

Annexed 01- Syllabus

First Efficiency Bar Examination for employees of the National Child Protection Authority who are in Middle Manger (MM) category grade II

MM- 1-1

Question paper 01- General Administration and State Policy:

This paper will be designed to test the knowledge of the employee concerned in good office practice and systems, current circular instructions and provisions of the Establishment Code and his/ her knowledge of the current state policy relating to the functions conferred upon the institute.

Question paper 02- Public Finance Management

This paper is designed to test the knowledge of the employee on Public Finance Management with special reference to the public corporations.

Question paper 03- General Management:

This paper will be designed to test the employee's power of constructive thinking and problems solving ability. The employee will be presented with one or more situations posing problems to which solutions are required, and questions on Management Principals.

Annexed 02- Syllabus

First Efficiency Bar Examination for employees of the National Child Protection Authority who are in Junior Manger (JM) category grade II

JM- 11

Question paper 01- Office Systems:

This is to test whether the candidate has acquired an appropriate degree of knowledge of the Office Systems practiced in a Government Office and the candidate's ability to apply such knowledge, under real conditions meaningfully and fruitfully.

Question paper 02- Accounting Systems:

This paper will be designed to gauge the knowledge and understanding of the candidate on the basic books of accounts and financial management maintained in a public office and the ability of the employee to apply the knowledge purposefully.

Question paper 03- Subject knowledge relevant to the post:

This test is to assess the subject knowledge of the candidate relevant to the post.

Annexed 03- Syllabus

First Efficiency Bar Examination for employees of the National Child Protection Authority who are in Associate Officer category(MA 3) grade III

MA- 3

Question paper 01-Office Systems:

A basic knowledge of the Office Systems practiced in the institute 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 minute, and the ability to draft a letter in terms of a given order will be tested.

Question paper 02-Accounting Systems:

This paper will be designed to gauge the knowledge and understanding of the candidate on the basic books of accounts and financial management maintained in a public office.

Question paper 03-Subject Related Matters

This paper is to assess the knowledge of the candidate on subjects relevant to the post such as conducting of surveys, drafting forms for collection information analysis and compilation and dissemination of data, drafting of progress reports etc.,

Annexed 04- Syllabus

First Efficiency Bar Examination for employees of the National Child Protection Authority who are in Management Assistant –Technological/Technical category(MA 2-1) grade III

MA- 2-1

Office Administration & Establishment Procedures

Financial Regulations

The above two papers will be designed to test the knowledge of the employee concerned about the general office administration, establishment procedures and financial regulations relevant to his/her service.

Annexed 05- Syllabus

First Efficiency Bar Examination for employees of the National Child Protection Authority who are in Management Assistant –Non Technological category (MA 1-1) grade III

MA- 1-1

Office Systems:

A basic knowledge of the Office Systems practiced in the organization 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 minute, and the ability to draft a letter in terms of a given order will be tested.

Accounting Systems:

This paper will be designed to gauge the knowledge and understanding of the candidate on the basic books of accounts and financial management maintained in a public office.

Subject Knowledge

This paper is to test the knowledge of the candidate on matters relating to the subjects assigned to him/her