EMPLOYEES' OLD-AGE BENEFITS INSTITUTIONS (EOBI)
Syllabus:
2024 LUMS-EOBI Written Test for Deputy Director (Grade-8), Law Cadre (Equivalent to BS-18)

PART I: LEGAL KNOWLEDGE AND PRINCIPLES (40%)

Constitution and Administrative Law:
- Basic understanding of the constitutional history and structure of Pakistan, culminating in the Constitution of Pakistan 1973.
- Understanding state structure including powers, functionality and limitations of organs of the state (i.e. executive, legislature, and judiciary) along with understanding the three tiers of government under the 1973 Constitution:
  - Federalism, Provincial Autonomy, and local government.
  - Checks and Balances among Government Branches:
  - Study of the separation of powers and the system of checks and balances among the executive, legislative, and judicial branches.
- Fundamental Rights and Duties: Detailed study of the rights enshrined in the Constitution and the corresponding duties of citizens.
- Principles of Administrative Law: Fundamental concepts and doctrines in administrative law.
- Administrative Decision Making: Procedures and standards for decision making by administrative bodies.
- Administrative Tribunals and Their Jurisdiction: Structure, function, and authority of administrative tribunals in Pakistan.

Civil Laws Including Corporate Law:
- Contract Act, 1872:
  - Formation of Contracts: Essential elements for the creation of a valid contract under Pakistani law.
  - Types of Contracts: Various contract types recognized in Pakistan, including express, implied, and contingent contracts.
- Arbitration Act, 1940
- Public Procurement Regulatory Authority Ordinance, 2002
- Public Procurement Rules, 2004
- Public Procurement Regulations, 2011
- Code of civil procedure, 1908
- Companies Act, 2017

Criminal Law:
- Code of Criminal Procedure, 1898.

Labor Laws and Social Welfare:
- Employees Old-Age Benefits Ordinance (Ordinance XXVI of 1975).
- Employees' Old-Age Benefits Act, 1976.

- o Employees' Old-Age Benefits (General) Regulations, 1980.
- o Labor Laws in Pakistan: Overview of key labor laws applicable in Pakistan, including their scope and enforcement mechanisms.
- o Workers' Rights and Employer Obligations: Rights of workers and corresponding obligations of employers under Pakistani labor legislation.
- o Dispute Resolution Mechanisms: Mechanisms available for resolving disputes arising from labor relations in Pakistan.
- o The Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961.

PART 2: COMMUNICATION SKILLS (20%)

The communication skills test will have three components to assess candidates' abilities in various aspects of what makes up this subject.

A. There will be a short passage (typically around 400 words) and have five-six multiple-choice questions.
B. There will be questions which will be about filling in the blanks and candidates will be expected to choose from the list of given answers.
C. There will be multiple-choice questions about various components of communication skills and candidates would be expected to choose the right answer from the list of provided options.

PART 3: ANALYTICAL SKILLS & DATA RESPONSE (20%)

The test of analytical skills and data response will cover logical reasoning, problem solving, and critical thinking. It will include data interpretation through graphs, charts, tables, and data sets, focusing on drawing inferences. Numerical ability will be tested with basic arithmetic, percentages, ratios, and word problems. Basic descriptive statistics like mean, median, and mode will be included, along with data visualization using various charts and graphs. Additionally, case studies and real-world applications will assess the interpretation of data and draw actionable insights.

PART 4: IT SKILLS (20%)

This part of the test is aimed at examining computer skills of the candidates in communication using email and other tools; documentation and word processing; data manipulation using spreadsheets such as Excel; presentation authoring e.g., use of power point; internet usage such as search engines, portals, websites, and social media. The mode of examinations for this portion of the written test could be multiple-choice questions, structured questions, or true-false questions.