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Open Competitive Examination for Recruitment to Grade III of the
 Sri Lanka Administrative Service – 2014 (2016)

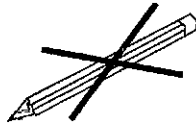
(02) Social, Economic, Political Background and Trends in Sri Lanka

Three hours

Instructions to Candidates

Very Important :

Do not use Pencils
 to write answers.



- * Answer scripts where the numbers are not written as indicated below will not be marked / evaluated.

1 2 3 4

Write your Index Number here, and
 on page 3 in the space indicated.

.....

Checked as correct

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Invigilator's Initials

Important :

- * This paper consists of Part I and Part II with 40 questions on 06 pages.
- * Before answering the paper arrange all the pages in order.
- * Answer all questions in Part I on this paper itself and answer all questions in part II on the given sheets of paper.
- * The time allocated is three hours.
- * Commence answering only after the Centre Supervisor's announcement.
- * Instructions given should be strictly followed in answering this paper and marks will not be awarded for answers not in accordance with these instructions.
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- * Write the answers clearly and legibly in blue or black ink only and not in pencil.
- * It is an offence to remove this paper from the examination hall or turn out photocopies of the same.
- * Answer scripts with illegible figures, illegible handwriting, those where erasing fluid has been used and written in pencil will not be marked / evaluated.

For Examiner's use only

Page No.	Question Nos.	Marks Awarded
2	1 – 8	
3	9 – 18	
4	19 – 30	
5	31 – 33	
6	34 – 40	
Total		

Final Score

In figures	
In words	
Marking Examiner	
Checked by	

[See page two.

Part I

- For each questions from No. 1 to 20, 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. Who was the first Sri Lankan who was recruited to the Ceylon Civil Service?
(1) Sir. Ponnambalam Arunachalam (2) Mr. T.B. Jayah
(3) Sir. D.B. Jayatileka (4) Mr. E.W. Perera (.....)
 2. Out of the following Independent Commissions established under the 19th Amendment to the Constitution of the Democratic Socialist Republic of Sri Lanka, which one is **not** answerable to the Parliament?
(1) The National Procurement Commission
(2) The Commission to Probe into the allegation of Bribery and Corruption
(3) The Election Commission
(4) Sri Lanka Human Rights Commission (.....)
 3. What is the name of the partner institution in Sri Lanka for the 'Google Loon' which covers the entire island with fourth generation (4G) Internet facilities?
(1) Sri Lanka Telecom Company
(2) Sri Lankan Telecommunication Regulatory Commission
(3) Sri Lankan Information Technological Communication Agency
(4) The Faculty of Computer and Information Technology of the Colombo University (.....)
 4. Who was the author of the famous volume titled the 'Medieval Sinhalese Art'?
(1) Prof. Senarath Paranawithana (2) Prof. Gunapala Malalasekara
(3) Dr. Nandadeva Wijesekara (4) Dr. Ananda Coomaraswamy (.....)
 5. Which one of the following is an indicator used to analyse the performance of Colombo Stock Exchange?
(1) Cost of Living Index (2) Milanka Index
(3) Colombo Consumer Price Index (4) Per Capita Income Index (.....)
 6. In which one of the following lines is the **five** provinces of Sri Lanka with the highest population is correctly stated in **descending order**?
(1) Western, Central, Southern, North-Western, Sabaragamuwa
(2) Western, Southern, Sabaragamuwa, North-Western, Central
(3) Western, Southern, North-Western, Sabaragamuwa, Central
(4) Western, Central, Southern, Sabaragamuwa, North-Western (.....)
 7. Under which one of the following Ministries is the administration of the National Apprentice and Industrial Training Authority (NAITA) comes under?
(1) Higher Education and Highways
(2) Skills Development and Vocational Training
(3) Technology and Research
(4) Labour and Labour Relations (.....)
 8. Which one of the following is **not** a provision in the Constitution of the Democratic Socialist Republic of Sri Lanka in order to establish the Independence of the Judiciary?
(1) Judges of the upper courts cannot be removed at the discretion of the President
(2) Establishment of a Judicial Service Commission
(3) Judicial proceedings could not be initiated against a judge who had performed his official duties in his capacity as a Judge
(4) Payment of the salaries of the judges of the upper judiciary is from the Consolidated Fund(.....)

9. Who was the **first** foreign traveller who visited Sri Lanka?
(1) Hiuen Tsang (2) Marco Polo
(3) Iban Batuta (4) Fa-Hien (.....)
10. What is the foreign country that provides grants to the Uma-Oya Project?
(1) Iran (2) Saudi Arabia
(3) Kuwait (4) Oman (.....)
11. In which one of the following cities was the **first** Regional Office of the Central Bank of Sri Lanka opened?
(1) Nuwara Eliya (2) Matara
(3) Matale (4) Jaffna (.....)
12. Under which one of the Constitutional Reforms was the universal franchise was granted for the first time to the Sri Lankans?
(1) Colebrooke (2) Manning
(3) Donughmore (4) Soulbury (.....)
13. Which of the following is the year which has been the base for the Colombo Consumer Price Index to measure the rate of inflation in Sri Lanka at present?
(1) 2006 / 2007 (2) 2008 / 2009
(3) 2009 / 2010 (4) 2010 / 2011 (.....)
14. Which one of the following has been granted legal permission by the Central Bank of Sri Lanka, to maintain Foreign Exchange transactions within Sri Lanka?
(1) Licensed Finance Companies
(2) Co-operative Rural Banks
(3) Licensed Commercial Banks
(4) Specialised Leasing Financial Companies (.....)
15. Which of the following is the **mismatching** pair?
(1) D.J. Wimalasurendra - Hydro Electricity
(2) D.B. Rampala - Rail Transport
(3) Ralph Deraniyagala - History
(4) Sir Nicholas Atigala - Medical Science (.....)
16. What was the field of athletics in which Sri Lanka won the highest number of Gold Medals at the Asian Athletic Games of 2016?
(1) Weight lifting (2) High Jump
(3) Swimming (4) Marathon (.....)
17. Which one of the following is **not** a primary energy regenerating source used in Sri Lanka?
(1) Fossil Fuels (2) Solar Energy
(3) Bio-mass (4) Potential Energy of water (.....)
18. In which year was a woman appointed as a member of the Cabinet for the first time in Sri Lanka?
(1) 1952 (2) 1956 (3) 1960 (4) 1970 (.....)

19. What is the **highest** National Vocational Qualification (NVQ) level entitled to a student who has successfully passed the G.C.E. (A.L) in the technology stream which was recently introduced to the G.C.E. (A.L) Examination?
(1) First (2) Second (3) Third (4) Forth (.....)
20. Which one of the following foreign nationalities introduced to the Sri Lankan culture the foods types, beverages, dresses, music, furniture and personal names **mostly**?
(1) Arabs (2) Portuguese (3) Dutch (4) British (.....)

(01 × 20 = 20 marks)

● For each of the questions No. 21 to 30 write the correct **answer** on the **dotted line** provided.

