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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,042 – 2017 ඔක්තෝබර් මස 20 වැනි සිකුරාදා – 2017.10.20

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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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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 10th November, 2017 should reach Government Press on or before 12.00 noon on 27th October, 2017.

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.”

GANGANI LIYANAGE,
Government Printer (Acting).

Department of Govt. Printing,
Colombo 08,
01st January, 2017.

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



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.

Commissioner General of Examinations,
Department of Examinations,
Pelawatta, Battaramulla.

Examinations, Results of Examinations & c.

MINISTRY OF LANDS AND PARLIAMENTARY REFORMS

Survey Department

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF TRANSPORT OFFICER IN SRI LANKA TECHNOLOGICAL SERVICE WHICH REMAINS VACANT IN THE SURVEY DEPARTMENT

1.0 APPLICATIONS are invited from qualified citizens of Sri Lanka for the Open Competitive Examination, held to recruit to the post of Transport Officer in Sri Lanka Technological Service which remain vacant in Survey Department.

1.1 Posts to be recruited :

Table No. 01

Serial No.	Designation		Number of Vacancies to be filled	Grade for which recruitment is made
1	Transport Officer	A post existing only in head office in Colombo. Should be worked in the head office in Colombo during the entire period of service	01	Grade III

1.2 Nature of duties of the post :

Table No. 02

Serial No.	Designation	Nature of duty/Main Functions
1	Transport Officer	<ul style="list-style-type: none">* Providing of technical information required to maintain the departmental vehicles in good running condition.* Providing of recommendation and technical reports required for repairs.* Supervision of running condition of vehicles after repairs, supervision of maintaining of vehicles.* Giving instruction to drivers.* In case of accident immediate investigations and providing reports and condemnation of wrecked vehicles.* Adjusting of vehicle to obtain environment friendly certificates.

2. The number of appointment and the date of appointment will be determined by the appointing authority. The appointing authority has power to fill or not to fill all or any number of vacancies.

3. *Salary*:- The monthly salary scale entitled to this post as per the Public Administration Circular No. 03/2016 (MN-3-2010) dated 25.02.2016 is Rs. 31,040-10x445 -11x660 - 10x730 -10x750 - Rs. 57,550 and you are entitled to this salary from 01.01.2020. Salaries will be paid to you from the date on which this appointment is implemented as per the provision in Schedule II of this circular.

4. This post is permanent. Appointment is subject to 03 years probation period. Since this post is available only at the head office in Colombo you should serve in the head office during the entire period of service and subject to general conditions applicable to appointment to the public service specified at the beginning of this *Gazette* notification.

5. *Qualifications :*

(a) 1. *Educational Qualifications :*

- (a) Should have passed the G. C. E. (O/L) Examination in six subjects in not more than two sittings with credit passes for Sinhala/Tamil/English language, Mathematics, Science and for one another subject ;

and

- (b) Should have passed the G. C. E. (A/L) Examination in three Science subjects in one sitting with two (02) subjects of Combined Mathematics and Physics.

5.2 *Professional Qualifications.*- Having obtained the following professional qualifications in the field of mechanical.

- (a) National Diploma in Technology awarded by the University of Moratuwa or Hardy Technical Collage, Ampara;

or

- (b) National Diploma in Engineering awarded by the National Apprenticeship and Industrial Training authority ;

or

- (c) Higher National Diploma in Engineering awarded by the Ministry of Education and Higher Education ;

or

- (d) Diploma in Technology awarded by the Open University of Sri Lanka ;

or

- (e) Successful completion of part 01 of the Engineering examination conducted by the Sri Lanka Institute of engineering ;

or

- (f) Completion of qualifications in level 06 of National Vocational Qualifications (NVQ) relevant to the field of employment ;

or

- (g) Having obtained other qualifications recognized by the tertiary and Vocational Education Commission as being equivalent in all respect to the technological qualifications mentioned above after obtaining views of the institutions such as Ministry of Higher Education and the Institutions by which the above certificates issued.

5.3 *Physical fitness.*- All candidates should be physically fit adequate to serve in any part of Sri Lanka and to carry out duties in the post.

5.4 *Other qualifications :*

- (a) Should be a citizen of Sri Lanka,

- (b) Should be of excellent character,

- (c) The minimum age should be 18 years and maximum age should be 30 years as at the closing date of application.

Note.- It is deemed qualified to sit the competitive examinations for appointment to the service if the applicant has fulfilled all necessary qualifications and the prescribed age limit as at the date stipulated in notification of calling for application in all respect.

6. *Furnishing False Information.*- If a candidate is found not to have required qualification to sit this examination his/her candidature can be cancelled before the examination or duration of the examination, or after the examination or at any time. If any of the particulars furnished by a candidate is found to be false within his/her knowledge or if he/she has willfully suppressed by material fact he/she will be liable to dismissal from the public service.

7. *Examination procedure.*- The examination is a written test consisting of two subjects. This examination will be held in Sinhala, Tamil and English mediums. The medium applied will not be allowed to change subsequently.

	<i>Maximum marks obtainable</i>	<i>Minimum percentage of marks required for a pass</i>
01. Intelligence Test	100%	40%
02. Subject related Technical paper	100%	40%

7.1 *Syllabus :*

01. Intelligence Test :

Consist of Questions to Judge the logical thinking, analytical thinking and ability of decision making of the candidate :

02. Subject related Technical Paper :

* Mathematics,

* Algebra (In equation, variables, Grades, logarithm),

- * Trigonometry (Solving of Equation, Triangles),
- * Statistics (Mean, Mode, Standard Deviation, probability).
- Physics
- Lights and Optics (Reflection and Refraction : Mirrors, Curved Surfaces, Prism, Lenses and Formulas of Optics, Microscope and Telescope.
- Newtonian mechanics (scalars and Vectors, Newton's Law of motion, Momentum)
- Miscellaneous topics
- Introduction to geography (shape of the earth, topography etc.)
- The angle view of solid substances and derivation of projections. Maps produced by the Survey Department.

- 04. Certified copies of certificates of causes of which your Professional Qualifications are confirmed should be sent with the application.
- 05. Applications which are not complying with the specimen form, examination fees have not been paid, of improper filling, will be rejected without any notice. Candidates should bear consequences of improper filling of applications. It would be useful to retain a photocopy of the application. It is responsibility of the candidate to find out whether the completed application complies with the application specified in the notice. If not application will be rejected.
- 06. Receipt of applications will not be acknowledged. Complaints for any loss of applications in the post will not be considered.

