PUNJAB PUBLIC SERVICE COMMISSION

COMBINED COMPETITIVE EXAMINATION (CCE) SYLLABUS

SOCIAL WORK

Total Marks: 100

Topics

1 Origins, Evolution, Value Base and Philosophical Foundations

1.1 Professional Ethics, Values and Social Work Theories

- **Core Values and Ethics:** Dignity and worth of the individual, social justice, integrity, service, competence, and professional boundaries (IFSW Ethical Principles).
- **Operational Principles:** Individualization, acceptance, self-determination, non-judgmental attitude, confidentiality, and controlled emotional involvement.
- **Social Work Theories and Models:** Psychodynamic Theory, Ecological Systems Theory, Cognitive-Behavioral Framework, Task-Centered Model, Deficits-based vs Strength-based perspectives, and Systems Approach in practice.

1.2 Human Growth, Personality Development & Behavior

- **Human Life-Cycle Stages:** Physical, cognitive, and psycho-social development across the lifespan (Infancy, Childhood, Adolescence, Adulthood, Aging) based on theoretical perspectives including Bowlby's attachment theory, Freud's psychoanalytic theory, Erikson's Psychosocial stages, and Maslow's Hierarchy of Needs in clinical casework, diagnosis, and intervention.
- **Environmental Stressors:** Impact of social inequality, trauma, family dysfunction, and environment on human behavior.

1.3 Society, Social Institutions and Social Change

- Concept of society, rural-urban divide and its impact on human well-being
- Role of Social institutions including Family, Educational, Economic, Religious institutions and Peer interaction in individuals and communal well- being
- Concept of Social Change and its role in the development of human society

1.4 Religious, Legal & Institutional Infrastructure

- **Islamic Foundations:** Huqooq-ul-Ibad, social justice, and the welfare state framework (Riyasat-e-Madina model); statutory Islamic redistribution mechanisms (Zakat, Ushr, Sadaqat, Khums, Waqf) for human well being in Islam.
- **Constitutional & Legal Framework:** Constitutional provisions for social security, human rights, labor protection, and social welfare in Pakistan.
- **Institutional Delivery Systems:** Role of Ministry of Human Rights, Provincial Social Welfare Departments (Punjab), Punjab Social Protection Authority (PSPA), and Public-Private Partnerships (PPPs) in welfare delivery.

2 Primary Methods of Direct Social Work Practice

2.1 Social Case Work (Practice with Individuals & Families)

- **Core Framework:** Person, Problem, Place, professional and Process (the 5 Ps).
- **The Clinical Process:** Intake/Study, Social Diagnosis, Treatment/Intervention planning, Evaluation, and Termination. Referral mechanisms
- **Therapeutic Relationship:** Communication skills, diagnostic interviewing, transference, counter-transference, and home visiting.

2.2 Social Group Work (Practice with Groups)

- **Definition & Purpose:** Therapeutic, developmental, educational, and task-oriented group work.
- **Group Process & Dynamics:** Group formation, stages of group development (forming, storming, norming, performing, adjourning), leadership models, program planning, and conflict resolution.
- **Role of Group Worker:** Enabler, facilitator, therapist, and resource mobilizer.

2.3 Community Organization & Development (Practice with Communities)

- **Practice Models:** Locality Development, Social Planning, and Social Action Models (Rothman's Models).
- **Community Work Process:** Rapid Needs Assessment (RNA), Participatory Reflection and Action (PRA), community mobilization, committee formation, indigenous resource identification, and project implementation.
- **Role of Community Organizer:** Advocate, catalyst, planner, negotiator, and mediator.

3 Section 3: Secondary Methods, Policy, Administration & Research

3.1 Social Welfare Administration, Policy & Planning

- **Social Policy Formulation:** Policy making process, social planning at provincial (Punjab) and federal levels, and policy analysis models.
- **Administrative Processes:** Translating social policy into action—POSDCORB (Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting) or a Holistic Approach in welfare agencies.
- **NGO Governance and Management:** Registration and regulation under the Voluntary Social Welfare Agencies Ordinance 1961; Role of Punjab Charity Commission, Human Resource Development & Management (HRDM) in social sector; donor compliance, transparency, and project sustainability.

3.2 Social Action, Human Rights and Policy Advocacy

- **Methods of Systemic Change:** Rights-based approaches, policy advocacy, lobbying, coalition building, awareness campaigns, and social movement dynamics.
- **Civic Engagement and Human Rights:** Civil society activism, protection of fundamental rights, and community empowerment frameworks.

3.3 Social Work Research

- **Research Methodology:** Quantitative, qualitative, and mixed-methods research designs; diagnostic assessment vs. evaluative research.
- **Data Collection & Analysis:** Sampling techniques, survey design, Focus Group Discussions (FGDs), key informant interviews, social indicators, basic social statistics, and statistical data analysis in empirical research.

4 Socio-Cultural Environment

Analyzing client environments and cultural systems to design responsive social work interventions.

4.1 Pakistani Society & Cultural Context

- **Sociological & Anthropological Foundations:** Material and non-material culture; cultural values, norms, folkways, and mores unique to Pakistan.
- **Social Stratification:** Class, caste (biradari systems), gender hierarchies, status dynamics, and socio-economic dependencies in Pakistan.

4.2 Social Institutions in Transition

- **Family & Marriage:** Dowry systems, arranged vs. autonomous marriages, domestic violence, divorce trends, early/child marriage and family breakdown as target areas for family counseling.
- **Religious & Educational Systems:** Mosques, Madrassas, and religious leaders as stakeholders in community mobilization; public-private educational divides and regional literacy gaps.