21. Who was the eminent Sri Lankan lawyer who functioned as a Vice President at the United Nations International Court of Justice?
.....
22. What is the **first** multi-purpose Development Scheme of Sri Lanka?
.....
23. What is the **minimum** age for marriage of a woman in Sri Lanka at present?
.....
24. What is the name of the institution which is **not** a university which awards Diplomas, Degrees and Post Graduate Degrees to officers of the Sri Lanka Administrative Service?
.....
25. From which month of the year 2015, did the Central Bank of Sri Lanka allowed to decide the value of the Sri Lanka Rupee relative to the US dollar on the supply and demand of the market?
.....
26. What is the locality in which the Sri Lanka National Nano Technology Research Institute established?
.....
27. What is the total number of Ministers including the Chief Minister appointed to a Provincial Council in accordance with the 13th Amendment to the Constitution of the Democratic Socialist Republic of Sri Lanka?
.....
28. What is the **foremost** Social Security Network Programme functioning in Sri Lanka at present?
.....
29. What is the scientific name of the taste-enhancer known as the MSG, which the Government of Sri Lanka has restricted its use in recent times?
.....
30. **Except** the Sinharaja Forest reserve, what is the name of the District in which the other largest forest reserve is found?
.....

(01 × 10 = 10 marks)



● For each of the questions No. 31 to 35 write the correct answer in short on the dotted lines provided.

31. The Preliminary work of getting off ground of a New Constitution has been commenced by the government of Sri Lanka at present.

(i) Write **two** main procedures that have been taken by the government of Sri Lanka recently in preparing a New Constitution.

(a)

(b)

(ii) What are the **two** main Political and Social aspects which should be emphasized in preparing the new Constitution?

(a)

(b)

(iii) State **two** main reasons which has propelled the Sri Lanka Government to constitute a New Constitution.

(a)

(b)

32. Currently, there is a societal discourse to empower women socially and economically.

(i) Give **two** main reasons for empowering women economically and socially at present.

(a)

(b)

(ii) State **two** steps taken by the government at present to empower women economically and socially.

(a)

(b)

(iii) State **two** challenges likely to be encountered in empowering women economically and socially.

(a)

(b)

33. In developing the country, political stability and national reconciliation are equally important.

(i) Write **two** effective steps taken by the present government to establish national reconciliation.

(a)

(b)

(ii) State **two** of the challenges which has to encountered by the government in establishing national reconciliation.

(a)

(b)

(iii) State **two** benefits likely to be derived by the country through the building up of reconciliation at international level.

(a)

(b)



34. About 3% of the Gross Domestic Product has been allocated for the Health Services of the country in the Budget Proposals of 2016.
- (i) What are the **two** main challenges which has to overcome by the present Health Services of the Government to ensure a Healthy Nation at present?
 - (a)
 - (b)
 - (ii) Give **two** reasons for the Health Services of Sri Lanka to be considered at a relative higher level when compared with the rest of the countries of South Asia.
 - (a)
 - (b)
 - (iii) State **two** Millennium Development Goals which has been achieved by Sri Lanka in the Health Services.
 - (a)
 - (b)

35. Presently the political critics have chosen to identify the Fourth State as the dynamic power in relation to governance.
- (i) State **two** responsibilities vested on mass media in establishing a Democratic government.
 - (a)
 - (b)
 - (ii) State **two** reasons to show that electronic media has more ability than the printed media in challenging the social and political milieu.
 - (a)
 - (b)
 - (iii) State **two** impacts likely to be encountered by the mass media with the Right to Information Act introduced recently by the government.
 - (a)
 - (b)

(06 × 5 = 30 marks)

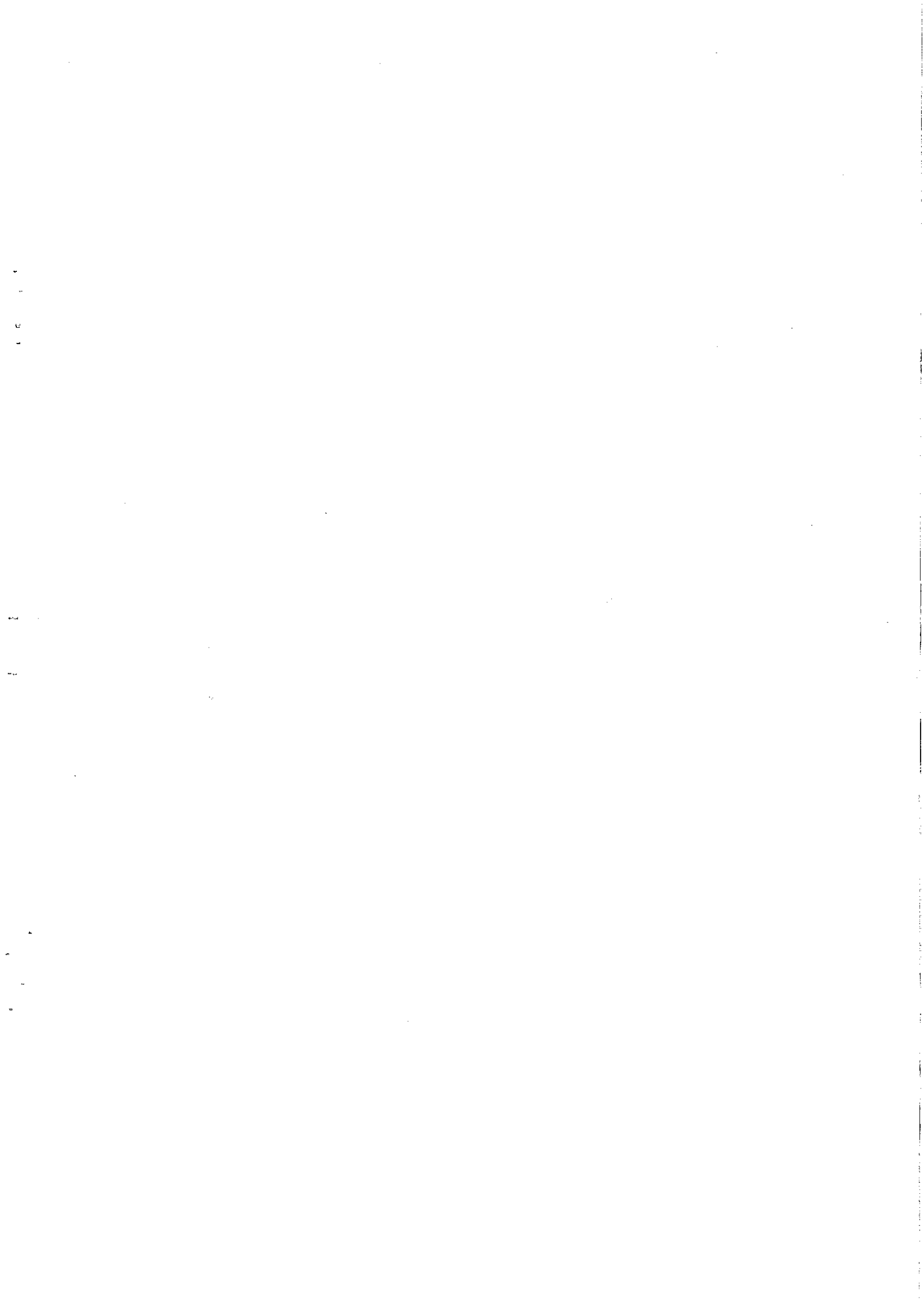
Part II

● For each of the question from No. 36 to 40 write the correct answer on the writing paper supplied to you.