N. B.- Changing of examination center applied to sit the examination will not be allowed subsequently.

8. *Selection procedure :*

- 8.1 Number of candidates equal to the number to be filled, of the candidates who obtained the highest marks of a written examination conducted by the Surveyor General, will be recruited firstly in the order of merits and secondly on the options to the post indicate in the application.
- 8.2 An interview will be held to ascertain whether the qualifications have been fulfilled and no marks will be given for the interview.

9. *Recruitment.-* Recruitments will be made to the grade III of the Sri Lanka Technological Service.

10. *Preparation and Submission of Application :*

- 01. The application should be prepared by the applicant himself using both sides of a 21x29 (A4) paper as per the specimen application appearing at the end of this notice. No. 01-06 should be on page 01, No. 07- 9.2 on page 02, No. 9.3-13 on page 03, No. 14-15 on page 04 of the application.
- 02. Candidates who are already employed in Public or Provincial Public Services should forward their applications through their Heads of Departments, candidates who are employed in public corporations and local government bodies etc. should forward their applications through their Heads of Institutions on or before the due date.
- 03. Applications should be in the language in which the candidates are eligible to sit the examination.

10.1 On the presumption that only the candidates who have qualifications specified in *Gazette* notification have applied, Surveyor General will allow all candidates who have paid specified examination fees and submitted application on or before 20.11.2017 to sit the examination. Issuing of admission card shall not be deemed as the applicant possesses qualifications to the post or to sit the examination. Candidature of the applicant will be cancelled if it is found at the time of interview that the applicant does not possess the requirement for this post.

10.2 The envelope containing the application should be clearly marked "Recruitment to the post of Transport Officer in Sri Lanka Technological Service" on the top left hand corner.

10.3 The signature of the applicant in the application should be certified by a principal of a government school/Justice of the Peace/Commissioner of Oaths/Attorney-at-Law/Commissioned Officer in the Army/an officer in police service hold a *Gazetted* post or an officer who hold a permanent post in the public service in tertiary or senior level in terms of the grading of Public Service Circular No. 06/2006.

11. *Examination Fee.-* Examination fee is Rs. 800. This fee should be paid at the cashier of the Surveyor General Office in No. 150, Kirula Road, Colombo 05 or at any of District Survey Office or at institute of Surveying and Mapping - Diyathalawa. The receipt should be pasted in the relevant cage in the application form. (It is advisable

to keep a photocopy of the receipt with applicant). The fee is not refundable in any circumstance and money orders and cheques will not be accepted. Applications without cash receipts will be rejected.

12. *Submission of application.*- Completed application should be sent by registered post to reach to the following address on or before 20th November 2017 :

Surveyor General,
Survey Department,
No. 150, Kirula Road,
Narahenpita,
Colombo.

13. *Appearing for the Examination.*- Every candidate should hand over their admission card to the supervisor of the Examination Centre. A candidate who fails to hand over his admission card will not be permitted to sit the examination. The candidate should sit the examination at the examination hall assigned to him.

14. *Identity of candidate.*- Candidates should prove their Identity at the examination hall to the satisfaction of the supervisor for each paper they sit. Any of the following documents will be accepted for their purpose :

01. The National Identity Card issued by the Department of Registration of persons,
02. The valid postal Identity Card issued by the post master general.
03. A valid passport.

15. Any matter not specified here will be determined by the Surveyor General. All applicants shall be bound to act in terms of the general rules and regulations of examination specified in this *Gazette* notification.

P. M. P. UDAYAKANTHA,
Surveyor General.

Survey Department,
Colombo 05,
26th September, 2017.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF TRANSPORT OFFICER IN SRI LANKA TECHNOLOGICAL SERVICE
WHICH REMAIN VACANT IN THE SURVEY DEPARTMENT

For office use only

01. Name of the Examination Centre applied to sit the examination :

Colombo

Diyathalawa

Anuradhapura

Indicate mark "✓" in the relevant cage of the Centre, the applicant intends to sit for the examination and indicate mark "X" in other two cages.

02. Medium of examination :

(Sinhala - S, Tamil - T, English - E)

(Indicate the letter/code in given cages)

03. Name with initials (Mr./Mrs./Miss) :

In Sinhala : _____.

In English : _____.

04. National Identity Card No. :

05. Date of Birth : Date Month Year

05.1 Age as at the closing date of application : Days Months Years

06. Gender : (Male - M, Female - F)

07. Permanent Address (In legible letters) : _____.

07.1 Administrative district to which address belongs :

District No. : Name of the District :

07.2 Date from which the applicant is resident in the district :

08. Telephone No. :

Resident :

Mobile :

09. Educational Qualifications :

09.1 Details of G. C. E. Ordinary Level Examination :

1st attempt

01. Year and month of the examination : _____.

02. Index No. : _____.

03. Subjects passed :

Subject	Grade	Subject	Grade
1.		5.	
2.		6.	
3.		7.	
4.		8.	

*mention subjects, starting with the highest grade obtained.

09.2 Details of G. C. E. Ordinary Level Examination :

2nd attempt

01. Year and month of the examination : _____.

02. Index No. : _____.

03. Subjects passed :

Subject	Grade	Subject	Grade
1.		5.	
2.		6.	
3.		7.	
4.		8.	

*mention subjects, starting with the highest grade obtained.

09.3 Details of G. C. E. Advanced Level Examination :

1. Year and month of the Examination :_____.
2. Index No. :_____.
3. Subjects passed :

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	

10. Professional Qualifications :

- (i) _____.
- (ii) _____.

11. Have you ever been convicted in a court of law for any offence :

Yes No

11.1 If yes give details. :_____.

12. Details of receipt which the examination fees paid :

- (i) Office at which the payment made :_____.
- (ii) Receipt No. and date :_____.
- (iii) Amount paid :

Affix the cash receipt firmly here

13. *Certificate of the candidate :*

- (a) I declare that the particulars furnished by me in this application are true and correct to the best of my knowledge.
- (b) I am aware that if this declaration made by me is found to be wrong, I would be considered unfit for the appointment and if it is found after the appointment, I would be liable to dismissal from the service.
- (c) The cash receipt obtained for the payment of has been pasted in relevant cage.
- (d) Further, I declare that I agree to comply with the rules and regulations laid down by the Surveyor General in respect of the examination.
- (e) I shall not subsequently change any of the particulars mention here.

_____,
Signature of the applicant.

Date :_____.

14. *Certification of signature of the Applicant :*

I certify that Mr./Mrs./Miss who is submitting the application is personally known to me and that he/she placed his/her signature under the Section 13, in my presence.

_____,
Signature of attester.

Date :_____.

Name of the attester :_____.

Designation :_____.

Address :_____.

