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Limited Competitive Examination for Recruitment to Grade III of  
Sri Lanka Administrative Service – 2014 (2016)

(02) Social, Economic, Political Background of  
Sri Lanka and Global Trends

Three hours

### Instructions to Candidates

#### Very Important :

Do not use Pencil  
to write answers.



\* Answer scripts where the numbers are not written as indicated below will not be marked / evaluated.

**I 2 3 4**

Write your Index Number here and  
on page No. 3 in the  
space indicated.

.....

Checked as correct

.....

Invigilator's Initials

#### Important :

- \* This paper consists of Part I and Part II with 40 questions on 06 pages.
- \* Before answering the paper arrange all the pages in order.
- \* Answer all questions in Part I on this paper itself and answer all questions in Part II on the given sheets of paper.
- \* The time allocated is Three hours.
- \* Commence answering only after the Centre Supervisor's announcement.
- \* Instructions given should be strictly followed in answering this paper and marks will not be awarded for answers not in accordance with these instructions.
- \* Even if you are not attempting the paper hand it over to the Supervisor.
- \* Write the answers clearly and legibly in blue or black ink only and not in pencil.
- \* It is an offence to remove this paper from the examination hall or turn out photocopies of the same.
- \* Answer scripts with illegible figures, illegible handwriting, those where erasing fluid has been used and written in pencil will not be marked / evaluated.

#### For Examiner's use only

Page No.	Question No.	Marks Awarded
2	1 - 11	
3	12 - 24	
4	25 - 32	
5	33 - 35	
6	36 - 40	
<b>Total</b>		

#### Final Score

In figures	
In words	
Marking Examiner	
Checked by	

**Part I**

● In question No. 1 to 20 select the **correct** or the **most suitable** answer and write the **number** of the relevant choice **on the dotted line** given against each question.

1. According to the key social indicators of the 2015 Annual Report of the Central Bank of Sri Lanka, which one of the following is very important for the future Nation-building task?  
(1) Expectation of life at birth 74.9  
(2) Literacy rate 93.3%  
(3) Crude birth rate 16.0 per 1000 persons  
(4) Population density 334 persons per square kilometre (.....)
2. Which one of the following is the correct order in relation to the current female and male percentage of Sri Lanka?  
(1) 53.8 , 46.2      (2) 52.8 , 47.2      (3) 51.8 , 48.2      (4) 50.8 , 49.2      (.....)
3. Which one of the following countries has offered to develop the milk production in Sri Lanka recently?  
(1) India                      (2) Denmark                      (3) Australia                      (4) New Zealand                      (.....)
4. According to the WHO, what was the year in which Malaria has been eliminated from Sri Lanka?  
(1) 2011                      (2) 2012                      (3) 2013                      (4) 2014                      (.....)
5. Who was the first Political Scientist who pointed out the undesirable effects to the country of the unlimited powers vested in the executive Presidential system of Sri Lanka?  
(1) Dr. N. M. Perera                      (2) Prof. A. J. Wilson  
(3) Prof. S. U. Kodikara                      (4) Dr. Colvin R. de Silva                      (.....)
6. What was the year in which the Ceylon Civil Service which was there during the colonial times abolished in Sri Lanka?  
(1) 1956                      (2) 1963                      (3) 1965                      (4) 1972                      (.....)
7. Which one of the following lines represents in **descending order** the heights of five waterfalls in Sri Lanka?  
(1) Bambarakanda, Diyaluma, Luxapana, Kirindi, Handapan  
(2) Bambarakanda, Luxapana, Diyaluma, Kirindi, Handapan  
(3) Bambarakanda, Luxapana, Diyaluma, Handapan, Kirindi  
(4) Bambarakanda, Diyaluma, Handapan, Luxapana, Kirindi                      (.....)
8. In which one of the Parliamentary Elections, the voting rights was given to all citizens who were above 18 years of age for the first time?  
(1) 1956                      (2) 1960                      (3) 1965                      (4) 1970                      (.....)
9. Who were the foreign nationals who introduced coffee to Sri Lanka?  
(1) Arabs                      (2) Portuguese                      (3) Dutch                      (4) English                      (.....)
10. What is the term used to request the computer to put information in order, numerically or alphabetically?  
(1) Spam                      (2) Report                      (3) Record                      (4) Sort                      (.....)
11. Who made the famous statement that "Man is born free, but everywhere he is in chains"?  
(1) Karl Marx                      (2) Martin Luther King  
(3) Jean Jaques Rousseau                      (4) Mahathma Gandhi                      (.....)



- 12. Which one of the lines represents in their **descending order** the largest tea producing five countries in the world?
  - (1) China, India, Kenya, Sri Lanka, Vietnam
  - (2) China, Sri Lanka, India, Kenya, Vietnam
  - (3) China, India, Sri Lanka, Kenya, Vietnam
  - (4) China, Kenya, India, Sri Lanka, Vietnam (.....)
- 13. In which country is the Trafalgar Square found?
  - (1) United Kingdom (2) Russia (3) USA (4) France (.....)
- 14. In which one of Shakespeare's plays is the character of Shylock depicted?
  - (1) Julius Caesar (2) Hamlet
  - (3) Merchant of Venice (4) Macbeth (.....)
- 15. What is the Country of origin of Kabuki and Noh drama tradition?
  - (1) China (2) Japan (3) Vietnam (4) South Korea (.....)
- 16. What is the name of the coldest planet of the Solar system?
  - (1) Mars (2) Saturn (3) Uranus (4) Neptune (.....)
- 17. What is considered the first international agreement about environmental conservation?
  - (1) Ramsar Convention (2) Montreal Protocol
  - (3) Kyoto Protocol (4) Vienna Convention (.....)
- 18. Which of the following is **not** a soft skill?
  - (1) Communication skills (2) Management skills
  - (3) Problem solving skills (4) Leadership skills (.....)
- 19. In which country the Scientists have discovered a metal eating plant-species which in future will help to clean up toxic waste?
  - (1) Cambodia (2) Myanmar (3) Philippines (4) Japan (.....)
- 20. Who was the author of the internationally acclaimed volume titled "From Third World to First"?
  - (1) Dr. Abdul Kalam (2) Nelson Mandela
  - (3) Dr. Mahathir Mohamed (4) Lee Kuan Yew (.....)

