

PUBLIC SERVICE COMMISSION

Open/Limited – Competitive Examination for Recruitment to Grade III of the Sri Lanka Accountants' Service –2017/2018

APPLICATIONS are called from Sri Lankans, who satisfy the following qualifications, for recruitment to Grade III of Sri Lanka Accountants' Service.

In this notice "Service" means the Sri Lanka Accountants' Service (S.L. Ac. S.)

1. *Date of Examination.*– Examination will be held in November, 2019 in Colombo and in Jaffna by the Commissioner General of Examinations. The Public Service Commission reserves the right to postpone/cancel the Examination.

2. Number of Vacancies to be filled through this examination is as follows :

Open - 86
Limited - 60

3. *Method of Recruitment.*– Candidates who have scored 40% of marks or above in each subject at the written examination shall be called for the interview in order of merit of the aggregate marks and the selection for appointment will be made by the Board of Interview appointed by the Public Service Commission on perusal of their qualifications.

3.1 Number of persons to be appointed to the said post and the effective date of appointment to be determined by the order of the Public Service Commission. The Public Service Commission has authority to fill any number of vacancies or all the vacancies.

4. *Qualifications:-*

4.1 Open Competitive Examination :

(a) *Educational Qualifications :*

(i) Should possess a Degree in Commerce, Management, Accountancy or Economics from a University recognized by the University Grants Commission ;

or

(ii) Should be a holder of a Higher Diploma in Accountancy or Commerce from the Sri Lanka Technical College or Sri Lanka Institute of Advanced Technological Education;

or

(iii) Should have passed the Licentiate II or Intermediate Examination or Accounting and Business Certificate Examination II or Business Level Examination or any other higher examination of the Institute of Chartered Accountants of Sri Lanka or an Institute of Chartered Accountants in any other commonwealth country ;

or

(iv) Should have passed the Parts I and II of costs and management Examination or Higher Examination conducted by the Chartered Institute of Management Accountants of the United Kingdom or in any other Commonwealth Country;

or

(v) Should have passed the First Professional Level or Higher Level Examination of the Institute of Certified Accountants of the United Kingdom or any other Commonwealth Country;

or

(vi) Should have passed parts I and II Examination or higher Level Examination of Association of Chartered Certified Accountants of United Kingdom or in any other Commonwealth Country;

or

(vii) Should have passed the final Examination of the Institute of Chartered Secretaries and Managers of the United Kingdom.

(b) *Physical Fitness.*– All candidates should be physically fit in all aspects to serve in any part of Sri Lanka.

(c) *Other Qualifications :*

(i) Should be a citizen of Sri Lanka ;

(ii) Should be of excellent moral character ;

(iii) No candidate will be permitted to sit for the Open Competitive Examination (including the Special Open Competitive Examination held for Northern and Eastern Provinces) held for the recruitment to Sri Lanka Accountants' Service, more than two occasions.

(iv) A person holding priesthood in any of the religious sects will be ineligible to sit this examination.

- (v) A person will be deemed as qualified to sit the Competitive Examination for appointment to the service, if the candidate has fulfilled necessary qualification in Para 4.1 (a) in all respects as at 02nd August 2019.
- (D) *Age.*– Candidate should not be less than 22 years and not more than 30 years as at 02nd August 2019 (Maximum age will be considered as 30 years strictly for this occasion).

4.2 *Limited Competitive Examination :*

(a) *Qualifications for Experience :*

- (i) Possession of any of the qualifications set out in Para 4.1 (a) above with not less than 5 years of satisfactory, uninterrupted permanent service in the Public Service or in the Provincial Public Service on 02nd August 2019 having earned a minimum of 5 increments on the due date ;

or

- (ii) Possession of not less than 10 years satisfactory period of service in the Public Service or in the Provincial Public Service in a permanent and pensionable post which carries the salary scale of MN 1- 2006 (A) or above having earned a minimum of 10 increment on the due date.

- (b) *Physical Fitness.*– All candidates must be physically fit in all aspects to serve in any part of Sri Lanka.

(c) *Other Qualifications :-*

- (i) Candidates must be of excellent moral character.
- (ii) Should have earned all the increments on due dates during the five years immediately preceding the date of gaining eligibility.
- (iii) Possession of five years satisfactory service during the five years immediately preceding 02nd August 2019.
- (iv) No candidate will be permitted to sit for the Limited Competitive Examination (including the Special Limited Competitive Examination held for Northern and Eastern provinces) held for the recruitment to Sri Lanka Accountants' Service, more than two occasions.

