



FIJI PUBLIC SERVICE

EXAMINATION – H (1)

04th December – 2007

**Time: 3 Hours {9am-12.10pm}
(10 min. reading time)**

Total Marks: 100

Instructions to Candidates

1. Ensure that your **Index Number is written on** the top right hand corner of every sheet of paper you use. Your name **Must Not** appear anywhere on the answer script.
2. You may use blue or black ink or ballpoint pen. You **Must Not** use a red pen or pencil.
3. This paper is divided into **two (2) sections**. [ie. A&B] **Ensure to begin each section on a new sheet of paper.**
4. Read each question & instruction very carefully. Note the allocation of marks to each question and distribute your time accordingly.
5. **Ten (10) minutes** is allocated to read the questions. **Do Not** start writing until you are told to do so.
6. Use of Mobile phone in the class/ hall is not permitted. It should be switched off before the commencement of the exam.
7. Candidates must use standard calculators only. Where calculations are required you must show full working on the answer scripts.
8. Access to reference materials during the exam is forbidden except those provided.
9. Please note that a candidate will be disqualified from sitting or to continue with the examination if one does not comply with the above and other instructions announced by the invigilator.

SECTION A: GENERAL ORDERS, PUBLIC SERVICE ACT 1999 & PUBLIC SERVICE (GENERAL) REGULATIONS, 1999 (35 Marks)

ANSWER ALL QUESTIONS

PART 1: MULTIPLE CHOICE

(5 Marks)

(Answer Questions 1-5 by writing the letter of the most appropriate answer)

Question 1

Which of the following situations will mean that the officer qualifies for a Transfer Allowance?

- a. The officer is transferred within Suva from Ministry of Education to Ministry of Information.
- b. The officer is transferred from within the Ministry of Works and Energy from Lautoka to Nadi but he continues to reside in the same house in Lautoka.
- c. The officer is transferred from Ministry of Health, Sigatoka to Ministry of Works and Energy in Suva that necessitated and resulted in changing of residence from Sigatoka to Suva.
- d. The officer is transferred from Ministry of Works and Energy, Lautoka to the Ministry of Health, Lautoka and he changed his house within Lautoka.

(1 mark)

Question 2

Office hours in the Public Service shall be:

- a. From 8.00am to 4.30pm only
- b. The entire period of twenty four hours a day
- c. From 7.00am to 5.00pm
- d. Prescribed from time to time by the Permanent Secretaries and Heads of Departments with the consent of the Public Service Commission.

(1 mark)

Question 3

A period of twelve (12) months of resident service according to the anniversary date on which the Officer joined the Service is called:

- a. A leave year
- b. One calendar year of resident service
- c. Any period of resident service
- d. A calendar year

(1 mark)

Question 4

The authority to appoint a Medical Officer (MD05) at Levuka Hospital is vested with the:

- a. The Chief Medical Officer
- b. Permanent Secretary for Health
- c. Public Service Commission
- d. Minister

(1 mark)

Question 5

The authority to appoint a Assistant Accounts Officer (AC04) in the Ministry of Transport, Works & Energy is vested with the:

- a. Permanent Secretary for Works and Energy
- b. Permanent Secretary for Finance, National Planning, Public Enterprise and Sugar Industry.
- c. Public Service Commission
- d. Chief Accountant

(1 mark)

PART 11: TRUE OR FALSE

(5 Marks)

(Answer Questions 6-10 by writing either True or False)

Question 6

Communications addressed to the Secretary for the Public Service must be sent through the Head of Department.

(1 mark)

Question 7

The promotion of an officer to a post of Executive Officer (SS04) is appealable.

(1 mark)

Question 8

An Executive Officer authorised to work overtime is not entitled to any meal claim payment.

(1 mark)

Question 9

Under no circumstances presents from private individuals or groups of persons may be accepted.

(1 mark)

Question 10

An Officer on leave can undertake paid employment without first obtaining prior permission of the Secretary for the Public Service.

(1 mark)

PART 111: MATCHING

(5 MARKS)

Question 11

[From the terms in the bracket below, select the one that matches each of the statements at (a)-(e)]

Attendance Register, Mileage Allowance, Annual Confidential Report, Pool Quarters, Outpatient Sick Leave, Departmental Quarters, Leave Roster, Public Service Code of Conduct, Leave Schedule, Subsistence Allowance, Register of Absence, Annual Leave.

- (a) Quarters allocated by Government in districts (1 mark)
- (b) An officer is entitled to this leave up to 21 days in anyone leave year of Service. This leave cannot be accumulated. (1 mark)
- (c) Assessment Report of an officer's performance after a period of twelve months (1 mark)
- (d) Allowance payable to an officer who has been given authority to use his own motor vehicle for official duties (1 mark)
- (e) A record that indicates time of arrival and departure of officers (1 mark)

PART IV SHORT ANSWERS
(Answer all Questions)

(20 MARKS)

Question 12

Define the following terms

- a) Absence Without Leave
- b) Annual Leave
- c) Outside Employment

(6 marks)

Question 13

Explain what you understand by the term "Probationary Appointment"

(8marks)

Question 14

EITHER

(a) The appointment or promotion of a person must be made on the basis of merit after an open, competitive selection process. Briefly explain the work related qualities that will be taken into account in making an assessment before a candidate could be considered for appointment or promotion.

OR

(b) State two (2) of the values of the Public Service Values and please explain what you understand by these values.

(6 marks)

SECTION B: FINANCIAL INSTRUCTIONS AND STORES

[Begin this Section on a new sheet of paper]

(65 marks)

ANSWER ALL QUESTIONS

Question 1

Under the new Finance Instructions 2005 name three (3) representatives of an Agency Tender Board?

(6 marks)

Question 2

What is a departmental warrant?

(3 marks)

Question 3

- [a] What is an Output
- [b] What is an Outcome

(4 marks)

Question 4

Who has the authority to approve the write-off of unserviceable items below \$6 000?

(2 marks)

Question 5

Who approves the opening of the bank account for the public money?

(2 marks)

Question 6

List two (2) important information required when Accounting for Revenue?

(4 marks)

Question 7

What is the procurement limit of the Chief Executive Officers?

(2 marks)

Question 8

When processing payments, list three (3) important information required to be recorded?

(6 marks)

Question 9

What is the purpose and timeline of an inventory stocktake?

(4 marks)

Question 10

Each agency shall establish a register of losses. What are the details required to be recorded for each loss?

(6 marks)

Question 11

- (i) What is a stale cheque?
- (ii) What is a replacement cheque?

(4 marks)

Question 12

Briefly describe the duties of a Revenue Collector

(2 marks)

Question 13

When is a 'Salary Change Advice' raised? List at least four (4) reasons.

(6 marks)

Question 14

Who has the authority to surcharge officers?

(2 marks)

Question 15

Outline three (3) areas of documents required for internal controls to minimize risk of losses of money, property and unreliable accounting information.

(6 marks)

Question 16

List (3) three ways of 'Raising a Loan' by Government.

(6 marks)

THE END