(By affixing the official seal)

15. Recommendation of the Head of the Department (Only for the applicant who are in Public/Provincial Public Service) :

15.1 According to the personal file of the officer, during the five years immediately prior to the closing date of application.

Work, Behavior, Attendance satisfactory/Unsatisfactory
All salary increments have been earned/have not been earned
Has not been/has been subject to any disciplinary action

15.2 If selected to the post applied for, this officer can be/cannot be released from the post he holds at present.
The application is recommended/not recommended.

_____,
Signature of the Head of the Department.
Official stamp.

Date : _____.

SCHEDULE 01

This Schedule is relevant to the administrative districts to which address belongs on No. 8.1 of the application.

<i>Town/District Name</i>	<i>Town/District No.</i>
1. Colombo	01
2. Gampaha	02
3. Kaluthara	03
4. Kandy	04
5. Matale	05
6. Nuwara Eliya	06
7. Galle	07
8. Matara	08
9. Hambanthota	09
10. Kurunegala	10
11. Puttalam	11
12. Anuradhapura	12
13. Polonnaruwa	13
14. Badulla	14
15. Monaragala	15
16. Rathnapura	16
17. Kegalle	17
18. Ampara	18
19. Batticaloa	19
20. Trincomalee	20
21. Jaffna	21
22. Vavuniya	22

10-527

FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS IN SRI LANKA ADMINISTRATIVE SERVICE, SRI LANKA ENGINEERING SERVICE, SRI LANKA SCIENTIFIC SERVICE, SRI LANKA ARCHITECTS' SERVICE, SRI LANKA ACCOUNTANTS' SERVICE AND SRI LANKA PLANNING SERVICE - 2017 (I) AND SECOND EFFICIENCY BAR EXAMINATION FOR OFFICERS IN SRI LANKA ADMINISTRATIVE SERVICE, SRI LANKA ACCOUNTANTS' SERVICE AND SRI LANKA PLANNING SERVICE - 2017(II)

IT is hereby notified that First Efficiency Bar Examination for the officers in Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service, Sri Lanka Architects' Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service **2017(I)** and Second Efficiency Bar Examination for the officers in Sri Lanka Administrative

Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service - **2017(II)**, shall be held in Colombo during weekends from **11.11.2017 to 10.12.2017**, by the Director General, Sri Lanka Institute of Development Administration, under the supervision and direction of Ministry of Public Administration and Management.

02. The language test relevant to the Efficiency Bar Examinations which is due to be held in respect of the above services shall be as follows:

<i>Serial No.</i>	<i>Name of the Examination</i>	<i>Code</i>
1	1st Efficiency Bar Examination for officers in Sri Lanka Administrative Service	SLAS 1
2	1st Efficiency Bar Examination for officers in Sri Lanka Engineering Service	SLES
3	1st Efficiency Bar Examination for officers in Sri Lanka Scientific Service	SLSS
4	1st Efficiency Bar Examination for officers in Sri Lanka Architects' Service	SLArS
5	1st Efficiency Bar Examination for officers in Sri Lanka Accountants' Service	SLAcS I
6	1st Efficiency Bar Examination for officers in Sri Lanka Planning Service	SLPS I
7	Other services which can be applied for the above examination	Other
8	2nd Efficiency Bar Examination for officers in Sri Lanka Administrative Service	SLAS 2
9	2nd Efficiency Bar Examination for officers in Sri Lanka Accountants' Service	SLAcS 2
10	2nd Efficiency Bar Examination for officers in Sri Lanka Planning Service	SLPS 2

03. Officers may appear separately for each subject and at different occasions at their discretion. However, it is compulsory to pass the Efficiency Bar Examinations within the prescribed period.

04. This examination shall be conducted by the Director General of Sri Lanka Institute of Development Administration and the candidates shall be bound by the rules and regulations imposed by him with regard to conducting the examination. Candidates shall be subjected to any punishment imposed by the Disciplinary Authority for violation of these rules and regulations.

05. Applications for the examination can strictly be made online through www.slida.lk, the official web site of the Sri Lanka Institute of Development Administration. It is possible to commence the filling of application by selecting the relevant examination from the sub menu “Apply Online” at the Right side of web site’s main page.

Filling of applications is strictly allowed during the period from 8.00 a.m. on **20.10.2017** up to 12.00 midnight on **06.11.2017**.

06. *Examination Fees* .– The candidates appearing for the examination for the first time need not to pay the examination fees. At such occasions where a candidate, who has made application, has not sat for the examination even after issuing an admission by Sri Lanka Institute of Development Administration that should be considered as a sitting for the examination.

Officers who sat for the examination previously, should pay examination fee as follows.

Officers in Sri Lanka Administrative Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service should pay the examination fee considering that the First Examination Bar Examination as one Examination and Second Efficiency Bar examination as another examination. Accordingly, Rs. 1,000 should be paid if it is applied for more than one subject of the First Efficiency Bar Examination. Rs. 1,000 should be paid if it is applied for more than one subject of the Second Efficiency Bar Examination. Rs. 500 should be paid if it is applied only for one subject of the First Efficiency Bar Examination and Rs. 500 should be paid if it is applied only for one subject of the Second Efficiency Bar Examination.

The Officers in Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service should pay Rs. 1,000, if they applying for more than one subject of the First Efficiency Bar Examination and Rs. 500 should be paid, if they are sitting for only one subject.

Examination fee shall be paid by credit card via website www.slida.lk or by any post office call over the island (except sub post offices). It paid by a post office the payment should be credited to the "SLIDA" account and the number of the receipt issued shall be indicated in the relevant cages of the application. When filling the application for inland telegraphic money order (format 85) for payment of money to 'SLIDA' account, "SLIDA" should be mentioned as the recipient. In the meantime, the code name of the relevant examination shall be indicated at the place for the recipient's address. (The code names should be as mentioned in section 02).

Further, when crediting money to the account, the application shall be filled including the name of the applicant as the remitter and the N.I.C. Number of the applicant at the space for the address of the remitter.

07. Getting Admission for First Efficiency Bar Examination for Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service, Sri Lanka Architects' Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service and Second Efficiency Bar Examination for Sri Lanka Administrative Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service.

When the application filled online is submitted, the candidate will be issued a confirmation number and the candidate shall keep it for further inquiries. Candidates shall be able to get their admission card of the examination by way of following the instructions indicated in the web page to which the candidate shall have the access once the application duly perfected is sent online. The candidate shall get a printed copy of the admission card and get his signature certified by the respective Head of the Department or a deputy officer authorized by the Head for the purpose. The admission card certified in this manner shall be submitted to the Supervisor of the examination. A copy of admission card certified as for that manner shall be submitted to the heads of the departments for the purpose of attaching to the personal file of the candidates.

