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First Efficiency Bar Examination for Senior Statisticians / Statisticians of the  
Department of Census and Statistics - 2015 (2023)

(01) Administration

Two hours

• Select at least two questions from each Part I and II and answer five questions only.

**Part I**

1. Explain the similarities and differences between each one of the following topics.
  - (i) Power and Delegation
  - (ii) Efficiency and Effectiveness (10×2 = 20 marks)
2. Write short notes on each of the following topics.
  - (i) Organization Chart
  - (ii) Service Certificate
  - (iii) Field Officer
  - (iv) Mission Statement (05×4 = 20 marks)
3.
  - (i) Briefly introduce "Office Layout".
  - (ii) Explain the manner in which a good office layout gives effect to enhance the productivity of an office. (10×2 = 20 marks)
4. Discuss the work procedure that has to be followed on public inquiries received through the following communication modes, in order to maintain effective public relations by government institutions.
  - (i) Ordinary Mail
  - (ii) Registered Mail
  - (iii) Electronic Mail
  - (iv) Telephone Calls (05×4 = 20 marks)

**Part II**

5.
  - (i) What is a preliminary investigation? (05 marks)
  - (ii) What is a formal disciplinary inquiry? (05 marks)
  - (iii) Explain five mandatory elements that shall be included in a charge sheet. (10 marks)
6.
  - (i) Mention five reasons for a public officer to be kept under probationary period.
  - (ii) Briefly describe five requirements that a public officer has to fulfil during the probationary period. (10×2 = 20 marks)
7.
  - (i) Leave for a public officer is not a right. It is a privilege. Discuss.
  - (ii) Briefly describe five main types of leave that a public officer can be entitled for. (10×2 = 20 marks)
8. Discuss the procedure and formalities that a public officer has to follow in providing information to media. (20 marks)

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First Efficiency Bar Examination for Senior Statisticians / Statisticians of the  
Department of Census and Statistics - 2015 (2023)

(02) Financial Management in Public Sector

Two hours

● Answer five questions only.

1. (i) Who is vested with the ultimate responsibility and authority regarding public financial control? (03 marks)
- (ii) What is the Consolidated Fund referred to in F.R. 2 and Article 149 of the constitution? (04 marks)
- (iii) What are the **four** main components included in the annual budget estimates? (04 marks)
- (iv) Name the **four** main units given as budgetary classification units in preparing expenditure estimates. (04 marks)
- (v) Mention **five** types of Advance Accounts included in the annual budget estimates. (05 marks)
2. (i) What is a 'Warrant'? (05 marks)
- (ii) Name five types of warrants. (05 marks)
- (iii) State five main points to be included in a full report prepared in an inquiry conducted under F.R. 104 to inquire into losses / damages of Government property. (10 marks)
3. (i) Name the **four** main steps to be followed in relation to government expenditure, under the Delegation of Functions for financial control as per F.R. 135. (04 marks)
- (ii) What points should the second signatory of a cheque take into account when affixing his signature? (06 marks)
- (iii) Mention **five** main points for which the paying officer is responsible while on payment of vouchers? (10 marks)
4. (i) Under the responsibilities of an Accounting Officer for safeguarding government funds, what materials must be kept safely in a safe?
- (ii) Define 'imprest' and name three types of sub imprests.
- (iii) State what is meant crossing of a cheque and name two types of crossing.
- (iv) What is Indemnity Bond for cheque? (05 × 4 = 20 marks)
5. (i) Explain the role and powers of the Public Accounts Committee.
- (ii) Comment on the objectives and independence of the Internal Audit. (10 × 2 = 20 marks)
6. Write short notes on any **four** of the following topics.
  - (i) Appropriation Bill
  - (ii) Chief Accounting Officer
  - (iii) Imprest Authority
  - (iv) Refund from Revenue
  - (v) Imposition of Surcharges (05 × 4 = 20 marks)

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First Efficiency Bar Examination for Senior Statisticians and Statisticians of the  
Department of Census and Statistics - 2015 (2023)

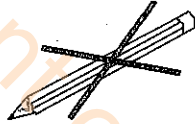
(03) English

Two hours

Instructions to candidates

Very Important

Do not use pencils  
to write answers.