- (v) Any person holding priesthood in any of the religious sects will be ineligible to sit this examination.

- (vi) A person will be deemed as qualified to sit the competitive examination for appointment to service, if the candidate has fulfilled necessary qualifications in Para 4.2 (A) in all respects as at 02nd August 2019.

5. *Conditions of Service.*– This appointment shall be subject to general conditions governing the appointments of the Public Service, procedural rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government and other departmental orders. A selected candidate will be appointed to the Grade III of Sri Lanka Accountants' Service subject to conditions prescribed in the minute of the Sri Lanka Accountants' Service published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1670/33 dated 10th of September 2010 and the amendments made thereto or to be made hereafter.

- (a) For the officers appointed under open stream, this post is permanent and pensionable. You are subjected to the policy decisions taken by the government on the pension scheme to which you are entitled, in future. You are required to make contributions to the Widows'/ Widowers' and Orphans' Pension Scheme. Accordingly, you should make contributions as prescribed by the government from time to time.

For the officers appointed under limited stream, this post is permanent. You are subjected to the policy decisions taken by the government on the pension scheme to which you are entitled, in future.

- (b) The officers who are appointed shall be subjected to a probation period of three years. They should pass the First Efficiency Bar Examination prescribed for the officers of the Sri Lanka Accountant's Services within 03 years from the date of appointment.
- (c) The officers shall prove that they have acquired the proficiency in official language within 5 years in terms of the Public Administration Circular 01/2014 dated 21.01.2014 and circulars incidental thereto.

6. *Structure and Monthly Salary Scales :*

SL 1-2016-Rs. 47,615 -10x1,335- 8x1,630 – 17x2,170 – Rs. 110,895.

(Salaries shall be paid as mentioned in Schedule II in line with the provisions in Public Administration Circular No. 03/2016 dated 25.02.2016)

7. *Examination Fee.*– The fee for the Open Competitive Examination is Rs. 1,000. The Fee for the Limited Competitive Examination is Rs. 1,000. If a candidate applies for both Examinations the total fee is Rs. 1500. This fee should be paid before closing date of applications at any of the Post/ Sub Post office in the island in order to credit to the Revenue Head 20-03-02-13 of the Commissioner General of Examinations. The receipt issued from the Post Office should be pasted to the relevant cage in the application form. It is advisable to keep a photocopy of the receipt with the applicants. The fee is nonrefundable. Further, no stamps or vouchers are accepted as the examination fees.

8. *Method of Application :-*

- (a) The applications should be prepared strictly in accordance with the specimen form annexed to this notification; using both sides of a paper size A4 and should be filled by the candidate himself.
- (b) Item No. 01 to 03 of the application should be on the first page. The application should be in the Language in which the candidate is eligible to sit the examination. The name of the examination should be written in English in both Sinhala and Tamil applications. Applications which are not complying to the prescribed specimen application form and incomplete shall be rejected without notice. The loss cause by not completing the application shall be borne by the applicants themselves. It is advisable to keep a copy of the application and the applicant should make sure to prepare the application in line with the specimen form in the notification of examination. Unless, the application may be rejected.
- (c) The applications for the Open Competitive Examination should be sent by Registered Post to reach The Commissioner General of Examinations, Organizations (Institutional and Foreign Examinations) Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo on or before 02nd September 2019. “Open Competitive Examination/Accountants-2017/2018” should be clearly written on the top left hand corner of the envelope containing the

application. No application received after that date will be accepted.

Note - Applicants who are already in Public Service/ Provincial Public Service/State Corporations should forward their applications through their Head of Departments/Institutions.

(d) The applications for the Limited Competitive Examination must be forwarded through the Head of Department to reach The Commissioner General of Examinations, Organizations (Institutional and Foreign Examinations) Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo on or before 02nd September 2019. “Limited Competitive Examination/ Accountants- 2017/2018” should be clearly written on the top left hand corner of the envelope containing the application. No application received after that date will be accepted.

If a candidate is sitting for both examinations, “Open/Limited Competitive Examination / Accountants – 2017/2018” should be written on the top left hand corner of the envelope.