(01 x 20 = 20 marks)

● Write the correct answer for each of the question from No. 21 to 30 on the dotted line given.

- 21. What is the name of the present Ministry which has been established to bring about national cohesion?  
.....
- 22. What is the name given to the government programme to build 10 000 Green Smart villages during the year 2016-2020 period?  
.....
- 23. What is the name of the government institute vested with the responsibility for developing aquatic resources in Sri Lanka?  
.....
- 24. How many Independent Commissions have been established under the 19th Amendment of the Constitution of Sri Lanka?  
.....



25. What is the coastal area in Sri Lanka where it is said to be found the singing fish?  
.....
26. What is the name of the 11 km deepest spot in the oceans of the world?  
.....
27. What is the country with **minimum** incidence of Bribery and Corruption in 2015?  
.....
28. What was the theme of the world Economic Forum held in Davos city in Switzerland in January of 2016?  
.....
29. Who is the fastest man on Earth in 2016?  
.....
30. What is the number of Administrative Districts belonged to the Northern province?  
.....

(01 × 10 = 10 marks)

● Write the correct answer in brief for each of the question from 31 to 35 on the dotted line given.

31. Currently, there is great enthusiasm to utilize organic fertilizer by the farmers.
- (i) State **two** reasons to indicate the benefits of using organic fertilizer.
- (a) .....
- (b) .....
- (ii) State **two harmful** effects in the use of chemical fertilizer.
- (a) .....
- (b) .....
- (iii) State **two** suggestions to popularize the use of organic fertilizer.
- (a) .....
- (b) .....
32. Incidence of poverty in Sri Lanka could be inquired from many dimensions.
- (i) Name **two** economic aspects leading to the reduction of poverty.
- (a) .....
- (b) .....
- (ii) State **two** ways to reduce poverty through skills development.
- (a) .....
- (b) .....
- (iii) State **two** ways to reduce poverty through education.
- (a) .....
- (b) .....



33. According to one of the UNESCO Reports, currently there is a conflict between tradition and modernity in the society.

(i) Identify **two** of the common values of the Sri Lankan society.

(a) .....

(b) .....

(ii) State **two** of the traditions which stand as a barrier to development in the country.

(a) .....

(b) .....

(iii) Name **two** modernization characteristics which should be internalized by a Sri Lankan.

(a) .....

(b) .....

34. Science and Technology has contributed greatly to the progress of mankind.

(i) State **two** statements to explain the Scientific Method.

(a) .....

(b) .....

(ii) Name **two** uses of the newly discovered graphene.

(a) .....

(b) .....

(iii) State **two** proposals to make science and technology more humane in the future.

(a) .....

(b) .....

35. Presently the concept of Sustainable Development has gained much importance.

(i) Give **two** definitions to explain the concept of Sustainable Development.

(a) .....

(b) .....

(ii) State **two** facts to indicate the importance of Sustainable Development.

(a) .....

(b) .....

(iii) State **two** ways how every individual in a government institution could contribute to the Sustainable Development.

(a) .....

(b) .....

(06 × 5 = 30 marks)

