

N.B.— (i) Parts I:III and IV(A) of the *Gazette* No. 1,864 of 23.05.2014 were not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,865 - 2014 මැයි 30 වැනි සිකුරාදා - 2014.05.30
No. 1,865 – FRIDAY, MAY 30, 2014

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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Note.— Ranjith Siyambalapitiya Friendship Foundation (Incorporation) Bill is published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of May 09, 2014.

IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All Notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after three months from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 20th June, 2014 should reach Government Press on or before 12.00 noon on 06th June, 2014.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the *Gazette*, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the *Gazette*.”

P. H. L. V. DE SILVA,
Acting Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2014.

This Gazette can be downloaded from www.documents.gov.lk



1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A “Sri Lankan” is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the “New Entrants” Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments:

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in

the new post for a specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the ‘Widows and Orphans’ Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (II) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

"All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968."

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Department of Examinations,
Pefawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

SRI LANKA SURVEY DEPARTMENT

Recruitment to the Post of Apprentice Surveyors in Sri Lanka Survey Department

APPLICATIONS are invited from qualified citizens of Sri Lanka possessing the following qualifications to recruit for the Post of Apprentice Surveyors in Sri Lanka Survey Department. Applications prepared as per the specimen given below should be sent by registered post to reach to "The Surveyor General, Surveyor General's Office, No. 150, Kirula Road, Narahenpita, Colombo 05" on or before 23.06.2014. The wording "Application for the Post of Apprentice Surveyors" should be clearly written on the top left hand corner of the envelope containing the application. Applications sent through other means except by post will be rejected.

02. All the applicants should ensure that the following requirements have been fulfilled :

- (a) Should be a citizen of Sri Lanka.
- (b) Should have excellent moral character and physically sound.
- (c) The age should not be less than 22 years and more than 33 years as at the closing date of application.
- (d) Should have completed all the educational qualifications as at the closing date of calling for application and applications should not be forwarded expecting results.

03. Conditions of Service :

- (i) *Salary.*— The consolidated monthly salary scale assigned to this post is as follows :
P. A. Circular No. 06/2006(iv) MN-5-2006A - Rs. 16,720 -10x320 - 11x365 - 15x450 - Rs. 30,685.
- (ii) This post is permanent and pensionable.
- (iii) Selected candidates will be appointed to the Post of Apprentice Surveyors in Sri Lanka Survey Department subject to the general conditions governing the appointments of the public service and to the conditions specified in the Surveyors' Service Minute published in the Extraordinary *Gazette* No. 1,434/5 dated 27.02.2006 of Democratic Socialist Republic of Sri Lanka and to the amendments which have been made or may be made from time to time to said Minute.

04. Conditions of Appointment :

- (i) Officers who recruited should undergo initial training in departmental matters.
- (ii) They are bound to furnish security to the amount of Rs. 25,000 for the government stores issued to them.

(iii) After completion of training period, they are subject to serve as a Surveyor in Sri Lanka Surveyors' service for a period of 06 years in Survey Department and they are required to enter into an agreement and a security bond with a surety having assets worth not less than a sum of Rs. 150,000, for that purpose.

(iv) Seniority of the selected officers will be decided on the results of the written examination held after the initial training given after the recruitment.

05. *Educational Qualifications.*— Should have obtained a Degree in Surveying Science from a University or Institution recognized by the University Grants Commission.

06. *Method of Selection.*— Selection will be made on the results of an Interview. All the surveying science graduates, who have fulfilled relevant qualifications, of the applicants, are called for an interview and originals of the following documents and set of photocopies should be produced at the interview :

- (i) Certificate of Birth ;
- (ii) Degree certificate and the other educational certificates ;
- (iii) National Identity Card issued by the Department of Registration of Persons or a valid Passport ;
- (iv) Two character certificates - one of this should be from the Grama Niladhari, of your area, counter-signed by the Divisional Secretary concerned.

07. Applications which are not fulfilled the necessary conditions and which are received after the due date will be rejected.

08. If any candidate is found not to have prescribed qualifications, his/her appointment can be cancelled at any time.

09. Candidates already employed in the Public Service should forward their applications through the Head of Department. Complaints for any loss of application will be rejected.

10. Surveyor General has power to postpone to cancel this recruitment and to determine the number of recruitment. If any discrepancy found in this *Gazette* Notification in Sinhala, Tamil and English languages, Sinhala language terms stand.