- (e) The post and the working place of the applicants at the time of applying for the examination are related to all matters pertaining to the examination and any change in that respect will not be considered thereafter.
- (f) A press notice to that effect will be published in the newspapers by the Department of Examination, Sri Lanka as soon as the admission cards are dispatched to the respective candidates. If admission card is not received even after 2 or 3 days of such an advertisement steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations ;i.e. a certified photocopy of the application form and the receipt at your possession, receipt of registration and in case of applicants outside Colombo, letter of request furnishing a fax number to which admission cards should be sent.

9. *Admission to the Examination :-*

- (a) The Commissioner-General of Examinations will issue Admission Cards to every person who has

sent a perfected application on the assumption that applications have been sent by those who have completed the qualifications mentioned in the *Gazette*. A candidate presenting himself for the examination must produce his Admission Card with signature certified, to the Supervisor of the Examination Centre. A candidate, who fails to produce his Admission Card, will not be permitted to sit the Examination.

- (b) The candidate must sit the Examination at the Examination Hall assigned to him. Every candidate should hand over their Admission Card of the relevant examination hall to the Supervisor of the Examination Centre on the first day presenting himself for the examination at the hall. A set of rules to be observed by all candidates are published in the *Gazette*.
- (c) The issuance of an Admission Card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit the examination.
- (d) All candidates are bound to abide by the rules laid down by the Commissioner-General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner-General of Examinations.

10. *Identity of the Candidate.*– A Candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor of the Examination Centre for each subject he/she offers. For this purpose, one of the following documents will be accepted.

- I. National Identity Card;
- II. Valid passport.
- III. Valid driving license

Candidates should enter the examination hall without covering their face and ears in order to prove their identity. Further, any candidate who refuses to assist for proving his/her identity will not be allowed to enter the examination hall. The candidates should remain in the examination hall from the time of entering up to leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate. However, a candidate may be allowed to appear for the examination if any objection is made by such candidate regarding this condition. Results will not be issued to such candidate since it is not possible to prove the identity of the candidate.

11. *Furnishing False Information.*– If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by candidate is found incorrect and has been done so within the knowledge of him or if he has willfully suppressed a material fact, he will be liable to dismissal from the Public Service.

12. Any matter not provided in these regulations will be dealt with as determined by the Public Service Commission.

13. *Scheme of Examination :-*

(i) Language of Examination:

- (a) The Examination will be held in Sinhala, Tamil and English
- (b) A candidate can sit for the examination in the language he/she passed the examination from which he/she became qualified or in official language
- (c) If any candidate has passed the subjects of the examination from which he/she became qualified, in two or more languages, he/she shall sit for the examination in the language he/she passed most of the subjects.

(d) If any candidate who holds a special degree in which he/she passed the main subject in one language and additional subject in another language, shall sit for the examination in the language he/she passed the main subject.

Note:-

- I. “examination from which he/she became qualified” mentioned in (a), (b) and (c) means the examinations indicated in para 4.1 (a)
- II. A candidate must sit all the papers of examination in one and the same language.
- III. A candidate will not be permitted to change the medium of the examination given in his application.

14. *Method of Testing :-*

- (a) A written examination consisting of the following subjects : All the question papers consist compulsory questions and the Candidates should answer all the questions.
 - (i) Financial Accounting Paper I - 3 hours – 100 marks
 - (ii) Financial Accounting Paper II - 3 hours – 100 marks

- | | |
|--------------------------------------------|-----------------------|
| (iii) Cost and Management Accounting | - 3 hours – 100 marks |
| (iv) Auditing and Investigations | - 3 hours – 100 marks |
| (v) General Intelligence and Comprehension | - 3 hours – 100 marks |
| (vi) Public Finance Management | - 3 hours – 100 marks |

Syllabus is given in at the end of this notice.

(b) Interview :-

Only candidates who secured a minimum of 40% marks in each subject at the written examination will be summoned for the interview. The number of candidates to be called for the interview will be determined by the Public Service Commission in order of merit of the marks obtained by the candidates at the written examination and according to the number of existing vacancies as the case may be. Results of the written examination will be sent to all candidates by the Commissioner General of Department of Examination on instructions of the Public Service Commission.

15. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

16. *Method of Selection for Appointment.* – Candidates who have scored higher marks in Order of the merit at the Open and Limited Examinations and duly filled basic qualifications at the interview will be selected. Marks will not be given for interview. In the event of candidate having tied for a place, the final decision on the selection for such a place will be made by the Public Service Commission.