- 36. Describe **four** measures which could be taken by the government for the accelerated development of Technology and Vocational Training fields of Sri Lanka. (08 marks)
- 37. Explain **four** modernization efforts that can be implemented within the system of Education in order to create a balance between the labour supply and labour demand of the economy of Sri Lanka. (08 marks)
- 38. Describe **four** strategies that can be implemented to further the increase in efficiency and productivity of the Public Service to accelerate economic development of Sri Lanka. (08 marks)
- 39. Explain **four** major aspects of Sri Lanka foreign policy which may influence to attract foreign investors. (08 marks)
- 40. Evaluate critically **four** projects carried out by the government of Sri Lanka for conserving the environment in recent times. (08 marks)

* * *





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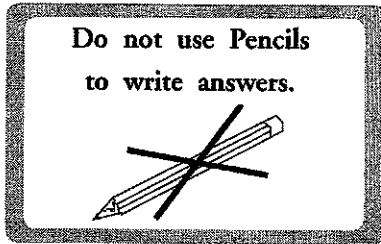
Open Competitive Examination for Recruitment to Grade III of the
Sri Lanka Administrative Service – 2014 (2016)

(03) Global Trends

Three hours

Instructions to Candidates

Very Important :



* Answer scripts where the numbers are not written as indicated below will not be marked / evaluated.

1 2 3 4

Write your Index Number here, and
on page 3 in the space indicated.

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Checked as correct

.....

Invigilator's Initials

Important :

- * This paper consists of Part I and Part II with 40 questions on 06 pages.
- * Before answering the paper arrange all the pages in order.
- * Answer all questions in Part I on this paper itself and answer all questions in part II on the given sheets of paper.
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For Examiner's use only

Page No.	Question Nos.	Marks Awarded
2	1 – 12	
3	13 – 26	
4	27 – 32	
5	33 – 35	
6	36 – 40	
Total		

Final Score

In figures	
In words	
Marking Examiner	
Checked by	

Part I

● For each questions from No. 1 to 20, 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. What is the order of the year of launching and the year of conclusion, of the Millennium Development Goals introduced by the UN?
(1) 2000, 2012 (2) 2000, 2013 (3) 2000, 2014 (4) 2000, 2015 (.....)
2. Which one of the following countries has introduced a Blue Revolution in recent times?
(1) China (2) Japan (3) India (4) South Korea (.....)
3. Which one of the following Asian countries has a declining population?
(1) Japan (2) North Korea (3) Singapore (4) South Korea (.....)
4. Which one of the following of the United Kingdom grows Tea for the first-time successfully at a commercial level at present?
(1) Ireland. (2) England. (3) Scotland. (4) Wales. (.....)
5. What is the average distance of Sun from Earth in kilometres?
(1) 100 million (2) 150 million (3) 200 million (4) 250 million (.....)
6. Which one of the following lines represents the most number of countries where their citizens **do not** pay Income Tax?
(1) Monaco, Bermuda, United Arab Emirates, Kuwait
(2) Monaco, Bermuda, United Arab Emirates, Egypt
(3) Monaco, Bermuda, United Arab Emirates, Indonesia
(4) Monaco, Bermuda, Kuwait, Egypt (.....)
7. In which one of the following countries, more than eight hundred thousand citizens were killed in April 1994 by riots which broke out between two ethnic groups ?
(1) Rwanda (2) Sudan (3) Libya (4) Nigeria (.....)
8. Who made the statement that "Absolute power corrupts absolutely" ?
(1) Nelson Mandela (2) Abraham Lincoln
(3) Mahatma Gandhi (4) Lord Acton (.....)
9. Which of the following country produces the largest amount of coffee?
(1) India (2) Mexico (3) Ghana (4) Brazil (.....)
10. In e-mailing the acronym BCC stands for
(1) Blank Carbon Copy. (2) Bulk Carbon Copy.
(3) Blind Carbon Copy. (4) Back Carbon Copy. (.....)
11. Which country has the largest number of richest people in the world?
(1) Japan (2) USA
(3) Germany (4) China (.....)
12. What is the day on which the World Environment Day is observed each year?
(1) April 05 (2) May 05 (3) June 05 (4) July 05 (.....)



13. Which one of the following is **not** a component of the UNDP Human Development Index?
 (1) Life expectation (2) Income
 (3) Human Rights (4) Education (.....)
14. Who was the founder of the Scientific Method?
 (1) Nicolaus Copernicus (2) Galileo Galilei
 (3) Isaac Newton (4) Albert Einstein (.....)
15. To which country belongs the 'Abu Sayyaif' militant group?
 (1) Philippines (2) Lebanon (3) Colombia (4) Spain (.....)
16. In which one of the UN Agencies is found the statement that 'Wars begin in the minds of men and the defences of peace must be constructed in the minds of men'?
 (1) UNDP (2) UNESCO (3) UNICEF (4) UNHCR (.....)
17. According to the world renowned Time magazine who was the "2015 Person of the Year" ?
 (1) David Cameron (2) Vladmir Putin (3) Angela Merkel (4) Narendra Modi (.....)
18. Which one of the following elements is needed to produce nuclear energy?
 (1) Radium (2) Thorium (3) Uranium (4) Titanium (.....)
19. Presently, what is the name of the country which has intended to leave the European union?
 (1) Great Britain (2) Switzerland (3) Belgium (4) Denmark (.....)
20. Which one of the following pair is a **mismatch**?
 (1) Serena Williams - Sports (2) Desmond Tutu - Science
 (3) Arundhati Roy - Literature (4) Khalida Zia - Politics (.....)

(01 × 20 = 20 marks)

- For each of the questions from No. 21 to 30 write the correct **answer on the dotted line** provided.

21. Which country in Asia has the 'Military First' policy?

22. What is the capital in which the SAARC university is established?

23. What is the official language of Israel?

24. What is the Commonwealth country which **does not** possess a written Constitution?

25. What is the modern Indian Education Institution established on the line of the Gurukula tradition of the Vedic-Upanishad period?

26. To which country belongs the Xinhua News Service?



27. By what name is the International Police known?

.....

28. Who is the world famous Economist who introduced a Banking system for the poor?

.....

29. What was the name of the first satellite orbited the space?

.....

30. Who is the pioneer President of the Non-Aligned Movement?

.....

(01 × 10 = 10 marks)

● For each of the questions from No. 31 to 35 write the correct answer in short on the dotted lines provided.

