

Syllabus :

- (1) *Office Management.* – Organization structure, principles of organization, job analysis and evaluation, leadership supervision and decision making, communication, public relations, co-ordination and problem solving.
- (2) *Office system.*— Principles of office systems, office procedures, records and filing, control and designing of forms, correspondence, control over the use of office equipment, office layout and premises, job description, work study and method study, work measurement, Manual of Office Operations.
- (3) *Establishment Procedures.*— Procedures to be followed in recruitment to the public service, establishment, matters of public officers, maintenance of a personal file.

Delegation of authority in making appointments to the public service, transfer, promotion and termination of service, welfare and privileges of public officers.

The general knowledge on regulations and circulars hitherto issued by the Government will be tested.

- (4) *Public Financial Management.*— Annual Estimates and the responsibilities of an Accounting Officer, financial control, delegation of financial responsibility, receipt of money, accounting and acceptance, payments, custody of public money, imprests and bank accounts, supplies and services, tender procedures, verification of stores, audit queries, ledgers used in government offices, summaries of income and expenditure, bank reconciliation and books used in financial management.

The general knowledge of Circulars and regulations hitherto issued on the use of the public funds will be tested.

- (5) *General paper.*— The nature of Public Administration, structure of Public Administration, Public policy and reforms, fundamental rights, human rights, Human Rights Commission, Ombudsman, Parliamentary committee for Public Petitions, office culture, ethics and values, creation of proper office environment and welfare of the staff, social recognition of official and civil status, obligations of public officers.

APPENDIX X

COMPETITIVE EXAMINATION FOR APPOINTMENT TO THE SUPRA CLASS ON MERIT

(*vide paragraph 13.3.1 of the Minute*)

Scheme of the Examination :

	<i>Marks</i>	<i>Duration (Hours)</i>
1. Aptitude and case study	100	1 1/2 hours
2. Seniority	60	
3. Experience	40	
Total	200	

The paper on Aptitude and case study shall consist of two parts.

Part I.— All questions will relate to problems in office administration, and the candidate's general knowledge, ability in decision making, logical judgement and his knowledge of office administration will be tested.

40 marks

Part II.— The Candidates will be required to answer a question on case study in office administration. The paper will consist of one or several paragraphs.

60 marks

Seniority.— Marks for seniority will be at the rate of 04 marks for each year of satisfactory service, subject to a maximum of 60 marks. A period of service over 6 months but below one year will carry 02 marks. No marks will be awarded for a period below 6 months.

Experience.— Marks will be awarded at the rate of 02 marks for each year of satisfactory service as a supervisory officer in class I, up to a maximum of 40 marks only.

APPENDIX XI

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS III OF THE CENTRAL PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE

(*vide paragraph 5 of the Minute*)

1. Officer should answer two papers, in the language medium in which they sat the examination for recruitment to the service, or in the official language. Those who have been recruited to the service without a competitive examination should answer the two papers either in the language medium in which they were educated or in the official language.

2. Officers have the option to sit the papers in each subject in two different sittings. However, they should secure a minimum of 40% of the total marks in each subject, for a pass.

3. *Eligibility.*— Officers in Class III will be eligible to sit this examination.

4. The subjects for the examination shall be as follows :

<i>Subjects</i>	<i>Marks</i>	<i>Duration</i>
Office Systems	100	1 Hour
Accounting Systems	100	1 Hour
Total	200	

Office systems.— A basic knowledge of the Office Systems practiced in a Government office and the candidate's ability to apply such knowledge, as well as his ability to properly understand official documents and to present his/her views/ observations in a specific manner through clear and brief minutes, and the ability to draft a letter in terms of a given order, will be tested.

Accounting Systems.— The purpose will be to gauge the knowledge and understanding of the candidate on the basic books in accounts and financial management maintained in public offices.

5. For full particulars on the syllabus and the method of application, candidates should refer to the *Gazette* Notifications published by the Secretary from time to time.

APPENDIX XII

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II OF THE CENTRAL PROVINCIAL

PUBLIC MANAGEMENT ASSISTANTS' SERVICE

(*vide Paragraph 5 of the Minute*)

Officers should answer two papers in the language medium in which they sat the examination for recruitment to the Service or in the official language. Those who have been recruited to the Service without a competitive examination should answer the two papers either in the language medium in which they were educated or in the official language.

02. Officers have the option to sit the paper in each subject in two different sittings. However, they should secure a minimum of 40% of the total marks in each subject, for a pass.

03. *Eligibility.*— Officers appointed to Class II of the Service will be eligible to sit this examination.

04. *Scheme of the Examination.*— Candidates should sit a written examination which shall consist of the following subjects :

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>
(a) Office Systems and procedure	100	2 Hours
(b) Accounting Systems practiced in government offices	100	2 Hours
Total	200	

Office Systems and Procedures.— The purpose will be to test the knowledge of the candidates' in the office systems practiced in public offices as well as their ability to apply such knowledge.

Accounting systems Practiced in Public Offices.— The purpose will be to test the knowledge of the candidates' accounting systems practiced in the public offices, books used in financial management and financial instructions and orders issued by the Treasury and the knowledge of their application in practice.

For full particulars on the syllabus and the method of application, candidates should refer to the *Gazette* Notification/ Internal circulars issued by the Secretary from time to time.

APPENDIX XIII

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Secretary,
Central Provincial Public Service Commission,
.....,
(Through Head of Department/Secretary/to Ministry)

Declaration of Officer for Absorption into the Public Management Assistants' Service

1. Full Name : _____.
2. Date of Birth : _____.
3. Age as at : _____.
4. Date of First Appointment to Government Service : _____.
5. Date of Confirmation : _____.
6. Present Post and Service : _____.
7. Date of Appointment to that Service : _____.
8. Appointment Letter Number : _____.
9. Present Grade and Date of Appointment : _____.
10. Full period in Government service as at (inclusive of service in Provincial Council) : _____.
11. Name of Present Office and Address : _____.
12. Permanent Private address : _____.

I, Presently serving in agree to be absorbed into the Central Provincial Public Management Assistants' Service, subject to the terms and conditions of that service Minute. (Delete inapplicable) Do not opt to be absorbed into the Central Provincial Management Assistants' Service. I agree to be retired in terms of paragraph 2 : 7 of Pension Minutes. (Delete inapplicable)

Date : _____.

I, certify that above particulars are true and correct according to this officers personal file.

_____,
Signature of Officer,

_____,
Signature of the Head of the Department.
(Official Stamp)

Date :