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Department of Examinations, Sri Lanka

First Efficiency Bar Examination for Senior Statisticians and  
Statisticians of the

Department of Census and Statistics – 2013 (2017) (2018)II

(03) English

Question No.	Marks Awarded
1 – 5	
6 – 10	
11 – 15	
16 – 20	
21 – 35	
36 – 45	
46 – 48	
49 – 50	
51 – 56	
57	
<b>Total</b>	
Marking Examiner	
Checked by	

- Answer **all** questions **on this paper itself**.
- Write your Index Number here and on page 3 in the space indicated.

Two hours

Index No. : .....

- In each of the questions from No. 1 to 5, **underline the most appropriate word** selecting from the four words given to complete each sentence.

- Simple language is at the heart of any ..... communication.  
(1) better (2) limited (3) standard (4) successful
- All messages should be layered so as to ..... to the different information needs of audiences.  
(1) require (2) cater (3) help (4) influence
- It is vital that statistical organizations remain ..... and ensure the confidentiality of respondents.  
(1) biased (2) standard (3) balanced (4) impartial
- Even though ancient Romans and Arabs were good at using numbers, they did not use bar charts or curves to present figures .....  
(1) visually (2) annually (3) correctly (4) frequently
- Statistics can often be better ..... when they are presented in a chart than in a table.  
(1) communicated (2) understood (3) pointed out (4) saved

(01×5 = 05 marks)

- In each of the questions from No. 6 to 10, **underline the most appropriate form of the word** from those given to complete each sentence.

- The first Interregional Seminar on Statistical Organizations sponsored by the United Nations was ..... in Ottawa in 1952.  
(1) hold (2) holding (3) held (4) holds
- Planning systems for large statistical ..... such as censuses are now easily put into practice.  
(1) undertake (2) undertaking (3) undertakings (4) undertakes
- National statistical offices ..... to provide information to the general public.  
(1) exists (2) exist (3) existence (4) existing

[see page two.

9. For a statistical agency to operate from a strong position of independence, it is necessary to know how its objectives and ..... are fixed.

- (1) prioritizes (2) priority (3) prioritize (4) priorities

10. All statistical offices must have a unit ..... to interacting with respondents.

- (1) dedication (2) dedicate (3) dedicated (4) dedicates

(01×5 = 05 marks)

● In each of the questions from No. 11 to 15, fill in each blank in each sentence, selecting the most appropriate conjunction from the set of conjunctions given. Use each conjunction only once.

as soon as, if, until, when, because

11. My sister was not at home ..... my father arrived from Japan.

12. You should have found a better job ..... you had gone abroad.

13. I always help others ..... it gives me some pleasure.

14. All our invitees left ..... they had drunk all the wine.

15. Statisticians could not start their research ..... funds were approved for it.

(01×5 = 05 marks)

● In each of the questions from No. 16 to 20, underline the most appropriate preposition from the four prepositions given to complete each sentence.

16. He was jealous ..... (with, for, of, to) his friend's recent achievements.

17. We are well aware ..... (with, for, of, to) recent changes made in the circulars affecting Senior Statisticians.

18. The promotions of all statisticians will depend ..... (with, on, from, for) their current performances.

19. I apologize ..... (to, with, by, for) my mistake.

20. The new Director insisted ..... (with, to, on, in) punctuality of the employees.

(01×05 = 05 marks)

● In the questions from No. 21 to 35, fill in each blank in the following text, using the most appropriate form of the verb given within brackets.

Each year at its conference the Royal Statistical Society (RSS) (21) ..... (award) prizes to distinguished individuals for their service to statistics. The prizes (22) ..... (include) several named medals, each (23) ..... (dedicate) to a particular aspect of statistics. The Wood Medal (24) ..... (award) for excellent contributions to economic or social statistics.

The prize (25) ..... (commemorate) the distinguished though little-known statistician Frances Wood, who (26) ..... (die) prematurely in 1919 aged just 35. The Frances Wood Memorial Prize (27) ..... (set up) soon afterwards, and was offered "for the best investigation of any problem dealing with the economic or social conditions of the wage-earning classes". The first recipient in 1921 (28) ..... (be) Winifred Mackenzie.

[see page three.

who (29) ..... (win) £30 for her paper “Changes in the Standard of Living of the Working Classes in United Kingdom between 1860-1914”

Frances Wood (30) ..... (born) on Christmas Day 1883, the sixth of seven girls, to Samuel Chick, a prosperous lace dealer and property developer, and his wife Emma. Amazingly, five of the seven Chick girls (31) ..... (go) on to have distinguished careers at a time when professional opportunities for women (32) ..... (limit).