By order of the Public Service Commission,

J.J. RATHNASIRI,
Secretary,

Ministry of Public Administration, Disaster Management
and Rural Economic Affairs.

Ministry of Public Administration, Disaster Management
and Rural Economic Affairs,
Colombo 07,
July, 2019.

APPLICATION

OPEN/LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE SRI LANKA
ACCOUNTANTS' SERVICE – 2017/2018

Index No : (for official use only)	
Town in which the applicant sits for the examination	Town No.
Indicate the Town Number in which the applicant sit for the examination and the number of the same. (Colombo 1, Jaffna 2)	
Medium of the Examination: Sinhala 2 Tamil 3, English 4, (Please write relevant number in the cage) Changing of given medium is not permitted	<input type="text"/>
Indicate whether the candidate applies for Open/Limited Examination or Both Limited – 1 Open-2 Both -3 (Please write relevant number in the cage)	<input type="text"/>
<ul style="list-style-type: none"> It is not allowed to change the examination applied for, at a later occasion 	

1.0 Name:

- 1.1 Full Name (In English Block Letters) : _____.
(Ex. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name with initials at the end (In English Block Capitals) : _____.
(Ex: GUNAWARDHANA, H.M.S.K.)
- 1.3 Full Name : _____.
(In Sinhala/Tamil)

2.0 Permanent Address : _____.
(In English capital letters)

- 2.1 Permanent Address : _____.
(In Sinhala/Tamil)
- 2.2 Official address : _____.
(In English capital letters)
- 2.3 Official address : _____.
(In Sinhala/Tamil)
- 2.4 Address to which the Admission Card should be sent: (In English Capital Letters) : _____.
(Officer in Public Service/Provincial Public Service/Corporations should mention his official address and any subsequent change should be notified immediately.)

3.0 3.1 National Identity Card No. : 3.2 Sex : Female - 1, Male - 0 (Please write relevant number) 3.3 Marital Status :- Married - 1 Single - 2 (Please write relevant number) 3.4 Mobile phone number : 3.5 Date of Birth : Year : Month : Date : 3.6 Age as at 02nd August 2019: Years: Months : Days:

4.0 (To be filled by candidates for the Open Competitive Examination) Please State :

- 4.1 The qualification obtained to be eligible to sit this Examination under Para 4.1 : _____.
- 4.1 The Institutions from which such qualification has been obtained : _____.

5.0 (To be filled by candidates for the Limited Competitive Examination) Please State.

- 5.1 The qualification obtained to be eligible to sit this Examination under Para 4.2 : _____.
- 5.2 The Institutions from which such qualification has been obtained :

(a)

<i>Department</i>	<i>Post</i>	<i>From</i>	<i>To</i>	<i>Period</i>

(b) (i) Service/Post : _____.

(ii) Class : From _____ to _____

(iii) Class : From _____ to _____

(iv) Total Service period under the Government as at 02nd August 2019. :

Years : _____ Months : _____

(a) Service in ii above : Years : _____ Months : _____

(b) Service in iii above : Years : _____ Months : _____

(v) Annual Salary as at 02nd August 2019 : _____.

6.0 6.1 The years in which you have sat the Limited Competitive Examination for recruitment to the Sri Lanka Accountants' Service (Including the Special Limited Competitive Examination held for Northern and Eastern provinces).

Years :
 1.
 2.
 3.

6.2 The years in which you have sat the Open Competitive Examination for recruitment to the Sri Lanka Accountants' Service (Including the Special Open Competitive Examination held for Northern and Eastern provinces).

Years:
 1.
 2.
 3.

7.0 The cash receipt should be pasted to the application firmly:

To affix the receipt of the examination fees (Keep a photocopy of the receipt)

(i) Amount Paid : Rs..... (iii) Receipt No. :
 (ii) Place of amount paid: (iv) Date of payment

8.0 Certificate by Candidate :

8.1 I declare that to the best of my knowledge and belief, the information given in this form is true and that I have affixed receipt No..... dated being payment of the Examination Fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to during or after the examination if it is found that I am ineligible according to the regulations of the examination. Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations with regard to issuance of the results.