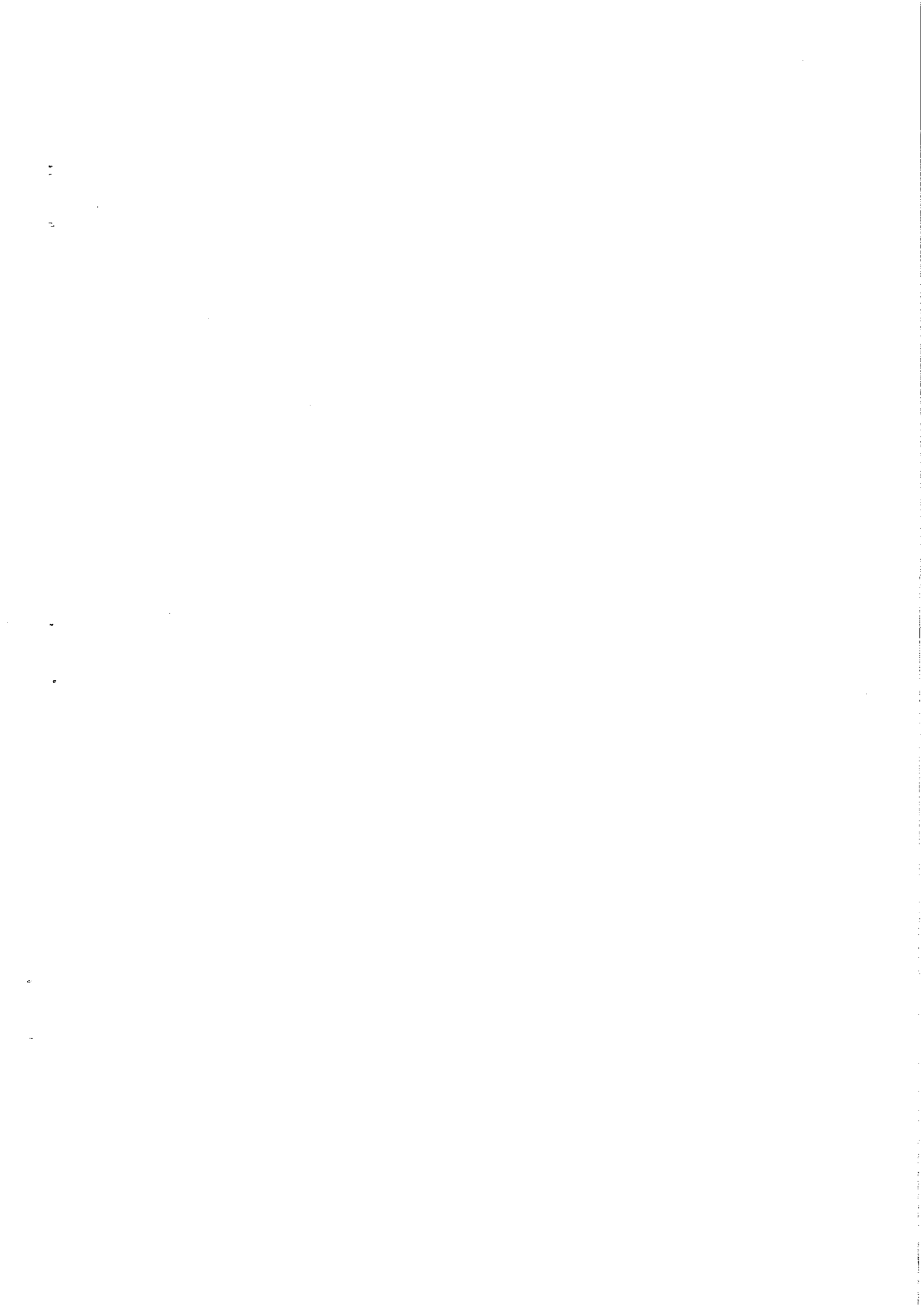


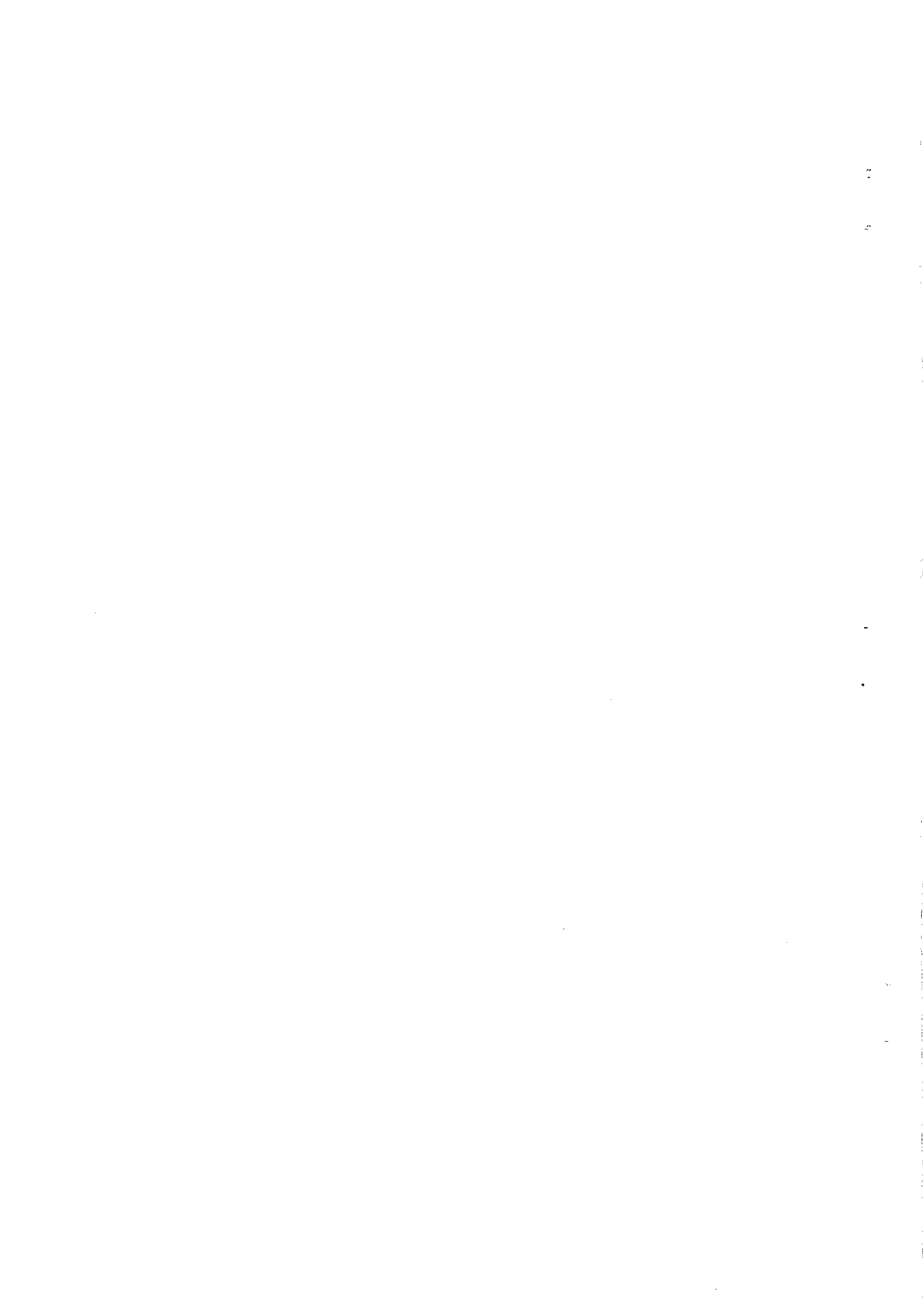
**Part II**

- In each question from No. 36 to 40 write the correct answer on the given sheets of paper.

36. Explain **four** reasons for or **against** the carrying out the Capital Punishment in Sri Lanka. (08 marks)
37. Examine **four** aspects of nanotechnology which could be utilized for national development. (08 marks)
38. Describe **four** ways to arrest the erosion of values in the present Sri Lankan Society. (08 marks)
39. In a finite world, infinite development cannot be brought about.  
Examine **four** developmental strategies to reduce this state of affairs. (08 marks)
40. Currently, Global warming has developed into an environmental crisis.  
Examine **four** activities which Sri Lanka could undertake to reduce this phenomenon. (08 marks)

\* \* \*







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Limited Competitive Examination for Recruitment to Grade III of  
 Sri Lanka Administrative Service – 2014 (2016)

(03) Case study relating to Public Administration I

Three hours

### Instructions to Candidates

#### Very Important :

Do not use Pencils  
 to write answers.



\* Answer scripts where the numbers are not written as indicated below will not be marked / evaluated.

1 2 3 4

Write your Index Number here and  
 on the pages 3 and 5 in the  
 space indicated.

.....

Checked as correct

.....

