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Limited Competitive Examination for Recruitment to Class III of Sri Lanka Administrative Service - 2010 (2012)

Limited Competitive Examination for Recruitment to Class III of Sri Lanka Administrative Service - 2011 (2012)

(01) General Administration

Three hours

● Answer all Questions.

1. (i) State **four** management functions that should be performed by a Supervisory Officer to maintain an efficient and effective office. (04 marks)
(ii) Mention **four** steps that should be followed by a Supervisory Officer in making decisions. (04 marks)
(iii) Mention **four** matters that should be supervised by a Head of a Branch in supervising the duties of a Management Assistant, in-charge of a subject. (04 marks)
(iv) Mention **four** basic facts that should be included in a minute made in a file, that is to be submitted to a staff officer. (04 marks)
(v) State **four** methods used for classification of files. (04 marks)
(vi) How should a Disciplinary Authority act on, when an accused officer has **not** replied for the charge sheet? (04 marks)
(vii) State **four** instances for which disciplinary action can be taken against a Public Officer without holding a preliminary investigation. (04 marks)
(viii) According to the Chapter XXXII of the Establishments Code, name **four** categories of Public Officers who are **not** entitled to the exercise of political rights. (04 marks)
(ix) Mention **two** situations when a Public Officer who is subjected to an interdiction, should not be paid any salary. (04 marks)
(x) State **four** responsibilities entrusted to a Disciplinary Authority about a disciplinary inquiry. (04 marks)
2. (i) Mention **three** steps that should be followed, in order to maintain an office system that is established in an office, properly and continuously. (03 marks)
(ii) State **six** advantages you can derive from establishing an office system in the office where you serve. (03 marks)
(iii) Mention **eight** basic records/documents that should be essentially kept in the custody of a Management Assistant in charge of a subject. (04 marks)
3. (i) Mention **three** disadvantages that can occur in a system of promotions based only on seniority in the Public Service. (03 marks)
(ii) State **six** advantages that can be obtained through a performance appraisal system in order to improve the efficiency and productivity in the Public Service. (03 marks)
(iii) "The expected objectives from the performance appraisal system will not be fulfilled, through a system of performance appraisal targeted only on the salary increment"
Explain this statement on the basis of the performance appraisal system that operates in the Public Service at present. (04 marks)
4. (i) Explain the interpretation given in the Establishments Code about the "salary increment." (03 marks)
(ii) What is meant by "incremental credit"? (03 marks)
(iii) What are the **four** circumstances in which the salary increments are disallowed? (04 marks)
5. (i) Mention **six** conducts, expected from a Public Officer under "General Conduct" of the Establishments Code. (03 marks)
(ii) State **three** instances, falling into the category of "improper conduct" of a Public Officer. (03 marks)
(iii) Mention **four** offences stated in the first schedule on which a public officer can be imposed major punishments. (04 marks)

6. (i) When a certificate of service is issued to a Public Officer, mention **three** facts that could be embodied in that certificate of service. (03 marks)
- (ii) What are the steps that should be taken by the Appointing Authority, when a Public Officer has vacated his post? (03 marks)
- (iii) When a Public Officer has made a request to resign, from his post, state **four** matters that should be resolved before it is taken up for consideration. (04 marks)
7. (i) State **six** basic matters that should be embodied in a letter of appointment of a Public Officer. (03 marks)
- (ii) In what circumstances should the Appointing Authority take action to recall an officer who has been temporarily released for a post outside the public service, back to his substantive service/post? (03 marks)
- (iii) Explain the procedure that should be followed by the Appointing Authority when refusing a request made by a Public Officer for an extension of service beyond the age of 57 years. (04 marks)

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