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Department of Examinations, Sri Lanka

Efficiency Bar Examination for Officers in Grade III of
Public Management Assistants' Service – 2012 (II) (2018)

(01) Office Systems
Part I and Part II

- Answer **all** the questions of **part I** on **this paper itself** and for **part II** use the papers provided.
- Write the answers clearly and legibly in **blue** or **black** ink only and **not** in pencil.
- Attach your answer script of **part II** to the **part I**, so as the **part I** comes up and **part II** underneath and submit to the supervisor.

Part	Question No.	Marks Awarded
I	1 – 5	
	6 – 13	
II	1	
	2	
	3	
	4	
Total		

Final Score

In figures	
In words	

Marking Examiner 1	
Marking Examiner 2	
Chief Examiner	

Two hours

Index No. :

Part I

- Mention **one** advantage of using the call-up diary. (01 mark)
.....
.....
- Mention **two** advantages of using forms in an office. (02 marks)
(i)
(ii)
- Name **two** types of operational manuals used to guide officers. (02 marks)
(i)
(ii)
- Mention **two** modes of written communication used in an office. (02 marks)
(i)
(ii)
- State **two** features of a correct filing system. (02 marks)
(i)
(ii)

6. Write **two** accepted procedures in filing letters. (02 marks)

- (i)
- (ii)

7. Mention **two** documents that an officer assuming duties in a new office on transfer should pay attention to. (02 marks)

- (i)
- (ii)

8. Files can be divided into five categories according to the subject matter they contain. Name **two** of such categories. (02 marks)

- (i)
- (ii)

9. Write **two** things to be considered when drafting a form for a particular task in an office. (02 marks)

- (i)
- (ii)

10. Mention **two** documents that should be preserved **without** destroying them. (02 marks)

- (i)
- (ii)

11. Write **two** advantages of using 'split filing system' for filing documents in an office. (02 marks)

- (i)
- (ii)

12. According to the type of documents to be filed associate files can be divided into five categories. Name **two** of them. (02 marks)

- (i)
- (ii)

13. Write **two** advantages of a movement card. (02 marks)

- (i)
- (ii)

* *



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Efficiency Bar Examination for Officers in Grade III of
Public Management Assistants' Service – 2012 (II) (2018)

(01) Office Systems – Part I and Part II

- Answer only three questions.

Part II

1. You are newly appointed to the Public Management Assistant service and you assigned with the subject of 'tappal'.
 - (i) Mention **five** documents you may find in envelopes received by you. (10 marks)
 - (ii) Explain **five** of your responsibilities with regard to tappal. (15 marks)
2. Consider the following case / situation.

Mr. Nilantha Guruge, a field officer in the Divineguma Development Department met with an accident on 01.03.2018 while on duty. The Head of the Division has been informed of the accident on the same day. (page No. 10) He has not reported for duty from the date of accident up to 02.05.2018. Mr. Nilantha Guruge has been informed on by Director (Administration) of the Department 10.03.2018 to submit medical certificates for the days of absence (page No. 14) and medical certificates have been submitted by page Nos. 16, 17, 22 and 25. In terms of chapter XII section 9 of the Establishments code authority for approving special leave for accidents happened which on duty on the recommendation of the medical board lies with the relevant Ministry Secretary. Also officer who meet with accident while on duty can be paid compensation in terms of Public Administration Circular No. 22/93 (page No. 28). In order to get approval for payment of compensation, all relevant information has to be forwarded to the Ministry of Public Administration. The Head of Division of Mr. Nilantha Guruge has reported to the Administration Division of the Department that Mr. Nilantha Guruge was on field duty assigned by him on 01.03.2018 (page No. 26). The Director (Administration) of the Department informed the Health Services Director by letter dated 06.05.2018 (page No. 27) to produce Mr. Guruge before a medical board to grant him special leave and award compensation. Accordingly the medical board report dated 01.07.2018 received by the office (page No. 30) has recommended him special leave from 01.03.2018 to 02.05.2018 and further reported that his earning capacity has been reduced by 40% due to this accident.

