

General Instructions. This examination paper consists of Two sections, Section A and Section B. Candidates are requested to attempt BOTH sections and to carefully read the instructions within each section. Marks allotted for each question appear within the brackets.

Section A

Read carefully the following passage and then answer ALL the questions that follow:

From Standing Order No 14/2018

To: All Staff

Private Work

With reference to Section 6.2.3.1 of the Public Service Management Code, please note that before engaging in any form of work outside their official duties, public employees are required to submit the "Request to Perform Private Work" form and obtain approval from their respective Permanent Secretary through the Director General (Correctional Services). The public employees concerned would be eventually informed of the approval to perform private work or otherwise.

If during the period of approval to perform private work, a public officer is transferred, progresses or is promoted to a higher grade/scale, permission to perform private work shall be deemed as having been automatically withdrawn and a fresh approval shall be sought.

All employees of this Division who are engaged in any form of private work and who have not yet submitted the "Request to Perform Private Work" form according to the above mentioned conditions, should collect a copy of such a form from the Human Resources and Salaries Office and submit it duly filled in by the end of November 2018.

Please be reminded that in all cases concerning outside employment with the public, employees should give their employment with the public administration priority and avoid situations which could give rise to a conflict of interest, perceived or otherwise.

All staff is requested to abide with the above procedures and disciplinary action will be taken against those who will be caught to have not registered any private work.

Questions:

For questions 1 to 5 mark the correct answer:

- 1) Through whom should approval 'to perform Private Work' be obtained?
a) The Director General of Correctional Services.
b) All Uniformed and Civilian staff
c) Officers at the workplace
d) The respective Permanent Secretary. (5 marks)

- 2) What is the subject matter of this Standing Order?
a) Communication devices
b) Private work
c) Daily routine
d) Standards for Uniform and Appearance. (5 marks)

- 3) What Section in the Public Service Management Code concerns Private Work?
a) Section 6.3.2.1
b) Section 6.2.3.1
c) Section 6.1.2.3
d) Section 6.2.1.3 (5 marks)

- 4) What is the name of the form to request permission to do Private Work?
a) "Request to Work" form
b) "Request to Permanent Secretary" form
c) "Request for Permission" form
d) "Request to Perform Private Work" form (5 marks)

- 5) When should permission to do Private Work be sought?
a) When you start on your Private Work
b) Before engaging in any form of work outside one's official duties
c) When you retire
d) When you get promoted. (5 marks)

- 6) At what stage is automatic approval to do private work withdrawn? (5 marks)

- 7) From where should the 'Request to do private work' form be collected? (5 marks)

- 8) What is the advice to public employees regarding Private Work? (5 Marks)

- 9) What should public employees doing Private Work avoid? (5 marks)

- 10) What happens if Public Employees do not abide with the above instructions? (5 marks)

SECTION B

Choose **ONE** of the below scenarios. This Section has 50 marks. Please indicate the total number of words written.

1. You are in uniform and waiting to take the bus to work. The bus arrives but the driver refuses to let the foreign person in front of you board the bus even though there are empty seats. An argument follows between the two.

In about **350 words** give an account of this episode and how it ended. You can include your reaction to this situation.

or

2. You and your family were dining in a restaurant. On a table nearby, a rowdy group was creating a lot of noise and disturbance. Someone complained to the owner who went to talk to them. An argument followed and one of them tried to hit the owner with a bottle.

In about **350 words** write an account of the incident and also describe your intervention in the matter.

Total: 100 marks

END OF EXAMINATION PAPER



DEPARTMENT OF EXAMINATIONS
THE MALL, SARRIA STREET, FLORIANA, MALTA

Examination for the Position of Correctional Officers in the Correctional Services Agency

Subject: ENGLISH

Date: Tuesday, 13 April 2021

Time: 11:00 am – 12:30 pm (one and a half hours)