



GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION
& COORDINATION DEPARTMENT

Karachi, dated the 12th January, 2026

NOTIFICATION

NO.SOV(SGA&CD)8-24/2020(Volume-I): In pursuance of Schedule-II of Rule-4 and Schedule-III of Rule-9 of the Sindh Civil Servants (Provincial Management Service) Rules, 2018 (Amended upto 17.06.2025) syllabus of Departmental Examination of Assistant Collector Part-I & II for the officers of PMS (BPS-17), to be conducted by the Sindh Public Service Commission, is hereby notified as under:

	Sr. No.	Paper No.	Subject(s)	Maximum marks allocated	Maximum time allocated	With Books / Without Books
AC Part-I	1.	I	Office Management & Communication Skills	100	3 hours	Without Books
	2.	II	Service Matters	100	3 hours	Bare text of Acts / Rules will be provided / Allowed
	3.	III	Public Administration	100	3 hours	Without Books
	4.	IV	Constitutional Structure of Pakistan	100	3 hours	Bare text of Acts / Rules will be provided / Allowed
AC Part-II	5.	V	Economic and Financial Management	100	3 hours	-do-
	6.	VI	Civil and Criminal Law	150	3 hours	-do-
	7.	VII	Local Government System	100	3 hours	-do-
	8.	VIII	Land Revenue Administration	100	3 hours	-do-
	9.	IX	Viva Voce covering the syllabus	100		Without Books
Total Marks				950		

PART-II: DETAILED SYLLABUS

Paper-I

Office Management & Communication Skills (Marks 100)

Course Outline

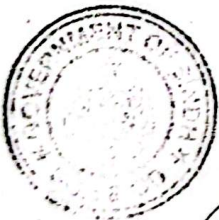
Part-A

(40 Marks)

Office Management- an overview and basic components

- i. Managerial skills (leadership, decision making, motivation, managing team etc)
- ii. Effective communication and presentation skills
- iii. Handling of official papers/ Filing System
- iv. Forms of official communication (Official letter, DO letter, UO letter, Memorandum, Notifications, etc)
- v. Managing/ conducting meetings

Contd...P/2



Handwritten signature and date: 12/1/26

- vi. Minimizing stress
- vii. Concept of E-Governance

Reference Books etc. :

- i. Essential Manager Manual by Haller and Tim Hindle
- ii. Sindh Secretariat Instructions, 2014

Part-B

(60 Marks)

Noting and Drafting

- i. Summary writing: for Chief Minister, Governor, Cabinet & Council of Common Interests
- ii. Noting and drafting: exercises
- iii. Preparation of briefs and notes (for CS, meetings, etc.)
- iv. Drafting of Legal Instruments such as comments and replies in writ petitions / human rights cases, etc. written statements, agreements, MoUs.
- v. Bills and rules
- vi. Manual of Secretariat Instructions, 2014

Note: No reference material will be provided / allowed in the examination.

Paper-II

Service Matters (Marks 100)

Course Outline

- i. The Constitution of the Islamic Republic of Pakistan: Article 4, 25, 27, 212 & 240 to 242
- ii. The Sindh Civil Servants Act, 1973
- iii. The Sindh Civil Servants (Appointment, Promotion & Transfer) Rules, 1974
- iv. The Sindh Civil Servants (Probation, Confirmation & Seniority) Rule, 1975
- v. The Sindh Service Tribunals Act, 1973
- vi. The Sindh Civil Servants (Conduct) Rules, 2008
- vii. The Sindh Civil Servants (E&D) Rules, 1973
- viii. The Sindh Civil Servants (Leave) Rules, 1986
- ix. The Sindh Civil servants (Appeal) Rules, 1980
- x. The Sindh Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2022
- xi. The Sindh Civil Servants (Provincial Management Service) Rules, 2018
- xii. Manual of Secretariat Instructions, 2014
- xiii. The Protection against Harassment of women at the Workplace Act, 2010
- xiv. Instructions regarding Performance Evaluation Reports

Note: Reference material (Bare Acts/ Rules) will be provided / allowed in the examination.