- (i) Draft a minute sheet note to be submitted to the Ministry Secretary through supervising officers to obtain approval for accident leave for Mr. Nilantha Guruge using the above information. (10 marks)
- (ii) Draft a minute sheet note for submission to Director General of Divineguma Development Department through supervising officers along with your observations and recommendations for payment of compensation. (15 marks)

3. Consider the following case / situation.

Agricultural Activities Department has decided to conduct competition to select the best home garden at Divisional secretariat level in December each year. Commissioner General of Agricultural Activities decided to summon Provincial Commissioners to make them aware of the competition. It is further decided to have this meeting on 10.10.2018 at 9.00 a.m. in the main Auditorium of the Department.

Assume that you are the public management assistant in charge of this subject in the Agriculture Activities Department and draft a letter to summon the Provincial Commissioners based on the above information.

(25 marks)

4. Consider the following case / situation.

Mr. Namal Pathirana who assumed duties on 02.04.2018 as the new Divisional Secretary of the Nugawela Divisional Secretariat spent a few days to study the duties of all sections including Establishments Division, Accounts Division, Planning Division, Land Division, Samurdhi Division and Administration Grama Niladhari Division.

It was observed in the study that certain officers in all Divisions do not arrive in office on time and leave office before departure time. It was also revealed that they leave office during duty hours without permission. It was further revealed that violating Public Administration circular instructions attendance registers were being used instead of attendance and departure machines and officers receiving uniform allowance do not wear uniform during duty hours.

It was observed that the Heads of Divisions do not pay attention to these shortcomings.

The Divisional secretary has instructed you as a Public Management Assistant officer of the Administration Division of the Nugawela Divisional secretariat to draft a circular to make all Division Heads aware of the need to eliminate these shortcoming giving reference to the following provisions of the Establishments Code and the relevant Public Administration circulars.

- Public Administration circular No. 09/2009 dated 16.04.2009 which requires all public officers to mark their attendance using arrival and departure machines.
- Requirement of obtaining proper permission when officer leave office during duty hours under section 3 of the Establishments Code chapter XII.
- Public Administration circular No. 5/2013 dated 22.04.2013 with provision for payment of uniform allowance and requirement of receiving the uniform allowance from those who are not dressed in uniforms and taking disciplinary action against them under the provisions of Public Administration circular No. 27/91 dated 07.08.1991.
- That these instructions would be effective as from 15.05.2018.

Draft the circular as instructed above.

(25 marks)

* * *

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Department of Examinations, Sri Lanka

Efficiency Bar Examination for Officers
in Grade III of Public Management
Assistants' Service – 2012(II) (2018)

(02) Accounting Systems
Part I and Part II

Part	Question No.	Marks
I	1 – 5	
	6 – 10	
II	1	
	2	
	3	
	4	
Total		

Final Score

In figures	
In words	

Marking Examiner 1	
Marking Examiner 2	
Chief Examiner	

Two hours

- Answer all the questions of Part I on this paper itself and for Part II use the papers provided.
- Write the answers clearly and legibly in blue or black ink only and not in pencil.
- Attach your answer script of Part II to the Part I, so as the Part I comes up and Part II underneath and submit to the supervisor.

Index No. :

Part I

1. Name the document that should be signed by the Minister of Finance for releasing funds from the treasury after approving the Appropriation Act. (02 marks)
.....
2. Who appoints the Chief Accounting Officer? (02 marks)
.....
3. What is the institute that Auditor General directly reports on Public Finance? (02 marks)
.....
4. Which department of the General Treasury holds the responsibility of issuing annual imprest to Government Ministries / Departments? (02 marks)
.....
5. To whom should the Chief Internal Auditor of a Government Ministry report on financial and accounting matters? (02 marks)
.....



6. Write **three** receipts that are **not** included in government revenue under FR. 82. (03 marks)

(i)

(ii)

(iii)

7. Write **three** advantages of monthly reconciliation of department accounting books with the accounting books of the Treasury. (03 marks)

(i)

(ii)

(iii)

8. Name **three** items that should be kept in safes or safety boxes according to FR 316. (03 marks)

(i)

(ii)

(iii)

9. Name **three non-statutory** deductions that could be deducted from the salary of public officers when preparing salaries. (03 marks)

(i)

(ii)

(iii)

10. Write **three** items that may **not** be recorded in the cash book, but could be included in the bank account statement, when preparing the bank reconciliation statements. (03 marks)

(i)

(ii)

(iii)

* * *

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Efficiency Bar Examination for Officers in Grade III of
Public Management Assistants' Service – 2012(II) 2018

(02) Accounting Systems
Part I and Part II

- Answer three questions only.