8.2 I declare that during the five years preceding 02nd August 2019 I have earned all the increment (excluding those conditional to passing service or departmental examination) and that I have not been subject to any form of disciplinary punishment (excluding warning) for any offence committed during the immediate proceeding five years.

_____,
 Signature of Candidate.

Date : _____.

9.0 9.1 Certificate of the Head of Department: (To be filled by candidates for the Open Competitive Examination only where relevant and by all Candidates for the Limited Competitive Examination) the Head of Institution in which the applicant personal file is been maintained, should sign as the Head of the Institution.

I hereby certify that the candidate namedhas been serving in this office since and his/her work and conduct has been satisfactory and I have checked all the particulars mentioned in Para 6 above with the records available in the office and found that they are correct and He/ She has paid the prescribed examination fee and affixed the relevant receipt herein and that she/he has signed in my presence on 2019.

_____,
 Signature of the Head of the Department.

Date : _____.

Attester's Full Name : _____.

Post : _____.

Address : (Should be supported by a Rubber Stamp) : _____.

9.2 Attestation (To be filled by candidates for the Open Competitive Examination only where relevant.)

I do hereby certify that Mr./Mrs./Misswho forwards this application is known to me personally and placed his/her signature in my presence on this day of2016 and that he/she has paid the relevant examination fee and affixed the receipt obtained thus.

_____,
Signature of the Attester and Seal.

Attester's Full Name : _____.

Post : _____.

Address : _____.

Date : _____.

Note : The signature of the applicant should be attested in the application and also in the admission card. An applicant who is forwarding the application through any institution should get his/her signature attested by the Head of the Institution or by any other officer authorized by him and other applicants should get their signature attested by a Head of a Government School, Grama Nladhari of the relevant division, a Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public or a permanent officer in the Staff Grade of the Public Service or Provincial Public Service.

Appendix I

Particulars regarding Open/Limited Competitive Examinations conducted for appointment to the Sri Lanka Accountants Service.

The examination will consist of the following examination papers.

No.	Subjects	Maximum Marks	Pass Marks	Time
1	Financial Accountancy -I	100	40	03 hours
2	Financial Accountancy -II	100	40	03 hours
3	Cost and Management Accountancy	100	40	03 hours
4	Auditing and Investigation	100	40	03 hours
5	General Intelligence and Comprehension	100	40	03 hours
6	Public Financial Management	100	40	03 hours

Syllabus:

Subject No. 01 and 02 - Financial Accountancy I and II

Purpose of Financial Accountancy and users of accounts and information required by them.

Accounting Principles :

Accounting Equation, Double Entry Book keeping and Accounting Systems, Prime Entry Books and Ledgers. Trial balance, Accumulated pre-payments and Adjustments, Capital Expenditure and income, Depreciations, Suspense Accounts, Correction of Errors, Control Accounts, Reconciliation Statements, Incomplete records.

Final Accounts :

Manufacturing Accounts, Trading Profit and Loss Accounts, Balance Sheet, Fund Flow Statement and Appropriation Account.

Accounting for Partnerships :

Partnership Agreements, Book keeping for partnerships, Fixed Capital Accounts, Current Accounts, Accounting for debts, Drawing Accounts, Preparation of Final Accounts for Partnerships, Changes in the composition of a Partnership, Treatment of goodwill and action on other assets and liabilities in admission of partners and dissolution of partnerships, Joint ventures.

Accounting for Limited liability Companies :

Nature of Limited liability Companies, Public listed Companies and Share market/share and loan capital, Distributable profits, Final Accounts for internal and external use, Defining Statements of Accounts, Interpretation of financial statements, Accounting ratios.

Accounting for Specialized Transactions :

Societies and associations, consignments, Branches, hire purchase and credit sale, Leasing, investments, bill of exchange, long-term contracts, royalties, container accounts, foreign currency transactions.

Application of Computers for accounting :

Types of Computer/Hardware and software, Computer Operating Software, Electronic Spreadsheets, Computer based Accounting.

Subject No. 03 – Cost and Management Accounting

Cost Accounting, Financial Accounting and Management Accounting, Purpose of Cost accounting. Accounting as a management aid.

Material Cost :

Purchasing procedures, Store Routines, Methods of valuing material issues, Incentive allowances, and bonuses.

Labour Cost :

Time keeping, time allocations, methods of remuneration, payment of incentive allowances and bonuses, Accounting for salaries and wages.