Paper-III Public Administration (Marks 100)

Course Outline

Part-A:

Public Administration

(40 Marks)

- a) Context of Public Administration
- b) Role of Government: direct involvement v/s regulations
- c) Public Administration and Civil Service:
 - i. Concept of Good Governance
 - ii. Transparency, information and role of media in public sector
 - iii. Improving administrative integrity- ethics and responsiveness in service
 - iv. Public policy formulation and implementation

Contd...P/3

Part-B:

Administrative Law

(60 Marks)

- i. Introduction to the Administrative Law
- ii. Finality of administrative action: constitutional and ordinary ouster clauses, principles
- iii. Administrative discretion: meaning, need and principles
- iv. Delegated legislation: meaning and necessity, established principles and grounds of review
- v. Principles of Natural Justice: hearing and grounds
- vi. Judicial Review: meaning, importance and grounds
- vii. Fundamental Rights: Articles 7-28, 199-212, and 232-233 of the Constitution of the Islamic Republic of Pakistan

Note: No reference material will be provided/allowed in the examination.

Paper-IV Constitutional Structure of Pakistan (Marks 100)

Course Outline

Part-A: The Executive

a) The Constitution of the Islamic Republic of Pakistan

- i. Preamble
- ii. General: Articles 1-5
- iii. Principles of Policy: Articles 29-49
- iv. The President: Articles 41-49
- v. The federal Government: Articles 90-99
- vi. The Provincial Governor: Articles 101-105
- vii. The Provincial Government: Articles 129-140
- viii. Administrative Relations between Federation and Provinces: Articles 145-159
- ix. Elections: Articles 213-226

b) The Sindh Government Rules of Business, 1986

c) Rules of procedure of the Provincial Assembly of the Sindh:

- i. The Chief Minister: rules 17-23
- ii. Governor's Address to the Assembly: rules 39-41
- iii. Questions: Articles 42-61
- iv. Calling Attention Notice: rules 62-67
- v. Privileges: rules 68-79, 180-181
- vi. Adjournment Motions: rules 80-88
- vii. Government Assurances: rule 182
- viii. Reports to be laid before the Assembly: rule 128-133

d) Ombudsman: Jurisdiction and importance: The Sindh Office of the Ombudsman Act 1997

Part-B The Legislature

a) The Constitution of the Islamic Republic of Pakistan:

- i. The Parliament: Articles 50-69, 70-77
- ii. Federal Ordinances: Articles 89
- iii. Provincial Assembly: Articles 106-117
- iv. Provincial Ordinances: Articles 128
- v. Distribution of Legislative and Executive Powers: Articles 97, 137, 141-144 & Fourth Schedule
- vi. Islamic Provisions: Articles 227-231

b) The Sindh Government Rules of Business, 1986

c) Rules of Procedure of the Provincial Assembly of Sindh:

- i. Legislative Procedure
- ii. Standing Committees

Contd...P/4

Part-C: The Judiciary

- i. The Constitution of the Islamic Republic of Pakistan: Article 4, 175-211.
- ii. Original and Advisory Jurisdiction of the Supreme Court
- iii. Writ Jurisdiction: Articles 184 and 199 of the Constitution of the Islamic Republic of Pakistan.
- iv. Introduction to Intra-Court Appeals (ICA) and Civil Petition for Leave Appeal (CPLA)
- v. Human rights jurisdiction.

Note: The Constitution of Pakistan, the Sindh Government Rules of Business, 1986 and the Provincial Assembly of the Sindh Rules of Procedure will be provided in the examination.

Paper-V Economic and Financial Management (Marks 100)

Course Outline

Part-A: Economics (40 Marks)

- a) Overview of Economy of Pakistan
- b) Basic Concepts of Micro & Macro Economics
- c) Economic Development & Economic Growth including Human Development Index Approach
- d) Monetary & Fiscal Policies with emphasis on inflation:
- e) Definition and objectives of Monetary Policy
- f) Definition and Objectives of Fiscal Policy
- g) Inflation and its types
- h) Concept of Poverty and Poverty Alleviation Strategy in Pakistan:
 - i. Poverty, factors responsible
 - ii. Causes of poverty
 - iii. Poverty Alleviation Strategy in Pakistan
 - iv. Poverty Reduction Strategy in Sindh

Part-B: Financial Management (60 Marks)