Part II

1. (i) Name **two** committees appointed by the Parliament for controlling Public Finance. (04 marks)
(ii) State **two** instances when lieu cheques can be issued. (04 marks)
(iii) State **five** facts that have to be considered by an authorised officer for making payments. (10 marks)
(iv) Name **three** types of loans a public officer could obtain from the Government Officers' Special Advance Account. (03 marks)
(v) State **two** functions of Auditor General. (04 marks)
2. (i) What is meant by 'imprest limit'? (05 marks)
(ii) What are the occasions that need to submit a supplementary estimate? (05 marks)
(iii) State **four** documents that should be submitted to Treasury when opening a new bank account. (08 marks)
(iv) State **three** items of which payments can be made from forthcoming years' allocations **without** following FR 115. (03 marks)
(v) Explain briefly the 'continuous sub-imprest'? (04 marks)
3. (i) What are the **three** delegation authorities related to the government revenue according to FR 135? (06 marks)
(ii) State **three** facts that could be included in the Audit Query Register. (03 marks)
(iii) State **five** duties of a Store Keeper. (10 marks)
(iv) What is meant by 'Petty cash imprest'? (03 marks)
(v) What is the name of the account prepared by a government department by using budgetary allocation, showing vote particulars at the end of the year. (03 marks)
4. Write short notes on
(i) Contingencies Fund
(ii) Annual Expenditure Estimate
(iii) Accounting Officer
(iv) Emergency Purchases
(v) Bank Reconciliation Statement (05 × 5 = 25 marks)

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Department of Examinations, Sri Lanka

Efficiency Bar Examination for Officers in Grade III of
Public Management Assistants' Service – 2012 (II) (2018)

(03) Computer Test
Part I

45 minutes

- * This paper consists of 40 questions and on 04 pages.
- * Answer all questions on this paper itself.
- * Write the answers clearly and legibly in blue or black ink only and not in pencil.

Page No.	Question No.	Marks Awarded
1	1 – 5	
2	6 – 17	
3	18 – 29	
4	30 – 40	
Total		

Final Score

In figures	
In words	

Marking Examiner 1	
Marking Examiner 2	
Chief Examiner	

Index No :

- For questions from No. 1 to 40, select the correct or the most appropriate answer and write the number of the relevant choice on the dotted line provided against the question.

1. Which option includes the short cut key combination to be used to move a file from one place to another place?

(1) Ctrl + C → Ctrl + V	(2) Ctrl + X → Ctrl + V	
(3) Ctrl + M → Ctrl + V	(4) Ctrl + C → Ctrl + X	(.....)
2. Which one can be used to delete a file permanently?

(1) Delete	(2) Shift + Delete	
(3) Ctrl + Delete	(4) Alt + Delete	(.....)
3. What is the input device used to mark the multiple choice questions in an examination?


(1) key board	(2) Scanner	
(3) Optical Mark Reader – OMR	(4) Barcode Reader	(.....)
4. Which of the following is related with the tool denoted by a magnifying lens in MS Word interface?

(1) Zoom	(2) Find	
(3) Print Preview	(4) Sorting	(.....)
5. Following figure shows the control buttons. Out of them the button should be clicked to close a computer program is,

1 2 3

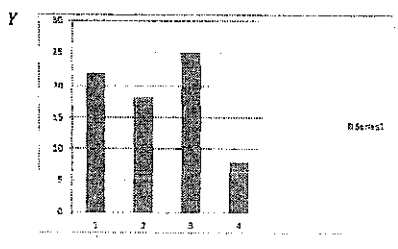
(1) 1 st button.	(2) 2 nd button.	
(3) 3 rd button.	(4) Non of the buttons 1, 2 and 3.	(.....)