Invigilator's Initials

#### Important :

- \* This paper consists of Part I and Part II with 50 questions on 10 pages.
- \* Before answering the paper arrange all the pages in order.
- \* Answer all questions in Part I on this paper itself and answer all questions in part II on the given sheets of paper.
- \* The time allocated is three hours.
- \* Commence answering only after the Centre Supervisor's announcement.
- \* Instructions given should be strictly followed in answering this paper and marks will not be awarded for answers not in accordance with these instructions.
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#### For Examiner's use only

Page No.	Question Nos.	Marks Awarded
2	1 – 5	
3	6 – 10	
4	11 – 15	
5	16 – 20	
6	21 – 27	
7	28 – 35	
8	36 – 40	
9	41 – 45	
10	46 – 50	
<b>Total</b>		

#### Final Score

In figures	
In words	

Marking Examiner	
Checked by	

**Part I**

- Questions No. 1 to 5 are based on the following incident / situation.

It was decided to issue correctly prepared appointment letters after obtaining necessary advice due to some administrative problems which arose when the appointment letters were being prepared for new officers recruited for Road Maintenance Assistant Post of the National Road Department. Under this situation the granting of appointments to new Road Maintenance Assistants were fairly delayed while several requests were forwarded to issue appointments letters that were backdated in order to prevent an injustice to them as a result of this situation.

Meanwhile two Road Maintenance Assistants who served in the National road Department have submitted an appeal to reinstate them in service before new appointments are given to them. At this moment the Road Maintenance Assistants Trade Union of the National Road Department issuing a statement requested the authorities that their request of several years for their designation to be amended as Road Maintenance Officer be implemented even this time when new appointments are made.

Choose the **correct** or **most suitable** answer to each question based on this case / situation and write the **number** of the relevant choice **on the dotted line** given against the question.

1. The appointment letters to be issued to new Road Maintenance Assistants should be prepared according to the Establishments Code under
  - (1) Appendix One.
  - (2) Appendix Two.
  - (3) Appendix Three.
  - (4) Appendix Four. (.....)
  
2. Further advice regarding the problems that arose when preparing appointment letters for new Road Maintenance Assistants can be obtained from
  - (1) Director General of Pensions.
  - (2) Director General of Establishments.
  - (3) Director General of combined Services.
  - (4) Director General of Management Services. (.....)
  
3. The designation of Road Maintenance Assistants can be amended by According to the approval of the
  - (1) relevant Ministry Secretary and Director General of Management Services.
  - (2) relevant Ministry Secretary and the Director General of Combined Service.
  - (3) relevant Ministry Secretary and the Director General of Establishments.
  - (4) Director General of Establishments and Director General of Management Services. (.....)
  
4. The approval to back date the appointment of Road Maintenance Assistants should be obtained from the
  - (1) Director General of Combined Services.
  - (2) Deputy Secretary to the Treasury.
  - (3) Director General of Establishments.
  - (4) Director General of Management Services. (.....)
  
5. An appeal produced by the two Road Maintenance Assistants to re instate can be
  - (1) re appointing to that post after resigning from the post.
  - (2) re appointing to that post after vacating the post.
  - (3) re appointing to that post after retiring.
  - (4) appointing to another post while holding a post in the public service. (.....)

(01 × 5 = 05 marks)



- Questions No. 6 to 10 are based on the following incident / situation.

The following information was revealed when Mr. Sunimal Wijesekara, Assistant Secretary (Establishments) of the Urban Facilities Department examined documents relating to the subject of leave of his Ministry.

- \* The approved leave register of the Ministry was not updated.
- \* Mr. Cyril Kulatunga, a Management Assistant was not informed about the wrong leave application submitted by him for a pilgrimage to Dambadiva.
- \* Action was not taken on the leave application forwarded with a Medical Certificate by Development Officer Irangani Samaratunga due to a fracture as a result of an accident.
- \* No action has still being taken on the request for leave submitted by senior Planning Officer Mr. Nimal Hewawasam for taking treatment for a cancer of the lymph nodes.

Choose the **correct** or **most suitable** answer to each question based on this case / situation and write the **number** of the relevant choice **on the dotted line** given against the question.

6. The Leave Register of the Urban Facilities Department should be maintained according to  
 (1) Form General 190. (2) Form General 192.  
 (3) Form General 194. (4) Form General 196. (.....)
7. The correct leave application that should be submitted instead of the wrong leave application of Mr. Cyril Kulatunga is  
 (1) Leave Form General 123.  
 (2) Leave Form General 124.  
 (3) Leave Form General 125.  
 (4) Leave Form General 126. (.....)
8. The Medical Certificate for leave approval requested by Mrs. Irangani Samaratunga should be according to  
 (1) Form Medical 169 or Ayurveda 43.  
 (2) Form Medical 170 or Ayurveda 44.  
 (3) Form Medical 172 or Ayurveda 46.  
 (4) Form Medical 173 or Ayurveda 47. (.....)
9. The type of leave that can be granted to Mr. Nimal Hewawasam according to the provisions of the Establishments Code is  
 (1) Compulsory Leave. (2) Special Leave.  
 (3) No Pay Special Leave. (4) Full Pay Special Leave. (.....)
10. The period of leave for the type of leave that can be approved at one instance for Mr. Nimal Hewawasam is  
 (1) not more than 22 months.  
 (2) not more than 06 months.  
 (3) not more than 04 months.  
 (4) not more than 02 months. (.....)

(01 × 5 = 05 marks)

[See page four.

- Questions No. 11 to 15 are based on the following incident / situation.

While a new salary scale was introduced according to a policy decision taken by the government to revise the salaries of All Island Development Officers Service, their salaries were revised in relation to this based on the last drawn salaries of all officers. The salary of Mr. Kithsirir Perera, a Development Officer was also revised according to this new salary scale.

Choose the **correct** or **most suitable** answer to each question based on this case / situation and write the **number** of the relevant choice **on the dotted line** given against of the question.