\* When answering, write down the digits as mentioned below.

0 1 2 3 4 5 6 7 8 9

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

.....

Index number is checked as correct

.....

Invigilator's Initials

Important :

- \* This paper consists of 67 questions on 08 pages.
- \* Answer all questions on this paper itself.
- \* Instructions given should be strictly followed in answering this paper and marks will not be awarded for answers not in accordance with these instructions.
- \* Even if you are not attempting the paper hand it over to the Supervisor.
- \* 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, turn out photos or 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

Question No.	Marks Awarded
1 - 5	
6 - 10	
11 - 20	
21 - 25	
26 - 36	
37 - 46	
47 - 56	
57 - 66	
67	
Total	

Final Score

In figures	
In words	
Answer Script	Marked by
	Checked by
Chief Examiner	

- 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.

1. Once upon a time in a far off country there was a man .....had three daughters..

- (1) which (2) what (3) where (4) who

2. There must be someone .....duty is to see that they are within call.

- (1) who (2) whose (3) whom (4) that

3. They took away the stone from the place ..... the dead was laid.

- (1) which (2) what (3) where (4) who

4. It was late in the afternoon .....he awoke.

- (1) when (2) where (3) whom (4) whose

5. The agent to ..... I spoke was able to help me to get visa. .

- (1) who (2) whose (3) whom (4) which

(01×5 = 05 marks)

- In each of the questions from 6 to 10 underline the correct word from those given to complete each sentence.

6. Pradeep ..... at home for an hour but Sudesh couldn't reach on time.

- (1) is waiting (2) will be waiting (3) has waited (4) had been waiting

7. She is ..... good at dancing..... singing.

- (1) neither...or (2) either...neither (3) neither...nor (4) either...not

8. I know that you .....(pass) the exam with flying colours.

- (1) pass (2) will pass (3) passed (4) should pass

9. I like to ..... (sing) when I am tired.

- (1) sings (2) singing (3) sing (4) sang

10. Ten new members have enrolled and seven ..... (resign).

- (1) is resigned (2) have been resigned (3) have resigned (4) was resigned

(01×5 = 05 marks)

- In each of the questions from No. 11 to 20, underline the most appropriate preposition from the four prepositions given to complete the sentence.

11. Learn everything (in, on, from, about) the company, the job and the interview.

12. A lot of your interview preparation will depend (in, from, on, out) the specific surrounding of the job, the company and even who is interviewing you and how.

13. By looking at multiple sources, you'll get a broader picture of the company and be ready to talk about why you'd like to work there and what you can do (for, on, from, within) them.

14. Go (behind, back, up, down) to the description you looked at before you applied and see what skills and experience are emphasized.
15. Some companies will meet you one by one (about, at, with, behind) several different people at the company, while others might meet you with multiple people at once or give an interview presentation.
16. It's likely you'll be asked why you're interested ( on, in, behind, between) this particular role and company.
17. Jot (at, in, on, down) important numbers and details so that you can refer to them during the interview.
18. Interviewers are also consciously or subconsciously picking (with, to, up, from) on how well you use other interview skills such as active listening, small talk, and empathy.
19. Be aware of what you're communicating (with, through, on, about) your posture and stance and make sure it's good, (For example, sitting with your arms and legs crossed sends a message that you are closed-off or feel defensive.)
20. If you are called to present yourself for the interview sharp (an, at, from, in) 10.00 a.m., see that you go there well on time.

(01×10 = 10 marks)

- Read the text and complete the statements choosing the answer that you think fits best for each question from the four answers given and write its **number on the dotted line** given against the question.

Travel at its best is a magnificent experience. It is a solitary enterprise: to see, to examine, to assess, you must be alone and agile. Other people can mislead you; they crowd their meandering impressions with their own; if they are companionable, they obstruct your view, and if they are boring, they corrupt the silence shattering your concentration with 'Oh, look, it's raining, and you see a lot of trees here'.

