

All Right Received

Ministry of Health

Efficiency Bar Examination for Medical Laboratory Technicians Grade III officers (2008) and Efficiency bar examination for class 11 seg "B" in Occupational Therapy(2005), Physiotherapy(2006), Pharmacist(2009), Radiographer(2008), Entomological Assistant(2009)

Office Administration and Establishments Code

Duration : 02 hours

Marks : 100

Answer only four (04) questions. Each question will receive equal marks.

01.
 - (i) What factors should the appointing authority consider before effecting an appointment or a promotion?
 - (ii) Write short notes on lieu Leave, lapsed leave and accident leave.
 - (iii) Mention the officers who are entitled for railway warrants and the number of railway warrants they are annually entitled
02.
 - (i) Mention the transfers which are not attend by the Annual Transfer Board.
 - (ii) Who are the persons not eligible to be appointed to the Public Service?
 - (iii) What are the things which a public servant should not do?
03.
 - (i) What punishments could be enforced to an officer who does not have a right to engage in politics attending such activities?
 - (ii) What criteria should be fulfilled by an officer who is on temporary status to be promoted to a permanent status?
 - (iii) What are the instances in which overtime can be approved?
04.
 - (i) Who are the officers entitled to mileage?
 - (ii) Described scheduled quarters and general services quarters?
 - (iii) What are the instances in which settling in allowance can be paid in a transfer?
05.
 - (i) What are the instances in which special leave can be granted?
 - (ii) Describe the composition of a transfers board?
 - (ii) What are the criteria for selection to the general service quarters?
06.
 - (i) Describe how an officer who has taken liquor or narcotic drugs while on duty could be dealt with?
 - (ii) Describe the time limits taken in to account for the payment to overtime.
 - (iii) What is meant by vacation of post?
07. Write short notes on 04 of the following topics.
 - (i). Supply of official information for mass media.
 - (ii). Station allowance
 - (iii). Probation period
 - (iv). Resignation
 - (v). Traveling allowance