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 <div style="text-align: center;"> ශ්‍රී ලංකා සංවර්ධන පරිපාලන ආයතනය இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம் SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION </div> 		
<div style="text-align: center;"> Second Efficiency Bar examination for the officers in Sri Lanka Administrative Service – 2018 (I) </div>		
Time: 03 hours	Proficiency in the Link Language (English) (17)	විකෘත අංකය Index No / கட்டெண்

Answer all questions.

Question 01

Read the following text and answer the questions given.

ADMINISTRATIVE RESPONSIBILITY IN HISTORICAL CONTEXT

The development of the idea of responsibility in public administration falls into three distinct periods. Early public administration, predicated on a strict politics/administration dichotomy, considered administration an exercise in neutral competence, with little opportunity (or justification) for administrators to exercise professional judgment and discretion. In the 1930s, a new generation of public administration scholars and practitioners challenged the traditional notions as unrealistic and perhaps inferior to a more professional public service empowered to exercise discretion in the application of public policy, and to have a greater voice in the formulation of policy. In part, this was based on a realistic sense of how a complex governmental system must reasonably function. Legislators lacked the competence to formulate specific rules to govern all the decisions required to implement complex public policies. Some discretionary judgments must be left to administrators to enable the systems to function.

A second factor was the growing professionalization of the field in the 1920s and 1930s. New graduate programs in public administration and professional associations provided specialized expertise and a sense of public service obligations to the growing numbers and types of career public officials. Responsibility in such a view was related to the balancing act required of professionals in democratic public service: to weigh the need for compliance with orders from above with an internalized set of standards for providing the best service to the citizenry.

Leading the efforts to formulate this new approach to public service was a group of younger scholars anxious to put aside what they considered the sterility of the first period. In part, this was a reaction to what they saw as both descriptively accurate, as government grew in scope and complexity, and as desirable, as a way to ensure that the public interest was best served. Key to this thinking was the idea that the distinction between policymaking and policy implementation was not an accurate depiction of how government actually functioned.

(Source: Responsibility in Public Administration Ethics by Jeremy F. Plant, *Public Integrity*)



Do the following statements agree with the information given in the text above?

In the spaces given for questions 1-5, write

TRUE - if the statement agrees with the information

FALSE - if the information contradicts the information

NOT GIVEN - if there is no information on this

- i. Traditional public administration was inferior because it gave discretionary powers to the administrators. (.....)
- ii. Professional public service needed discretionary powers in order to implement complex public policy.
(.....)
- iii. Administrators must be given discretionary powers because the lawmakers were not capable enough to make laws and rules without gaps. (.....)
- iv. Administrators always got orders from above which they could not comply with.
(.....)
- v. Administrative responsibility is closely related to complex governmental systems.
(.....)

(05 marks)

Answer the following questions.

- vi. Why did the scholars and practitioners challenge the traditional notion of public administration?

.....

.....

- vii. Write two characteristics of the professional public service which followed the early public administration?

.....

.....



viii. What was the balancing act required of the professionals in democratic public service?

.....

.....

ix. What caused the growth in professionalization in the 1920s and 1930s?

.....

.....

x. Do you agree with the author's view that professional public servants need discretion? Why?

.....

.....

(05 marks)

Write the meanings of the following words in English.

xi. Scholars -

xii. Inferior -

xiii. Formulate -

xiv. Distinction -

xv. Scope -



Write the opposite meaning of the following words in English.

xvi. Inferior -

xvii. Competence -

xviii Democratic -

xix. Accurate -

xx. Responsibility -

(10 marks)

(Total marks 20)

Question 02

Complete the following sentences in the passive voice. The words given in the bold type should appear in the sentence.

i. The examiner tells candidates the regulations at the beginning of the exam.

TOLD At the beginning of the exam candidates
the regulations.

ii. Did we send that letter to the Ministry?

WAS Do you know if to the
Ministry?

iii. We haven't arranged a date for the meeting yet.

BEEN A date for the meeting
yet.

iv. They will have given him the news by tomorrow.

