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**ශ්‍රී ලංකා සංවර්ධන පරිපාලන ආයතනය**  
**இலங்கை அபிவிருத்தி நிர்வாக நிறுவனம்**  
**SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION**



**Efficiency Bar Examination for Officers in Grade III of Class 3 of Sri Lanka  
Information and Communication Technology Service.**

Time - 01 Hour

Establishments Code (01)

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Index No / No. of Gr. - 01

**Answer all the questions.**

- (01) Indicate Four (04) Categories of Appointments made by the Public Service Commission of Sri Lanka. ( 04 Marks )

1. ....
2. ....
3. ....
4. ....

- (02) How many years are considered as the Probation Period for a New Appointee to the Government Service? ( 02 Marks )

.....

- (03) Mention below Three (03) conditions a Government Officer is required fulfill during his Probation Period. ( 03 Marks )

1. ....
2. ....
3. ....

- (04) Mention below Three (03) types of persons who are not eligible to be appointed to Government Service. (03 Marks)

1. ....
2. ....
3. ....

- (05) "Each Government Official should earn his promotions by meeting all the terms of reference for the services and of the Recruitment Policy, and by discharging the services satisfactorily". What is meant by "discharging the services satisfactorily" (05 Marks)

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- (06) An Officer who has been confirmed in his capacity has made a request for him to be released for a period of two years for him to secure a position in a Government Project. Indicate Four (04) possible instances where the Appointing Authority can reject his request. (04 Marks)

1. ....
2. ....
3. ....
4. ....

(07) Mention two (02) possible instances for transfers which do not come within the scope of an annual transfer committee? ( 02 Marks )

- 1. ....
- 2. ....

(08) What is meant by "Stoppage" of a Salary Increment? ( 03 marks )

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(09) What is the impact on a Government Officer by stoppage a salary increment? (05 Marks)

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.....

(10) Indicate Three (03) possible occasions where a Government Officer can claim for lapse leave. ( 03 Marks )

- 1. ....
- 2. ....
- 3. ....

(11) Indicate two (02) types of 'Special Leave' a Government Officer can avail. ( 02 Marks )

1. ....

2. ....

(12) What is the Number of Days of Full Pay Maternity Leave a Female Government Officer can enjoy? ( 02 marks )

.....

(13) How many Railway Warrants can an Officer who joins the Government Service enjoy in one year? ( 02 Marks )

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(14) How many Railway Warrants can a person, an Officer who has retired, avail in a year? (02 Marks)

.....

(15) How many days of Fully Paid Leave can a Government Officer who has contacted leprosy? ( 02 Marks )

.....

(16) Indicate four (04) purposes for which a Government Officer may be given a Loan / an advance. (04 Marks)

1. ....

2. ....

3. ....

4. ....

- (17) Indicate three (03) benefits the members of Government Officers Trade Unions.  
( 03 Marks )

1. ....
2. ....
3. ....

- (18) In the preparation of Official Letters, what is the occasion on which another Staff Officer can sign against the words 'Sgd by ' : " at the place provided where the name and the position of the Head of the Department is indicated ? ( 05 Marks )

- .....
- .....

- (19) Name four (04) types of Government Officers who are not entitled to exercise their political rights. ( 04 Marks )

1. ....
2. ....
3. ....
4. ....

- (20) Indicate two (02) instances where a Government Officer can be interdicted.  
( 02 Marks )

1. ....
2. ....

- (21) Name two punishments that can be enforced for being under the influence of Liquor or for being found intoxicated within the premises of a Government Office. (02 Marks)

1. ....
2. ....

- (22) Indicate four (04) Minor Punishments. (04 Marks )

1. ....
2. ....
3. ....
4. ....

- (23) According to the Procedural Rules of the Public Service Commission how has the "Public Officer" been defined - ( 10 Marks )

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- (24) Mention in brief the principles to be followed in preparing an Official Letter. (10 Marks)

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- (25) Explain briefly what is a " Preliminary Investigation" ( 10 Marks )

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