

**Government of Sindh**  
**Political, Services and General**  
**Administration Department,**  
**(Services Branch)**

RESOLUTION NO: 4227/18.P.S.IV, SINDH SECRETARIAT, KARACHI 10<sup>TH</sup> DECEMBER, 1953.

**Resolution:** In suppression of Government Resolution, Political Services and General Administration Department, No. 4227/18.P.S.I dated the 1<sup>st</sup> August, 1950 as amended from time to time, Government are pleased to prescribed the following rules for the training of Assistant Collectors:-

- (1) Every candidate appointed to the Civil Service of Pakistan and allotted to the Province of Sindh shall be appointed as an Assistant Collector and attached to collector of a District until he is appointed as a Sub-Division Officer.
- (2) Each officer on his first appointment to the Province of Sindh shall repost himself to the Chief Secretary to Government unless he has already been informed of his posting in which case he should proceed direct to his place of appointment.
- (3) The training and welfare of the Assistant Collector shall be the personal responsibility of the Collector of the District to which he is appointed.
- (4) The Syllabus for the Department Examination shall be as an in Annexure "A" which shall be in two parts, each part to be taken at a time. The first part of the examination will consist of the first four paper mentioned at No: 1 to 4, and the second part will comprise the remaining three papers at No: 5 to 7 and Viva voce the manual of village and Taluka Revenue Accounts.
- (5) Both parts of the examination will be held by the Sindh Public Service Commission in the month of April / August and December every year, if a candidate intimates by 1<sup>st</sup> March, 1<sup>st</sup> July or 1<sup>st</sup> November respectively his intention to sit for the examination.
- (6) The Public Service Commission shall fix the dates for examination and notify them to the candidates as soon as possible.
- (7) Each Assistant Collector is expected to pass the 1<sup>st</sup> Part of the Departmental Examination at the first opportunity occurring after his appointment in Sindh Province that, if the date of posting of any officer is such as not to allow him a minimum period of three months for preparing od this examination. Government may order a special examination to be held form him.
- (8) An Assistant Collector must pass the 2<sup>nd</sup> Part of the Departmental Examination at the first opportunity after he has passed the first Part of the Departmental Examination.
- (9) An Assistant Collector must pass both parts of the Departmental Examination within 15 months of his appointment, but Government may, for special reasons, extend this period.
- (10) An Assistant Collector must pass the Urdu Higher standard Examination (unless his mother tongue is Urdu) and the Sindhi higher standard Examination (unless his mother tongue is Sindhi) within three years of the date of joining his appointment, but Government may, for special reasons, extend this period.
- (11) An Assistant Collector will not be entitled travelling allowance for attending any of the examination mentioned above, unless the Public Service Commission certificate that his proficiency was such as to entitle him to the allowance.

**Note:**

Certificates for travelling allowance should not certainly be granted to candidates who obtain less than half of the minimum number of marks required to pass the Examination.

- (12) An Assistant Collector shall be invested with the powers of a Magistrate of the Second Class as soon as he joins.
- (13) An Assistant Collector who has worked as a Second Class Magistrate for six months, should be considered eligible for appointment as a first class Magistrate.
- (14) An Assistant Collector may be attached to Sub-Divisional Officer for a purpose of touring on may be taken on tour by the Collector himself, but this should be allowed to interfere with the rest of his training.
- (15) Before appointing for 1<sup>st</sup> Part of the Departmental Examination an Assistant Collector must attend the court of a city Magistrate of a Resident Magistrate for ten days continuously (Holidays excluded) and take down brief notes of the cases, tried, commenting on the rules of procedure and evidence followed in dealing with each case. He should submit his notes to the Local District and Sessions Judge, who discuss them with him.
- (16) An Assistant Collector shall also attend cases in the local Sessions court and take down notes in the same way as in the case of the magisterial courts. He shall similarly show them and discuss them with the District and Sessions judge.

**Note:**

The District and Sessions Judge shall certify compliance with this and the previous rule in writing, which certificate must be presented to the Public Service Commission before the officer appears for the 1<sup>st</sup> Part of the Departmental Examination.

- (17) An Assistant Collector must also attend the District treasury at headquarters for a minimum period of 6 weeks, and it shall be the duty of the Treasure Manual and such other books as the Treasury Officer may advise him to read.

**Note:** The Treasury Officer shall give a certificate of training which shall be countersigned by the collected and presented to the Public Service Commission before the candidate is allowed to sit for the 2<sup>nd</sup> Part of the Departmental Examination.