11. According to the salary revision of Development Officers the revised salary conversion of Mr. Kithsirir Perera should be done
- (1) from the date specified by the authority paying the revised salary.
  - (2) from the date of the implementation of the salary revision.
  - (3) from January first of the salary revision.
  - (4) the month following the approval of the salary revision. (.....)
12. If according to the salary revision of Mr. Kithsiri Perera's last drawn salary corresponds to a step in the new salary scale, his salary in the new salary scale should be placed
- (1) on the initial step.
  - (2) on the corresponding step.
  - (3) on the next higher step to the corresponding step.
  - (4) on the last step. (.....)
13. After the salary revision, the next increment date of Mr. Kithsiri Perera is considered as
- (1) January first of the relevant year of the salary revision.
  - (2) Date of first appointment.
  - (3) Date of the implementation of the salary revision.
  - (4) the date on which the revised salary is first paid. (.....)
14. If Mr. Kithsiri Perera's last drawn salary is less than the initial salary of the new salary scale his salary in the new salary scale
- (1) should be placed on the initial step.
  - (2) should be placed on the second step.
  - (3) should be placed on the fourth step.
  - (4) should be placed on the last step. (.....)
15. According to the salary revision, the last drawn salary of Mr. Kithsiri Perera is considered as
- (1) the salary drawn at the time of the announcement of the new salary scale.
  - (2) the salary drawn immediately prior to the implementation of the new salary scale.
  - (3) the salary drawn immediately prior to the date of payment of the new salary scale.
  - (4) the salary drawn on January 31st of the year of implementation of the new salary scale.(.....)

(01 × 5 = 05 marks)



- Questions No. 16 to 20 are based on the following incident / situation.

It was observed during a special audit investigation by the Internal Audit Unit of that ministry of the institutions and departments under Indigenous Development Ministry that in most of the action has not been taken according to the Financial Regulations regarding losses. The Audit Officers have shown in their report that the little knowledge of Financial Regulations and inattention of the relevant officers have caused this situation. Based on this situation the Ministry Secretary has taken steps to send an advisory letter to all Institution Heads under the Ministry, reminding them of the steps that should be taken with regard to losses according to the Financial Regulations.

Choose the **correct** or **most suitable** answer to each question based on this case / situation and write the **number** of the relevant choice **on the dotted line** given against the question.

16. A category for which action has **not** been taken by the institutions and departments under the Indigenous Development Ministry could be
- (1) depreciation of fixed assets.
  - (2) year end trade losses depicted in government commercial enterprises.
  - (3) damage caused by floods to tank bunds, culverts and bridges.
  - (4) loss of property of financial value under the custody of the government though not a government property. (.....)
17. If an institution under the Indigenous Development Ministry has to submit a preliminary report on losses according to the Financial Regulations that should have been due to the submission of a full report regarding the loss delays by
- (1) more than one day.
  - (2) more than two days.
  - (3) more than five days.
  - (4) more than seven days. (.....)
18. A full report regarding a loss in a department under the Indigenous Development Ministry should be submitted within
- (1) three months of the loss.
  - (2) six months of the loss.
  - (3) nine months of the loss.
  - (4) one year of the loss. (.....)
19. An officer who could be identified as an authority according to FR 108 regarding losses in the letter to be sent by the Indigenous Development Ministry Secretary is
- |                           |                              |
|---------------------------|------------------------------|
| (1) Divisional Secretary. | (2) Chief Accountant.        |
| (3) Accounting Officer.   | (4) Auditor General. (.....) |
20. In an instance when the Chief Accounting Officer of a department under the Indigenous Development Ministry does not have the authority to act on losses, the order for loss should be obtained from
- (1) the relevant subject Minister.
  - (2) the Deputy Secretary to the Treasury.
  - (3) the Auditor General.
  - (4) the Superintendent of Audit. (.....)

(01 × 5 = 05 marks)

- Questions No. 21 to 30 are based on the following incident / situation.

The Rural Services Department has the responsibility of implementing at village level the different projects / programmes implemented by the government for rural development while the Rural Services Director is the Head of Department and also the representative authority with the power accredited by the Public Service Commission. Mr. Upul Randeniya who was newly appointed as Rural Services Director from 01.01.2015, directed his attention to the administration problems. It was revealed that more than four hundred Rural Service Officers serving as Departmental Officer were stagnating in the same service station for several years as no proper transfer scheme has been implemented. As this situation causes problems for the administration activities of the department as well as the service satisfaction of these officers steps were taken to establish an annual transfer committee in the year 2015 as per procedural regulations to transfer all Rural Service Officers with effect from January 01st.

According to this incident / situation write **briefly** the correct **answer** to each of these question **on the dotted line** given.

21. State **one** object that could expected to be fulfilled by the introduction of a proper transfer scheme by the Rural Services Director for his Departmental Officers.  
.....
22. State **one** fact that should be taken into account in the preparation of Transfer Policy and procedures by the Annual Transfer Committee of the Rural Services Department.  
.....
23. Before what date should the Annual Transfer Committee of the Rural Services Department be established?  
.....
24. State **one** fact that is **not** included the scope of the Annual Transfer Committee of the Rural Services Department regarding annual transfers.  
.....
25. For a representative to be named by a Trade Union to the Annual Transfer Board of the Rural Services Department, what is the **minimum** percentage that should represent the trade union out of officers that are included in the scope of the annual transfers?  
.....
26. Before what date should the annual transfer applications received by the Director of the Rural Services Department be handed over to the Annual Transfer Committee?  
.....
27. Before what date should the Annual Transfer Committee submit its written proposals to the Rural Services Director?  
.....

28. As soon as the annual transfer proposals are received by the Rural Services Director, before what date should the notice of proposed annual transfers be issued?

.....

29. Including holidays within a maximum of how many days should an officer dissatisfied with a notice of annual transfer submit facts to the Rural Services Director?

.....

30. According to which Appendix of the Establishments Code should an officer dissatisfied with an notice of annual transfer submit facts to the Rural Services Director?

.....

(01 × 10 = 10 marks)

● Questions No. 31 to 35 are based on the following case / situation.

The Government Financial Regulations explains the procedure for submission of Annual Expenditure Estimates. Accordingly, every Government Ministry and Department should prepare Annual Revenue and Expenditure draft estimates for the forthcoming year and submit them to the National Budget Department.

According to this incident / situation write **briefly** the correct **answer** to each of these questions **on the dotted line** given.

31. What are the **two** main categories of government expenditure?

(i) .....