- a) Importance, rules governing financial discipline, consequences of financial indiscipline etc.
 - i. Financial provisions in 1973 Constitution (Article 78,118, 119, 120,123-124, 168- 171)
 - ii. Sindh Public Finance Administration, Act, 2020
 - iii. Federal Receipts, Provincial Receipts (Tax Receipts, Non-Tax Receipts)
 - iv. NFC: History, current Award
 - v. Controller General of Accounts Ordinance 2001: payments & Accounting
 - vi. Chart of Accounts (CoA)
 - vii. Key Budget Documents: Budget Call Circular (BCC), Budget Strategy Paper (BSP), Budget at a Glance, Annual Budget Statements (ABS), ADP/PSDP, Budget Execution Reports (BER), Budget Analysis
- b) The Treasury Orders and the Subsidiary Rules made thereunder (Applicable to the Civil Servants of Sindh):
 - i. Section-I to IX
 - ii. Appendix-A
 - iii. Treasury Order Forms
- c) The Sindh Delegation of Financial Powers and Financial Control Rules, 2019:
 - i. General Principles and Rules including:
 - a. Pay, Allowances etc of establishment
 - b. Contingencies
 - c. Loans and advances



Contd...P/5

- d. Bills and Remittances
- e. Deposits and Operations of Assignment A/Cs
- f. Welfare schemes of Government Servants (Benevolent Funds, Group Insurance etc.)
- d) Purchase Procedure under Sindh Public Procurement Act, 2009 & SPPRA Rules, 2010;
- e) Functions and Responsibilities of Drawing & Disbursing Officer (DDO),
- f) The Sindh Budget Manual, 1955: General Provisions and Processes for Budget preparation (Regular Budget, SNE, supplementary budget, development budget);
- g) Audit and settlement of audit objections

Note: Bare text of Acts and rules will be provided / allowed in the examination.

Paper-VI Civil and Criminal Laws (Marks 150)

Course Outline

Part-A (40 Marks)

- a) Background and importance of Cr. P.C.
- b) The Code of Civil Procedure 1908: Sections 9-12, 16-21, 24-A, 35,35-A, 51, 79-82, 89AA, 96, 99, 104, 114, 115, 141, 151 & Orders 2, 4-9, 17, 21, 23, 27, 27-A, 39 & 47
- c) 82, 89AA, 96, 99, 104, 114, 115, 141, 151 & Orders 2, 4-9, 17, 21, 23, 27, 27-A, 39 & 47
- d) A, 39 & 47
- e) The Sindh General Clauses Act 1956
- f) The Limitation Act 1908: sections up to 25

Part-B (40 Marks)

- a) Background and importance of P.P.C.
- b) The Constitution of the Islamic Republic of Pakistan: 6, 9-10, 10A, 12-14 & 45.
- c) The Pakistan Penal Code 1860: sections 6-52A, 76-106, 120A, 120B, 121, 124-A, 141-171, 268, 290, 293-294, 294-A, 294-B
- d) A, 141-171, 268, 290, 293-294, 294-A, 294-B
- e) The Criminal Procedure Code 1898: Sections 6-27, 42-67, 106, 148, 153-154,
- f) 173-174, 174-A, 175-176, 260-264, and 491-495
- g) Anti-Corruption Laws
- h) NAB Ordinance
- i) Maintenance of Public Order (MPO)

Part-C (40 Marks)

- a) Background and importance of Qanun-e-Shahadat Order 1984
- b) Qanun-e-Shahadat Order 1984: Articles 3, 6-9, 17, 72-85, 114-129, 150-165

Part-D (30 Marks)

- a) The Sindh Police Act 2019 with rules
- b) The Sindh Arms Act and rules/ policy

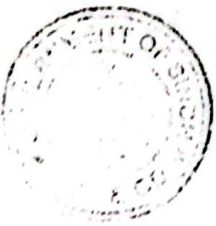
Note: Bare Acts and Rules will be provided/allowed in the examination.

Paper-VII Local Government System (Marks 100)

Course Outline

- a) Local Government System:
 - i. Concept of Local Government System
 - ii. Worldwide experience
 - iii. Local Government Systems in Pakistan, background
- b) Sindh Local Government Act, 2013
- c) Sindh Local Councils (Election) Rules, 2015
- d) Sindh Local Government Property Rules

Contd...P/6



Handwritten signature and date: 12/1/20

- e) Sindh Local Government (Taxation) Rules
- f) Sindh Local Government Ordinance, 2022

Note: Bare Acts and Rules will be provided/allowed in the examination.