Note.– The private address, place of work and the official address shall be clearly included when filling the application online.

08. Any clarification regarding the process for submitting applications can be obtained through the Telephone Number 011 - 5980236 of Sri Lanka Institute of Development Administration. Communication can be made through this line from 8.30 a.m up to 4.15 p.m during working days of the week from **20.10.2017 to 06.11.2017**.

09. Heads of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If it is required to get their candidature confirmed, it can be done through the Telephone Number 011-5980236. Candidates shall not be paid traveling expenses for appearing for the examination.

10. *Identity of Candidates.*– Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, one of the following documents should be submitted to the supervisor.

- (i) The National Identity Card issued by the Department of Registration of Persons.
- (ii) A valid Passport.

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Director General of Sri Lanka Institute of Development Administration.

11. The examination will be held in Sinhala, Tamil and English media. If it is found that a candidate has appeared for the examination in a language medium that he/she is not entitled to, the candidature of such applicant shall be cancelled. A candidate shall not be permitted to change the language medium indicated in the application form.

12. *Scheme of Examination.*– Subjects and the syllabus of each Efficiency Bar Examination are as follows. Duration of each question paper is three (03 hours). At least forty (40) marks shall be obtained for each subject by a candidate to pass this Efficiency Bar Examination.

- 12.1 1st Efficiency Bar Examination for officers in Sri Lanka Administrative Service : (Appendix "G" of Sri Lanka Administrative Service Minute published in the *Gazette* Extraordinary No. 1,842/2 dated 23.12.2013)

The officers in Sri Lanka Administrative Service, who have not completed this examination so far, shall be eligible to sit for this examination.

The subjects of the 1st Efficiency Bar Examination are given below :

<i>Serial Number</i>	<i>Subjects</i>		<i>Duration</i>	<i>Subject Number</i>
01	Law	Constitutional Law and Administrative Law	03 hours	01 -I
		The Legal Systems of Sri Lanka	03 hours	01 -II
		Criminal Law & Law of Evidence	03 hours	01-III
02	Administration		03 hours	02-I
03	Economics and Social Science		03 hours	03
04	Financial management and procurement procedure in the public sector		03 hours	04

12.1.1 Law

Three question papers based on the following:

First (1) question paper -

Constitutional Law and Administrative Law (Subject No. 01-1) (100 marks)

- (i) The structure of the Constitution of Sri Lanka and the Republic Constitution of 1978 with the historical development.
- (ii) The Executive, President of the Republic, Prime Minister, Cabinet of Ministers and Public Service.
- (iii) Administration of Justice.
- (iv) Judicial control over Administration.
- (v) Directive Principles of the State Policy and Fundamental Duties.
- (vi) Delegated Legislation.
- (vii) Liability of the State and the Public Authorities.
- (viii) Fundamental Rights.

Second (II) question paper -

The Legal Systems in Sri Lanka (Subject No. 01-II) (100 marks)

- (i) Administration of Justice
- (ii) The Legal History of Sri Lanka
- (iii) The Organization of the Courts
- (iv) The Courts Ordinance of Sri Lanka (Chapter 6)
- (v) Administration of Justice Act, No. 44 of 1971

Third (III) question paper -

Criminal Law and Law of Evidence (Subject No. 01-III) (100 marks)

- (i) The Penal Code
- (ii) The Evidence Ordinance.

A candidate shall be required to obtain a minimum of thirty five (35%) of marks in each paper and an average of forty percent (40%) in order to pass the subject of law.

12.1.2. Administration (Subject No. 02-I -100 marks)

A question paper based on the following:

- (i) Office and Field Organization and Methods of organization.
- (ii) Following chapters of the Establishment Code
Chapters I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII). Procedural Rules of the Public Service Commission.

12.1.3. **Economics and Sociology (Subject No. 03 - 100 marks)**

This question paper consists of two parts.

First (1) part - Economics

- (i) Principles of Economics with special reference to theories of Value, Production and Distribution;
- (ii) Money, Production and Distribution
- (iii) Economic background of Sri Lanka and policies, strategies and programmes relevant to economic development with special reference to the Economic Structure of Sri Lanka.

Second (II) part - Sociology

- (i) Social Structure, Organization and Functions;
- (ii) Human Relationships and Groupings;
- (iii) Kinship, Marriage and the Family;
- (iv) Rural and Urban Society;
- (v) Social Stratification and Differentiations;
- (vi) Social Control;
- (vii) Culture, Religion, Morals and Values.

A Candidate shall be required to obtain at least twenty (20) marks for each part to pass the subject of Economics and Sociology.

12.1.4. **Financial management and procurement procedure in the public sector (Subject No. 04 - 100 marks)**

A question paper based on the following :-

- (i) Financial Control in Sri Lanka :
 - Constitutional Provisions Relating to the Management of Public Finance
 - Parliamentary Control over Public Finance
 - Meaning of Fund
 - The Consolidated Fund and its operation
 - Meaning and Methods of Appropriation
 - Contingencies Fund
 - Other Funds and their Operation
 - Government Revenue
 - Powers and Functions of the Minister of Finance
 - Powers and Functions of the Treasury
 - Warrants and Imprest Authority
 - Auditor General, his Powers and Functions
 - Committee on Public Accounts (COPA)
 - Committee on Public Enterprises (COPE)
- (ii) Appointment of Accounting Officers, Chief Accounting Officers and Revenue Accounting Officers, their Powers and Functions/accountability and nature of accountability.
- (iii) Internal Audit
- (iv) Public Expenditure Planning and Management;

- Identification of Organizational Objectives and Functions
- Identification of Public Policies, Goals Targets and work Programmes
- Planning and Appraisal of Development Projects and Programmes and Prioritization of them
- Formulation and Finalization of Annual Estimates of Revenue and Expenditure.

(v) Variations of Approved Estimates of Expenditure

- Application of Virement Procedure
- Management of Public Sector Cadres and Salaries
- Total Cost Estimates and Revisions
- Supplementary Estimates

(vi) Losses and Waivers of government properties

(vii) Miscellaneous Accounting Matters

(viii) Delegation of Functions for Financial Control

(ix) Custody of Public Money and Bank Accounts Procedure

(x) Government Procurement Process,

- Government Procurement Manual
- Government Procurement Guidelines

12.2 First Efficiency Bar Examination for the officers in Sri Lanka Engineering Service (Schedule "iii" of Sri Lanka Engineering Service Minute, published in the *Gazette* Extraordinary No. 1836/6 dated 11.11.2013).

The Officers in Sri Lanka Engineering Service, who have not completed this examination so far, shall be eligible to sit for this examination.

