

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2013 (I) 2017

IT is hereby notified that an Efficiency Bar Examination for the officers in Grade II of Public Management Assistants' Service will be held by the Commissioner General of Examinations in the Month of **February 2018** as per provisions of Para 8, Para 15, interim provisions and provisions in Annex 05 of the approved service minute of Public Management Assistants' Service published in the *Government Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No. 1840/34 dated 11.12.2013.

2.0 (I) Officers who have not completed the Efficiency Bar Examination for the officers in Grade II mentioned in the previous service minute, but have passed or exempted from either both or one of the subjects of this examination namely (1) Office Systems and Procedures (2) Accounting Systems used in the Government Offices shall be exempted from the relevant subjects of the Efficiency Bar Examination for officers in Grade II mentioned in this Service Minute, on subject to subject basis.

(II) Officers who have been promoted to Grade II before the date of implementation of this Service, Minute, should pass the Efficiency Bar Examination relevant to Grade II before the lapse of six (06) years from the date of promotion.

3.0 This Examination for officers in Grade II of the Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of relevant towns and town numbers are given below. The Commissioner-General of Examinations reserves the right to cancel any center due to insufficiency of candidates or any other reason and decide an alternative as per the candidate's second preference of towns. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated.

Town	Town No.
Colombo	01
Kandy	05
Galle	07

Town	Town No.
Matara	08
Jaffna	10
Mannar	11
Mullaitivu	12
Trincomalee	14
Batticaloa	15
Kurunegala	18
Anuradhapura	19
Badulla	21
Ratnapura	24
Killinochchi	25

4.0 (i) This Examination will be conducted by the Commissioner - General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

(ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner-General of Examinations for violation of these rules and regulations.

5.0 *Eligibility*:- Officers who have been appointed to posts in Grade II of Public Management Assistants' Service are eligible to appear for this examination. This examination should be passed within three years from the date of promotion to Grade II.

Note :- Provisions for provincial Management Assistants' Service shall be issued by the relevant Provincial Public Service Commissions and provisions shall be issued by the relevant institutions for other institutions concurrently to this *Gazette* Notification. In order to identify the applications of the officers in each provincial public service and other institutions. Conveniently code number should be used. Accordingly, for the **officers in combined service code number is 10**. This number should be entered in the upper right side of the application where you have to mention the service you belong to.

5.1 Schedule 01- The provincial code list is as follows :-

<i>Province</i>	<i>Code</i>
Western Province Public Service Commission	01
Central Province Public Service Commission	02
Southern Province Public Service Commission	03
Northern Province Public Service Commission	04
Eastern Province Public Service Commission	05
North Western Province Public Service Commission	06
North Central Province Public Service Commission	07
Uva Province Public Service Commission	08
Sabaragamuwa Province Public Service Commission	09

6.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the Registered post through the respective Heads of Departments to reach the

**Commissioner - General of Examinations,
Organization and Foreign Examinations Branch,
Department of Examinations,
PO 1503, Colombo.**

on or before **8th of December 2017**. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

7.0 *Identity of the Candidates*.- Candidates will 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 Registrations 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 Commissioner-General of Examinations. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting of this

examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations.

8.0 (I) *Applications*.- Applications should be prepared in a paper of "A4" size in such a manner that Para nos. 1.0 to 5.0 appears on the first page. The application could be typewritten but is should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice therefore it is the responsibility of the applicant to make sure that the application form perfected by him/herself complies with the specimen given in the Examination notice and the application is perfected accurately including all the particulars and the prescribed examination fee has been paid and the relevant particulars are included in the application and the receipt in affixed. Please indicate the title of the examination appearing the specimen in English Language as well, on both Sinhala and Tamil application forms. It would be advisable to keep a photocopy of the completed application form.

Penalty for furnishing false information.- Application should be perfected very carefully with correct information. If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/her candidature is liable to be cancelled at any state prior to, during or after the examination.

(ii) Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 500 for the whole examination and Rs. 250 for only one subject should be paid at any post office/ sub post office island-wide to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. It is advisable to keep a photocopy of the receipt with the candidate. It is kindly informed that no fee shall be charged in addition to the examination fee. It will not be allowed to transfer the fee paid for this examination in favour of another. Further, stamps or money orders are not accepted for examination fees.

9.0 The Commissioner General of Examinations shall issue copies of the time table and admission cards to the

officers who have sent the applications on or before the closing date, which are perfected accurately along with the receipt obtained by paying the examination fee on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. A notification will be published in Newspapers as soon as the admission cards are issued to the candidates by the Department of Examinations. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations, Organization and Foreign Examination Branch in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations; i.e A Copy of the application from kept at your possession, copy of the receipt obtained at payment of Examination fee, name, address, national identity card number and the name of the examination. In case of the applicants outside Colombo, letter of the request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent to the Department of Examination through fax. Officers who sit for the examination should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall.

Note : Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination or for a post.