Travelling on your own can be terribly lonely (and it is not understood by Japanese who, coming across you smiling wistfully at an acre of Mexican buttercups tend to say things like 'where is the rest of your team?') I think of an evening in the hotel room in the strange city. My diary has been brought up to date; I thirst for company; What do I do? I don't know anyone here, so I go out and walk and discover three streets of the town and rather envy the strolling couples and the people with children.

The museums and the churches are closed, and toward midnight the streets are empty. If I am mugged I will have to apologize as politely as possible: 'I am sorry, sir, but I have nothing valuable on my person. "Is there a surer way of enraging a thief and driving him to violence?"

It is hard to see clearly or to think straight in the company of other people. Not only do I feel self conscious, but the perceptions that are necessary to writing are difficult to manage when someone close by is thinking out loud. I am diverted, but is discovery not diversion, that I seek. What is required is the lucidity of loneliness to capture that vision, which, however banal seems in my private mood to be special and worthy of interest.

There is something in feeling abject that quickens my mind and makes it intensely receptive to fugitive impressions. Later these impressions might be refuted or deleted, but they might also be verified and refined; and in any case I had the satisfaction of finishing the business alone.

Travel is not a vacation, and it is often the opposite of a rest. 'Have a nice time,' people said to me at my send off at South Station, Medford. It was not precisely what I had hoped for. I craved a little risk, some danger, an untoward event, a vivid discomfort, an experience of my own company, and in a modest way the romance of solitude. This I thought might be mine on that train to Limon.

21. Travelling companions are a disadvantage, according to the writer because they
- (1) give you the wrong idea about the journey.
  - (2) distract you from your reading.
  - (3) intrude on your private observations.
  - (4) prevent you from saying what you think. (.....)
22. It has been assumed by the Japanese that he
- (1) belongs to group of botanists.
  - (2) feels terribly odd to travel alone.
  - (3) needs to be directed to his hotel.
  - (4) has wandered away from his party. (.....)
23. His main concern in the evenings was to
- (1) take some physical exercise.
  - (2) avoid being robbed in the street.
  - (3) overcome his loneliness.
  - (4) explore the sights of the city. (.....)
24. The writer regards his friend's farewell to him as
- |                   |                   |
|-------------------|-------------------|
| (1) inappropriate | (2) unsympathetic |
| (3) tactless      | (4) cynical       |
- (.....)
25. We gather from the passage that his main purpose in travelling was to
- (1) test his endurance.
  - (2) prove his self-sufficiency.
  - (3) experience adventure.
  - (4) respond to new experience. (.....)

(03×05=15 marks)

- Read the text and fill in the blanks using the most appropriate words from the list given. Write the answer in the space provided. **The first one has been done for you.**

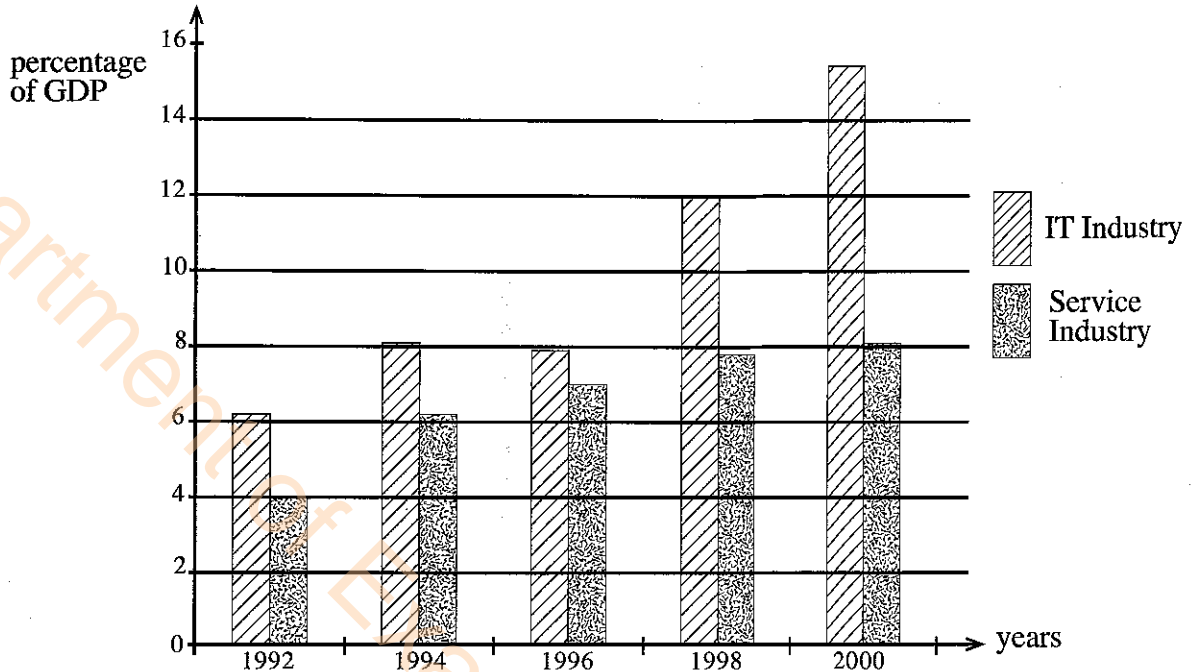
and, an, statistical, school, of, education, researchers, the, ~~systems~~, policies, in