Subjects of the First Efficiency Bar Examination are as follows :

<i>Serial No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Subject Number</i>
01	Administration	03 hours	02-II
02	Financial Systems	03 hours	05-I
03	Department/Establishment Methodologies	Since this examination is conducted by the Head of the Institution, particulars in this regard are not published in this notification.	

The minimum marks required to pass each subject is 40.

12.2.1 **Administration (Subject No. 02-II - 100 marks)**

A question paper prepared in relation to the functions of Engineering Service based on **Volume I of the Establishments Code published in 1985** and all the chapters in Volume II of the Establishments Code published in 1999 and the Procedural Rules of Public Service Commission (subjected to timely revisions).

12.2.2 **Financial systems (Subject No. - 05-I - 100 marks)**

A question paper prepared in relation to the functions of Engineering Service based on all the chapters in Financial Regulations published in 1992 except chapter IX and X and criteria for National Procurement Guidelines (subjected to timely revisions).

12.3 First Efficiency Bar Examination for the officers in Sri Lanka Scientific Service (Appendix 4 of Sri Lanka Scientific Service Minute, published in the *Gazette Extraordinary* No. 1877/27 dated 28.08.2014) and

First Efficiency Bar Examination for the officers in Sri Lanka Architects' Service (Appendix 4 of Sri Lanka Architects' Service Minute, published in the *Gazette Extraordinary* No. 1877/28 dated 28.08.2014).

Subjects of these examinations are as follows :

<i>Subject</i>	<i>Duration</i>	<i>Subject Number</i>
Financial Systems	03 hours	05-II
Administration	03 hours	02-III
Department Regulations	Since this examination is conducted by the Head of the Institution, particulars in this regard are not published in this notification.	

12.3.1 Financial Systems (Subject No. 05-II - 100 marks)

A question paper based on the following :

- (i) Financial control in Sri Lanka :
 - Constitutional Provisions Relating to Public Financial Management
 - Parliamentary Control over Public Finance
 - Definition of Fund
 - Consolidated Fund and its function
 - Object and Methodologies of Appropriation
 - Contingent Fund
 - Other Funds and their functions
 - State Revenue
 - Powers and role of the Finance Minister
 - Powers and role of the General Treasury
 - Warrants and Imprest Authority
 - Powers and role of the Auditor General
 - Committee on Public Accounts (COPA)
 - Committee on Public Enterprises (COPE)
- (ii) Appointment of Accounting Officer, Chief Accounting Officers on State Revenue, their powers and role/accountability and the nature of their responsibilities.
- (iii) Internal Audit
- (iv) Planning and Management of Public Expenditure :
 - Identification of Organizational Objectives and Functions
 - Identification of Public Policies, objectives, Targets and Programmes
 - Planning of Development Projects and Programmes and Prioritizing the evaluation
 - Preparation of annual estimate on income and expenditure and taking final decisions.
- (v) Making changes of Approved Estimates :
 - Implementation of Virement Procedure
 - Management of cadre and salaries of public sector
 - Total Cost Estimates and making Revisions to the same
 - Supplementary Estimates
- (vi) Losses and omissions of state properties
- (vii) Various accounting activities
- (viii) Entrusting tasks for Financial Management
- (ix) Custody of Public Finance and Procedure of bank accounts

- (x) Government Procurement Process,
- Code of Procurement Procedure Government
 - Procurement Guidelines of the Government

Note.– The candidate shall be required to obtain at least 40% marks for the subject.

12.3.2 Administration (Subject No. 02-III - 100 marks)

A question paper is based on the following.

- (i) Following chapters of the Establishments Code
Chapters I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII.
- (ii) Procedural Rules of Public Service Commission published in the *Gazette Extraordinary* No. 1589/30 dated 20.02.2009.

Note.– The candidate shall be required to obtain at least 40% marks for the subject.

12.4 First Efficiency Bar Examination for the Officers of Sri Lanka Accountants' Service : (The appendix 03 of the Service Minute of Sri Lanka Accountants' Service published on the *Gazette Extraordinary* dated 10.09.2010 and No. 1670/33)

The officers in Sri Lanka Accountants' Service, who have not completed this examination so far, shall be eligible to sit for this examination.

Subjects of the First Efficiency Bar Examination are as follows :

<i>Serial No.</i>	<i>Subject</i>	<i>Duration (Hours)</i>	<i>Subject No.</i>
01.	Government Financial Procedures	03 Hours	06
02.	Law and Management	03 Hours	07
03.	Administration	03 Hours	02-IV
04.	Report writing and Presenting Information to Management	03 Hours	08

12.4.1 Government Financial Regulations (Subject No. 06) (100 marks) :

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 account of the Island, functional and economic classifications, programme and performance budgeting, functions of the Minister of Finance. The General Treasury, the Ministry of Planning, the Secretaries, the Auditor General and the Public Accounts Committee.

12.4.2 Law and Management (Subject No. 07) (100 Marks)

- Law - Definition of Law
Legal Systems of Sri Lanka
Courts Systems 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
Organization Structure
Human resource Management
Performance evaluation
Promotion
Motivation
Leadership
Communication
Decision Making
Conflict resolution
Change Management Conflicts Management Time Management
Quality Circles and Production and Result
Management ethics and responsibilities

12.4.3 Administration : (Subject No. : 02-IV) (100 marks)
Chapters of the Establishments Code VII, IX, XI, XII, XV, XXIII, XXV, XXVI, XXVII, XXVIII,
XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII.

Public Service Commission rules and procedure Volume I-VI.

12.4.4 Report writing and presenting information to the Management (Subject No. 08) (100 marks)
Importance of accuracy, of timeliness and of perfection of management information, Dealing
with reference information
Periodic and ad-hoc reports
Writing minutes of meetings and notes
Structure of management reports
Important results that should be highlighted
Interpretation of results
Suggesting variations
Use of statistical name systems 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

Note.– The candidate shall be required to obtain at least 40% marks for the subject to pass.

12.5 First Efficiency Bar Examination for the Officers in Sri Lanka Planning Service : (The appendix C Service Minute of the Sri Lanka Planning Service published on the *Gazette extraordinary* dated 10.09.2010 and No. 1670/32).

The officers in Sri Lanka Planning Service, who have not completed this examination so far, shall be eligible to sit for this examination.

Subjects of the First Efficiency Bar Examination are as follows :

<i>Serial No.</i>	<i>Subject</i>	<i>Duration (Hour)</i>	<i>Subject No.</i>
01	Planning concepts, Methodology and Planning Institutions	03	09
02	Economic Analysis and statistics	03	10
03	Project Planning, Implementation Monitoring and Evaluation	03	11
04	Institutional Regulations and Public Sector Financial Methods	03	12
05	English Language	03	13

12.5.1 The examination should be passed within the prescribed time period as per the provisions in the Service Minute and the Letter of Appointment and an officer is allowed to appear for all the papers at one sitting or different sittings for each subject.