In 1913-14 Frances Wood started a project (33) ..... (investigate) the correlation between home conditions and the mental development of children in elementary schools. She (34) ..... (collect) data from the schools and started the analysis, but the First World War intervened and she (35) ..... (be) unable to complete it.

(01×15 = 15 marks)

- To answer the questions from No. 36 to 50, use the information in the following part of the text.

*Conference: Putting Users' Needs at the Heart of Improving Health and Social Care Statistics*

We would like to invite expressions of interest to attend this free all day conference to be held on Tuesday 28 December, 10 am to 4 pm, in BMICH, Colombo.

Official statistics are extremely important because **they** help us answer key question, for example, on the performance and quality of health and social care services or about the health of the population. With this information judgments and decisions made by the public, government, and health and care services can be made and debated. In 2015, as the statistics regulator, we asked statisticians in Sri Lanka to improve the coherence and accessibility of health and social care statistics. **They** have been working to respond to this request.

We are holding this conference to bring together users and statisticians to discuss improvements in the coherence and accessibility of official health and social care statistics and to discuss what needs to happen next. This event mainly focuses on statistics, but there will be two breakout sessions to discuss the work focusing on Sri Lankan healthcare quality indicators.

Statistics under discussion at this conference are those associated with measuring:

Maternal and Child Health  
Smoking  
Health Inequalities  
Primary Health Care

How to correspond:

If you/your organisation want/s to discuss what has been happening, and what needs to happen next, to improve the coherence and accessibility of health and social care statistics in Sri Lanka, please let us know: [srilanka@statistics.gmail.com](mailto:srilanka@statistics.gmail.com). In this email, let us know what topic (only from those listed above) you would like to discuss on the day.

There are many people using health an social care statistics, and we would like a wide range of users to be represented but have limited space - so we recommend sending one representative per organization. If you would like to send more than **one**, please let us know, we will try to accommodate your request based on the spaces left.

More about the event

Time : 10.00 to 16.00

Venue : BMICH

[see page four.

Agenda:

10.00 Registration (Tea and coffee will be available from 9.30)

10.30 to 10.45 Morning introduction Director General, Office for Statistics Regulation

10.45 to 11.45 Session 1 : What changes to statistics have users noticed? A brief overview presented by the chairs.

The remaining part of the session will involve facilitated group discussions for your chosen topic area. Statisticians and users will discuss what changes users have noticed and what producers are planning to do to improve health and social care statistics in that topic area.

● Write **TRUE** or **FALSE** beside each sentence in the space provided.

- 36. The conference will be in Sri Lanka. ....
- 37. A registration fee should be paid on the date of conference. ....
- 38. Only local participants will be registered. ....
- 39. The conference will be open for only official statisticians. ....
- 40. Sri Lankan healthcare quality indicators will be the main focus of the conference. ....
- 41. The interested parties can communicate with the organizers through emails. ....
- 42. The organizers encourage as many representatives as possible from one organization. ....
- 43. If interested parties propose other topics, they will be taken for discussion. ....
- 44. The organizers of the event are responsible for statistics regulation in Sri Lanka. ....
- 45. The organizers do not say everyone interested will be registered. ....

(02×10=20 marks)

● Write short answers.

- 46. In the clause '**they** help us answer key questions', who or what does the pronoun 'they' refer to?  
.....
- 47. In the clause '**They** have been working to respond to this request', who or what does the pronoun 'they' refer to?  
.....
- 48. In the clause 'If you would like to send more than **one**', who or what does the word, 'one' refer to?  
.....

(02×3=06 marks)

● Find out a **word** from the text which has the closest meaning to each of the following.

- 49. vital/important/main .....
- 50. argued .....

(01×2=02 marks)

- To answer the questions from No. 51 to 56, use the information in the following text.

Ajith Kumar lives in Britain with his wife and children. He was born in Sri Lanka and came to Britain on 17th August 2001 mainly because it was impossible to get a job in Colombo. He lived in Liverpool with his wife and two children when he first arrived, then moved to Wolverhampton before finally moving to London where he has been living since 2005. He spoke English fairly well on arrival, so he did not bother to attend any special English courses. His English is good now and since three of his children were born in Britain, English is the only language spoken at home.