6. What is the key combination to get 'Find and Replace' option in Microsoft Word?
(1) Ctrl + X (2) Ctrl + P (3) Ctrl + F (4) Ctrl + S (.....)
7. What is the tool to apply Font colour and Font size of a text in a Microsoft Word document to an another text in different place, as it is?
(1) Word Art (2) Format Painter (3) Paint Brush (4) Paste Special (.....)
8. After inserting a text in a line until the end of it in MS Word, the cursor will automatically come to the next new line. This is known as
(1) Enter. (2) Word wrap. (3) Carriage return. (4) Auto align. (.....)
9. What is the facility in MS Word which can be helpful to insert many addresses for a common letter?
(1) Mail Merge (2) Macro (3) Auto text (4) Labels (.....)
10. It is indicated the capacity as 2TB in an external hard disk. Which one of the followings gives similar capacity for it?
(1) 2×10^4 bytes (2) 2^{41} bytes (3) 2^{40} bytes (4) 2^{30} bytes (.....)
11. What is to be done, to make one cell by selecting few cells of MS Word table?
(1) Merge (2) Select (3) Align Centre (4) Border (.....)
12. The figure shows the tool to be used to 'centre align' a text. What is the short cut key combinations for this action?

(1) Ctrl + C (2) Ctrl + L (3) Ctrl + R (4) Ctrl + E (.....)
13. A computer network established in a geographically limited area is known as LAN. LAN is stand for,
(1) Little Area Network. (2) Limited Area Network.
(3) Local Area Network. (4) Local Access Network. (.....)
14. Which answer holds a correct IP address that is a method of showing a web address?
(1) www.gov.lk (2) 192.10.20.103
(3) rjt@lk.com (4) 512.255.0.0 (.....)
15. Usually last two letters of a web address indicates the relevant country. If a web address is **not** using letters to indicate a relevant country it means, that web site
(1) is belong to any country.
(2) can be belong only to few countries.
(3) is belong to United State of America (USA).
(4) is belong to United Kingdom (UK). (.....)
16. Which one can be considered as fastest communication media?
(1) UTP cables (2) STP cables (3) Co-axial cables (4) Fibre optics (.....)
17. Which one of these is a valid URL address?
(1) http://amazon.com (2) www.yahoo.co@com
(3) http/yahoo.com (4) google/www.com (.....)

- 18. MODEM is a device to connect a computer with the internet. It
 - (1) converts Analog signals to Digital signals.
 - (2) converts Digital signals to Analog signals.
 - (3) amplifies any kind of signals.
 - (4) converts Analog signals to Digital signals and Digital signals to Analog signals (.....)
- 19. Which answer is giving examples for a web browser and a search engine accordingly?
 - (1) Internet Explorer and Google.com
 - (2) Google.com and Mozilla firefox
 - (3) Netscape and Internet Explorer
 - (4) Google Chrome and XML (.....)
- 20. A most suitable method to select, when inputting (inserting) images belong to an institute in to a computer is
 - (1) Digital Camera.
 - (2) Plotter.
 - (3) Scanner.
 - (4) Laser Mouse. (.....)
- 21. Which one is giving the capacities in ascending order?
 - (1) Hard disk, RAM, Cache memory
 - (2) RAM, Hard disk, Magnetic tapes
 - (3) Re-writeable CD, Magnetic tapes, Hard disk
 - (4) Magnetic tapes, Hard disk, RAM (.....)
- 22. What is the key of the computer keyboard that is **not** printed its name?
 - (1) Alter
 - (2) Enter
 - (3) Backspace
 - (4) Space (.....)
- 23. Which one of the following includes only output devices?
 - (1) Plotter, Mouse, MICR
 - (2) Printer, Plotter, OMR
 - (3) Scanner, OMR, MICR
 - (4) Printer, Plotter, Speaker (.....)
- 24. Which 'letter key' can be used to Blind the screen, while PowerPoint is being running?
 - (1) A
 - (2) B
 - (3) W
 - (4) C (.....)
- 25. The facility to run selected few slides from all powerPoint slides is introduced as
 - (1) Macro.
 - (2) Custom Show.
 - (3) Slide Sorter.
 - (4) Master Show. (.....)
- 26. To get the motion pictures when running a PowerPoint program, it should be used
 - (1) Custom show.
 - (2) Slide transition.
 - (3) Animation.
 - (4) Slide Sorter. (.....)
- 27. The most suitable application software to do accounting activities of an office is
 - (1) MS PowerPoint.
 - (2) MS Word.
 - (3) MS Excel.
 - (4) Adobe Photoshop. (.....)
- 28. Which of the following choice gives the correct cell address of a MS Excel worksheet?
 - (1) 10 A
 - (2) 10 \$ A
 - (3) A 10 \$
 - (4) A \$ 10 (.....)


