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முழுப் பதிப்பரிமையுடையது]
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First Efficiency Bar Examination for Assistant Superintendents of
Customs Grade II (New Syllabus) – 2016 (II) (2017)

(01) Establishments Code and Office Systems

Two hours

Answer five questions only including the question No. 1.

1. Write short notes on the following topics.
 - (i) In-service training
 - (ii) Measurement of work
 - (iii) Salary of an officer
 - (iv) Officers **not** entitled to exercise political rights
 - (v) Institution of an action by a public officer in his personal capacity

(04×5 = 20 marks)
2.
 - (i) What is meant by 'Office Layout'? (10 marks)
 - (ii) Explain the main methods of preparing an Office Layout. (10 marks)
3.
 - (i) What is meant by 'Scheme of Recruitment'? (10 marks)
 - (ii) Explain the information that should be included in a Scheme of Recruitment. (10 marks)
4.
 - (i) Explain what is meant by 'Centralisation of Office Activities'. (10 marks)
 - (ii) State the advantages gained by an office through centralisation. (10 marks)
5.
 - (i) Explain the **disqualifications** for appointment to the Public Service. (10 marks)
 - (ii) Explain the provisions in the Establishments Code regarding re-employment of an officer. (10 marks)
6.
 - (i) Describe the procedure that should be followed when an officer resigns from the public service. (10 marks)
 - (ii) What are the provisions in the Establishments Code regarding vacation of post by an officer? (10 marks)
7.
 - (i) Describe the general provisions regarding administrative procedure and methods in government offices. (10 marks)
 - (ii) State the rules regarding official correspondence. (10 marks)

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