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முழுப் பதிப்பரிமையுடையது]  
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Written Examination for Recruitment to the Posts of Assistant Secretary / Assistant Registrar &  
Assistant Accountant / Assistant Bursar / Assistant Internal Auditor  
in the University System – 2015(2016)

**(04) Administration Disciplinary & Financial Procedure  
for Higher Education Institutes  
(AS / AR) – (Internal)**

Three hours

Answer **all** questions in Part I and **six** questions in Part II.

**Part I**

1. What are the areas which come under the direction of the Senate of a University? (05 marks)
2. What is the role of a Director, Career Guidance Unit of a Higher Educational Institution?(05 marks)
3. Prepare a press advertisement inviting applications for the vacant post of Registrar of a University. (05 marks)
4. Explain briefly the present criteria for admission of students to undergraduate courses of the Higher Educational Institutions. (05 marks)
5. If you are the officer in charge of motor vehicles, what steps would you take when you came to know that an office vehicle has met with an accident while on duty? (05 marks)
6. The standing committees appointed by the University Grants Commission in terms of the provisions in the Universities Act, assist in academic activities of the Universities in many ways. Mention the ways in which they can assist the Universities. (05 marks)
7. i. Who shall be charged with the custody of the common seal of the University Grants Commission or of a University?  
ii. Explain the procedure in affixing the common seal to any document. (05 marks)
8. Describe briefly the objects and powers of the University Grants Commission in terms of the provisions of the Universities Act. (05 marks)

**Part II**

9. Explain the procedure of appointing to a post of Professor in a University. (10 marks)
10. "The Higher Educational Institutions are totally responsible for producing unemployed graduates". Give your points favourable or against this statement. (10 marks)
11. i. Describe the powers, duties and the functions of the Chairman of the University Grants Commission.  
ii. Explain briefly the procedure for appointing to the post of Vice Chancellor of a University. (10 marks)

12. What suggestions you can make in order to improve the discipline and the attendance of employees attached to your section of the university? (10 marks)
13. i. Draft a suitable Scheme of Recruitment for the post of Farm Manager in the University system.  
ii. Prepare a list of major functions of a Farm Manager in the University system. (10 marks)
14. Write short notes on **five** of the following:  
i. The specific features of a Preliminary Inquiry  
ii. Time Management  
iii. The Organizational Structure of a University  
iv. The Annual Report of a Higher Educational Institution  
v. Establishment of a new Faculty of a University  
vi. The role of the University Services Appeals Board (USAB)  
vii. Performance Appraisal of the Executive Officers (10 marks)
15. A request has been received from a Department of the University to purchase computers worth of Rs. three million (Rs. 3 000 000). Explain the procedure to be followed by the University to fulfil this request. (10 marks)
16. Write an essay on "the role of the Higher Educational Institutions for Economic Development in Sri Lanka". (10 marks)

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முழுப் பதிப்பரிமையுடையது]  
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Written Examination for Recruitment to the Posts of Assistant Secretary / Assistant Registrar and  
Assistant Accountant / Assistant Bursar / Assistant Internal Auditor  
in the University System – 2015 (2016)

**(03) Legislation Pertaining to University System**  
**(AS / AR) / (AA / AB / AIA) – (Internal)**

Three hours

Answer question **Number 01** and **five** others.

1. (i) As stipulated in the Section 15 of the Universities Act No. 16 of 1978, briefly mention **five** powers assigned for the University Grant Commission.
- (ii) In terms of Section 4(1) of the Universities Act No. 16 of 1978, mention the composition (number of members) of the University Grant Commission and state who is appointing those members.
- (iii) As stipulated in the Section 29 of the Universities Act No. 16 of 1978, briefly state **five** fields that can be executed powers of a university as per the powers, duties and functions of the University Grants Commission.
- (iv) Who are the 'Officers' of a university, in terms of section 33 of the Universities Act No. 16 of 1978?
- (v) Name **five** powers, duties and functions of the Governing authority of a University in terms of Section 45(2) of the Universities Act No. 16 of 1978.
- (vi) In terms of Section 46(2) of the Universities Act No. 16 of 1978, what is the composition of University Senate?
- (vii) (a) As stipulated in Section 44(7) of the Universities Act No. 16 of 1978, what is the quorum of the Governing authority of a university?  
(b) As per Section No. 44(8) in the above Act, what is the minimum number of times the governing authority of a university should convene in a year.
- (viii) In terms of section 101 of the Universities (Amendment) Act No. 7 of 1985 describe the duties of the Bursar of a University?
- (ix) According to the Sections, numbers 37(1), 38(1) and 39(1) of the Universities Act No. 16 of 1978, who is the appointing authority for the posts of the Registrar, the Bursar and the Librarian of a University? Under what recommendation those appointments should be made?
- (x) Mention in order the percentages of the employer and the employee contribution to the University Provident Fund, with regard to a employee of a university.  
(05 × 10 = 50 marks)
2. As stipulated in Section 7.3 of chapter I of the Establishments Code of the University Grants Commission and Higher Educational Institutions, mention **five** powers of a university? (10 marks)
3. In terms of Section 17.3 of chapter III of the Establishments Code of the University Grants Commission and Higher Educational Institutions, what are the matters that should be definitely included, when advertising post in the university system by a newspaper advertisement? (10 marks)
4. (i) According to Section 18:15.2 of Chapter III who is the appointing authority of the Establishments Code of the University Grants Commission and Higher Educational Institutions for an appointment vested under a University? (04 marks)

- (ii) According to the Procedure for Appointment, what is the composition of the selection committee for the post of a Permanent Lecturer. (06 marks)
5. In terms of section 2 of chapter IX of the Establishments Code of the University Grants Commission and Higher Educational Institution, what are the aspects that should be considered prior to assigning overtime to an employee? (10 marks)
6. In terms of sections 19 and 20 of chapter X of the Establishments Code of the University Grants Commission and Higher Educational Institutions, define 'half pay leave' and 'non-pay leave'. (10 marks)
7. According to section 12 of chapter XX of the Establishments Code of the University Grants Commission and Higher Educational Institution, what are the measures that should be taken before destroying documents which are redundant and decided as unnecessary? (10 marks)
8. Write short notes on **five** of the following:
- (i) University Service Appeal Board
  - (ii) Annual leave relevant to non-academic / administrative staff
  - (iii) "Deferment" of an annual increment of a worker
  - (iv) 'Warning' as a disciplinary measure
  - (v) Fixed Assets Register
  - (vi) Concessionary Railway Warrants
  - (vii) Sabbatical leave
  - (viii) Awarding of Mahapola Scholarships

(02 × 5 = 10 marks)

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