(ii) .....

32. State **two** types of Advance Accounts.

(i) .....

(ii) .....

33. State **two** limits relevant to Advance Accounts.

(i) .....

(ii) .....

34. Apart from Advance Account Estimates state **two** types of other estimates that are included in the Revenue and Expenditure Estimates for the forthcoming financial year of a Government Ministry or Department.

(i) .....

(ii) .....

35. (i) By what name is the Draft Estimates that are to be presented to Parliament after Cabinet approval is identified?

.....

(ii) By what name is it identified after the speaker places his signature in order for the drafts to become a Law?

.....

(02 × 5 = 10 marks)

{See page eight.



● Questions No. 36 to 40 are based on the following case / situation.

It is a period for which nominations to Local Government Election are received and dates set. During this period a complaint received by the District Development Ministry Secretary states that some Staff Officers of the Ministry who are not entitled to exercise political rights are engaged in activities to promote election candidates. The complaint further states that some Field Officers who are entitled to exercise political rights, serving in a Department under this Ministry is acting in violation of the conditions in the exercise of these rights. Meanwhile an appeal has been forwarded to the District Development Ministry secretary to release of full time for union activities, Mr. Patrick Punchihewa. Chief Secretary of the Government registered Trade Union of District Development Officers Trade Union as it has a membership of 3425 members.

According to this incident / situation write **briefly** the correct **answer** to each of these question **on the dotted line** given.

- 36. State **two** instances when an officer can be released full time for trade union activities, of that union, taking into consideration the number of members of the District Development Officers Trade Union.
  - (i) .....
  - (ii) .....
- 37. If Mr. Patrick Punchihewa is to be released fulltime for trade union activities, state **two** provisions in the Establishments Code relevant to the payment of salary to this officer.
  - (i) .....
  - (ii) .....
- 38. State **two** facts that the union should submit to the relevant authority to receive the benefits of the Establishments Code in the transfer of the members of the Divisional Development Officers.
  - (i) .....
  - (ii) .....
- 39. State **two** activities that are prohibited to an officer who is **not** entitled to exercise political rights.
  - (i) .....
  - (ii) .....
- 40. State **two** conditions adhered to by an officer who is entitled to exercise political rights.
  - (i) .....
  - (ii) .....

(02 × 5 = 10 marks)





● Questions No. 41 to 45 are based on the following case / situation.

Mr. Lalith Wanigarathne who was appointed as the new Director of the Bio Data Department, after assuming duties, assigned the Internal Auditor of his department to submit a report after carrying out an audit of all sections of the department. Accordingly, a report was submitted to Mr. Lalith Wanigarathne by the Internal Auditor after carrying out audit of relevant sections. From this report attention of the Director was drawn to the following administration errors.

- \* The relevant General Forms were not used in payments.
- \* Life certificates which should be obtained when payments are made in special instances were not obtained.
- \* Relevant rules were disregarded in official letter communications.
- \* Officers who always interact with the public acts in disregard of 'General Behaviour'.
- \* The money obtained from the public to issue Bio Data Certificates by the shroff was put to private use.

According to this incident / situation write **briefly** the correct **answer** to each of these question **on the dotted line** given.

41. State the number of the Form General that should be used by the Bio Data Department for the following payments.
- (i) Payment from Deposits : .....
  - (ii) Overtime Payments : .....
42. State **two** occasions when the Bio Data Department should obtain a Life Certificate prior to a payment according to FR 290.
- (i) .....
  - (ii) .....
43. State **two** rules that the officers of the Bio Data Department should obey in official letter correspondence.
- (i) .....
  - (ii) .....
44. State **two** facts that an officer of the Bio Data Department who acts continuously with the public should follow under General Behaviour.
- (i) .....
  - (ii) .....
45. State **two** regulations used in the Establishments Code that can be applied relevant to the private use of money by the shroff received from the public to issue Bio Data Certificates.
- (i) .....
  - (ii) .....

(02 × 5 = 10 marks)



**Part II**

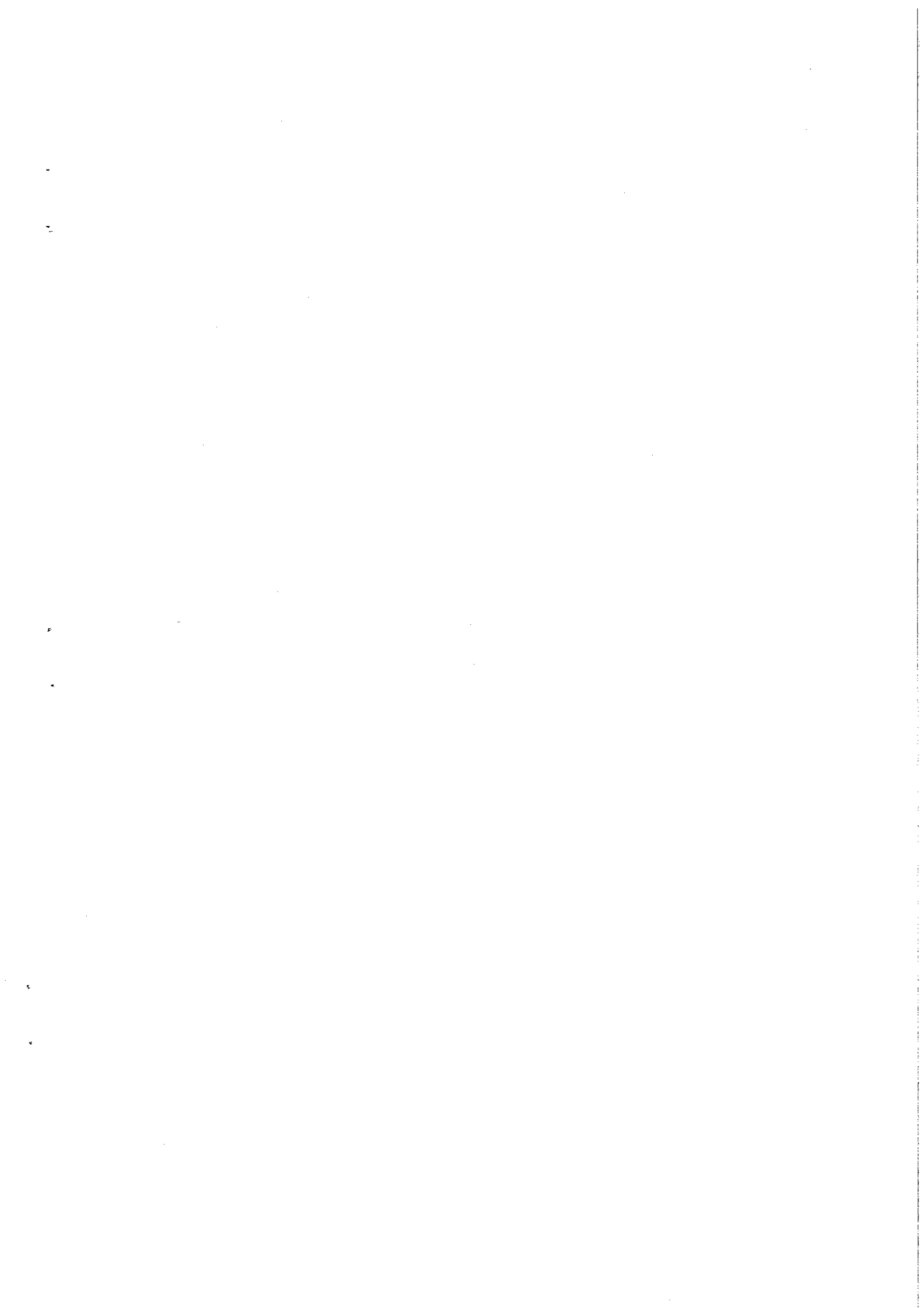
- Questions No. 46 to 50 are based on the following case / situation.