31. 'State should always be moral' is an accepted norm.

(i) State **two** ideas to describe the concept of morality.

(a)

(b)

(ii) State **two** good effects of State being moral.

(a)

(b)

(iii) State **two** bad effects of State being **immoral**.

(a)

(b)

32. Presently, water scarcity has reached a crisis level in the world.

(i) (a) What is the percentage of salty water available in the Earth?

.....

(b) What is the percentage of fresh water available in the Earth ?

.....

(ii) Name **two** Asian countries with serious shortage of water at present.

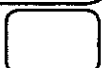
(a)

(b)

(iii) State **two** ways to minimize water shortage of the world.

(a)

(b)



33. It is assumed that from the beginning of the Civilization wars have been waged for the sake of territorial integrity.

(i) Give **two** definitions which explain the concept of the territorial integrity.

(a)

(b)

(ii) Name **two** countries in Asia at loggerheads over territorial integrity at present.

(a)

(b)

(iii) Name **two** reasons as to why in future that there is a possibility of dilution of the concepts territorial integrity.

(a)

(b)

34. The major crisis the mankind encounters in this century is the global warming.

(i) State **two** reasons of the effects of global warming.

(a)

(b)

(ii) State **two harmful** effects of global warming.

(a)

(b)

(iii) Mention **two** of the approaches taken at international level to minimize global warming.

(a)

(b)

35. 'The human race has the wisdom to create Science and Art. Why should it not be capable to create a world of justice, brotherliness and peace?' – Leon Blum.

(i) State **two** of the challenges in building a peaceful world for mankind.

(a)

(b)

(ii) State **two** qualities which could be internalized by studying Arts.

(a)

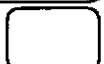
(b)

(iii) State **two** suggestions to make the world a more humane World in future.

(a)

(b)

(06 × 5 = 30 marks)



Part II

● In each of the questions from No. 36 to 40, write the correct **answer on the sheets of paper** provided.

36. Examine **four** political and economic problems commonly encountered by the SAARC countries at present. (08 marks)

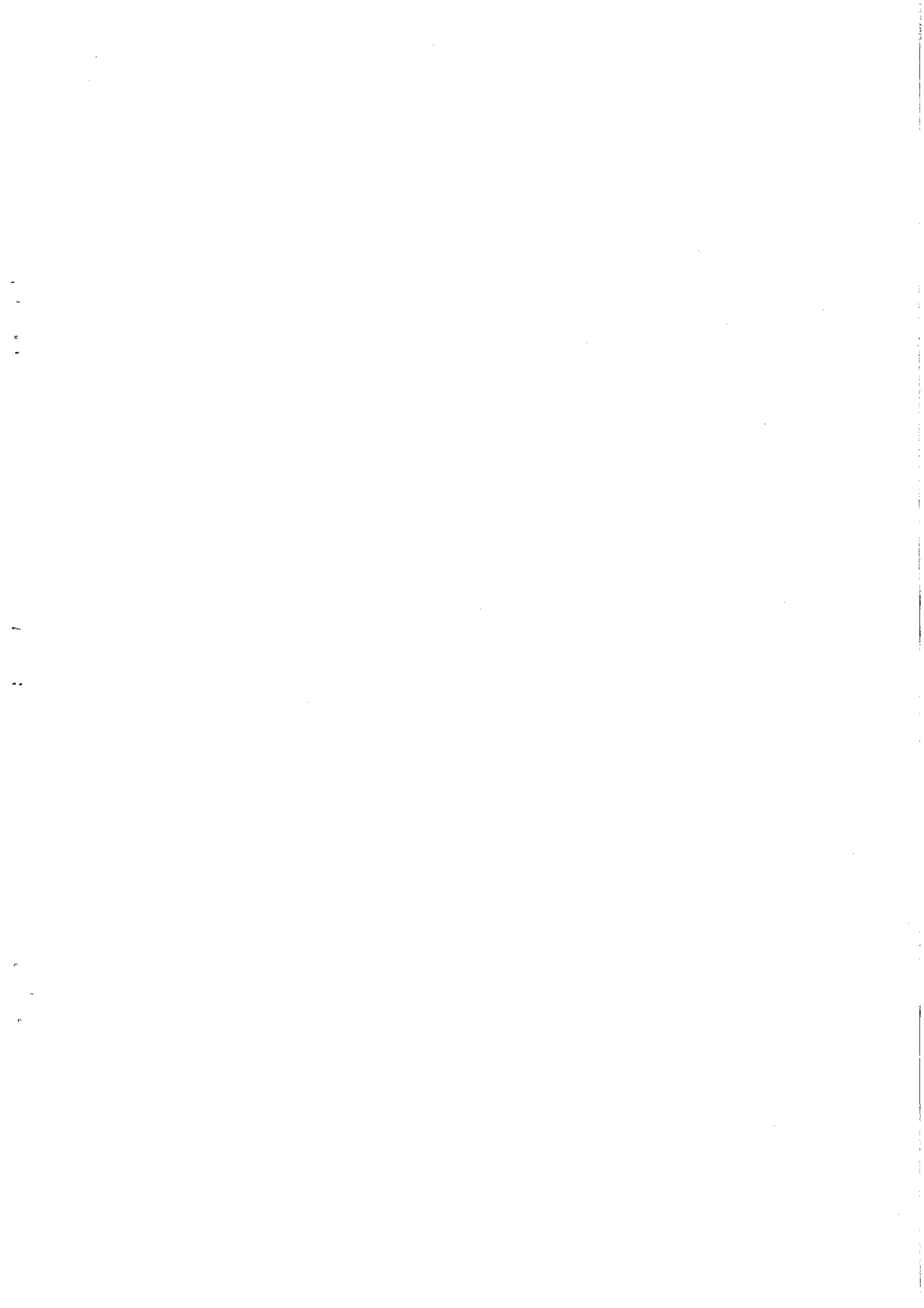
37. Currently, a country needs not only a national anthem but also a global anthem for the World Community.
Explain **four** aspects which should be incorporated in such a global anthem. (08 marks)

38. Modern man has become a production and a consumption machine.
Explain **four** ways to **minimize** this phenomenon. (08 marks)

39. Some of the wealthy countries of the world spend large sums of money for Space exploration.
Evaluate **four** reasons **for** or **against** this state of affairs. (08 marks)

40. Examine the role that could be accrued to in economic, education, health and environment through ICT using **four** facts. (08 marks)

* * *



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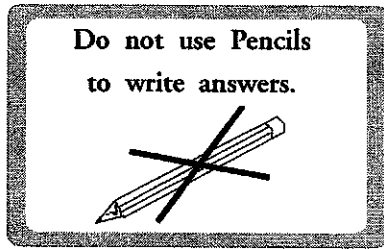
Open Competitive Examination for Recruitment to Grade III of the
Sri Lanka Administrative Service – 2014 (2016)

(04) Aptitude for Management

Three hours

Instructions to Candidates

Very Important :



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I 2 3 4

Write your Index Number here,
and on pages 3 and 5 in the space
indicated.

