or English.

3. The compulsory and optional subjects and maximum marks fixed for each subject shall be as shown in the statement below:-

COMPULSORY SUBJECTS

Serial No.	Subjects	Maximum Marks
1.	English	100
2.	English Essay	50
3.	Urdu/Pushto Essay	50
4.	Urdu/Pushto General Paper	100
5.	General Knowledge:-	
	(a) Current Affairs & Everyday Science	125
	(b) Pakistan Studies	75
6.	Islamiat	50
7.	Viva Voce	250
	Qualifying marks in the aggregate of written papers	425
	Viva Voce	75

In the case of non-Muslims the paper of Pakistan Studies will be of 125 marks instead of 75 marks to compensate for the 50 marks in Islamiat for Muslims.

No candidate shall be summoned for Viva Voce test unless he has obtained at least 33 percent marks in each individual written paper and 50 percent marks in the aggregate of the written portion of the Examination.

Five grace marks may however be given to really deserving candidates in one or two papers; provided that such grant of grace marks shall not entitle the grantee to have better position in the merit list than those successful candidates who have not been granted any grace marks. No candidate shall be considered to have qualified in the examination unless he also obtains at least 30 percent marks in Viva Voce. Failure in or absence from Viva Voce shall mean that the candidate has failed to qualify for appointment and his name will not be included in the merit list.

OPTIONAL SUBJECTS

Serial No.	Subjects	Maximum Marks
GROUP "A"		
1.	English Literature period-I. 1780-1832	150 Marks each
2.	English Literature period-II. 1832-1901	Ditto
3.	Arabic	Ditto
4.	Persian	Ditto
5.	History of Urdu Literature	Ditto
6.	Arabic Literature period-I	Ditto
7.	Arabic Literature period-II	Ditto
8.	Persian Literature period-I upto 1500 AD	Ditto
9.	Persian Literature period-II after 1500 AD	Ditto
GROUP "B"		
10.	Indian History period-I	150 Marks each
11.	Indian History period-II	Ditto
12.	English History from 1714 AD	Ditto
13.	European History from 1789 AD	Ditto
14.	Islamic History period-I	Ditto
15.	Islamic History period-II	Ditto
GROUP "C"		
16.	Pure Mathematics	150 Marks each
17.	Applied Mathematics	Ditto
18.	Statistics	Ditto
GROUP "D"		
19.	Physics	150 Marks each
20.	Chemistry	Ditto
21.	Applied Chemistry	Ditto
22.	Botany	Ditto
23.	Zoology	Ditto
24.	Agriculture	Ditto
25.	Astronomy	Ditto
26.	Human Anatomy	Ditto
27.	Physiology	Ditto
27-A.	Geology	Ditto
GROUP "E"		
28.	Ethics and Psychology	150 Marks each
29.	Logic and elements of Philosophy	Ditto
30.	Economics	Ditto
31.	Political Science	Ditto
32.	Criminal Law	Ditto
33.	Civil Law	Ditto
34.	Geography	Ditto
35.	International Relation	Ditto
36.	Commerce comprising	Ditto
	(a) Industrial and Commercial Organisation	Ditto
	(b) Statistics	Ditto
	(c) Industrial Commercial Law	Ditto
37.	Public Administration	Ditto
38.	Sociology	Ditto

Note:— All the papers except in Essays and Islamiat shall be of three hour's duration. The time allowed for the Essay and Islamiat papers shall be of two hours in each case.

4. If a candidate's hand writing is not easily legible a deduction which may be considered suitable may be made on this account from total marks secured by him.

5. Credit will be given for good English including orderly effective and exact expression combined with due economy of work. In all subjects of the examination and not only in subject which are specially devoted to English.

6. Names of candidates who qualify shall be arranged in order of merit according to the aggregate marks obtained at the examination.

Note:- In the event of a tie, the order of merit shall be determined in accordance with the highest marks secured in the viva voce. Should the marks in viva voce candidate who tie, be equal then the order of merit shall be decided in accordance with the highest marks obtained by such candidate in the aggregate of the compulsory subjects.