29. The graph in the picture which is taken by using Microsoft Excel is called



- (1) Bar Chart.
- (2) Column Chart.
- (3) Histogram.
- (4) Area Graph. (.....)



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30. The functions to get minimum and maximum value in MS Excel are
(1) Lower() and Upper(). (2) Low() and Upp().
(3) Minimum() and Maximum(). (4) Min() and Max(). (.....)
31. What is the function in MS Excel to find the average value of a given range?
(1) =AVG() (2) =Mean() (3) =Average() (4) =Median() (.....)
32. What is the key to be used when editing a text inside the MS Excel cell?
(1) F1 (2) F2 (3) F4 (4) F10 (.....)
33. The order of the commands to follow to get appear certain lines of text on each an every MS Excel worksheets again and again when it is getting print
(1) Page layout → Print title. (2) Page layout → Print preview.
(3) Page layout → Margin. (4) Page layout → Print. (.....)
34. The separation of required data from the whole set of data included in a spreadsheet is called
(1) Sorting. (2) Filtering.
(3) Merging. (4) Conditional formatting. (.....)
35.  Σ
The above icons in order are
(1) Auto Sum and Spelling. (2) Merge & Centre and Auto Sum.
(3) Auto Sum and Merge & Centre. (4) Sorting and Auto Sum. (.....)
36. What is the output given in MS Excel by inserting the following formula in to a cell?
= 1000/100 + 100
(1) 5 (2) 10 (3) 20 (4) 110 (.....)
37. What is the output given by the following formula?
=IF(10 > = 5, "Yes" , "No")
(1) No (2) Yes (3) 5 (4) 10 (.....)
38. By the function =Counta() in Ms Excel is
(1) counted whole data in the range.
(2) counted only textual data in the range.
(3) counted only textual and numerical data in the range.
(4) counted the number of empty cells. (.....)
39. Which one is **not** a search engine of the following web sites?
(1) Google (2) Altas Vista (3) Hot Bot (4) Centos (.....)
40. What is the communication model used to publish information in World Wide Web?
(1) SMTP (2) WWW (3) HTTP (4) POP (.....)

(01 × 40 = 40 marks)

* * *

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Department of Examinations, Sri Lanka

Efficiency Bar Examination for Officers in Grade III of
Public Management Assistants' Service – 2012 (II) (2018)

(03) Computer Test
Part II

45 minutes

- * This paper consists of 05 questions and on 04 pages.
- * Answer all questions on this paper itself.
- * Write the answers clearly and legibly in blue or black ink only and not in pencil.

Page No.	Question No.	Marks Awarded
1	1	
2	2	
3	3	
	4	
4	5	
Total		

Final Score

In figures	
In words	

Marking Examiner 1	
Marking Examiner 2	
Chief Examiner	

Index No:.....

● For all the questions from No. 1 to 5 write the correct answers on the dotted line provided.

1. (i) Briefly explain the functions of each part of a computer system given below.

- (a) Input devices
- (b) Output devices
- (c) Storage devices
- (d) Central processing unit (CPU)

(ii) Briefly explain the difficulties to be faced while giving a computer training to a young crowd, who are lack in computer literacy?

(iii) Write three examples for open source software.

- (a)
- (b)
- (c)

Department of Examinations, Sri Lanka

2. (i) Write **two** advantages and **two** disadvantages by establishing a network for computers of your office.

Advantages : (a)

(b)

Disadvantages : (a)

(b)

(ii) Briefly explain the difference between peer to peer network and client server network.

.....

.....

.....

(iii) Write **three** advantages of Mail Merge facility in MS word.