Scheme of Examination :

12.5.2 Planning concepts, Methodology and Planning Institutions (Subject No. 09) (100 Marks)

- (i) National objectives and priorities and planning policy framework and programmes for their achievement.
- (ii) Methodology for National Planning, Major problem areas in planning, public participation and mobilization of resources etc.
- (iii) Nature and sources of data for National Planning, Collection of data, presentation of interpretation and analysis, field supervision and investigations demographic concepts, economic projections and policy analysis.

12.5.3 Economic Analysis and Statistics (Subject No. 10) (100 Marks)

- (i) Principles of economics with special emphasis on the theories of production and distribution.
- (ii) Finance, Banking Systems, International Financial Methods and Trade.
- (iii) Analysis of monetary, Monetary Trade and Tariff Policies.
- (iv) Economic structure of Sri Lanka.
- (v) Review of the Economy.
- (vi) Assessment of technically skilled and unskilled manpower and other resources including foreign aid and their utilization.
- (vii) Economics and Social incidents.
- (viii) Economic Analysis and Basis statistical concepts and methods used in Planning.
- (ix) Principles of Benefit/Cost Analysis.

12.5.4 Project Planning, Implementation, Supervision and Monitoring (Subject No. 11) (100 Marks)

- (i) Planning, Identification and defining Projects and Project Planning Policies, theories, selection of location, Estimation of technology and cost and benefits, Technical, financial and economic analysis.
- (ii) Project Implementation and operation/supervision, proper and timely implementation of projects and programmes, preparation of detailed operational plans and implementation schedules, coordination of monitoring and progress control and follow up action.
- (iii) Evaluation of projects, Assessment of effectiveness of projects and programmes analysis of benefits in relation to costs.

12.5.5 Institution Regulations and Financial Methods of the Public Sector (Subject No. 12) (100 Marks)

- (i) Government Financial Regulations, Volume 1 (except Chapter X)
- (ii) Chapters VII, IX, XI, XII, XV, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII Chapters I to VI of the Public Service Commission procedure and rules.

- (iii) Financial Control of Sri Lanka.– Statutory Provisions relating to Public Finance Management, Parliamentary Control over Public Finance, Consolidated Fund and its operation. Aim of Appropriation and Appropriation Methods, State revenue, powers and function of Minister of Finance, powers and the function of the Treasury, Warrant and Imprest Authority, Auditor General, his powers and function, Public Expenditure Committee, Public Enterprises Committee.
- (iv) Appointment of Accounting Officers, Chief Accounting Officers and Accounting officers of State Revenue their powers and function.
- (v) Planning and Management of State Expenditure, Identification of Objectives and Functions of Organizations, Preparation of Annual Estimates and Expenditure and taking final decisions, Effecting changes in the approved Estimates of Expenditure, Implementation of Virement Procedure, Management of Cadres in the Public Sector, Supplementary Estimates.
- (vi) *Government Procurement Procedure.*– Procuring Goods, Services and Work, Composition of Tender Boards and Technical Evaluation Committees, Powers and Function of Appointment, Tender Evaluation Procedure, Management of Foreign Funded projects.

12.5.6 English Language (Subject No. 13) (100 Marks)

- (i) A written examination in English Language will be held to test the academic and professional knowledge of English of candidates in relation to subject of Planning Development and Management.

12.6 Second Efficiency Bar Examination for the officers in Sri Lanka Administrative Service : (Appendix "h" of the Service Minute of Sri Lanka Administrative Service published in the *Gazette* Extraordinary No. 1842/2 dated 23.12.2013)

The officers in Sri Lanka Administrative Service, who have not completed this examination so far, shall be eligible to sit for this examination.

The subjects for this examination are as follows :

<i>Serial No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Subject No.</i>
01	Economic and Social Policy (With special reference to Sri Lanka)	03 hours	14
02	Process of Development Administration (With special reference to Sri Lanka)	03 hours	15
03	Use of information and communication technology for management	03 hours	16
04	Proficiency in the link language	03 hours	17

12.6.1 Economic and social policies (With special reference to Sri Lanka) (Subject No. 14) (100 marks)
This question paper is based on matters affecting the formulation of economic and social policies using principles of Economics and Social Sciences in the context of recent economic, social and political history of Sri Lanka.

Note.– The candidate shall be required to obtain at least 40% marks for this subject.

12.6.2 Process of Development Administration (With special reference to Sri Lanka) (Subject No. 15)
(100 marks)

This question paper is based on the functioning and inter-relationships of institutions entrusted with the responsibility of development administration with special reference to matters mentioned below :

- (i) State machinery of Sri Lanka,
- (ii) Constitutional background of the state machinery of Sri Lanka,
- (iii) Provincial Councils and local government institutions,
- (iv) People's organizations,
- (v) Public corporations.

Note.– The candidate shall be required to obtain at least 40% marks for the subject.

12.6.3 Use of information and communication technology for management (Subject No. 16) (100 marks)

This is a practical test conducted by the Sri Lanka Institute of Development Administration to test the knowledge of the applicant on following subject areas.

- (i) Importance of the use of information and communication technology for state institutes,
- (ii) Data analysis and preparation of reports,
- (iii) Data base management and retrieval of information,
- (iv) Use of information and communication technology in project management,
- (v) Preparation of management information systems.

Note.– The candidate shall be required to obtain at least 40% marks for the subject.

12.6.4 **Proficiency in English Language (Subject No. 17) (100 marks)**

Scheme of Evaluation : Written Examination

Content : The following subject areas are suggested for the candidate's reference :

- **Communication Skills**
The candidate should possess the ability to function effectively in the following language functions.
 - General Greetings and introductions
 - Giving and getting Information
 - Advising, suggesting and expressing opinions
 - Telephone Skills
 - Interviewing Skills
 - Expression Skills
 - Listening and Note Taking Skills
- **Writing Skills**
The knowledge of the modern formats and styles of writing is tested in this area of study.
 - Internal Modes of Communication
 - Formal Correspondence Skills
 - Writing Descriptions/Explanations
 - Grammar
 - Summary Writing Skills
 - Report Writing Skills
 - Meeting Minutes/Agendas/Invitations
- **Comprehension Skills**
Candidate's ability to comprehend a printed text, infer meaning and verbal/written interpretation is expected.
 - Reading and understanding the specific and general meaning of a printed text
 - Reading and Interpretation (verbal/written)
 - Understanding the cohesion and coherence of a passage

Note.– The candidate shall be required to obtain at least 40% marks for this subject.