By order of the Public Service Commission,

NIHAL GUNAWARDANE,
Surveyor General,
Sri Lanka Survey Department.

No. 150, Kirula Road,
Narahenpita,
Colombo 05,
09th May, 2014.

APPLICATION FOR RECRUITMENT TO THE POSTS OF
APPRENTICE SURVEYORS IN SRI LANKA SURVEY
DEPARTMENT

01. Name :

- 1.1 Name with initials :_____.
(In English block capitals Eg.- SILVA, A. B.)
1.2 Name in full :_____.
(In English block capitals)
1.3 Name in full :_____.
(In Sinhala/Tamil)
1.4 National Identity Card No. :_____.
1.5 Date of issue :_____.

02. Address :

- 2.1 Permanent Address :_____.
(In English block capitals)
2.2 Permanent Address :_____.
(In Sinhala/Tamil)
2.3 Postal Address :_____.
(In English block capitals)

03. Telephone No. :

- Mobile :_____.
Residence :_____.

04. Citizenship :_____.

(Whether by descent or by registration, if by registration, give registration No.)

05. Sex :

Female - 1 Male - 0

(Indicate the relevant No. in the cage)

☐

06. Civil Status :_____.

07. Date of Birth :

- Year :_____. Month :_____. Date :_____.
7.1 Age as at the closing date of the application :
Years :_____. Months :_____. Days :_____.

08. Educational Qualifications :

- (i) University/Institution :_____.
(ii) Degree and Year of Graduation :_____.
(iii) Registration Number and Date :_____.
(iv) External/Internal :_____.
(v) Index No. :_____.
(vi) Class (Upper/Lower) :_____.
(vii) Medium of Language in which you appeared for the exam :
_____.

09. Details of the courses in Computer Science followed :_____.

10. Proficiency in other languages in addition to the mother tongue and examinations passed :_____.

11. Other Performances and Qualifications :_____.

12. If ever convicted of any criminal offence in a Court of Law, give full particulars of it :_____.

13. If you are already in government service, state whether you had been subjected to interdiction from service as at the date of receiving applications :_____.

I do certify that the particulars furnished by me in this application are true and correct.

I am aware that if any of the particulars furnished by me in this application are found to be false or incorrect, I am liable to disqualification for the selection and to dismissal from service. Further, I declare that I agree to all the conditions specified in the *Gazette* published in this regard.

_____,
Signature of the Applicant.

Date :_____.

(This is applicable only to the candidates already employed in the Public Service)

.....
.....
.....

Surveyor General,

The particulars furnished by Mr./Mrs./Miss who serves in this Institution is correct. He/She has not been subjected to any disciplinary action and he/she can be/cannot be released from the service if he/she is selected for the post.

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

Date :_____.

05-850

Examinations, Results of Examinations &c.

FIRST AND SECOND EFFICIENCY BAR EXAMINATIONS FOR OFFICERS IN GRADE III OF THE SRI LANKA ACCOUNTANTS' SERVICE - 2014

FIRST and Second Efficiency Bar Examinations for officers in Class III of the Sri Lanka Accountants' Service will be held in September 2014 in Town 1 Colombo and Town 2 Jaffna by the Commissioner General of Examinations. A change of the town indicated in the application to appear for the examination will not be allowed later. The closing date of applications for the Examination will be 30.06.2014 The Examination will be conducted in Sinhala, Tamil and English media and no candidate will be permitted to change the medium later.

02. A specimen application form is given at the end of this notification. All applicants are advised to prepare their applications as per specimen given. Application should be prepared only in A4 size paper and item 01 to 07 should be on page 1 and the rest on page 2. The form should be completed by the applicant in his/her own hand writing. Further, Name of the Examination should be written in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications at the top of the application. Applications which do not conform with the specimen application form and those received after the closing date of applications and incomplete applications will be rejected without notice. Those who wish to sit for both first and second efficiency bar examinations should send two separate applications specifying the examinations. Particulars given in the top of the specimen application form as the case may be, should be mentioned accurately. Further, Two receipts obtained by marking payments for two examinations should be affixed to each application form separately.

03. All applications should be sent through the Head of the Respective Department (For e.g. Through Divisional Secretary in the case of a Divisional Secretariat) by registered post to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, Palawatta, Battaramulla, to reach him on or before 30.06.2014 The name of the examination should be written on the top left corner of the envelop containing the application. Retaining a copy of the application would be useful. Examination will be conducted in Sinhala, Tamil and English media and no candidate will be permitted to change the language medium applied for. New officers for the purpose of official language policy may prepare their applications in the official language or in Tamil or English in accordance with the language medium they were recruited.