(a)

(b)

(c)

(iv) Briefly explain the differences between the tools, Auto filter and Advance filter in MS Excel.

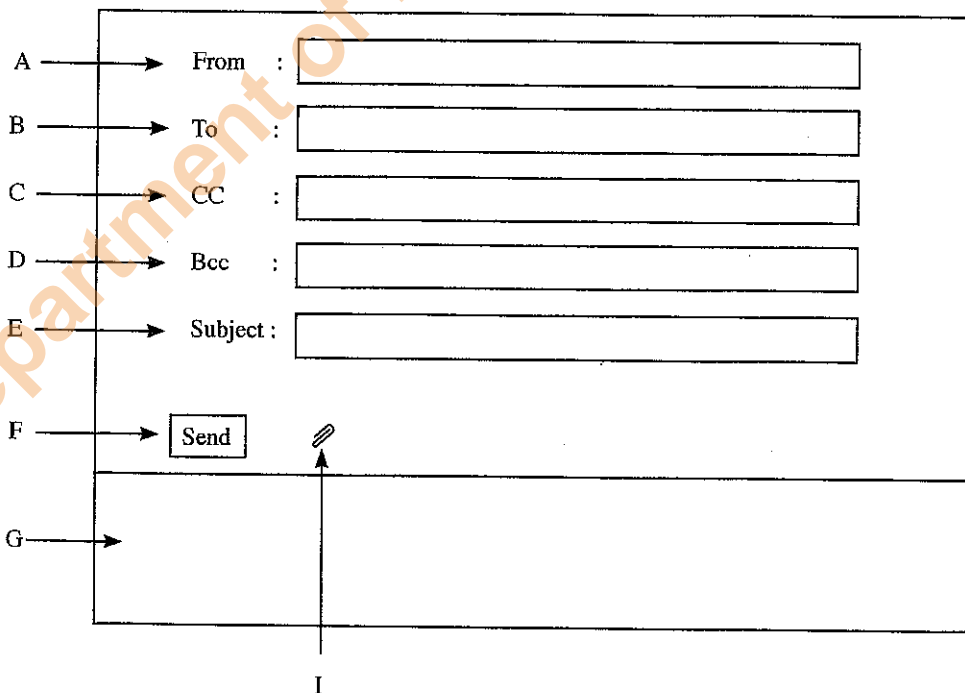
Auto filter :

.....

Advance filter :

.....

3. (i) The following screen is having few main features which can be appeared when using e-mail.



(a) Which letter indicates the place to put sender's address?

.....

(b) Which letter indicates the place to put receiver's address?

.....

(c) What is the advantage of filling the place indicated by letter E?

.....

(d) What is the use of F?

.....

(e) Which letter shows the usage of attachment of a digital photograph?

.....

(ii) What are the advantages of using electronic mail?

.....

.....

.....

.....

4. (i) Briefly explain the difference between Application software and System Software. Give two examples for each.

.....

.....

.....

.....

(ii) Write three important features to be considered when buying a computer.

(a)

(b)

(c)

(iii) (a) What is the unit to measure speed of a processor?

(b) What is the unit to measure capacity of a hard disk?

(c) What is the unit to measure the data transmitting speed of a computer network?

.....