Detailed syllabus for the Provincial Civil Service (Executive Branch)/Section Officers/Excise and Taxation Officers/Deputy Superintendents of Police competitive Examination.

COMPULSORY SUBJECTS

1. **English:**— This paper is intended to test the candidate's command of English language and may include precise writing usage of idiom etc.

2. **English Essay:**— An essay to be written in English on one of several specified subjects and is intended to test the candidate's ability to compose.

3. **Essay in Urdu/Pushto:**— This paper is intended to test the candidate's command of the language concerned.

4. **General Paper in Urdu/Pushto:**— This paper is intended to test the ability of the candidate to write the language fluently and to translate from English into it. Candidate will be expected to have a grasp of the language and to understand poetry and prose. Knowledge of literature as such will not form part of this paper.

5. **General knowledge including Every-Day Science, Current World Affair and Pakistan Studies:**— This paper which has been split into two viz(a) Current Affairs and Every-Day Science and (b) Pakistan Studies is intended to test the candidates knowledge of current world and Pakistan Affairs and also of broad facts of Historical. Political Geographical, Economics and Scientific importance. Paper as per degree standard.

125 marks will be allowed for current affairs and every-day science and 75 marks will be for Pakistan Studies.

6. **Islamiat:**— Paper as per degree standard.

7. **Viva Voce:**— The viva voce will be to test the personal qualities of the candidates. This examination will be in matters of general interest and is intended to test candidates alertness intelligence and general outlook. Consideration will also be paid to the bearing and physique of the candidates.

OPTIONAL SUBJECTS

GROUP "A"

LANGUAGE AND LITERATURE

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|---|--|
| 1. English Literature period-I 1780-1832. | Scott, Wordsworth, Lamb, Keats, Shelley Byron and Jane Austen. |
| 2. English Literature period-II, 1832-1901. | Carlyle, Dickens, Thackeray Tenyson, Browning, Mathew Arnold and Thomas Hardy. |

Note:- Special attention should be paid to the author's name and a candidate will be expected to the familiar with some of their works.

A candidate will also be expected to have studied the literary History of this period and to have done some independent reading outside the author's name in marking the paper importance will be attached to evidence of the wide reading and independent judgement.

3. Arabic (4) Persian Translation from the language into English and from English into the language and composition on one or more specified subjects Questions may be asked on the grammar of the language.
5. History of Urdu literature: Candidates will be expected to know the best known works in the language and to possess a knowledge of the History of the Literature and such knowledge of general social history as will enable them to understand the literature.
6. Arabic Literature period-I. (i) Pre-Islamic Poetry
(ii) The Holy Quran
(iii) Tafsir Literature.
(iv) Evolution of Hadith Literature
(v) Origin and Development of early prose.
(vi) Omayyad period poets and prose writers.
7. Arabic Literature period-II. (i) Abbasid period poets, scientists prose writers, geographers, historians, Journalist, etc;
(ii) Arabic Literature in Spain poets, prose writers, geographers historians, Philosophers, medicals writers etc;
8. Persian Literature period-I Upto 1500 AD.
9. Persian Literature period-II after 1500 AD including also the literature produced in the Indo-Pakistan Sub-Continent. The candidates will also be expected to answers questions regarding the cultural background of Persian Literature in both the above periods.

GROUP "B" HISTORY

10. Indian History period-I. Indian from the first Arian Settlement to the end of 1526 AD questions may also be set on the History of Buddhism outside India.
11. Indian History period-II. India from 1527 to 1857.
12. English history from 1714 AD. Standard same as for degree examination.
13. European History from 1780 AD. Standard same as for degree examination.
14. Islamic History period-I. (i) Pre-Islamic Arabia.
(ii) The Holy Prophet and the Orthodox Caliphs.
(iii) The Omayyad Period.
15. Islamic History period-II. (i) Abbasid period.
(ii) Muslim Rule in Spain.