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Checked as correct

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Invigilator's Initials

Important :

- * This paper consists of Part I and Part II with 50 questions on 11 pages.
- * Before answering the paper arrange all the pages in order.
- * Answer all questions in Part I on this paper itself and answer all questions in part II on the given sheets of paper.
- * The time allowed for this paper is Three hours.
- * Commence answering only after the Centre Supervisor's announcement.
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Page No.	Question Nos.	Marks Awarded
2	1 - 3	
3	4 - 8	
4	9 - 11	
5	12 - 15	
6	16 - 20	
7	21 - 28	
8	29 - 34	
9	35 - 40	
10	41 - 45	
11	46 - 50	
Total		

Final Score

In figures	
In words	

Marking Examiner	
Checked by	

[See page two.

Part I

- Questions from No. 1 to 5 are based on the following case/situation.

Mrs. Vinitha Siriwardhane functions as the supervisor of the Child Development Centre, which belongs to the Child Development Department. In addition, eight other instructors are attached to the centre. Out of these instructors, only two reside close to the centre while others travel for work from far away places. Also, many of these instructors are engaged in their higher educational activities related to the promotions in their post, and thus they use their weekends for this purpose. Over hundred children are registered in this centre, who receive the services during the weekdays. These children along with their parents or guardians come to the centre on weekdays.

Meanwhile, Mrs. Vinitha Siriwardhane decided suddenly to keep the centre open on Saturdays. Explaining the reason, she stated that she had to arrive at the decision on the request of many parents and guardians who are engaged in employment under government or various other places. As the instructors had to work on Saturdays, Monday had to be declared a holiday for them. However, there arose the restlessness among the instructors on the decision to keep the centre open on Saturdays, and as such they lodge a complaint to the Director of the Child Development Department protesting against the decision.

Select the **correct** or the **most appropriate** answer relevant to the case/situation in each of the questions below and write the **number** denoting the correct response **on the dotted line** given in front of the question.

1. One reason to justify the decision to keep the Child Development Centre open on Saturdays is that
 - (1) the transport problems faced by the instructors and the service receivers were minimal.
 - (2) Monday has been declared a holiday for the instructors for working on Saturday.
 - (3) an opportunity is provided for those who missed the opportunities of getting the services of the centre.
 - (4) the supervisor has been allowed to arrive at decisions on her discretion for the development of the centre. (.....)
2. One reason for the restlessness among the instructors is that
 - (1) travelling on Saturdays to the centre may give rise to various transport problems.
 - (2) services had to be provided to a greater number of children, than the number registered at present.
 - (3) there is a tendency of a greater number arrival of children to the centre on Saturdays, than on other days.
 - (4) higher educational activities which are meant for promotion, scheduled for weekend and holidays are disturbed. (.....)
3. A party benefited by the decision to keep the Child Development Centre open on Saturdays is
 - (1) the Director of the Child Development Department.
 - (2) the Supervisor of the Child Development Centre.
 - (3) the instructors of the Child Development Centre.
 - (4) the parents and guardians who are engaged in employments. (.....)



4. An optimal step that would have been taken by Mrs. Vinitha Siriwardhane before deciding to have the Child Development Centre open on Saturdays is
- (1) to discuss with the instructors of the Centre.
 - (2) to discuss with the parents and the guardians of the client children.
 - (3) to discuss with the Director of the Child Development Department.
 - (4) to discuss with the client children. (.....)
5. An optimal step that can be taken by the Director of the Child Development Department, regarding the complaint is
- (1) to withhold the decision to open the Centre on Saturday with immediate effect.
 - (2) to hold a disciplinary inquiry against the Centre Supervisor.
 - (3) to discuss with the client parents and guardians.
 - (4) to call the Centre Supervisor and the instructors for a discussion. (.....)
- (01×5=05 marks)

● Questions from No. 6 to 10 are based on the following case/situation.

Several bills and vouchers that have been issued for buying vegetables for the months from August to December 2015, for the Sarana Child Development Centre which is managed by the Child Development Department, have been submitted to the Director of the Department by the Assistant Director who is in charge of the Service Division. These bills and vouchers have been recommended by the Supervisor of the centre. The following faults and weaknesses were observed in the bills and vouchers.

- * Although bills for reimbursement have to be submitted monthly, bills for several months have been submitted contrary to the instructions.
- * Bill numbers relevant to several months have been consecutive numbers.
- * Bills have been submitted only from one institution.
- * Although the number of children on residence throughout the year 2015 was the same, there are fluctuations in the quantities of vegetables purchased.

Select the **correct** or the **most appropriate** answer relevant to the case/situation in each of the questions below and write the **number** denoting the correct response **on the dotted line** given in front of the question.

6. An optimal step that could be taken by the Director of the Child Development Department, regarding the observed defaults and weaknesses in the bills and vouchers is
- (1) not to make payments for the relevant bills and vouchers.
 - (2) to carry out a systematic investigation regarding the bills and vouchers.
 - (3) to call the proprietor of the institution that supplied vegetables for an inquiry.
 - (4) to suspend the service of the Centre Supervisor and conduct a disciplinary inquiry. (.....)
7. Which of the following is an instance, where the Sarana Child Development Centre Supervisor, has worked **neglecting** the Departmental investigations
- (1) purchasing of vegetables only from one particular institution.
 - (2) submission of receipts which bear consecutive numbers.
 - (3) non submission of the vouchers and bills for reimbursement monthly.
 - (4) non submission of the vouchers and bills to the Director. (.....)
8. Which of the following is a problem that arose from the number of students who were residents of the Sarana Child Development Centre throughout the year,
- (1) to check whether sufficient quantities of vegetables were bought every month.
 - (2) why are there fluctuations in the quantities of vegetables bought every month.
 - (3) what made the vegetables to be bought from one and the same institution.
 - (4) why were the vegetable bills not submitted monthly. (.....)

9. An optimal step that could be taken by the Director with regard to making payments for the relevant bills
- (1) to make the payments after the suspension of the service of the supervisor.
 - (2) to conduct an inquiry and make the payments based on there recommendations.
 - (3) not to make payments for the relevant bills.
 - (4) to make the payment only for the bill of the month of August, 2015. (.....)
10. An optimal step that could be followed by the Director of the Department of Child Development based on the situation of submission of faulty bills and vouchers, by the Sarana Child Development Centre is
- (1) to conduct a complete inquiry of all payments made by the Sarana Child Development Centre.
 - (2) to lodge a complaint with the police against the institution that have supplied vegetables to the Sarana Child Development Centre.
 - (3) to conduct a disciplinary inquiry against the officers of the Sarana Child Development Centre who prepared the vouchers.
 - (4) to file a case immediately against the institute, from which vegetables were bought for the Sarana Child Development Centre. (.....)
- (01×5=05 marks)*

- Questions from No. 11 to 15 are based on the following case / situation.