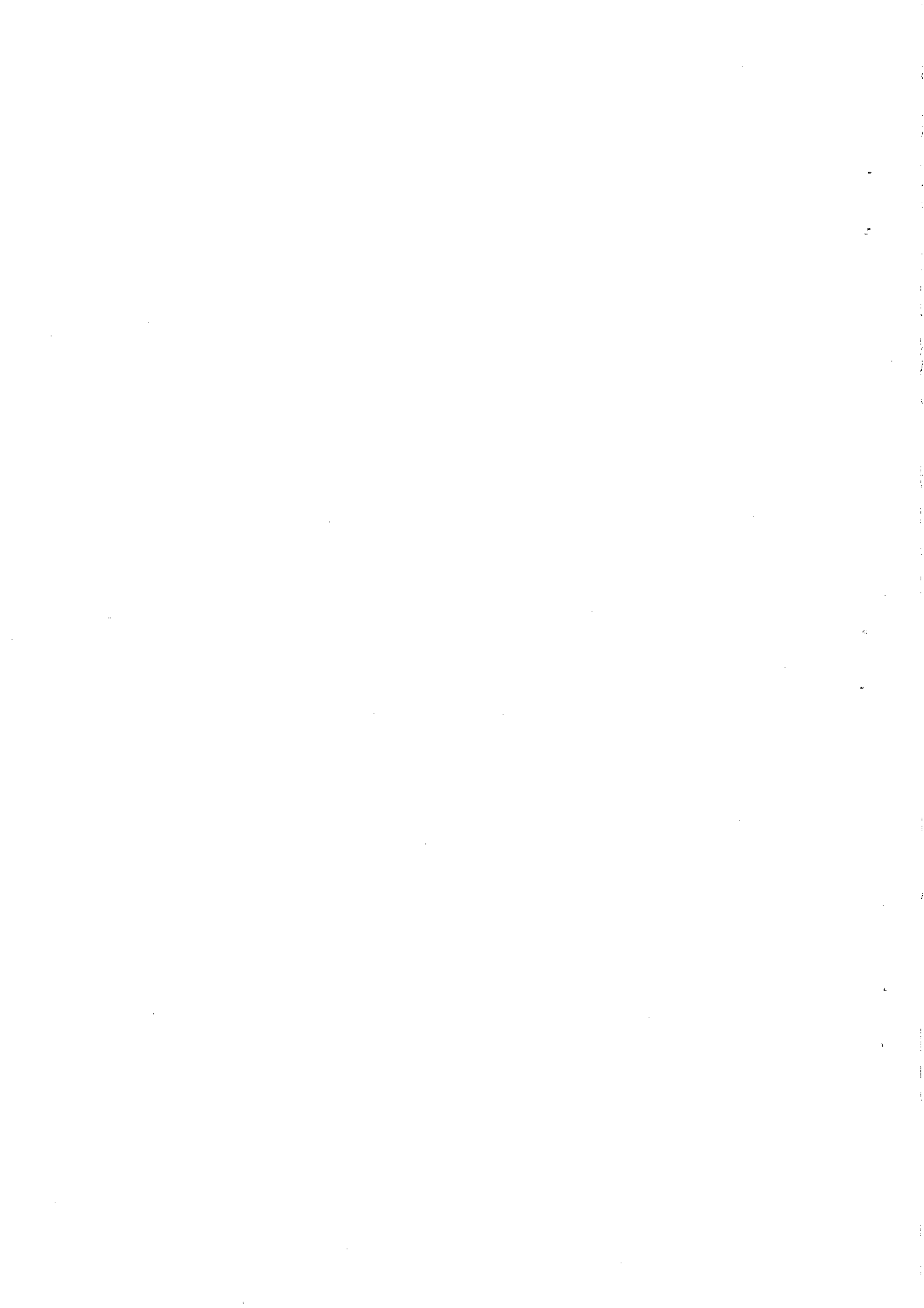
An audit examination by the Auditor General's Department regarding the Environment Conservation Ministry was able to uncover a number of illegal acts carried out in the stores of that Ministry. The audit examination clearly revealed the loss of goods in the stores, non balancing of stock book, non keeping of stores documents and not updating of these documents. Accordingly, an immediate audit report stating the illegal acts was submitted by the Audit Superintendent to the Environment Conservation Ministry Secretary.