Accurate information, undoubtedly, is an essential tool to be used in the processes of policy-decision making. Moreover, information is widely used in monitoring and evaluation of the performance of education (26).....<sup>systems</sup>.....The Statistics Branch of the Ministry (27)..... Education has conducted school censuses on (28).....annual basis, during the past five decades (29).....those have become the major source of (30).....information in the general education sector (31).....Sri Lanka. Information gathered in the (32)..... census have extensively been used by (33)..... educational planners, development partners, policy analysts and (34)..... in diagnosing trends, strengths, weaknesses, gaps and needs of the (35)..... system and in formulation of educational (36)..... and plans, designing development partner assisted projects and sector-wide programmes which have contributed largely to the improvement of the quality of the education system. The Department of Census and Statistics (DCS) is extending its valued collaboration to the Ministry of Education in carrying out annual school census. (01×10=10 marks)

[see page five.

- Given below is a summary of a bar chart. First study the chart carefully. Read the summary and **underline the most appropriate word or phrase** from the four options given in brackets for questions from No 37 to 46 to complete the text.

components of GDP in the UK from 1992 to 2000



The bar chart (37).....(illustrated, illustrates, in illustrated, illustrate) the gross domestic product generated from the IT and Service Industry in the UK from 1992 to 2000. It (38)..... (is measured, has measured, has been measuring, had measured) in percentages. Overall, (39)..... (IT only, service industry only, none of them, both of them) increased as a percentage of GDP, but IT remained at a higher rate throughout this time.

At the beginning of the period, in (40)..... 1996, 1994, 1992, 2000) the service industry (41)..... (account, accounted, was accounted, accounting) for 4 per cent GDP, whereas IT exceeded this, at just over 6 per cent. Over the next (42).....(two, three, four, five) years, the levels become more similar, with both components (43) ..... (stand, stood, stands, standing) between 6 and just over 8 per cent. IT was still (44) ..... (higher, high, low, lower) overall, though it dropped, (45)..... (sharply, quickly, vehemently, slightly) from 1994 to 1996.

However, over the following four years, the patterns of the two components (46) ..... (is, are, were, was) noticeably different. The percentage of GDP from IT increased quite sharply to 12 in 1998 and then nearly 15 in 2000, while the service industry stayed nearly the same, increasing to only 8 per cent.

At the end of the period, the percentage of GDP from IT was almost twice that of the service Industry.

(01×10=10 marks)

[see page six.]

Department of Examinations Sri Lanka

- Read the text and answer the questions from No. 47 to 66.

Inventors are not important to the society as doctors. To what extent do you agree with this statement?

Inventors are creative people who develop new ideas and products, whereas doctors are specialists who make us feel better when we are ill. I believe that both types of people are important to the society, but in different ways.