The anonymous telephone call received by the Secretary of the Ministry of Child Welfare stated that the Supervisor of the Purayaya Child Development Centre which belongs to that Ministry had cut down many valuable trees in the premises. The secretary had made the Director aware of it and instructed to conduct an inquiry and submit a report.

During the past period, due to the weak administration the Supervisor of the Purayaya Child Development Centre had been removed and a new supervisor was appointed a few months ago. Although the newly appointed supervisor is a very clever, honest and capable officer, the Director decided to attend to the particulars personally, needed by the secretary and forwarded a report to him accordingly.

Accordingly, the Director went on an observation trip to the Purayaya Child Development Centre and was able to observe, that the Centre which was jungle looking about few months ago, has been transformed into a newly constructed premises. The Director also inquired about a heap of logs of wood which was filed at the corner of the premises and the Supervisor told that a small tree which does not have an economical value had been cut down and kept until they are systematically removed.

Select the **correct** or the **most appropriate** answer relevant to the case / situation in each of the questions below and write the **number** denoting the correct response **on the dotted line** given in front of the question.

11. Which of the following is correct statement regarding the actions of the Secretary of the Child Welfare Ministry, with regard to the anonymous telephone call received by him
- (1) The process of actions followed by the secretary can be approved.
 - (2) The particulars of the relevant telephone call had to be referred to the C.I.D.
 - (3) The relevant particular had to be referred to the Department of Attorney General Office.
 - (4) No attention should have been paid as it was an anonymous telephone call. (.....)

12. An optimal step that should have been taken by the Director of the Child Development Department on the instructions of the Secretary is
- (1) to work ignoring the relevant instructions as it is an anonymous telephone call.
 - (2) to lodge a complaint at the Purayaya Police Station against the Supervisor.
 - (3) to send a Departmental Assistant Director to the Purayaya Child Development Centre and examine the particulars.
 - (4) to transfer the supervisor of the Purayaya Child Development Centre. (.....)
13. A step that should have been taken by the Supervisor of the Purayaya Child Development Centre before cutting down the trees and the removal of them from the premises was
- (1) to inform the Secretary of the Ministry.
 - (2) to inform the Departmental Director.
 - (3) to inform the staff of the Centre.
 - (4) to inform the O.I.C. of the Purayaya Police Station. (.....)
14. An instance where the collection of the present and past service particulars of the officers of the Child Development Centre becomes important to the Director of the Department is to
- (1) identify the problems.
 - (2) design of future plans.
 - (3) assess of the efficiency of the officers.
 - (4) approve of the salary increments of the officers. (.....)
15. A step that should have been taken by the Director after the observation trip in the Purayaya Child Development Centre is
- (1) to interdict the Supervisor for cutting down a tree without permission.
 - (2) to conduct a systematic inquiry on the cutting down and the removal of a tree.
 - (3) to report to the Secretary on the particulars revealed at the investigation and the present situation of the Centre.
 - (4) to appoint some other Supervisor to the Purayaya Child Development Centre immediately. (.....)
- (01×5=05 marks)*

- Questions from No. 16 to 20 are based on the following case / situation.

Mr. Wasala Bandara is the Divisional Secretary of the Magama Regional Secretaries Division, which is an Urban Regional Secretary Division. While he was on duty in office, he received a telephone call saying that two small children had been detained lonely in a house in the Division.

According to the particulars received by the telephone, Mr. Wasala Bandara directed some officers in his office together with the Grama Niladari of the Division to check the relevant house.

Following particulars were revealed at the investigation:

- * a child of about 10 years of age together with a girl, aged about 3 years were in the house alone.
- * the doors and windows of the house were locked.
- * the two children were at play.
- * the house was covered by a wall around it.

On further investigation about the particulars of the two children, it was revealed that on every working day, the parents of the two children provide all the needs of the two children including food, toys and other needs and go for their jobs after locking them inside. It was further revealed that the elder child looks after the younger child and situation had been a common thing for both the children.

Select the **correct** or the **most appropriate** answer relevant to the case / situation in each of the questions below and write the **number** denoting the correct response **on the dotted line** given in front of the question.

16. The immediate step that Mr. Wasala Bandara should take regarding the situation is
- (1) to direct the two children to a Children's Home.
 - (2) to make the police aware of the situation and establish the safety of the two children.
 - (3) to take the two children into his own custody.
 - (4) to take the two children to the Divisional Secretary's Office. (.....)
17. If the information received by Mr. Wasala Bandara, regarding the two children would have been reported to the Police the quick step the Police should take is
- (1) to take the two children to the Police and call the parents of the children to conduct inquiries.
 - (2) to take necessary steps to produce the two children to the courts.
 - (3) to take the two children to the place where the parents are and hand them over to the parents.
 - (4) to hand over the two children to the Divisional Secretary. (.....)
18. An illegal offence committed by the parents of the two children is
- (1) not informing the Divisional Secretary to the effect that the two children are in the house.
 - (2) not informing the police to the effect that the two children are in the house.
 - (3) not informing the courts to the effect that the children are in the house.
 - (4) Detaining of the two children in the house in an unprotected way. (.....)
19. An instance where the rights of the elder child has been violated is
- (1) taking him to the police.
 - (2) be in the house with the sister.
 - (3) non-receiving the chance of attending school.
 - (4) that there had been no one to look after the house. (.....)
20. Another Institution, to which this case could be reported to by a citizen is
- | | |
|---------------------------|---------------------------------|
| (1) Employment Bureau. | (2) Child Protection Authority. |
| (3) Legal Aid Commission. | (4) Mediation Board. (.....) |

(01×5=05 marks)

- Questions from No. 21 to 30 are based on the following case / situation.

Human Resources Development Authority is a Statutory Authority of the government. Although about 25 years have lapsed after the establishment of the Authority, the expected objectives have not yet been met. Hence, the government took action to restructuralize this authority completely under a new Board of Directors.

The new Board of Directors of the Human Resources Development Authority has planned long term and short term strategies to meet the aims and the objectives of the Authority. A special programme was launched to increase the efficiency of the authority for this purpose. The products and the investments were taken into account. The authority planned effective staffing in order to achieve the aims and objectives of the authority.

Identifying the responsibilities of various jobs of the authority, an analysis of jobs was prepared and job specifications also prepared for each job using the job analysis. The required minimum education and professional qualifications included for each job and through the staffing process of the authority qualified people were recruited on short term and long term basis for the posts in every level in the Authority. The human

resources was planned prioritising the objectives, main step were taken to recruit the correct persons for the future needs.

When planning human resources, considering the short term and long term requirements workers presently working in the authority had been included to the human resources development flux by the new Director Board of the Authority.

Accordingly, the present staff working in the authority were successfully fitted into the due places. It was planned to employ the service of the staff productively especially for the enhancement of the efficiency and productivity of the Authority. Here, the standard of the management of the authority was restructuralized and various methods for the encouragement of the staff were introduced. It was also expected to create a wholesome working atmosphere in the Authority through the assignment of regular duties to the staff and by taking necessary measures to make the entire staff basically aware of the objectives, aims, rules and regulations of the Authority.