04. An admission card together with a copy of the time table of the examination will be issued by the Commissioner General of Examination to all applicants whose applications have been accepted. Immediately after admission cards are dispatched to the respective candidates, a press notice to that effect will be published by the Department of examinations, Sri Lanka. If any candidate does not receive his / her Admission card and time table 2 or 3 days

before the examination, he/she should notify this in writing immediately to the Department of Examinations. The candidate should communicate with the Department of Examinations mentioning his / her Full name, Address, National Identity card Number and the name of the Examination applied for by the Candidate. In Case of the applicants outside Colombo, a letter contains his / her details aforesaid with a Fax Number should be faxed to the Department of Examination in order to send a copy of the admission card via fax. It would be advisable to keep a photo copy of the application form, by receipt obtained the making payment of examination fee, at your possession in order to confirm the above particulars.

05. *Identify.*— Candidates should prove their identity to the supervisor of the examination every time they appear for a question paper in the examination hall. For this purpose one of the following documents only will be accepted.

- (i) National Identity Card issued by the Commissioner for Registration of Persons ;
- (ii) A Valid Passport.

The Commissioner General of Examinations reserves the right to cancel or reject the candidature of the candidate who fails to produce any of the documents mentioned above.

06. *Examination Fee.*— Candidates who sit this examination will be required to pay examination fees as mentioned below.

Examination Fee.

Rs. cts.

- | | |
|---|-------|
| (a) First sitting- No fee will be charged for each Efficiency Bar Examination | |
| (b) For the whole examination for each subsequent sitting | 400 0 |
| (c) Per subject | 200 0 |

The relevant examination fee could be paid to the credit of Revenue Head of the Commissioner General of Examination No 2003.02.13 at any Divisional Secretariat and the receipt obtained should be securely affixed to the application form at the allotted place so that it may not get detached. Retaining a copy of the receipt would be useful. Those who apply for both examinations should affix two receipts obtained by making payments for both examinations separately.

07. This examinations is conducted by the Commissioner General of Examinations and all candidates will be required to abide by the rules and regulations laid down by him in connection with this examination and issue of results. Rules and regulations published in Part 1 Para (IIA) of this *Gazette* for applicants for examinations are applicable to this examination. On the first day of the

examination, admission card with the applicants authenticated signature should be handed over to the supervisor of the examination.

08. Duty leave should be granted by the Head of Departments to applicants who are eligible to sit for the Examination and to whom admission cards have been issued by the Commissioner General of Examinations to enable them to sit for the examination. Admission cards will be issued to all the applicants who have submitted their applications and issuing an admission card to an applicant should not be considered by him / her as a qualification to sit for the examination.

09. Any matters not covered by these regulations will be dealt with the discretion of the Secretary to the Ministry of Finance and Planning

10. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

11. Syllabuses related to the first and second efficiency bar examinations are given below.

Syllabus of the First Efficiency Bar Examination for Officers in Grade III of the Sri Lanka Accountants' Service

(a) First Efficiency Bar Examination consists of 4 question papers of 3 hours on the following subjects.

1. Government Financial Procedures (Sub No – 01) – 100 marks
2. Law and Management (Sub No – 02) – 100 marks
3. Administration (Sub No – 03) - 100 marks
4. Report writing and presenting
Information to Management (Sub No – 04) - 100 marks

(b) The officers should pass the Examination within stipulated period or before as per the provisions of the service minute and the letter of appointment and they can sit all the subjects on one occasion or separate occasions if they so desire.

(c) Applicants should score 40 marks for a pass in each paper.

Syllabus:

1. Government Financial Regulations (Sub. No. 01)

Candidates will be tested on the application of Financial Regulations and Treasury Circulars in government transactions, financial regulations/procedures as they relate to revenue, expenditure, foreign aid, annual and supplementary estimates, public debt, supplies, tenders, imprests and advances, financial sanctions, the state account, functional and economic classifications, programme and performance budgeting, functions of the Minister of Finance, The General Treasury, the Ministry

of Finance and Planning, The Secretaries, the Auditor General and the Public Accounts Committee.