According to this incident / situation write the correct **answer** to each of the following question **on the given sheets of paper.**

46. Explain briefly the steps that as Disciplinary Authority the Ministry Secretary should take on the illegal acts of the Environment Conservation Ministry as revealed by the report of the Audit Superintendent. *(08 marks)*
47. The Assistant Director (Administration) has been assigned to carry out a full inquiry according to FR 104(4) regarding the losses incurred in the Environment Conservation Ministry. Assuming you are that Assistant Director (Administration), state what are the facts that should be included after the inquiry in your final report according to FR 104(4). *(08 marks)*
48. After a preliminary inquiry the Assistant Director (Administration) was assigned to lead the prosecution in inquiry against the Storekeeper of the Environment Conservation Ministry. Accordingly, Explain the responsibilities and duties of the Assistant Director (Administration) as the Prosecuting Officer. *(08 marks)*
49. What facts should compulsorily included in a Disciplinary Order issued to the Storekeeper after a formal disciplinary inquiry? *(08 marks)*
50. Explain the provisions in the Establishments Code, if the Storekeeper submits an appeal against the Disciplinary Order. *(08 marks)*

\* \* \*







A large rectangular area with rounded corners, containing numerous horizontal dotted lines for writing.

(30 marks)

[See page three.





3. Read the following texts and express the content of each passage **in one sentence** as briefly as possible. Explain the items in **bold type**.

(i) Ancient political thinkers like Plato and Aristotle have put forward the idea that these three powers must be exercised separately and by separate organs for there to be good government. This idea was expanded upon by the French legal writer Montesquieu, who detailed the modern theory known as the devolution of powers. According to this theory, the three main powers of State must be exerted independently of each other in order to avoid abuse of power and guarantee the **liberty of the individual**. Investing all three powers in one person or body of persons would lead to a dictatorship as there would be no means of ensuring that any of the powers was properly exercised.

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(ii) Immigration of workers of foreign origin is a recent trend in the Sri Lankan labour market. This development has helped to ease wage pressures in the labour market while providing knowledge and technology **spillover opportunities** from professionals of an high skilled immigrant workers. However, the downside risk is that labour immigration could exert an upward pressure on unemployment.

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(iii) Halting the spread of arms and reducing and eventually eliminating all weapons of mass destruction are major goals of the United Nations. The United Nations has been an ongoing forum for disarmament negotiations making recommendations and initiating studies. It supports multilateral negotiations in the Conference on Disarmament and in other international bodies. These negotiations have produced such agreements as **the Nuclear Non-Proliferation Treaty**, the Comprehensive Nuclear-Test-Ban-Treaty and treaties establishing nuclear-free-zones.

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(05 × 3 = 15 marks)





4. Read the following text and write **short answers** to the questions given under each text.

(i) Every appointment to a Permanent post will be on probation for a period of three years. Appointment on probation implies that the officer may, before confirmation count on being admitted to the permanent establishment if he carries out the obligations imposed by his letter of appointment and proves by conduct and efficient service his suitability for permanent retention in the Public Service. Appointment on probation makes possible the elimination of a person against whom definite misconduct cannot be urged and who, for temperamental and other defects, should be released from the Public Service, before it is too late for him to find other employment. If, during his period of probation, he shows any tendencies which render doubtful his suitability for permanent retention, he should at once be warned and given such assistance as may be possible to correct his failings. Any admonition administered for any serious act or omission or any fault of conduct or character which, if persisted in, may prevent his confirmation, should be communicated to him in writing and an acknowledgement obtained, so that no question may subsequently arise as to whether the officer was warned of his failing and given an opportunity of improvement.

(a) What is the aim of this text?

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(b) "This text has been forwarded with a compassionate attitude towards the officers on probation". Give **one** example to prove this view.

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(c) What are the reasons for giving an appointment subject to the probationary period?

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(d) Under which circumstances should an officer be advised in writing?

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(e) What are the prerequisites that confirm the suitability of an officer for retaining in the public service?

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(02 × 5 = 10 marks)

(ii) A remarkable transition is taking place in the Sri Lankan higher education sector in order to be in line with the demands of the dynamic new world. On that basis, the education sector is moving away from the traditional model into a competency based education system aligning itself with the needs of the employers and leading to create a geographically fluid workforce. It is inevitable that the state monopoly in higher education will come under heavy pressure as the government finds it difficult to keep pace with the demand for higher education. Moreover, the quality of education sought by the students and the standards offered by the universities has created a gap, which is difficult to be bridged with the resources available. Therefore, the courses offered in Sri Lankan universities need to be diversified while the skills level that students are exposed to acquire, need to be broadened to give students an edge in the global market. In order to reduce the government monopoly in higher education, it is appropriate to move towards a more formal two-tier system, where state and private sectors compete with each other for academic excellence.

(a) Point out the basic aim of this text.

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(b) What is meant by the two-tier system relevant to higher education as included in this text?

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(c) What method has been suggested by this writer to minimize the difference between the quality of education sought by students and the standards offered by the universities?

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(d) For what purpose does the traditional education move away towards a competency based education system?

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(e) Why does this writer state that the state monopoly in higher education has come under heavy pressure?

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(02 × 5 = 10 marks)

(iii) Sri Lanka's external sector is expected to strengthen further in 2014 and beyond enhancing its resilience to external shocks. The positive outlook would be supported by the expected recovery in the global economy and improved growth prospects in the domestic economy. Measures targeted at promoting merchandise goods exports, along with the rationalisation of imports are expected to reduce the trade deficit substantially. As the country's economic hubs gain ground benefiting from the large infrastructure projects especially in the areas of tourism, ports and airports and the IT/BPO industry, service exports are expected to grow at a faster rate over the medium term. Measures taken to diversify the migration profile would enhance worker's remittances, which would continue to remain a strong source of foreign exchange over the medium term.

(a) What type of remittances are considered to be the strong source of foreign exchange in Sri Lanka?

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(b) Under what measure is it expected that the service exports grow at a faster rate over the medium term?

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(c) What are the areas that the benefit generating large infrastructure development projects belong to?

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(d) What are the evidences that confirm the positive outlook of Sri Lanka's external sector?

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(e) Through what measures is it expected to reduce the trade deficit substantially?

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(02 × 5 = 10 marks)



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