- (18) When an Assistant Collector has passed the 1<sup>st</sup> Part of the Departmental Examination, he may be placed in charge of a Taluka as Sub-Divisional Officer, and given the necessary staff, stationary, forms, etc.
- (19) If an Assistant Collector has not already passed a riding test during his probationary period, he shall pass a test to be held by the Collector. A certificate of having passed this test should be present to the Public Service Commission before a candidate is allowed to sit for the 2<sup>nd</sup> Part of the Departmental Examination.
- (20) After an Assistant Collector has completed the 1<sup>st</sup> part of the Departmental Examination, he shall/do jamabandi work of atleast one whole deh. A certificate of having done jamabandi work, of signed by a Collector, should be presented to the Commission before or after a candidate has passed the 2<sup>nd</sup> Part of the Departmental Examination, but within 15 months of his appointment in Sindh.
- (21) An Assistant Collector must undergo Survey and Settlement Training for atleast five weeks according to the syllabus in Annexure "B". a certificate of having taken this training shall be allow to the Public Service Commission before or after a candidate has passed the 2<sup>nd</sup> Part of the Departmental Examination, but within 15 months of his appointment in Sindh.

**Note:** A candidate who cannot produce the two certificates mentioned in rule 20 and 21 before appearing the 2<sup>nd</sup> Part of the Departmental Examination, shall in the even of his passing it be declared to have passed it provisionally, subject to the production of these certificates are produced within the time allowed for purpose, that fact should be noticed.

(22) On passing the 2<sup>nd</sup> Part of the Departmental Examination an Assistant Collector will be placed in full charge of a Revenue Sub-Division.

(23) Government may take a departure from the rules prescribed above special cases in consultation with the Public Service Commission.

By Order of the Governor of Sindh

N.A. FARUQUI

Chief Secretary to Government

**ANNEXURE "A"**

Paper No:	<u>First Part of the Departmental Examination</u>	<u>Marks</u>
1.	<u>Judicial Question on:-</u> 1) Registration Act 2) Stamp Act 3) Court Fees Act 4) Transfer of Property Act (Sections 54 & 59 only)	100
2.	<u>Judicial Questions on:-</u> 1) District Police Act 2) Criminal Tribes Act 3) Arms Act 4) Arms Rules 5) Sindh Courts Criminal Circulars	100
3.	<u>Revenue Question on:-</u> 1) Land Revenue Code 2) Land Revenue Rules 3) Forest Act 4) Commissioner in Sindh's Special Circulars	100
4.	<u>Questions on:-</u> 1) District Municipal Act 2) Local Boards Act 3) Irrigation Act 4) Abkari Act 5) Land Acquisition Act 6) Land Acquisition Manual	100
5.	<u>Second Part of the Departmental Examination</u> <u>Paper on:-</u> (1) (a) Sindh Civil Services Rules Manual Vol:I Chapters I to V, XII (Parts II to VIII) relating to T.A. only XV and XVI.  (b) Sindh Civil Services Rules Manual Vol:II Appendix XLIV only.	100

- (2) Financial Rules under Devolution Rule  
37(e) F.P.No:I Chapter 2, 4, to 7 and 13 to 15.
6. Paper on:- 100  
The Constitution of Islamic Republic of Pakistan.
7. Paper on:- 75  
Introduction to Pakistan Audit and Accounts  
1940-Chapters 1,7,8,12,13,14,16,20,24,26 and 27.
8. Viva Voce in the Manuals of Village and Taluka Revenue Accounts. 75

N.B:- In all case, books only text without commentary will be allowed except the **District Police Act**, the **Land Revenue Code**, the **Land Revenue Rules** and the **Forest Act**. Books will not be allowed in Viva-Voce.

The candidates must obtain 50 percent marks in each paper in order to passed a candidate appears in all papers in any part of the Examination at one and the session and obtains 60 percent marks in each paper and 80 percent or more in aggregate he will be deemed to have passed with credit in that part of the examination. A candidate who appears in all papers in any part of the examination at one and the same session and fails in one paper will be allowed grace marks in that paper to extent of 5 percent of the maximum marks assigned for that paper. If a candidate fails to pass any part of the examination but secures 65 percent or more marks on any paper he will not be obliged to appear in that paper again, provided that the candidate must in order to have benefit of this rule pass that part of the examination at the next ensuing general examination. A candidate will be eligible for grace marks for each part of the examination.

The questions will be so framed as not to involve difficult and rere points, or recollections of forms dates etc. but to test the candidate's general knowledge of the subjects of the examination they will also be so framed as not to involve here copying out to the sections of the various Acts.

Questions will not be asked to test the subtlety or ingenuity of the candidate but merely to ascertain whether or not they have read books intelligently and diligently and learn the principles underlying the various laws.

#### **ANNEXURE "B"**

1. Questions on Survey Manual & City Survey Manual.
2. Test on practical Survey with cross staff and chain plane.
3. Table and Sub-division Survey.
4. City Survey with Theodolite.
5. Maintenance of City Survey.