



# Civil Services Academy of Pakistan



**Pakistan**

## ABOUT US

The Civil Services Academy (CSA), Lahore is a premier training institution of Pakistan for pre-service training of Civil Servants recruited by the Federal Public Service Commission through a competitive mechanism commonly known as CSS examination.

The CSA was established in 1948 for the training of fresh entrants to the Pakistan Administrative Services and was originally called the Pakistan Administrative Academy. Since then, it has undergone many changes in organizational structure and location.

The CSA has two campuses: Walton Campus in Lahore, and Upper Mall Campus, which is located in Shahrah-e-Quaid-i-Azam.



## HISTORY

1948: Establishment of CSA.

1963: Academy renamed Civil Services Academy. Starts imparting training to Pakistan Foreign Service (PFS) in addition to CSP Probationers.

1972: Academy is entrusted with the training of new entrants to the police service of Pakistan (PSP) .

1950s: Finance Services Academy (FSA) was set up by the Government for training of Finance Services probationers.

1973: After Administrative Reforms, a Common Training Programme (CTP) is designed for all fresh entrants to various Central Superior Services (renamed as Occupational Groups). The Civil Services Academy and the Finance Services Academy were merged for this purpose. The merged institution was renamed first as Academy for Administrative Training (AAT) and later as Civil Services Academy.



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## WHAT WE DO

The CSA imparts two kinds of trainings:

**Common Training Program (CTP)** to newly inducted officers in 12 occupational groups and services, who are selected through the highly competitive Central Superior Services (CSS) examination.

**Specialized Training Program (STP)** for the officers of the premier services of Pakistan Administrative Service (PAS).

### CTP at the Walton Campus

#### About CTP:

CTP is a 7 months' long training program. Its mission is to impart pre-service training to the twelve occupational groups of the Federal Government with a view to play their role as future leaders within the civil services of Pakistan.

#### List of Courses for CTP:

- IT Skills
- Professional and Social Etiquette
- Communication Skills & English Language Development
- Quantitative Tools for Decision making
- Government & Society in Pakistan
- Personnel & Office Management in Government
- Public Sector Management
- Economics & Public Finance

#### ■ Co-curricular Activities

- Field work / Leadership & Development (Community Service)
- Research Methodology/Syndicate Research
- Book Review
- Public Speaking
- Country Study Tour
- Military Attachment
- Club Activities



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## WHAT WE DO (continued)

### STP at the Upper Mall Campus

#### About STP for PAS officers:

Specialized Training Program (STP) is a 10 months-long program for the probationary officers of PAS.

The underlying objectives are:

- To develop in the probationary officers a clear perspective concerning the functions, responsibilities and duties of the PAS in relation to the demands and requirements of public service and to instill in them objectivity, transparency, responsiveness, accountability and participation.
- To train the probationers to undertake leadership roles in the public sector and to give them the confidence to inspire others to achieve common goals.

#### List of Courses for STP:

- Local Government System
- Public Administration & Management
- Economic Development and Social Change
- Land Revenue Laws
- Urban Development
- Local Government Finance and Planning Evidence Act
- Constitution and Constitutional Law
- Administrative and Special Laws
- Civil, Penal and Criminal Procedural Laws
- Regional Languages
- Syndicate Work / Book Review, etc.



#### Methods of Training:

- Lectures and extension lectures, case studies, discussions, workshops, etc.
- Attachments and field work
- Presentations and Reports
- Syndicate work
- Experiential Learning through Study Tours, Visits and Attachments, Riding, Swimming, Sports, etc.



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## EXPECTED IMPACT OF THE CSA TRAINING

- Development of newly-inducted civil servants, who are enabled through acquisition of knowledge and competencies necessary to perform their duties and meet the challenges of public service judiciously, effectively and economically in accordance with the law.
- Enhanced capacities of PAS officers through equipping them with knowledge, traits and skills.

## FUTURE PLANS FOR THE ACADEMY

### ■ Training

Specialized Training Program of Pakistan Administrative Services (PAS) officers at the Civil Services Academy.

**Date and Venue:** PAS Campus, Upper Mall, Lahore, Pakistan. Date to be decided.

**Target Beneficiaries:** Under Training Officers selected through the Central Superior Services examination.

### **Expected support for Pakistan from APCICT and partners:**

- Technical support, support for finding and securing funding, sharing of knowledge and best practices.
- Capacity-building through training conducted by APCICT of government functionaries engaged in ICT for development policy, process and governance.
- On-line distance learning methodology and courses offered by APCICT Virtual Academy.