2. Law and Management (Sub No. 02)

Law : Definition of Law

Legal system of Sri Lanka
Judicial system of Sri Lanka
Law of contract
Law of agency
Sale of goods
Hire purchase
Negotiable instruments
Guarantee of securities
Insurance

Management

Introduction to management
Functions and skills of managers
Planning process and setting organizational levels
Organizational structure
Human Resource management
Performance evaluation
Promotion
Motivation
Leadership
Communication
Decision making
Conflict resolution
Change Management / Conflicts management / Time management
Quality cycle and Production and result
Management ethics and responsibilities

3. Administration (Sub No. 03) : Chapters of the Establishments Code VII, IX, XI, XII, XV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII

Public Service Commission rules and procedure volume I- VI

4. Report writing and presenting information to the Management (Sub No. 04)

Importance of accuracy, of timeliness and perfection of management information
Dealing with reference information
Periodic and ad-hoc reports
Writing minutes of meeting and notes
Structure of management reports
Important results that should be highlighted
Interpretation of results
Suggesting variations
Use of statistical name system in data analysis
Comparison of performance
Use of ratios and percentages in management reports

Diagrammatic representation
Listening to professional talks and lectures
Reporting lectures through speech
Panel discussions
Seminar abilities
Delivering a speech

Syllabus of the Second Efficiency Bar Examination for the Officers of the Sri Lanka Accountants' Service

(a) The second efficiency bar examination consists of the following subjects.

- (1) Management Accountancy (Sub No. 05) - 100 marks
- (2) Public Financial Management (Sub No. 06) - 100 marks
- (3) Management and Organization (Sub No. 07) - 100 marks

(b) The officers should pass the Examination within stipulated period or before as per the provisions of the service minute and the letter of appointment and they can sit all the subjects on one occasion or separate occasions if they so desire.

(c) **Applicants are required to obtain 40% of marks for each paper.**

Syllabus:

1. Management Accountancy (Sub. No. - 05) – 3 hours paper Answering all the questions is compulsory. (Applicants are not allowed to select questions)

Control theory on accounting – feed back – open and closed, Primary and applied primes, Types of ideal standard costs, principles of performance standards and their application, revision of standards, learning cycle and determination of motivation, analysis of variations and sub variations, analysis of significance,

presentation behavioral aspects of control accounting, concepts of budgeting, administration of budgetary control, the budget manual, fixed and flexible budgets, master and supplementary budgets, budget centres, management participation, intervention and motivation in the preparation of budgets, the budget period and identification of the principle budget factor.

2. Public Finance Management – (Sub. No. 06) - 03 hours paper

Answering all the questions is compulsory.
(Applicants are not allowed to select questions)

Role of the Government Accountant.

The Constitutional and Legal Framework of Public Finance, Establishment Framework, Central Government,

State Cooperations, Local Government Institutions, Cooperative Movement etc..

Governance of the Parliament, Duties of the General Treasury, The issues related to the control exercised by the Ministry of Finance & Planning, Estimate Committee, Auditor General, State Finance Committee, Consolidated Fund and the Parliament.

Financial cycle, Compilation of Planning Programmes, Compilation of Budgetary Documents, Approval of Funds, Accounting Activities, Reporting, Evaluation and Auditing.

Project Appraisal, Utilisation of Service Quotations and Statistical Data Determination of the theory of Payment and Expected value. Cost Benefit Analysis, Discounted Cash Flows, Internal Rate of Return, Feasibility of Projects, Economics, Financial and Management Aspects of Project Compilation and Appraisal, Successful Submission of Projects.

Techniques of compiling programmes, Use of Network Analysing Methods, Allocation of Resources, Issues Related to Transportation, Replacement of assets in lieu of the assets which are worn out as a result of use or with the time and the assets which do not thus wear out but become dormant with the time or after being used for a certain period of time, Performance Budget, Establishment and Utilisation of Fundamental Methods, Evaluation of Performance, Determination of Criteria, Units and Norms, Analysis of Criteria and Performance.

Programme Budget, Programme Structure, Classification according to Functions, Programme activities, Expenditure Projects, Expenditure codes, Economic and Functional Classification.

Financial Control Systems, level of Responsibilities, Internal Control and Financial Regulations. Internal Auditing, Efficiency Auditing, Management Auditing, Variable Analysis, Decision of compiling capital Budget. Long term Planning and its importance, Forecasting, Accuracy and Limitations, Risk Analysis, Decision trees, Probability Factors.

Demand on Capital, Issues Related to Capital Efficiency and Income estimation, Consideration of risk Factors in Evaluation of Project Priorities, Payback Determinants, Calculating Rate or Return, Net Present Value and DCF Yields, Impact of Taxation. Investment Appraisal, Project Cost Control and Post Audit.

