



Punjab Judicial Academy

15-Fane Road, Lahore
Ph: 042-99214273 Fax: 042-99214275

1

Joining Instructions

Pre-Service Training Program for Newly Appointed
Civil Judges – Cum – Magistrates

Objectives

1. To sharpen judicial and managerial skills (S=40%)
2. To develop the attitudes and inculcate values of best judicial practice (A=40%)
3. To refresh fundamental knowledge of law and procedure for conducting trials in the District Courts (K=20%)

Venue | Punjab Judicial Academy, 15-Fane Road, Lahore.

Course Duration | Six (6) Months

Accommodation

The course is essentially residential and every participant will have to avail the boarding and lodging facilities provided by the Academy. No daily allowance will be admissible to the participants.

Dress Code

The following dress code will be strictly observed by the participants:

Male

- Pants
- White shirt
- Black Coat
- Black Necktie
- Black Shoes

Female

- White Shalwar Qameez and White Dopatta
- Black Coat
- Formal court shoes/closed sandals with straps. Use of slip-ons/flip flops/chappals, capris, chooridar pyjamas, jeans & variations thereon are not allowed.



Punjab Judicial Academy

15-Fane Road, Lahore
Ph: 042-99214273 Fax: 042-99214275

2

Daily Schedule

The training sessions will be conducted daily with the following schedule:

Monday to Saturday:

09:00 - 10:15 a.m.

10:15 - 11:30 a.m.

11:30 - 12:00 p.m.Tea Break

12:00 - 01:15 p.m.

01:15 - 02:00 p.m.Prayer/Lunch Break

02:00 - 03:15 p.m.

03:15 - 04:30 p.m.Extended Session

Course Contents & Training Methodology

- The training methodology and techniques include mini lectures, role play, judgment writing exercises, syndicate discussions, case studies, workshops, class presentations, practice sessions and study tours, etc.
- The Academy has prepared reading material which will be provided separately to each participant and also available on the website of the Academy (www.pja.gov.pk).
- This material may be substantiated by handouts, PowerPoint presentations and other notes to be shared by the resource persons before any session commences. The assessments, tests, MCQs etc. will be prepared from this reading material.
- The optional materials mentioned in this syllabus may be read by the participants to further enhance their knowledge on any given topic.

Leave

No leave will be allowed. Mere submission of an application for leave would not justify the presumption that it is granted.

Syndicate Assignment

The participants may be required to work in team and groups, make presentations and submit reports on allocated topics as may be assigned to them from time to time.



Punjab Judicial Academy

15-Fane Road, Lahore
Ph: 042-99214273 Fax: 042-99214275

3

- Check-in** | Participants are required to check-in by 03:00 p.m. on 01.07.2018. Please bring three passport size photographs and a copy of your CNIC.
- General** | Participants will bring both Civil and Criminal Major Acts with them for facility of reference.

Discipline & Conduct

- (i) Participants shall strictly abide by the instructions issued in this regard from time to time by the Academy;
- (ii) Participation is required in all academic and social activities during the programmes. Absence from any of these activities without cogent reason may entail disciplinary action;
- (iii) Participants are expected to co-operate with and show respect to all the permanent and the visiting faculty, their colleagues and the staff serving at the Academy.
- (iv) Punctuality shall be strictly observed in all appointments, engagements and programmes. Participants **must be present in the lecture room 15 minutes before commencement of each session.** Late comers in the class will be marked absent;
- (v) Courteous behaviour is expected during all the training activities both inside and outside the campus. Participants are expected to show tolerance to different views and are also expected to be circumspect in the expression of their opinion;
- (vi) Smoking is not permitted at the premises of the Academy;
- (vii) Noise must be avoided in campus premises;
- (viii) Use of mobile phone in the classroom is strictly prohibited and violation in this regard would be reflected in assessment of conduct;
- (ix) Cleanliness must be strictly observed. During tea breaks and lunch, dining etiquette must be fully observed by the participants;
- (x) Participants shall occupy only those seats in the classroom as are allotted to them during the course;



Punjab Judicial Academy

15-Fane Road, Lahore
Ph: 042-99214273 Fax: 042-99214275

4

- (xi) Prompt and punctual completion of assignments is essential. Marks are liable to be deducted for delayed submission;
- (xii) Participants are not allowed to receive visitors, or to receive or make phone calls during sessions. A lecture shall not be missed on any ground, except in an emergency, intimation of which shall be duly given to the Director General.
- (xiii) Visit of the guests in the mess shall be strictly prohibited;
- (xiv) No in house residence shall be provided to any participant. If any participant has any issue as to residence, the PJA may facilitate arrangement of hotel accommodation at the expense of the participant.

The Academy looks forward to establishing cordial relationship and rapport with the participants in order to make the training a rewarding experience both for the participants and the faculty. The Academy hopes and expects that all the participants will not only reciprocate the endeavors of the Academy but will also abide by all the rules and instructions.

Contact Numbers:-

Director Administration: 0300-4339299 (042-99214272)
Additional Director: 0333-4472603 (042-99214416)
Website: www.pja.gov.pk
E-mail address: info@pja.gov.pk