Paper-VIII Land Revenue Administration (Marks 100)

Course Outline

- a) Judicial Questions on:
 - i. The Registration Act, 1908 with amendments
 - ii. The Sindh Registration Rules, 1940
 - iii. Stamp Act, 1899
 - iv. Court Fees Act, 1870
 - v. Transfer of Property Act, 1882 {sections 1, 54 (sale), 59 (Mortgage), 107 (Lease) & 123}
 - vi. (Lease) & 123}
- b) The Sindh Land Revenue Act, 1967 and Rules 1968
- c) Colonization of Government Lands Act, 1912 with rules & policies for land grant/ statements of conditions,
- d) Land Acquisition Act with rules
- e) The Sindh Tenancy Act 195
- f) Forest Act, 1927 with rules & policy
- g) Sindh Irrigation Act and rules/policies
- h) The Sindh National Calamities (Prevention & Relief) Act, 1958 and Rules;
- i) Agricultural Income Tax Laws in Sindh
- j) Important concepts of:
 - i. Law of Inheritance
 - ii. Pre-emption
- k) The City Survey Act, 1987 & Rules 1988
- l) The Sindh Goth Abad (Housing Scheme) Act, 1987
- m) Sindh Revenue Jurisdiction, Act, 1876
- n) The Citizenship Act, 1952 and Rules (Domicile & PRC Rules)
- o) The Registration Fee Table notified under Section 78 of the Registration Act, 1908
- p) E-Registration and the Sindh E-Stamps Rules, 2022
- q) The Sindh Valuation Table of Immovable Property Rules, 2022

Note: Bare Acts and Rules will be provided/allowed in the examination.

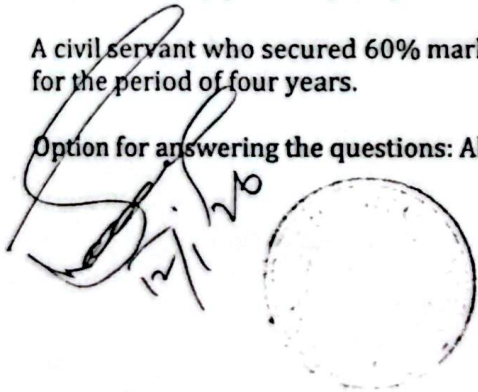
PART-III: GENERAL INSTRUCTIONS

Conduct of examination: Sindh Public Service Commission (SPSC) shall conduct the examination under Civil Services Rules, 1978 (Departmental examination) and in two parts, each part to be taken at a time. The first part of the examination will consist of the first four papers mentioned at No.1 to 4, and the second part will comprise the remaining four papers at No. 5 to 8 and viva voce.

Qualifying marks: The qualifying marks shall be forty-five 45% of the maximum marks in each subject and fifty percent (50%) marks as aggregate in each part.

A civil servant who secured 60% marks in any paper shall be exempted from appearing in that paper for the period of four years.

Option for answering the questions: All the papers shall be answered in English language.



ASIF HYDER SHAH
CHIEF SECRETARY, SINDH

Contd...P/7

A copy is forwarded to:

1. The Chairman, Planning & Development Board, Sindh, Karachi.
2. The Senior Member, Board of Revenue, Sindh, Karachi.
3. The Principal Secretary to Governor, Sindh, Karachi.
4. The Principal Secretary to the Chief Minister, Sindh, Karachi.
5. The Administrative Secretaries (all) Government of Sindh.
6. The Chairman, Chief Minister's Inspection, Enquiries & Implementation Team Department, Karachi.
7. The Chairman, Enquiries & Anti-Corruption Establishment, Sindh, Karachi.
8. The Accountant General Sindh, Karachi.
9. The Commissioners (all).
10. The Superintendent, Sindh Government Printing Press, Karachi.
11. The Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
12. The Section Officers (all) SGA&CD, Karachi.
13. The Private Secretary to the Chief Secretary, Sindh, Karachi.
14. The Private Secretary to Secretary (Services), SGA&CD.
15. Office order file.



(SANAULLAH QAZI)
SECTION OFFICER-V