TOLD He the news by
tomorrow.

v. Experts estimate that most people now have access to the Internet.

IS most people now have
access to the Internet.

vi. The garage on the corner usually repairs my car.

HAVE I by the garage on the
corner.

vii. Sita definitely didn't write that essay.

WRITTEN That essay by Sita.

viii. The police have cancelled the demonstration.

HAS The demonstration
by the police.

ix. Everyone said that the President was planning to contest for a second term.

SAID The President planning
to contest for a second term.

x. The party will nominate him as the candidate for the election.

NOMINATE Heas the candidate
for the election.

(20 marks)

Question 03

The following sentences contain a fixed phrase. Complete the blank with one word, then underline the full fixed phrase in each sentence.

- i. She's been working on that essay night after night....
- ii. I'm arranging everything for next week. By the, is your sister coming this evening?
- iii. My parents always turn up at my flat out of the
- iv. Some people enjoyed the book, but to be, I thought it was boring.
- v. I'd like to get of these CDs because I don't listen to them any more.
- vi. In, people are much happier when they have jobs that they enjoy.
- vii. I don't know what to do at the moment but I'll have to make up mysoon.
- viii. It's a flexible ticket. For, you can use it during the week or at weekends.
- ix. Can I ring you later? I'm just to have lunch.
- x. If I you, I'd never take that decision.
- xi. Have you done all housework? Yes, apart the washing.

(20 marks)



Question 04

Fill in the blanks with the correct form of the words given in brackets. Verbs must be put in the correct tense and voice. When there is no word given, fill the blank with a suitable preposition given below. A preposition can be used more than once.

Two examples are given.

on, in, before, about, to, of

Cabinet's decision is the pivot of the public policy cycle, the point ...**on**..... which all previous and subsequent work turns. Here, political judgment**is delivered**.... (deliver)
1.....light of all the technical advice, the options, the analysis, the
2.....(compare) of possible instruments, the consultation and coordination efforts.

From the universe of issues and problems, a small number 3..... (select), developed and stated for cabinet's decision 4..... the future.

At any time, many thousands of proposals are before government. They occupy different places in the policy cycle, some nearing completion, others barely
5.....(formulate). Most are working toward this moment: a place 6.....the cabinet agenda.

Cabinet convenes each week to consider and decide on a dozen, or even fewer,
7..... (submit). A cabinet decision brings 8..... (legitimate) and the prospect of implementation. If a submission passes over this all-important hurdle, it is on the way 9..... becoming public policy.

The sheer volume of material awaiting 10..... (consider), and the need for at least minimum standards of information and 11.....(analyze), mean that cabinets must operate by strict rules. Submissions follow a predetermined format. They
12..... (consider) in a set order. Decisions 13..... (record) and distributed according to a standard process.

Cabinet is the only opportunity for ministers, acting 14..... (collect), to consider the full range 15.....ideas before government. Much is at stake and time is always short. When 16..... (discuss) submissions, ministers must balance political consequences, policy objectives, administrative convenience, media attractiveness

and their own place in history. Given this pressure, ministers insist 17..... proper process, so that all necessary data and advice are 18..... them when choosing.

Policy advisers must be thoroughly proficient in the rules governing cabinet. A good policy idea is not enough, even if consultation and coordination indicate widespread support. Proposals must answer all the questions posed in the format for submissions. They 19..... (support) with financial, legal and social impact data, and any other relevant information. Ministers want to make informed decisions. The routines of cabinet government are designed to ensure consistency, coherence and clarity, and to reinforce the political nature of this pivotal moment. Neglecting these routines diminishes the 20..... (effect) of cabinet.

(Source: *Australian Policy Cycle*, Bridgman and Davis)

(20 marks)

Question 05

You have been invited to deliver a speech on **one** of the following Sustainable Development Goals (SDGs) at a meeting convened by your organization to educate a group of development practitioners. Write your speech using a minimum of 300 words. Start directly with the introduction of the topic without greetings at the beginning.

- i. No poverty
- ii. Gender equality
- iii. Industry, innovation and infrastructure
- iv. Climate action

(20 marks)

