



FIJI PUBLIC SERVICE

EXAMINATION H (1)

3<sup>rd</sup> MAY 2007

9am– 12.10 pm

Time: 3hours 10 minutes

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. You must not use a red pen or pencil as the answer scripts will not be marked.
3. The paper is divided into two (2) sections [i.e. A&B] Ensure to begin each section on a new sheet of paper
4. Read each question & instructions 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. You must not start writing until you are told.
6. This being an open exam, the use of three texts, namely General Orders & Financial Instructions and Supplies and Services Instructions are provided.
7. Candidates must use only the standard calculators. Where calculations are required, you must show full working on the answer script.
8. Use of mobile phone in the class/ hall is not permitted. It should be switched off before the commencement of the exam.
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  
(1mark each)

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

Question 1

The authority to appoint a Senior Dental Officer (DE02) at Lautoka Hospital is vested with the:

- a) Head of Department
- b) Permanent Secretary for Health
- c) Public Service Commission
- d) Minister

Question 2

The authority to appoint a Legal Officer (LG05) in the Office of the Director of Public Prosecutions is vested with the:

- a) Director of Public Prosecutions
- b) Solicitor General & Permanent Secretary for Justice
- c) Public Service Commission
- d) Attorney General and Minister for Justice, Electoral Reform & Anti-Corruption

Question 3

The authority to appoint a Chief Administrative Officer (USO4) in the Ministry of Health is vested with the:

- a) Permanent Secretary for Health
- b) Minister
- c) Public Service Commission
- d) Head of Department

**Question 4**

Office hours in the Public Service as stipulated in the General Order shall be:

- a) From 8.00am to 4.30pm
- b) From 7.00am to 5.00pm
- c) Determined by the Permanent Secretaries and Head of Departments
- d) Prescribed from to time by Permanent Secretaries and Heads of Departments with the consent of the Public Service Commission.

**Question 5**

If the appointment of a person to the public service has not been confirmed or ended within 18 months after the person's appointment, the appointment of the person is:

- a) Terminated with immediate effect
- b) Automatically confirmed at the end of that period
- c) Further extended by 18 months
- d) Further extended by 6 months

**Part II: TRUE OR FALSE**

(5Marks)  
(1 mark each)

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

**Question 6**

A memorandum should be used when an officer writes to a non-government organization.

**Question 7**

An officer who is selected to be an official or a member of a Fiji National Sporting team shall be granted leave on full salary up to 80 days in any one year.

**Question 8**

The Public Service Commission is vested with the authority to grant leave for the Chief Justice.

Question 9

An employee other than an employee on probation may appeal to the Public Service Appeal Board against the transfer of the appellant from one district to another within the Fiji Islands.

Question 10

An officer who is a day worker shall be paid meal allowance if required to work or undertake official travel two (2) hours before or beyond normal working hours.

Part III: MATCHING

(5marks)  
(1 mark each)

Question 11

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

(Medical & Police Report, Fiji Public Service Official Circular, PSC Circular, Fiji Republic Gazette, Deemed Resignation, Contract Employment, Temporary Employment, Absence without leave, Annual Corporate Plan, Divisional Work Plan)

- a) A circular which is published by-monthly and where all vacancies existing in Ministries/Departments are to be advertised.
- b) Requirements before any appointments are made in the Public Service.
- c) A person appointed to perform duties in the Public Service for a fixed term.
- d) An employee who is absent from duty for less than seven (7) consecutive days without leave and does not have a reasonable excuse for the absence.
- e) Document that outline Permanent Secretaries' deliverables.

PART IV: SHORT ANSWERS

(Answer all questions)

(20 marks)

Question 12

(6 marks)

Define the following terms:

- a) Teacher's leave Year
- b) Pool Quarters
- c) Departmental Quarters

Question 13

Answer only one (1)

EITHER

(a) Explain what you understand by the following:

(i) "The public service is apolitical, performing its functions in a neutral, impartial and professional way" (Section 4(1) of the Public Service Act 1999)  
(3 marks)

(ii) "An employee must behave honestly and with integrity in the course of employment in the public service" (Section 6 (1) of the Public Service Act 1999)

(3 marks)

OR

(b)

(i) Explain what you understand by the condition "An officer on appointment to the Public Service shall be required to serve on probation for a period of one year"

(3 marks)

(ii) What are the situations for which the Public Service Commission would grant an officer 'leave without salary in the public interest'?

(3 marks)

**Question 14**

A Clerical Officer (SS05) has completed 12 continuous years service. She now wishes to take her long service leave together with her annual leave. She is entitled to 18 working days annual leave and 30 consecutive days long service leave.

She is to proceed on 18 working days annual leave with effect from 7<sup>th</sup> May 2007 followed immediately by 30 consecutive days long service leave. Note that Monday 28<sup>th</sup> May is a gazetted public holiday.

Briefly explain what you understand by the term "18 working days annual leave" and "30 consecutive days long service leave". Please indicate the date she should resume duty. (8 marks)

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**SECTION B: FINANCIAL INSTRUCTIONS AND STORES**

**[Begin this section in a new sheet of paper]**

**[65 marks]**

**ANSWER ALL QUESTIONS**

**Question 1**

- (a) What is a Budget Estimate?
  - (b) Who is responsible for presenting the national budget in the Parliament?
- [3 marks]

**Question 2**

What is State Revenue? List (6) kinds of such revenue as outlined in the Financial Management Act 2004.

[6 marks]

**Question 3**

What does the term RIE stands for and who approves this?

[2 marks]

**Question 4**

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

[2 marks]

**Question 5**

What do you understand by the term 'inventories'?

[4 marks]

**Question 6**

Discuss three authorities of expenditure as stipulated in the FMA and Finance Instructions.

[6 marks]

**Question 7**

What is Competitive Procurement? Explain.

[5 marks]

**Question 8**

- (a) What is a board of survey on inventory items?
- (b) What is the main purpose of carrying out such a survey?
- (c) How often should such a board be convened?

[6 marks]

**Question 9**

List the instruments for Receipt of Revenue.

[4 marks]

**Question 10**

What are the (2) financial statements required from an agency which operates a trading and manufacturing activity.

[2 marks]

**Question 11**

Who has the authority to approve Petty Cash and when should this be retired?

[2 marks]

**Question 12**

- (a) What is a cash flow forecasting?
- (b) What is its objective?

[4 marks]

**Question 13**

All agencies should maintain a Fixed Asset Register. What are the details required to be recorded in the register?

[5 marks]

**Question 14**

What is the objective of keeping an Accounts Payable?

[4 marks]

**Question 15**

Each payment of trust money must be supported by an expenditure voucher. What are the (4) important details?

[4 marks]

**Question 16**

Identify at least three (3) procurement procedures that Ministries and Departments are required to use to purchase goods, services and works.

[6 marks]