GROUP "C" MATHEMATICS

16. Pure Mathematics—
(i) Trigonometry—

De Moiver's Theorem Hyperbolic and Inverse hyperbolic functions summation of Trigonometric series. Standard same as for degree examination.

- (ii) (a) **Analytical Plane Geometry, Rectangular and Polar Co-ordinates, the straight lines, parallel lines, points at Infinity Line at infinity, pair of straight lines, simple infinity, line at infinity, simple cases of Harmonic ranges and Pencils. The circle, including coaxial circle. The ellipse, the Hyperbola and the Rectangular Hyperbola the Parabola. Transformation of Co-ordinates Polar equation of conics. Tracing of conics given by the General Equation of the second degree.**
- (b) **Analytical Solid Geometry, the straight line, the sphere, the sphere, equations of Cylinder and one of second degree and their tangent planes. Standard same as for degree examination.**
- (iii) **Algebra—**
- (a) **Theory of Equations, cubic and quadratic equations.**
- (b) **Determinant of third and fourth order, their development and properties, standard same as for degree examination.**
- (iv) **Calculus—**
- (a) **Differential calculus:—**
Functions, Limits, Continuity, Definitions of Differential Co-efficient. Differentiation of a function of one Variable Rules. Theorem, Mean Value Theorem. Successive Differentiation. Taylor's and Maclaurian's Theorems with Lagrange's form of remainder. Partial differentiation. Approximation and small errors. Maxima and Minima Double points. Curvature Curve Tracing.
- (b) **Integral Calculus:—**
Different Methods of Integration, Reduction, Formula, Integration as the limit of a sum, Definite Integrals, Rectification, Quadrature Volumes and Surfaces of Solids of Revolution.
- (c) **Differential equations of the types—**
- (i) $\frac{dy}{dx} + P=Q$ where P and Q are function of X
- (ii) $\frac{d^2y}{dx^2} + \frac{dy}{dx} + cy = (X)$
- where (x) is of the form $\frac{mx}{n}$ Sin m x or Cos mx. Standard same as for degree examination.
17. **Applied Mathematics—**
- (i) **Statistics—**
Parallelogram and Triangle of Forces Moments. Couples, Conditions of equilibrium of a Particle and of a rigid body acted on by Coplanar forces Centre of gravity by Calculus method friction. Standard same as for degree examination.
- (ii) **Dynamics—**
Velocity, Acceleration, Relative Velocity, Uniformly accelerated rectilinear motion. Motion on an inclined plane. Simple Harmonic motion. Projectile Motion in a Circle. Conical Pendulum Work Energy, Impulse, Standard same as for degree examination.
- (iii) **Hydrostatics—**
Resultant Thrust on any plane Area immersed in a Homogeneous liquid at rest Centre of Pressure Archimedes Principle. Standard as for degree examination.
18. **Statistics.**
- (1) **Frequency distribution, average per centiles and simple methods of measuring dispersion, graphic methods, treatment of qualitative data, e.g. investigation of association by comparison of ratios the practice of graphic and algebraic method of interpolation.**
- (2) **Practical methods used in the analysis and interpretation of statistics of prices, wages and incomes, trade transport, production and consumption education etc methods of dealing with population and vital statistics, miscellaneous methods used in handling statistics of experiments or observations.**

- (3) Elements of modern mathematical theory of statistics frequency curves and the mathematical representation of groups generally-accuracy of sampling as affecting averages; percentages the standard deviation significance of observed difference between averages of groups etc; the theory of co-relation for two variables.