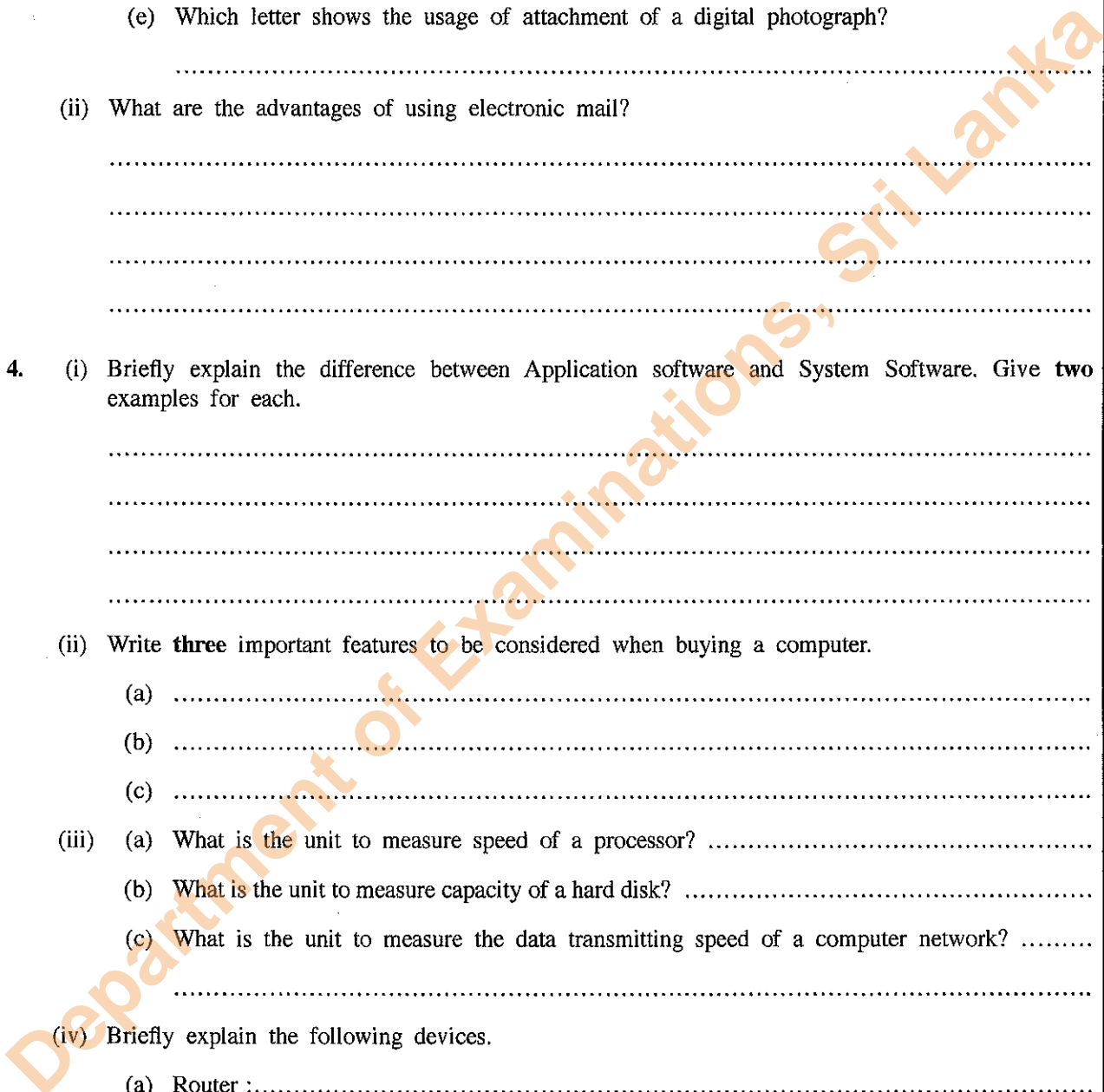
(iv) Briefly explain the following devices.

(a) Router :

.....

(b) Hub :

.....



Department of Examinations, Sri Lanka

5. The marks obtained by 5 athletes for different events in a school sportsmeet are as follows.

	A	B	C	D	E	F	G
1							
2	Sportsmeet Points under - 17						
3	Sportman	House	100m	200m	400m	Total	Selected
4	Shan	Gemunu	50	20	25		
5	Ruwan	Abhaya	60	80	40		
6	Dilshan	Vijaya	70	90	60		
7	Sanath	Perakum	30	70	50		
8	Aravinda	Kashyapa	40	40	40		
9	Average						

Study the above spreadsheet and answer the following questions.

(i) (a) Write the formula to obtain total marks taken by Shan in the cell F4.

.....

(b) Write necessary steps to obtain total marks taken each athlete in to relevant cells.

.....

.....

(c) Write a formula to obtain average marks for the 100 m event in the cell C9.

.....

(c) Write a formula in the cell G4 to select Shan for the next sportsmeet, if the average mark obtained by him is 50 or more. (If he is going to select 'Selected' should be displayed in the cell else 'No' in the cell)

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(ii) What is meant by doing 'full absolute' a cell address?

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