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[முழுப் பதிப்புரிமையுடையது]

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First Efficiency Bar Examination for the Officers of
Sri Lanka Education Administrative Service - 2019

(I) General Administration

Three hours

- Answer **five** questions only selecting at least **two** questions from parts I and II each.

Part I

1. According to the Provisions of the Constitution of the Sri Lanka Democratic Socialist Republic of 1978 under each of the following headings considering the changes brought about by the 19th Amendment to the Constitution, answer the following questions.
 - (i) (a) Mention the total number of Ministers in the Cabinet, Ministers who are not members of the Cabinet and Deputy Ministers.
(b) Briefly explain the basis of determining the number of Ministers when forming a National Government.
 - (ii) In addition to the powers, duties and functions expressly conferred or vested in or assigned to the President by the Constitution or other written law, name **five** powers and functions the President shall have as per Article No. 33 (2).
 - (iii) Briefly describe payment of salary and allowances and pension entitlement of the President in terms of Article 36.
 - (iv) Mention **five** appointments in the schedule to Article 41c. (1) of the Constitution made on the approval of recommendation made to the Constitutional Council by the President. (20 marks)
2. Explain briefly each of the following in the light of all the Amendments up to the 19th Amendment to the Constitution of the Democratic Socialist Republic of Sri Lanka 1978.
 - (i) Official language
 - (ii) Use of National languages in the Parliament, Provincial Councils and Local authorities.
 - (iii) **Four** Provisions relating to the medium of instruction.
 - (iv) The responsibility of the cabinet, the way of determining subjects and functions of Ministers.
 - (v) Appointment of the Secretary to the Cabinet of Minister, Secretary to the Prime Minister and Secretaries to Ministries, their role and termination of their tenure. (20 marks)
3. Briefly describe each of the following in terms of the provisions of the Human Rights Commission of Sri Lanka No. 21 of 1996.
 - (i) Number of members in the Commission, qualifications for members, term of office and the manner of appointment.
 - (ii) **Five** provisions on which a member of the Commission can be removed.
 - (iii) **Five** functions of the Commission
 - (iv) **Five** powers of the Commission (20 marks)

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Education Administrative Service – 2019

(II) Financial Regulations

Three hours

Answer **five** questions only.

1. (i) Briefly describe the each function mentioned below, related to 'expenditure' in the Financial Regulations of the Government. (12 marks)
 - (a) Authorization
 - (b) Approval
 - (c) Certification
 - (d) Payment
- (ii) What are the provisions in the Financial Regulations related to the submission of Paid vouchers in a Government department/school, to the Auditor General? (04 marks)
- (iii) Name and briefly write, **two** records to be maintained by a Government Department/school in respect of vehicles as per the Government Financial Regulations. (04 marks)
2. (i) What are the provisions in the Government Financial Regulations in relation to conducting annual survey of stores? (04 marks)
- (ii) Name and describe **two** documents used for annual survey of stores. (10 marks)
- (iii) What are the steps to be taken by the heads of schools in respect of the unserviceable articles in a school? (06 marks)
3. (i) Briefly explain the Principal's role in the Financial management process of the school. (08 marks)
- (ii) Briefly mention the provisions made in relation to the Treasurer Post in a School Development Society, according to the circular instructions issued by the Ministry of Education. (08 marks)
- (iii) Write **two** matters relevant to auditing of schools accounting activities. (04 marks)
4. (i) According to the guidelines issued by the Ministry of Education, name the records to be maintained, relating to the financial activities in a school. (05 marks)
- (ii) Briefly describe **five** records used for the financial activities mentioned in (i). (10 marks)
- (iii) What are the facts included in a four months Accounting Report to be prepared in a school? (05 marks)
5. (i) Name and briefly describe **five** methods of procurement that can be used in the procurement process of a school. (10 marks)
- (ii) Write the duties and responsibilities of the Procurement Committee and the Technical Evaluation Committee separately. (07 marks)
- (iii) State the composition of school procurement committee. (03 marks)

[See page two.

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(III) Education Law, Administration and Evaluation

Part II

11. (i) Name the Acts enacted relating to the take over of Assisted Schools and Training Colleges by the Government.
(ii) Select **one** such Act and explain its purposes. (10 marks)
12. According to the regulations enacted under the take over of Assisted Schools and Training Colleges Acts, what are the conditions stipulated for giving grants to pay salaries of teachers in non-fee levying private schools? (10 marks)
13. Examine critically to what extent the aims and objectives of the National Education Commission have been fulfilled from its inception to present day. (10 marks)
14. What are the provisions activating at present to strengthen the relationship between the Line Ministry and the provincial education authorities? Explain the actions that can be taken to further strengthen those relationships. (10 marks)

Part III

15. Describe the steps that can be taken to further empower the Colleges of Education. (10 marks)
16. Describe the present process of in-service training carried out by the Teachers Centres and explain the steps that can be taken for the strengthening the productivity of such programmes further. (10 marks)
17. How has 'Thirteen years of Certified Education Programme' impact on the General Certificate of Education (O/L) Examination. Show how this Examination can be re-structured under these circumstances. (10 marks)
18. Give the steps that can be taken in preparing a school development plan in order and describe the actions that has to be taken under its first step. (10 marks)

Part IV

19. Explain the term 'Clinical supervision' and mention its positive and negative features. (10 marks)
20. Describe the activities carried out by the Ministry of Education and Provincial Education Authorities in external supervision of schools. (10 marks)
21. According to the scheme of evaluating schools by the Ministry of Education name the **eight** fields which are evaluated and indicate the standards under any **one** of those fields. (10 marks)
22. Explain in detail **two** actions that can be taken to strengthen School Based Assessments. (10 marks)