It was revealed that a few Informal Organizations had come into being in the Authority owing to the staff victimized by various irregularities in the administration for several years. Therefore, a well-organized committee to investigate wage discrepancies and also a committee to look into their grievances were established by the new Board of Directors with the involvement of the representatives of the informal organizations organized for safeguarding the rights of the employees of the Authority.

Write the correct **answer** for each of the question, relevant to the case / situation **on the given dotted line in brief.**

21. What is the main managerial task in staffing of the Human Resources Development Authority?
.....
22. What is the fundamental step of the process of performing that managerial task?
.....
23. What is the fundamental process that has to be followed in performing the function for that step?
.....
24. What is the name used to denote the document that comprises the responsibilities relevant to a particular job?
.....
25. State **one** point that should be included in a job specification prepared by the Human Resources Development Authority for a particular job.
.....
26. State **one** expected strategy that could be adopted to increase the productivity of the Human Resources Development Authority.
.....
27. State **one** process adopted within the Human Resources Development Authority to build up a favourable service environment within it.
.....
28. Name **one** index that could be adopted to measure the efficiency of the Human Resources Development Authority.
.....

29. Write down **one** reason that caused the origination of informal organizations with in the Human Resources Development Authority.

.....

30. Name **one** formal organization built within the Human Resources Development Authority.

.....

(01 × 10 = 10 marks)

● Questions from No. 31 to 35 are based on the following case/situation.

Mr. Wickrama Siriwardana who was appointed as the New Chairman of the Infrastructure Facility Corporation assumed his duties deeply studying the organizational structure of the corporation.

While he was observing the structure of organization of the corporation which has been built up as a work related organization in order to study the relationship between the staff and its tasks, he was able to identify the way of delegation of power among the officers of the corporation and the position possessed by each officer.

Also the chairman has been able to observe how an important position had been held in each task performed by each Division of the Infrastructure Facility Corporation and how separate supervising officers have been positioned to supervisor each task. Hence, the officers in each division have been able to possess special capabilities and arrive at decisions at the Division Level.

Also it was evident to the new Chairman, that due to this state of arriving at decisions at Divisional Levels only there might arise doubtful situation and problems within the common co-ordination of the corporation.

Write the **correct answer in brief** for each of the following questions based on the case/situation on the **dotted lines** given.

31. State **two** characteristics in the Organizational Structure of the Infrastructure Facility Corporation, as a work related Corporation.

(i)

(ii)

32. State **two** problems that the new Chairman of the Infrastructure Facility Corporation could identity, within the Organizational Structure of the Corporation.

(i)

(ii)

33. State **two** advantages that have been created within the existing organizational structure of the Infrastructure Facility Corporation.

(i)

(ii)

34. State **two** points that are revealed by the Organization chart by new Chairman of the Infrastructure Facility Corporation.

(i)

(ii)



35. State **two** disadvantages that are likely to occur, towards the administration of the Infrastructure Facility Corporation due to the Organizational Structure that has been established within the Corporation.

(i)

(ii)

(02 × 5 = 10 marks)

● Questions from No. 36 to 40 are based on the following case/situation.

It has been decided to recruit Green Guides to the National Green Services Authority after calling application and holding an Interview. It was also decided to recruit the correct persons only at the interview, attention being paid to hold the interview in the most honest and genuine way without leaving any weakness at the interview, where an unsuccessful candidate may not challenge the interview in a Court of Law. A set of instructions has been prepared for the guidance of the Interview Board so that only the most suitable candidates are selected considering their talents, capabilities and qualifications.

In case, the number of applicants become very high, it was decided to design some basic criteria. Only the most suitable candidates according to the planned criteria will be called for the interview and the number called for the interview will be limited to hundred. In case the number called for the interview exceeds hundred, it was decided to conduct a written examination, which comprises structure test items which will test their related knowledge and skills. It was also decided to hold a structural oral test too, to evaluate their skills.

Write the **correct answer in brief** for each of the following questions based on the above case/situation **on the dotted lines** given.

36. State **two** methods, that would be followed in calling for the Interview, to call only the most suitable candidate for Green Guides.

(i)

(ii)

37. State **two** main steps that should be taken in organising an interview.

(i)

(ii)

38. State **two** points that should draw the attention of the Interview Board when checking the basic qualifications of the candidates.

(i)

(ii)

39. State **two** points that may be important regarding the question prepared for the interview of the candidates.

(i)

(ii)

40. State **two disadvantages**, that are likely to arise in case the qualification of the candidates are not properly evaluated at the interview.

(i)

(ii)

(02 × 5 = 10 marks)

[See page ten.



- Questions from No. 41 to 45 are based on the following case/situation.

The Government decided to establish the Mahawela Development Authority in order to develop the Mahawela District, which is an underdeveloped district in the Island. Accordingly, priority being given to the aim and objectives of establishing the Authority, the work of the authority commenced. An expert committee was entrusted with the responsibility of establishing the plans and the committee was expected to identify the difficult tasks, as well as the problems that are likely to arise in future. Also, attention was paid creating a better environment which would march towards aims of the authority and preparing strategies and policies.

Great attention was directed towards the employee protests and strikes that the Authority will have to face in the future. Hence, rules and strategic planning system were formulated to maintain the discipline of the Authority. Accordingly, based on the planning process of establishing the Mahawela Development Authority it was decided to plan the administration structure of the Mahawela Development Authority, to establish necessary section and branches and to recruit workers for those section and branches.

Write the **correct answer in brief** for each of the following questions based on the above case/situation **on the dotted lines** given.

41. State **two** benefits that are likely to be gained through the successful planning of the works of establishing the Mahawela Development Authority.
(i)
(ii)
42. State **two** points that become important on the planning of the establishment of the Mahawela Development Authority.
(i)
(ii)
43. State **two** types of planning that are expected to be applied at the planning of the Mahawela Development Authority.
(i)
(ii)
44. State **two** points that become important at the planning of the Administration Structure of the Mahawela Development Authority.
(i)
(ii)
45. State **two** threats that are likely to arise from within the internal environment of the institution, to make the plans of the Mahawela Development Authority unsuccessful.
(i)
(ii)

(02 × 5 = 10 marks)



Part II

- Questions from No. 46 to 50 are based on the following case/situation.

A principal news item of the 'Suliya' Newspaper, which is a daily news publication, was a report about the government owned Facilities and Services company.

This company had been paying dividends to the Treasury, earning big profits and many awards such as profitability awards, enterprise awards and specific standard award two years ago and the relevant news item reported on many of the short sighted actions of new administration.

In place of the systematic procedure of promotions and recruitment followed by the previous administration, the new administration activated their own methods of recruitment and promotions without the recommendations of the Government Treasury. The News item also stated that the new administration had recruited Instructors and given them privileges and promotions on their own word.

The New administration has deviated from the existing procedures of community of the employees, arrived at collective decisions to have a high standard quality and to promote good work attitudes. Also it has been reported that the new pattern of administration has deviated from the participatory democratic administration pattern.

