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Particulars

WRITTEN EXAMINATION FOR RECRUITMENT TO THE
POST OF ASSISTANT REGISTRAR/ASSISTANT
BURSAR/ASSISTANT SECRETARY

26th November, 1983

QUESTION PAPER I - Three (3) hours

- Instructions:
- (1) Answer question I and any four (4) of the other questions.
 - (2) Forty (40) marks have been assigned to question I and fifteen (15) marks to each of the other questions. Up to ten (10) marks will be deducted for bad handwriting and untidy presentation.

1. Write short notes on any eight (8) of the following expressions so as to bring out clearly the meaning assigned to each expression by the Universities Act No. 16 of 1978, any subsidiary legislation enacted under the provisions of this Act or Circular Instructions issued by the University Grants Commission:-

(1) Academic Syndicate	(7) External Examination
(2) Regulation	(8) Corporate Plan
(3) Recognised Institution	(9) Ex-officio member
(4) Non-academic staff	(10) Convocation
(5) Faculty	(11) Scheme of recruitment
(6) Committee of Vice-Chancellors & Directors	(12) Governing Authority

2. What are the conditions presently applicable in granting of loans under the Students (Higher Education) Loan Fund Act, No. 4 of 1972. How far are they different from conditions effective prior to 1st October, 1982.
3. Describe briefly the powers of the Minister as defined in the Universities Act (No. 16 of 1978).
4. Name any five (5) of the Institutions and write a short account of one of them.
5. Write explanatory notes on the composition and functions of any two (2) of the following :-

 - (1) The Campus Board
 - (2) The Court
 - (3) University Grants Commission
 - (4) University Services Appeals Board

6. Explain the principal powers, duties and functions of either the Senate of a University or the Council of a University.

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Rangaswamy

WRITTEN EXAMINATION FOR RECRUITMENT TO THE
POSTS OF ASSISTANT REGISTRAR/ASSISTANT
BURSAR/ASSISTANT SECRETARY

26th November, 1983

QUESTION PAPER II

ADMINISTRATIVE, DISCIPLINARY AND FINANCIAL PROCEDURES

Three (3) hours

Instructions:

- (1) Forty (40) marks have been assigned to the question in Part I and fifteen (15) marks to each of the question in Parts II and III. Up to 10 marks will be deducted for bad hand-writing and untidy presentation.
- (2) Every candidate who has applied ONLY for a post of Assistant Secretary/Assistant Registrar should answer the question in Part I and any four of the questions in Part II.
- (3) Every candidate who has applied ONLY for a post of Assistant Accountant/Assistant Bursar/ Assistant Treasurer/Assistant Internal Auditor should answer the question in Part I and any four of the questions in Part III.
- (4) Every candidate who has applied for a post of Assistant Secretary/Assistant Registrar AND for a post of Assistant Accountant/Assistant Bursar/Assistant Treasurer/Assistant Internal Auditor should answer the question in Part I, any two of the questions in Part II, and any two of the questions in Part III.

PART I

1. Write short notes on the following:-

- (1) Probation and Trial in relation to an appointment
- (2) Personal record file
- (3) Settling-in allowance
- (4) Lapsed leave
- (5) Antidating an appointment
- ✓ (6) Annual estimates
- ✓ (7) Theory of double entry
- ✓ (8) Books of accounts
- ✓ (9) Internal control and internal check

Question paper II

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PART II

2. Describe fully the procedure to be followed in the appointment to a post of Professor on merit.
3. A teacher who had resumed duties on 01.10.73 after sabbatical leave has applied for special leave to attend a training programme for two months during term time from 01.05.83. Prepare a memorandum to the governing authority of your Institution giving your recommendations in keeping with the leave regulations in force.
- 4 (a) State the conditions that have to be satisfied by a teacher to be eligible to receive financial assistance for postgraduate training abroad.
(b) An Assistant Lecturer who is due to complete his six year probation period on 30.06.1985 has applied for financial assistance to proceed to a University in Canada in October 1983 to do a Ph.D.
Discuss his eligibility or otherwise with reasons.
5. Describe the procedure to be followed and the conditions that have to be satisfied before an employee is interdicted from service.
6. State the categories of employees of Higher Educational Institutions who are exempted from the official language requirements and the conditions governing such exemptions.
- 7.(a) Describe the rules governing the salary payable on appointment to a Higher Educational Institution from a Government Department/ Corporation.
(b) A public officer in receipt of a consolidated salary of Rs. 2,200/- per month has been recommended by a Selection Committee to a post in a Higher Educational Institution carrying the consolidated salary scale of Rs. 1,700 - 6x50 - 2,000/- p.m. Prepare a minute to your superior officer giving your views with regard to this recommendation.

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31.12.1982 was Rs. 60,450.32. The total payment out of the Fund during the month of December 1982 was Rs. 845,330.28.