4.3 Social Change & Global Development Frameworks

- **Social Change Dynamics:** Application of evolutionary, cyclical, and conflict theories to South Asian contexts; drivers (technology, globalization, mass media) and barriers (cultural lag, dogmatism, illiteracy).
- **Sustainable Development Goals (SDGs):** Alignment of local social work practice with key UN SDGs (No Poverty, Good Health, Quality Education, Gender Equality and Reduced Inequalities).

5 Fields of Social Work Practice, Criminology & Emerging Challenges

5.1 Public Health, Medical & Psychiatric Social Work

- **Medical Social Work:** Psycho-social assessments, hospital-based social work, patient counseling, rehabilitation, and managing welfare funds (e.g., Zakat committees in hospitals).
- **Psychiatric Social Work:** Mental health crisis intervention, substance abuse prevention, treatment, and rehabilitation.
- **Public Health:** community health education, especial in situations like COVID-19

5.2 Criminology & Social Legislation

- **Criminology & Deviance:** Causes of crime, deviance vs. delinquency, juvenile delinquency, white-collar crime, drug trafficking, cybercrime, and gender-based violence.
- **Correctional Social Work:** Probation, parole, juvenile justice systems, prison reform, and social reintegration of offenders.
- **Social Legislation in Pakistan:** Legal provisions regarding child rights, women's rights, domestic violence, labor welfare, anti-harassment laws, legislation on early/child marriage, anti-begging laws, and rights of persons with disabilities.

5.3 Demographic & Vulnerable Population Interventions

- **Child Protection & Youth Welfare:** Prevention of child labor and abuse, child protection mechanisms (e.g., Punjab Child Protection & Welfare Bureau), adoption/legal custody, and youth development.
- **Gerontological Social Work:** Social, psychological, and physical aspects of aging; elderly care frameworks, institutional support, and community-based geriatric services.
- **Gender & Vulnerable Groups:** Gender Studies integration; crisis management centers (Dar-ul-Aman), economic empowerment of women, and specialized services for persons with disabilities (PWDs), transgender persons, faith based and ethnic minorities.

5.4 Major Socio-Economic Problems & Climate Response

- **Poverty & Safety Nets:** Absolute, relative, multidimensional poverty, youth unemployment, hunger and malnutrition, social protection programs (BISP, Ehsaas, Punjab Social Protection Authority (PSPA)) and microfinance models.
- **Climate Change & Environmental Social Work:** Eco-social work practice; climate displacement, natural disaster response, disaster risk reduction (DRR), trauma counseling in emergencies, and building community resilience.

Suggested readings:

1) Adams, R. (2017). Social Policy for Social Work. Bloomsbury Publishing.

2) Ansari, M. R. (2006). Protecting Human Rights. Maxford Books.

3) Bella, L. (2019). The Sociology of Culture. 2nd Edition. Routledge.

4) Butler, I., & Hickman, C. (2011). Social Work with Children and Families: Getting into Practice. Jessica Kingsley Publishers.

5) Coon, D., & Mitterer, J. O. (2008). Introduction to Psychology: Gateways to Mind and Behavior. 12th Edition. Wadsworth Cengage Learning, USA.

6) Ewin, R. D. (2021). The Relationship Between Vulnerability and the Criminal Justice System. Lancaster University, United Kingdom.

7) Greene, R. R. (2017). Human Behavior Theory and Social Work Practice. Routledge, London.

8) Harris, J., & Tanner, D. (2007). Working with Older People. Routledge.

9) Ife, J., Soldatić, K., &Briskman, L. (2022). Human Rights and Social Work. Cambridge University Press.
10) Jabeen, Tahira. (2013). "Social Work and Social Welfare in Pakistan: For the Society but Not from the Society." Journal of Law and Society, 44(63), 43–58.
11) Khalid, Muhammad. (2014). Social Problems of Pakistan. Kifayat Academy, Karachi.
12) Khalid, Muhammad. (2014). Social Work: Theory and Practice. Kifayat Academy, Karachi.
13) Kirst-Ashman, K. K. (2017). Introduction to Social Work and Social Welfare: Critical Thinking Perspectives. Cengage Learning, Boston.
14) Mathew, G. (1992). An Introduction to Social Casework. Tata Institute of Social Sciences, Bombay.
15) Haferkamp, H., & Smelser, N. J. (Eds.). (1992). Social Change and Modernity. University of California Press.
16) Pilcher, J., & Whelehan, I. (2016). Key Concepts in Gender Studies. SAGE Publications.
17) Rahmatullah, S. (2000). Social Welfare in Pakistan. Oxford University Press, Karachi.
18) Schaie, K. W., & Carstensen, L. L. (Eds.). (2006). Social Structures, Aging, and Self-Regulation in the Elderly. Springer Publishing Company.
19) Toseland, R. W., & Rivas, R. F. (2009). An Introduction to Group Work Practice. Pearson/Allyn and Bacon, Boston.
20) Trinder, L., Brandon, M., & Schofield, G. (2016). Social Work with Children. Bloomsbury Publishing.
21) Younghusband, E. (Ed.). (2021). New Developments in Casework: Readings in Social Work, Volume 2. Taylor & Francis.
22) Zastrow, C. H. (2013). The Practice of Social Work: A Comprehensive Worktext. Cengage Learning, Belmont: Cengage learning.

Note: **The above list is only suggestive and not exhaustive. Candidates may consult other standard books and relevant material covering the prescribed syllabus.**

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