Also it has been reported that the mechanism for submitting the workers' grievances has been withheld down by the new administration and as a result of that workers rights also castrated. Specially the Chairman of the new administration was strongly criticised by the 'Suliya' news report for favouring his workers and following an inflexible procedure for the workers against him.

The 'Suliya' news paper has also reported that the new chairman has taken all sorts of power of administration into his hand and the decision making and decision implementation have been carried out only according to his personal wish suppressing the worker rights, showing the qualities of a power-hungry leader.

Write the answer to the questions given, relevant to this case / situation on the paper supplied to you.

46. Describe comparatively the leadership patterns seen in the present and the former Administrative Authorities of the Facility and Services Company. (08 marks)
47. Explain the nature of the office work environment of the Company that had been established through the former Administrative Authority of the Facilities and Services Company. (08 marks)
48. Explain the main factors that led to the former office work environment. (08 marks)
49. Describe critically the unfavourable results that the Company may have to undergo due to the procedure adopted by the new administrative authority of the Facility and Service Company. (08 marks)
50. The secretary to the Ministry, under which the Facility and Service Company falls, appoints an assistant secretary of the Ministry, to conduct an investigation regarding the press report published in the Suliya Newspaper. Assuming that you are the relevant assistant secretary and the relevant news is true, draft an investigation report to be submitted to the Secretary to the Ministry. (08 marks)

* * *

Handwriting practice area consisting of 25 horizontal dotted lines within a rounded rectangular border.

(30 marks)



[See page three.

3. Read the following texts and express the content of each texts in **one sentence** as briefly as possible. Explain the terms in **bold typed**.

(i) There is clearly **an overlap** between law and morality. Many acts that are considered immoral by the vast majority of people, such as killing and stealing, are also illegal. Law and morality thus have striking similarities and are interconnected. They are both codes of conduct for the smooth functioning of society. They lay down standards of behaviour. Quite apart from the facts that law is passed by Parliament and is found in the decisions of judges and law carries authority because it is moral. People wish to follow laws and not break them because they consider them to be morally right.

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(ii) The rights and freedoms of individuals in a democratic society are generally enshrined and protected in a country's Constitution. A person's **right to be treated equally** and not to be discriminated against because of his or her race, religion, sex or political opinion, his or her right to speak and move about freely and to be free from torture and wrongful arrest are some of the crucial rights recognised and safeguarded in the Sri Lankan Constitution, and in most Constitutions of the world.

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(iii) Much would however depend on the spirit with which the Constitution is implemented in practice, for even the best of paper Constitutions may break down if not worked in the right spirit and even a bad Constitution may result in good government if worked in the right spirit, Human failure and not inherent defects in the Constitution pose the greatest danger facing **the young democracies in Asia**.

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(05 × 3 = 15 marks)



4. Read the following texts and write **short answers** to the questions given under each text.

(i) As soon as it is known, that a vacancy will occur in a post of staff grade, or when such new post is created, the Head of the Department should report the fact to the Appointing Authority stating whether he recommends to fill the post immediately or not. If the head of the department recommends not to fill such vacancy immediately, he will state the reasons therefore. If the head of the department recommends the filling of the vacancy, he will forward the approved Scheme of Recruitment and a draft advertisement in terms of the approved scheme of recruitment. The Appointing Authority will advertise the post in the Government Gazette. The Appointing Authority will receive applications, scrutinise each application, check the eligibility of applicant, schedule the applications and make arrangements as may be required in the Scheme of Recruitment, for the sitting of any Selection Board. Any Selection Board prescribed by the Scheme of Recruitment will be appointed by the Appointing Authority. Such a Selection Board should generally consist of five public officers as members inclusive of the Chairman. Unless otherwise specified in the Scheme of Recruitment, at least one of the members of such a Board should be from a Ministry or Department other than the Ministry or Department in which vacancy exists.

(a) What is the aim of this text?

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(b) Indicate whether the relationship between the Head of the Department and the Appointing Authority is mutually opposing or amicable in the process of filling vacancies.

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.....

(c) Under what circumstance should an officer be appointed from a Ministry or Department other than the Ministry or Department in which vacancy exists?

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.....

(d) Point out the activities followed by the Head of the Department and the Appointing Authority separately in filling a vacant post.

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(e) What are the circumstances under which the filling of a department vacancy becomes necessary?

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(02 × 5 = 10 marks)

(ii) As the country moves to upper middle incomes status, there is a need for more emphasis on innovation and research and development to diversify the manufacturing base to higher value added products. With rising wages, economies lose their comparative advantage in labour intensive industries, thus requiring a move away from the current resource based-labour intensive factory industries to knowledge based-technology intensive industries. This entails promoting high technological products such as nanotechnology enabled products, biotech-products, electrical products and electronic products, which diversity the industrial base into high value added products that will generate substantially more foreign exchange for the country. The government has given various incentives to promote research and development in recent years with the objective of encouraging innovation. These incentives are in the form of reduced income tax rates, tax deductions for expenditure incurred on research and development, removal of customs duty on instruments and apparatus used for scientific research, research allowances and funding for research projects.

(a) Explain the aim of this text?

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(b) What are the incentives given by the government recently to promote the research and development?

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(c) What are the sections identified in this text as high technological products to be developed?

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(d) What method has been suggested in this text to fulfil the loss of comparative advantage of the resource based-labour intensive factory industries?

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(e) Why is it necessary to diversify the manufacturing base to higher value added products?

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(02 × 5 = 10 marks)

(iii) Tourism which is one of the fastest growing sectors in the economy requires a clear, market driven strategy as it aims to reach its target of 2.5 million tourist arrivals by 2016. The tourist industry has witnessed a rapid growth since the end of the conflict with tourist arrivals more than doubling during that period. However, in expanding the tourism industry further, the industry faces many challenges, such as the need for more trained staff, improved service standards, an increase in room capacity and better promotional efforts particularly in non traditional markets. The number of trained hospitality staff is inadequate to meet the needs of a growing industry. Hence, there is an urgent need to establish new training schools, encourage current employees to obtain higher certification and multi-skill development and to provide incentives to Sri Lankan hoteliers working abroad to return to the country. This would increase the pool of skilled workers, thereby improving the service standards in the industry. The ongoing mega projects in the hotel sector are expected to raise the capacity in the industry to meet requirements of the targeted tourist arrivals, and hence, the timely completion of these projects is vital. The continuous collaboration between the state and private sector would be necessary for the sustainable development of the industry.

(a) What are the basic facts to be considered in the process of expanding the tourism industry further?

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.....

(b) What measure should be taken to raise the capacity in the industry to meet the requirements of the targeted tourist arrivals?

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(c) What measures has been suggested in this text to increase the trained staff and improved service standards?

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(d) As indicated in this text, what are the challenges that the tourist industry has to face?

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(e) Why does this writer put emphasis on the requirement of a clear market driven strategy for the tourist industry?

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(02 × 5 = 10 marks)

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