The Cash Book balance as at 31.12.82 was less than the Bank balance by Rs. 100,358.08. On verification of bank statements up to 31.12.82 it was observed :-

- (a) that cheques to the value of Rs. 121,439.72 issued by the Commission up to 31.12.82 had not been presented to the Bank for payment; *जेनरल गवर्नमेंट ऑफ़ इंडिया के द्वारा भेजे गए चेकों की पेशी की गई थी।*
- (b) that five cheques amounting to Rs. 85,423.47 deposited on 22.12.82 had been returned on 23.12.82 with the remark "Endorsement Irregular". *जून 24 दिन की दो चेकों की पेशी की गई थी।*
- (c) that the Bank had paid Rs. 10,000.00 on 22.12.82 on a Letter of Credit. *लिटर ऑफ़ क्रेडिट के द्वारा भेजे गए 10,000 रुपये।*
- (d) that the Treasury had sent on 29.12.82 a cheque for Rs. 100,000.00 direct to the Commission's Bank account. *केंद्रीय बैंक अकाउंट के द्वारा भेजे गए 100,000 रुपये।*
- (e) that the Bank has debited the Commission's account on 31.12.82 with Rs. 450.00 being Commission and postage. *बैंक द्वारा 31.12.82 को भेजे गए 450 रुपये।*
- (f) that a foreign supplier had paid to the credit of the Commission's account on 29.12.82 a sum of Rs. 35,282.15 being a refund of an overpayment. *अंतर्राष्ट्रीय वित्तीय संस्थान के द्वारा 29.12.82 को भेजे गए 35,282.15 रुपये।*
- (g) that a cheque for Rs. 9,000.00 dated 23.12.82 which had been returned by the Bank on 18.12.82 had been re-presented on 24.12.82. *18.12.82 को भेजे गए 9,000 रुपये के चेक को 24.12.82 को पुनर्पेश किया गया।*

Ascertain the balance in the bank account as at 31.12.82 and reconcile it with the Cash Book balance as at 31.12.82.

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9. Describe briefly the responsibilities of :-

- ✓(a) The officer preparing vouchers
- ✓(b) The officer certifying vouchers
- ✓(c) The Store-keeper
- ✓(d) The cheque writing clerk, and
- ✓(e) The Shroff.

10. Suppose you are the Bursar of a University and responsible for the submission of annual statement of accounts to the Auditor-General and taking action on audit reports. Please enumerate :-

- (1) The documents that you would forward to the Auditor-General; and
- (2) The steps required to be taken on audit reports in terms of the provisions of the Universities Act, No. 16 of 1973.

11. Answer any three (3) of the following questions :-

- (1) What is a voucher, what particulars should be given in it and what documents should be attached to a payment voucher for supplies to central stores.
- (2) Name three documents connected with import of goods and write a short note on each of them.
- (3) What are the objects of stores control and what books and other documents should be kept to achieve such objectives.
- (4) Compare and contrast internal audit with statutory audit.

12. The University Grants Commission has a current account with the Bank of Ceylon, Borella Branch. As a rule, the collection for each day is deposited in this account before the end of the following day. The Bank has agreed to give pre-credit to cheques on the date on which such cheques are deposited.

The Cash Book of the Commission had a balance of Rs. 125,412.02 as at 30.11.82. In the month of December 1982 a sum of Rs. 855,038.28 had been paid in to the funds of the Commission. The collection on ...

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MAY 1983

UNIVERSITY LEGISLATION AND ADMINISTRATIVE & DISCIPLINARY
PROCEDURES INCLUDING OFFICE SYSTEMS - 1983

Two (2) hours

Instructions:

- (1) Answer question 1 and any four (4) of the other questions.
- (2) Forty (40) marks have been assigned to question 1 and fifteen (15) marks to each of the other questions. Up to ten (10) marks will be deducted for bad handwriting and untidy presentation.

1. Write short notes on any five (5) of the following expressions:-

- (1) Recognition of student societies
- (2) Merit promotion to a post of Professor
- (3) Call-up Diary
- (4) Precedents Register
- (5) Vehicle Running Chart
- (6) Principal executive officer
- (7) Bank loans to students
- (8) Compulsory leave
- (9) Preliminary investigation
- (10) Statutes

2. An employee who had served a Higher Educational Institution for twelve years was dismissed from service. What procedure should be followed in paying retiring gratuity to him, and how should such gratuity be computed in terms of Commission Circulars?

3. A teacher who had resumed duties two years ago after a full period of sabbatical leave has requested that he be granted one year's leave on no-pay to accept a teaching appointment in a foreign university. Prepare an office minute to your superior officer stating whether or not the teacher concerned is eligible for such leave. Give your reasons.

4. What is a "case file"? Describe the correct procedure in opening a new case file.

5. Describe the composition of either the Board of Management of a University College or the Senate of a University.

6. What is an Increment Register? How should such a Register be maintained?

7. Describe the procedure which should be followed in filling any two (2) of the following posts :-

- (a) Security Guard, Lower Grade
- (b) Book-Keeper
- (c) Assistant Lecturer
- (d) Director of Physical Education

8. What are the functions of either the Court of a University or the Academic Council of a University College?

9. A member of the publ. has written to your superior officer a single letter on three different matters, and he has required that you do you for necessary action. On reading the letter, you observe that only one of the matters pertain to your duties. What is the correct method of attending to the letter?

10. Under what circumstances may an employee be interdicted? What factors should be taken into account in determining the payment of salary to him whilst under interdiction.