Decision on Capacities, Product Mix, Production or Purchase, Alternative Methods of Manufacture, Issues related to closing of Factories, Pricing Policies and Theory of Contribution, Impact of Customer Demand, Demand Flexibility, Marketing Strategy, Techniques of Performance Evaluation, Determinants and Ratios of Profitability.

Cost Benefit Analysis, Management of Working Capital.

* The Efficiency Bar Examination Applied

Finance Control of Government Commercial Enterprises, Budgeting, Management Reporting, Interpretation of Financial Statement and the use of Financial Ratios.

First - 1
Second - 2

Efficiency Bar Examination Applied :
(Put the relevant number in the cage)

Pricing in Public Enterprises.

(Refer the para 2 of the *gazette*. Applications should be submitted separately for the two examinations.)

Accounting plan and its contents, Government Reports and Public Enterprises.

3. Management and Organization – (Sub. No. 07) 03 hour paper

1. Name :

1.1 Name with initials at the End : _____.

(In English Block letters e.g. SUNIL, A.B)

1.2 Full Name : _____.

(In Sinhala / Tamil)

1.3 National Identity Card No. :

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1.4 Telephone Number :

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Answering all the questions is compulsory. (Applicants are not allowed to select questions)

Questions will be set to test the Candidate's knowledge on management and principles of organization, use of these principles with regard to the problems and issues and problems in the Public Sector and the knowledge on new management strategies and techniques.

P.B. JAYASUNDERA,
Secretary,
Ministry of Finance and Planning.

Ministry of Finance and Planning,
Colombo 01,
30th day of May, 2014.

2. Official Address : _____.

(In English Block letters)

2.1 Official Address : _____.

(In Sinhala / Tamil)

2.2 Address to which the Admission Cards should be sent :

_____.

(In English Block letters)

Model Application Form

(For office use)

3. 3.1 Sex: Male - 0
Female - 1

(Put the relevant number in the cage)

3.2 Date of Birth :

Year : Month : Date :

3.3 Age as at the closing date of applications :

Years : Months : Days :

FIRST AND SECOND EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III OF THE SRI LANKA ACCOUNTANTS' SERVICE- 2014

Should be forwarded to the Commissioner General of Examinations through the Head of the Department by registered post.

Town Town No.

* Town applied to sit for the Examination and its Number

(Write the name of the Town in Block letters according to the para 01 of the *gazette*)

* Medium of the Examination Applied
(Medium applied will not be allowed to change subsequently)

Sinhalese - 2

Tamil - 3

English - 4

(Put the relevant number in the cage)

4. Subjects offered under the Para 10 of the *gazette* (only 4 (i) or 4 (ii) relevant to the Efficiency Bar Examination Applied should be completed in one application form)

4 (i) First Efficiency Bar :

Subject	Subject No.
.....	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>
.....	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>
.....	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>
.....	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>

4 (ii) Second Efficiency Bar :

Subject	Subject No.
.....	
.....	
.....	

Note.– The applicant must sign before his/her Head of the Department, or officer authorized to sign on his / her behalf or his / her Provincial Head.

Attention of Signature

I hereby certify that Mr./Mrs./Miss..... who is an officer working in my office is known to me personally placed his/ her signature before me on

5. Date of Appointment to Grade III of the Sri Lanka Accountants' Service :.....

(Date of assuming duties permanently should be mentioned)

Name :.....

Designation :.....

Address :.....

Date :.....

6. Name of the work place (if it is a Divisional Secretariat, Name of the said office) :.....

7. Whether you are sitting for the examination for the first time :
.....

_____,
Signature of the Attester.

8. If not, examination fees paid :

(i) Office, paid :.....

(ii) Receipt Number :.....

(iii) Date :.....

Certificate of the Head of the Department

I Certify that

(i) The foregoing particulars were checked and found correct and

(ii) The applicant is eligible to sit for this examination.

Affix the receipt securely.
(Keep a photocopy of the receipt with candidate)

9. I declare that the foregoing particulars are true and correct and that I am entitled to sit for the examination in the language medium indicated above. Further, I agree to abide by the decisions taken by the Commissioner General of Examinations regarding the examination.

_____,
Signature of the Head of the Department.
(Official frank should be placed)

_____,
Applicant's Signature.

Date :.....

Designation :.....

Date :.....

05-799