He likes England, but thinks there are three main problems facing immigrants. To begin with, it is difficult to get a good job. Secondly, there is the problem of finding decent accommodation and finally, there is still a lot of colour prejudice in Britain. In fact, his children are still considered to be foreigners, even though three of them are born in England.

He works as a bus driver but has very little contact with English people since 90% of his workmates are Indians. And even outside work, only contacts he has with English people are one or two he meets when he goes to the local club.

- In the questions from No. 51 to 55, **underline** the best option.

51. How many children does Ajith have?  
(1) three                      (2) two                      (3) four                      (4) five
52. For how long has he been living in London?  
(1) For less than ten years                      (2) For more than ten years  
(3) Since his arrival in English                      (4) For more than fifteen years
53. Which of the following is correct about most of the people working with him in English?  
(1) They are English people                      (2) They are bus drivers  
(3) They are Indians                      (4) They go to the local club with him
54. According to Ajith, which of the following is **NOT** an obstacle faced by him in Britain?  
(1) language                      (2) racism                      (3) accommodation                      (4) employment
55. Which of the following is **true**?  
(1) His wife can speak English.  
(2) All his children were born in Britain.  
(3) He has a lot of contact with English people.  
(4) He left Sri Lanka mainly due to ethnic conflict.
- (03×5=15 marks)
56. Write a word from the passage which means the **opposite** to the following.  
departure .....
- (02 marks)
57. Answer **either (i) or (ii)**. Use about **200** words.  
(i) Write an essay on "Role of Statistics in Planning the Developmental Strategies in Sri Lanka".  
(ii) A recent survey has concluded that "Flexible Working Hour System should be Implemented in Public Service Sector in Sri Lanka". Do you agree? Write an article to be published in a local newspaper, expressing your views on this issue.

[see page seven.]

A large rectangular area with rounded corners, containing numerous horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the page, providing a template for text entry.

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(20 marks)

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First Efficiency Bar Examination for Senior Statisticians and Statisticians of the  
 Department of Census and Statistics - 2013 (2017) (2018) II

(01) Administration

Two hours

- Answer **all** the questions. Each question carries **equal** marks.

**Part I**

1. (i) Mention **five** facts that should be given special attention in locating an office.  
 (ii) There are three methods of preparing a office layout. Briefly mention **four** advantages of preparing an office according to the open layout.
2. (i) A job description should be given to each office employee mentioning the definite role according to their relevant job. Mention **three** facts that should be given attention on preparing a job description.  
 (ii) Mention in brief the advantages and disadvantages of giving promotions on seniority basis of the employee in an office.
3. What are the benefits of following an office system in an office? Indicate briefly.
4. Describe the followings in brief.
  - (i) subject files
  - (ii) precedent files
  - (iii) work steps records
  - (iv) organization structure

**Part II**

5. Define the following as per chapter XII in Establishments Code.
  - (i) Casual leave
  - (ii) Lapsed leave
  - (iii) Leave preparatory to retirement
  - (iv) Compulsory leave
6. (i) A public officer can obtain salary loans for emergency needs. As per the provisions in the Establishments Code, what are the purposes for which such salary loans can be obtained?  
 (ii) Mention in brief the conditions for granting such loans.

[ See page two.



7. 'An officer is not entitled to draw an increment as of right.' Explain in brief the following situations regarding the increments.

- (i) Suspension of increments
- (ii) Stoppage increments
- (iii) Deferment of increments
- (iv) Reduction of increments

8. Write short notes on the **four** of the following.

- (i) Preliminary Investigation
- (ii) Mileage
- (iii) Appointment Letter
- (iv) Efficiency Bar
- (v) Probation Period
- (vi) List of duties

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Department of Census and Statistics – 2013 (2017) (2018) II

**(02) Financial Management in Public Sector**

**Two hours**

Answer **five** questions only. Each questions carries **equal** marks.

1. Name the forms used to provide information required for estimating annual draft expenditure by a government department and briefly describe what information are provided by them.
2. What facts should be included in a full report submitted after an inquiry for determining responsible persons and reasons for losses and damages to government property.
3. (i) What are the main objectives of an internal audit unit in a government department.  
(ii) Describe briefly the functions and powers of committee of Public Accounts.
4. State the points responsible by a certifying officers in repaying money in the deposit account.
5. Explain the procedure which should be followed to open an official bank account in a government department.
6. Write short notes on **four** of the followings.
  - (i) Special certificates relevant to payments
  - (ii) Special law services provisions
  - (iii) Special warrants
  - (iv) Supplementary Imprest Authority
  - (v) Special statutory funds

\* \* \*