GROUP "D" SCIENCE

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| 19. Physics | Mechanics and Properties of matters, Sound, Heat, Light, Magnetism and Electricity as for degree examination. |
| 20. Chemistry | Chemistry paper will include all the three Sections. (A Inorganic B Physical and C. Organic Chemistry) each carrying equal marks. The standard is the same as for degree examination. |
| 21. Applied Chemistry | Chemical Plant, Chemical Engineering Ceramics, Oils, Sugar, Leather, Soap and Toilet Products, Paper and Cellulose derivatives, Food Preservation and Milk Products. Resin and Turpentine, Paints and Varnishes, Coal Carbonisation and Road Tars. Fermentation Industries Water purification. Waste disposal starch and allied products, Heavy Chemicals, Fertilizer, Matches. |
| 22. Botany. | |
| 23. Zoology. | |
| 24. Agriculture | |
| 25. Astronomy | Standard same as for degree examination. |
| 26. Human Anatomy. | |
| 27. Physiology. | |
| 27-A. Geology. | |

GROUP "E" MISCELLANEOUS

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| 28. Ethics and Psychology. | Standard same as for degree examination. |
| 29. Logic and Elements of Philosophy. | Logic will cover all the topics usually discussed in Deductive and Inductive logic, including the Categories and the Pre-dicibles, the reduction of syllogisms, different kinds of syllogism, Methods of Inductions and quantitative Determination Questions may be set not only on points doctrine but also on the logical analysis of arguments, Elements of Philosophy will include the following topics.

(1) The problem of Philosophy. Its relation with common sense. Science and Religion. The method of Philosophy. The Divisions of Philosophy. |

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|----------------------------|-----|--|
| | (2) | Theories of knowledge skepticism, Realism, Institutionism, Pragmatism. |
| | (3) | Theories of Being-Dulism. Monism
Pluralism Materialism, Spiritualism
Neutral Monism Emergent Evolution. |
| 30. Economics | | Standard same as for degree examination. |
| 31. Political Science | | Standard same as for degree examination. |
| 32. Criminal Law | | The Pakistan Penal Code. The Evidence Act. The Criminal Procedure Code. |
| 33. Civil Law. | | The Evidence Act. The Civil Procedure Code. The limitation Act.
Note:— For Papers in subject(32) and (33) bare copies of the relevant acts will be provided. |
| 34. Geography. | | General and Political Geography of the world. A general knowledge of the Geography of Pakistan, India and adjoining countries will be expected. Contours and Elementary principles of Land surveying questions on Physical and Economic Geography may be set. |
| 35. International Relation | (1) | European and U.S.A. Affairs since, 1919 with special reference to the following topics:-
(a) The Versailles Settlement.
(b) The League of Nations and the U.N.O.
(c) Soviet Foreign Policy.
(d) The Second World War.
(e) Foreign Policy of U.S.A.
(f) Fascism and National Socialism.
(g) The current International Situation. |
| | (2) | Eastern Affairs Since, 1919 with special reference to the following topics:-
(a) The Expansion of Japan.
(b) The Chinese Civil War.
(c) The Freedom Movements in South Asia.
(d) The Palestine Problem and the Arab States.
(e) The Egyptian Nationalism.
(f) Turkey and her Foreign Policy.
(g) International revalries in Iran and Afghanistan. |
| | (3) | Geographical aspects of International Relation. |
| 36. Commerce Comprising | (a) | Industrial and Commercial Organisation; |
| | (b) | Industrial and Commercial Law; and |
| | (c) | Statistics |
| 37. Public Administration | | Legal and Institutional setting. Principles of organisation internal management and control, personnel management, fiscal management, planning, special problems in administration. |

38. Sociology

Definition scope and methods of sociology Study of Social problems population. Race relations, disorganisation of families crime, etc, History of Social thought etc; Social structures like Government family etc; Community and Community Organization with study of ecology and group relationship. Family marriage and population problems with special reference to social problems of Pakistan.

APPENDIX "C"
See Rule 5(ii) (b)

The examination, for the purposes of clause (b) of sub-rule (ii) of rule 5 shall consist of written test of a single paper of 100 marks. Twenty per cent marks shall be allocated for compulsory questions on law and twenty percent marks shall be reserved for questions on administrative matters, such as duties of Magistrates & procedure of Court. The remaining sixty percent marks shall be reserved for drafting in English and Urdu. It shall be necessary to obtain at least forty percent marks to qualify the test. Candidates who qualify the written test shall be subjected to viva-voce.

The viva-voce shall be of fifty marks and it shall be necessary to obtain at least forty percent marks in the viva-voce.