- 12.7 Second Efficiency Bar examination for officers in Sri Lanka Accountants' Service :
(Appendix 04 of the Service Minute of Sri Lanka Accountants' Service published in the *Gazette extraordinary* No. 1670/33 dated 10.09.2010)

The officers in Sri Lanka Accountants' Service, who have not completed this examination so far, shall be eligible to sit for this examination.

The subjects for the second efficiency bar examination are as follows :

<i>Serial No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Subject No.</i>
01	Management Accountancy	03 hours	18
02	Public Financial Management	03 hours	19
03	Management and organization	03 hours	20

- 12.7.1 Management Accountancy (Subject No. 18) Question paper - duration 03 hours (100 marks)

Candidates are not allowed to select questions on their preference.

Control theory on accounting - Feedback - open and closed. Types of ideal standard costs, principles of performance standards and their application, revision of standards, learning circles and determination of motivation, analysis of variations and sub variations, analysis of significance, presentation and investigation of variances, behavioral aspects of control accounting, concepts of budgeting, administration of budgetary control, the budget manual, fixed and flexible budgets, master and supplementary budgets, budget centers, management participation, intervention and motivation in the preparation of budgets, the budget period and identification of the principal budget factor.

Note.– The candidate shall be required to obtain at least 40% marks for the subject.

- 12.7.2 Public Financial Management (Subject No. 19) Question paper - duration 03 hours (100 marks)

Candidates are not allowed to select questions on their preference.

Role of the Government Accountant.

Knowledge of Constitutional and Legal Framework of public finance Institutional framework, Central government, Public corporations, Local Government Institutions, Co-operative movements etc.

Parliamentary Control, Functions of the Treasury, Ministry of Planning, Estimates Committee, Auditor General, Public Accounts Committee, Consolidated Fund, Problems of Parliamentary Control.

Financial Circle, Preparation of Planning programmes, Preparations of budget, approval of funds, accounting, reporting, monitoring and auditing.

Project evaluation, Service prices and use of statistical data, payment theory and deciding on the anticipated value.

Cost benefit analysis, discounted cash flow, internal effective ratio, project ranking, economic, financial and management aspects of project formulation and evaluation, successful submission of projects.

Techniques of programming, use of network analysis, allocation of resources, problems of transport, deterioration of resources due to usage or with the passage of time, replacement of resources which do not deteriorate but become useless due to partial usage or due to passage of time, performance budgets, Establishment and use of basic methods, Measurement of performance, types of measurements, selection of units and measurements, types of measurements and analysis of performance.

Programme budgeting, programme structure, classifications according to functions, programme work, expenditure projects and expenditure items, economics and activity related classification.

Financial control systems, level of responsibilities, internal control and financial regulations, internal audit, performance auditing, management auditing, variance analysis, decisions on providing capital budgets, long term planning and its importance, forecasting, risk analysis of accuracy and limitations, decision trees, probability factors.

Demand on capital, issues in estimating earnings and effectiveness of capital investments identify and allocate for risk factors when prioritize and standardize projects. Pay back determinants, calculating of accounting rate of return, net present value and DCF yields, influence of taxation and incentives, investment appraisal, Project Cost control and post audit.

Decisions on capacities, product mix, make or buy, alternative methods of manufacture, shut down problems, pricing policies and contribution theory, influence of customer demand, patterns, elasticity of demand, marketing strategy, techniques of evaluation of performance, profitability criteria and ratios.

Analysis of return on capital, management of working capital.

Financial control of government commercial enterprises, budgeting, management reporting, interpretation of financial statements and the use of financial ratios.

Pricing in Public Enterprises :

Accounting plan and its contents, government reports and public undertakings.

Note.– The candidate shall be required to obtain at least 40% marks for this subject.

12.7.3 Management and Organization (Subject No. 20) Question paper - duration 03 hours (100 marks)

Candidates are not allowed to select questions on their preference.

questions will be set to test the knowledge of the candidate on management and principles of organization, use of these principles with regard to the problems and issues in the public sector and the knowledge on new management strategies and techniques.

Note.– The candidate shall be required to obtain at least 40% marks for this subject.

12.8 Second Efficiency Bar Examination for officers in Sri Lanka Planning Service :

(Appendix "d" of the Service Minute of Sri Lanka Planning Service published in the *Gazette* extraordinary No. 1670/32 dated 10.09.2010)

The officers in Sri Lanka Planning Service, who have not completed this examination so far, shall be eligible to sit for this examination.

12.8.1 The second efficiency bar examination shall consist of the following subjects.

Serial No.	Subject	Duration	Subject No.
01	Techniques of Development Planning	03 hours	21
02	Basic Macro Economics	03 hours	22
03	Current International Economic and Political Crises and their impact on the Sri Lankan Economy	03 hours	23

12.8.2 It is compulsory to answer all the questions in a question paper.

Syllabus :

I. Development Planning Techniques (Subject No. 21) (100 marks)

- (i) SWOT Analysis
- (ii) Problem Tree
- (iii) Logical Framework Analysis
- (iv) Cost benefit analysis
- (v) Pay back method
- (vi) Net present value
- (vii) Internal rate of return
- (viii) Application of shadow price.

Note.– The candidate shall be required to obtain at least 40% marks for this subject.

II. Basic Macro Economics (Subject No. 22) (100 marks)

- (i) National Accounts
- (ii) Rate of Economic Growth
- (iii) Balanced National Revenue
- (iv) Multiplier effect
- (v) Inflation
- (vi) Rate of interest
- (vii) An introduction to Public Fiscal Policy
- (viii) An introduction to Fiscal Policy
- (ix) Business Circle

Note.– The candidate shall be required to obtain at least 40% marks for this subject.

III. Current International Economic Crises and their impact on Sri Lankan Economy (Subject No. 23) (100 marks)

Current International Economic Crises and their impact on Sri Lankan Economy.
(Answers have to be given on topics which have a timely relevance to emerging world economic conditions)

Note.– The candidate shall be required to obtain at least 40% marks for this subject.

13. The time table of this examination is as follows :

SR. No.	Name of the Examination	Subject	Subject No.	Date	Time
01	1st Efficiency Bar Examination for Officers of Sri Lanka Administrative Service	Constitutional Law and Administrative Law	01-I	11.11.2017	9.00 a. m. - 12.00 noon
		Legal Systems of Sri Lanka	01-II	11.11.2017	12.30 p. m. - 3.30 p. m.
		Criminal Law and Evidence Law	01-III	12.11.2017	9.00 a. m. - 12.00 noon
		Administration	02-I	12.11.2017	12.30 p. m. - 3.30 p. m.
		Economics and Sociology	03	25.11.2017	9.00 a. m. - 12.00 noon
		Financial management in the public sector and procurement process	04	25.11.2017	12.30 p. m. - 3.30 p. m.