Inventors have had an enormous impact on our lives. In the past, they developed things like electricity, television, and airplanes. These transformed people's lifestyles and working conditions and enabled them to travel more quickly to other countries. More recently, inventors have created computers, the World Wide Web, and many other technological products that we now rely on completely. For these reasons, most people would agree that inventors are important people.

Doctors, on the other hand, save lives. They train for many years, and they develop knowledge and skills that ordinary people do not have. If we get ill, we need someone who knows what is wrong and can tell us what medicine to take. If we go to hospital, we expect doctors to look after us. Everyone depends on doctors in this way all through their life.

Although we cannot live without doctors, it is also true that we cannot live without inventors. In fact, they also depend on each other. Doctors use inventions to help them in their work, and inventors get ill and need doctors to cure them.

To conclude, I think doctors and inventors are equally important. Like many people in the society, they play an important part in human progress. So, it is impossible to say who is more important.

- According to the above text state whether the following statements are 'true, false or not given'. Write your answers in the space given.

47. According to the first paragraph inventors are specialists and doctors are creative people. (.....)
48. The writer believes that both types are important to the society. (.....)
49. In the past nurses developed things like injections. (.....)
50. Inventions like television, electricity and airplanes transformed people's lifestyles and working conditions. (.....)
51. Inventors are not important because we cannot rely on their technological products. (.....)
52. Ordinary people do not train for years but they have better skills and knowledge than doctors. (.....)
53. Doctors know what is wrong in patients and recommend what they should take. (.....)

- Read the text above and complete the statements with not more than three words.

54. In the past the inventors developed .....
55. The writer believes that both doctors and inventors are essential to the society .....
56. We now ..... completely the more recent inventions like the computer, the world wide web and many technological products.

(1×10=10 marks)

[see page seven.]





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First Efficiency Bar Examination for the Senior Statisticians / Statisticians  
of the Department of Census and Statistics - 2015 (2023)

(04) Applied Statistics

Three hours

Answer five questions only.

1. (i) What is a database? (03 marks)  
(ii) State briefly five types of data. (05 marks)  
(iii) With the aid of a diagram explain clearly what the data processing is. (12 marks)
2. (i) What is statistical ordinance? (02 marks)  
(ii) How many technical divisions are there in the Department of Census and Statistics? What are they? (06 marks)  
(iii) Prepare a questionnaire with 12 questions to collect data of deceased persons due to covid epidemic. (12 marks)
3. (i) Explain briefly what a pre-test is. (02 marks)  
(ii) What are the differences between census and sample survey? (06 marks)  
(iii) Analyse the main stages of a Census of Population and Housing. (12 marks)
4. (i) What is a Price Index? (02 marks)  
(ii) Explain briefly the Colombo Consumer Price Index (CCPI). (03 marks)  
(iii) Describe the important facts to be considered in preparing a Price Index. (15 marks)
5. (i) What is a Sample Frame? (03 marks)  
(ii) State briefly seven features should be included in a good sample frame. (07 marks)  
(iii) Explain briefly five problems to be faced during field data collections of Labour Force Survey (LPS) and five solutions for them. (10 marks)
6. (i) Name four qualities of an accurate Census block. (04 marks)  
(ii) Mention two each main objectives of Sri Lanka Agricultural Census and Economic Census. (04 marks)  
(iii) Discuss the importance of agricultural and economic statistics in preparing state policies. (12 marks)
7. (i) Define 'Price Inflation'. (03 marks)  
(ii) (a) Name two types of inflation. (02 marks)  
(b) State three causes of inflation. (03 marks)  
(iii) State the contribution of national accounts in the preparation of national plans. (12 marks)
8. Calculate any five of the following measurements applying relevant formula/equations using imagined data.
  - (i) Crude Birth Rate
  - (ii) Industrial Product Efficiency
  - (iii) Agricultural Production Cost
  - (iv) Inflation Rate
  - (v) Unemployment Rate
  - (vi) Per Capita Income
  - (vii) Teacher Pupil Ratio
  - (viii) Labour Turnover Rate
  - (ix) Bed Occupancy Rate
  - (x) Database Cost

(04 × 5 = 20 marks)