
	<p>ශ්‍රී ලංකා සංවර්ධන පරිපාලන ආයතනය இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம் SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION</p>	
<p>First Efficiency Bar Examination for Officers of the Sri Lanka Engineering Service -2018 (I)</p>		
<p>Time – 03 hours</p>	<p>Administration (02-II)</p>	<p>විභාග අංකය Index No / சுட்டெண்</p>

Answer only five (05) questions.

01. i. "Public Service Commission has comprehensive powers over officials of the government." Analyze this statement critically. (Marks 16)
- ii. Name four (04) documents that should be kept using General Forms in a personal file of a public officer. (No need to state the number of the form) (Marks 04)
02. i. State four (04) reasons which disqualify an individual to get an appointment in the public service. (Marks 08)
- ii. Name and briefly explain four (04) types of appointment. (Marks 12)
03. i. Explain purposes of holding efficiency bar examinations. (Marks 08)
- ii. Explain the impact of not completing the efficiency bar examination within the stipulated time period on a public official. (Marks 12)
04. "Establishment Code guides that the duties of an officer should continue uninterrupted before the approval of leave despite the general opinion that leave in the public service is too many". Write a note of about 250 words on this statement. (Marks 20)
05. i. Name five (05) types of leave available to a public officer and explain the circumstances under which such leave can be availed. (Marks 10)
- ii. Explain the provisions available in the Establishment Code to encourage an official of the Engineering Service to work on a public holiday to perform duties that should be given priority. (Marks 10)



06. i. Explain the three (03) concepts *covering arrangements, appointment to perform duties, and acting arrangements.* (Marks 10)
- ii. Name four (04) provisions to reject a salary increment and explain one of them. (Marks 10)
07. Write short notes on five (05) of the following topics.
- i. Recruitment procedures
 - ii. Seniority government service
 - iii. Overtime payment
 - iv. Paternity leave
 - v. Probation period
 - vi. Preliminary investigation
- (Marks 04X5=20)