Overhead Costs :

Allocation and apportionment of costs, Absorption methods, Overhead administration & distribution, Selling and Distributions.

Integrated and non-integrated Accounts :

Cost control account, reconciliation of costs and financial accounts, integral accounts.

Methods of Costing :

Contract Costing, Job Costing, Departmental Costing, Batch Costing, Process Costing, Unit Costing, Services Costing, unrealized profits under different methods of costing.

Marginal Costing :

Contributions/Sales, break-even charts, application of marginal costing, accounting entries in marginal costing.

Standard Costing :

Standard Costs, actual Costs, basic variances, accounting procedures.

Budgetary Control :

Functional budgets, master budgets, flexible budgetary control, continuous budgeting, Operation of budgetary control.

Subject No. 4. Auditing and Investigation

The nature and objectives of auditing - The role of the Auditor

Internal audit, external audit, statutory – in relation to the Government Departments, Ministries and Corporations Under the Constitution of Sri Lanka and Finance Act, No. 38 of 1971 relating to Non-statutory-under companies Act, No. 17 of 1982 – Auditing Standards, Auditing Opinions, Auditing concepts, Independence and other personal qualities of Auditor, Evidence, Truthfulness and Fairness, Materialism, Audit Risk, Auditors Responsibilities, Responsibilities of person subjected to Auditing.

Scope and Limitations :

Determining the Scope, Assumptions and limitations, Role of Auditing standards and Guidelines.

The role of engagement letters, Management letters and representation letters, Basic auditing methods and Evaluation of internal control procedures.

Quantity Charts, Questionnaires

Audit Planning and Control

Audit Planning, timing, interim and final audits, assignment of responsibilities for functions, Audit Control, Recording the work done including the use of internal control, prepared questionnaires and forms for evaluation of internal control.

Values, Concepts and Characteristics for financial auditing.

Its relevance to the Public Sector, Analytical auditing.

Auditing of Computerized Accounting Systems – Auditing Limited Companies

Statutory books, powers and duties of Directors, Divisional profits, Appointment of auditors, wages and removals. Action to be taken before accepting new Auditors, Powers and duties of Auditors.

Nature and extent of inspections.

Compliance inspections, independent inspections, Sample techniques, Balance sheet verifications, Verification of income and expenditure accounts.

Professional responsibilities of Auditors and Accountants

Professional conduct and ethics legal rights and responsibilities, Legal responsibility of Accountant and Auditor and Law relating to the subject of knowledge on incidents.

Investigations :

Planning the scope of investigations, Techniques and procedures to be used, Examples of intention for conducting investigations, Feasibility studies Evaluation of business institutions for the purchase, Sale, Credit rating etc., Accountant's and Auditor's reports for prospectus, Reporting activities, fraud investigations, Project evaluations.

Reporting Functions

Reporting to the management about the weaknesses in the internal control systems, special reporting functions relating to Government and corporation audits, Reports for the prospectus, Reports on investigations.

Subject No. 5 – General Intelligence and Comprehension

PART 'A'

Questions will be asked from candidates based on a passage given in the comprehension question paper. Another passage is given and the candidates have to summarize it to one third of the original number of words giving its prime meaning.

PART 'B'

Intelligence

Subject No. 6 - Public Financial Management

Legal framework of Public Finance

The Consolidated Fund, Special Law Expenditure, Contingencies Fund, Public Debt. Foreign aid, Fiscal Measures.

The Role of the Parliament, The Minister of Finance, The Treasury, The Auditor General, Public Accounts Committee, Committee on Public Enterprises, The Chief Accounting Officer, Department of national Planning Monetary Board.

The Annual Appropriation Bill.

Budgetary System and Procedures, Annual estimates of Revenue and Expenditure.

Budget Implementation

Organizational Structure for the implementation of the budget, Revenue collection procedures, Imprest for making payments, Supervision of financial operations, Delegation of functions, Virement procedure, supplementary estimates, Budgetary control, Procurement Procedure.

Government Accounting Systems and Procedures

Custody, security and control of government properties, Accounting for revenue and other receipts, Accounting for foreign aid, Accounting for losses, waivers and write-offs.

Review :

Flash reports summary of monthly accounts, Review of financial and physical performance, the annual appropriation account, The Auditor General's report on the island's accounts, the report of the Public Accounts Committee, The report of the Committee on Public Enterprises.