SR. No.	Name of the Examination	Subject	Subject No.	Date	Time	
02	1st Efficiency Bar Examination for Officers of Sri Lanka Engineering Service	Financial Systems	05-I	12.11.2017	9.00 a. m. - 12.00 noon	
		Administration	02-II	12.11.2017	12.30 p. m. - 3.30 p. m.	
03	1st Efficiency Bar Examination for Officers of Sri Lanka Scientific Service	Financial Systems	05-II	12.11.2017	9.00 a. m. - 12.00 noon	
		Administration	02-III	12.11.2017	12.30 p. m. - 3.30 p. m.	
04	1st Efficiency Bar Examination for Officers of Sri Lanka Architects' Service	Financial Systems	05-II	12.11.2017	9.00 a. m. - 12.00 noon	
		Administration	02-III	12.11.2017	12.30 p. m. - 3.30 p. m.	
05	1st Efficiency Bar Examination for Officers of Sri Lanka Accountants' Service	Government Financial Regulations	06	18.11.2017	9.00 a. m. - 12.00 noon	
		Law and Management	07	18.11.2017	12.30 p. m. - 3.30 p. m.	
		Administration	02-IV	19.11.2017	9.00 a. m. - 12.00 noon	
		Report writing and Presenting Information to Management	08	19.11.2017	12.30 p. m. - 3.30 p. m.	
06	1st Efficiency Bar Examination for Officers of Sri Lanka Planning Service	Planning concepts, Methodology and Planning Institutions	09	18.11.2017	9.00 a. m. - 12.00 noon	
		Economic Analysis and statistics	10	18.11.2017	12.30 p. m. - 3.30 p. m.	
		Project Planning, Implementation Monitoring and Evaluation	11	19.11.2017	9.00 a. m. - 12.00 noon	
		Institutional Regulations and Public Sector Financial Methods	12	19.11.2017	12.30 p. m. - 3.30 p. m.	
		English Language	13	25.11.2017	9.00 a. m. - 12.00 noon	
07	2nd Efficiency Bar Examination for Officers of Sri Lanka Administrative Service	Economic and Social Policy (With special reference to Sri Lanka)	14	09.12.2017	9.00 a. m. - 12.00 noon	
		Process of Development Administration (With special reference to Sri Lanka)	15	09.12.2017	12.30 p. m. - 3.30 p. m.	
		Use of Information and Communication Technology for Management	16	Date of the practical test to be held by shall be informed by the Director General of Sri Lanka Institute of Development Administration after the closing date of applications		
		Proficiency in the Link Language	17	10.12.2017	9.00 a. m. - 12.00 noon	
08	2nd Efficiency Bar Examination for Officers of Sri Lanka Accountants' Service	Management Accountancy	18	02.12.2017	9.00 a. m. - 12.00 noon	
		Public Financial Management	19	02.12.2017	12.30 p. m. - 3.30 p. m.	
		Management and Organization	20	09.12.2017	9.00 a. m. - 12.00 noon	
09	2nd Efficiency Bar Examination for Officers of Sri Lanka Planning Service	Techniques of Development Planning	21	09.12.2017	9.00 a. m. - 12.00 noon	
		Basic Macro Economics	22	10.12.2017	9.00 a. m. - 12.00 noon	
		Current International Economic Crises and their impact on Sri Lankan Economy	23	10.12.2017	12.30 p. m. - 3.30 p. m.	

14. 14.1 Exemptions from the requirement of passing the subjects of the Efficiency Bar Examination and Second Language Test shall be made in the following manner.

<i>Examination</i>	<i>Subject</i>	<i>Qualifications required to be exempted</i>
1st Efficiency Bar Examination for officers in Sri Lanka Administrative Service	Law	Should be a Barrister, Advocate in a Supreme Court, A Graduate in Law from a University accepted by University Grants Commission

Note 1.– The exemption for Sociology or Economics in the First Efficiency Bar shall be made applicable to the officers of Sri Lanka Administrative Service recruited from 01.07.2012 to 23.12.2013 under the Service Minute No. 1419/3 dated 14.11.2005.

14.2 Even though as per the interim provisions 1.5 (b) of Sri Lanka Administrative Service Minute, the officers were required to pass the Efficiency Bar Examination under the provisions of previous service minutes before the effective date of (01.07.2012) of the above Service Minute, the officers who are unable to pass the same as at 31.12.2014 should complete the Efficiency Bar Examination by passing the subjects of the Efficiency Bar Examinations held under the existing service minute which are conforming to the subjects of each Efficiency Bar Examination as per the existed service minute. Corresponding subjects are given in the following table :

<i>Service Minute No. 1419/3 dated 14.11.2005</i>	<i>New Service Minute No. 1842/2 dated 23.12.2013</i>
Law (First Efficiency Bar Examination)	Law (First Efficiency Bar Examination)
Administration (First Efficiency Bar Examination)	Administration (First Efficiency Bar Examination)
Economics or Sociology (First Efficiency Bar Examination)	Economics and Sociology (First Efficiency Bar Examination)
Public Sector Financial Management (Second Efficiency Bar Examination)	Public Sector Financial Management and Procurement Process (First Efficiency Bar Examination)
English (First Efficiency Bar Examination)	Link (English) Language Proficiency (Second Efficiency Bar Examination)
Economic and Social Policy (Second Efficiency Bar Examination)	Economic and Social Policy (Second Efficiency Bar Examination)
Development Administration Process (Second Efficiency Bar Examination)	Development Administration Process (Second Efficiency Bar Examination)
Management and Organization Methods (Second Efficiency Bar Examination)	Use of Information and Communication Technology for Management (Second Efficiency Bar Examination)

15. *Issuance of results.*– The results of all the candidates who have applied/sat for this examination shall be published in the web site of the Ministry of Public Administration and Management. Publishing of the results in the website of the Ministry shall be considered as an issuance of results to the candidates, according to the Circular Number SP/SB/1/13 and dated 13.10.2009 of Secretary to H. E. the President on the e-documents and e-communication. Accordingly,

Heads of Departments shall include the relevant copies of the results sheets of the examination published in the website of the Ministry to the personal files of the officers. It is not allowed to re-scrutinize the results of the examination.

16. Any matter not referred to herein will be decided by Secretary to the Ministry of Public Administration and Management.

17. In the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail.

J. J. RATHNASIRI,
Secretary,
Ministry of Public Administration and Management.

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
06th of October, 2017.

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