10.0 The admission card in which the signature have been attested should be produced to the supervisor of the examination center on the first day of the examination.

11.0 The heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No traveling expenses will be paid.

12.0 The signature of the applicant placed on the application and admission card shall have been attested by the Head of the institution or an officer authorized by him.

13.0 This examination shall be held in Sinhala, Tamil and English Media. Candidates should answer both question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service

without a Competitive Examination, both papers, should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.

14.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. (For further details, refer to Annex 5 of Public Management Assistant's Service Minute).

15.0 For the purpose of the official Language policy, all officers should prepare and fill the application forms in the official language.

16.0 The Department of Examination will issue the result sheet including the results of all the candidates who have sat for the examination to the Director General of Combined Services, Ministry of Public Administration and Management. The lists of name of the candidates who have passed the examination will be published in the web site of the Ministry of Public administration and management.

17.0 *Examination Procedure.* – Candidates should sit for a written examination, which will consist of the following subjects.

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>
1. Office systems and Procedure	100	02 Hrs.	01
2. Accounting Systems adopted in the Government offices	<u>100</u>	02 Hrs.	02
Total	<u>200</u>		

17.1 *Office Systems and Procedure :*

This paper is intended to test the candidate's knowledge of office systems adopted in government offices and his/her ability of practical application of the knowledge. This paper consists of two parts.

Part I - A paper of multiple -choice questions, duration is 30 minutes, 25 marks

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

17.2 *Accounting Systems adopted in government Offices :*

Candidate's knowledge in Accounting Systems adopted in government office, books and records controlling Accounts and orders and instructions of the Treasury issued in relation to that and his/her ability of practical application of the knowledge will be tested. This paper consists of two parts.

Part I - A paper of multiple -choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered, duration is 90 minutes 75 marks.

18.0 The decision of the Director General of Combined Services will be final, in respect of any matter not provided for in this notification.

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

K. V. P. M. J. GAMAGE,
Director General of
Combined Services.

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
27th of October, 2017.

(For Office use only)

SPECIMEN FORM OF APPLICATION

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2013(I)/2017
(As per this exam notification, only the officers in Grade II of Public Management Assistant's Service of the **Combined Services** shall be eligible to forward applications)

Town	Town No.
1.	
2.	
(Indicate the name and the number of the town in which you wish to sit for the examination as per Para 3.0 of the <i>Gazette</i> Notification) (This cannot be changed subsequently)	

The service to which you belong
(Please refer the note of para 5.0 of the *Gazette* Notification carefully before filling this section)

Medium of examination :

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

- 1.0 1.1 Name in Full (In block capitals) :_____.
(Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name with initials at the end (In block capitals) :_____.
(Eg. : GUNAWARDHANA, H. M. S. K.)
- 1.3 Name in Full (In Sinhala/Tamil) :_____.
- 2.0 Name and Address of the Service Station :
- 2.1 Name and Address of the Office/Department/Institution (In block capitals) :_____.
- 2.2 Name and Address of the Office/Department/Institution (In Sinhala/Tamil) :_____.
- 2.3 Address to which the admission card should be sent (In block capitals) :_____.

3.0 Gender : Female - 1
Male - 0

(Indicate the relevant number in the cage)

4.0 National Identity Card No. :

5.0 Subject/s you offer :

<i>Subject</i>	<i>Subject No.</i>

6.0 Present Post :

- 6.1 Post : _____.
- 6.2 Number of the letter of appointment : _____.
- 6.3 Date of entry into Grade II of Public Management Assistants' Service : _____.

- 7.0 7.1 Are you sitting the examination for the first time ? : _____.
- 7.2 If not, examination fee paid : _____.
- 7.3 Post Office/Sub Post Office : _____.
- 7.4 Receipt Number : _____.
- 7.5 Date : _____.

Affix the receipt securely here.
(It would be useful to keep a photocopy of the receipt)

8.0 Certificate of the candidate :

I, declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above and it is not necessary to pay the examination fee since I am sitting for the examination for the first time/the receipt issued on payment of examination fee of Rs. to the post office/sub post office on is affixed above. I agree to abide by the decisions made by the Commissioner General of examinations on conducting of the examination and all the provisions of the Examination Act.

_____,
Signature of candidate.

Date : _____.

Note.– The candidate should sign in the presence of the Head of his/her Department/Institution or an officer authorized to sign on behalf of such Head of Department.

Attestation of the Signature

I certify that Mr./Mrs./Miss who is an officer in my office and who is known to me personally, placed his/her signature in my presence on Since he/she sit for the examination for the first time, it is not necessary for him/her to paid the relevant examination fee and that the receipt has been affixed.

_____,
Signature and official stamp of the person attesting.

Name : _____.
Designation : _____.
Address : _____.
Date : _____.

Certificate of the Head of the Department :

I, certify that,

- (i) The particulars furnished by the candidate have been examined,
- (ii) The officer belongs to the Combined Services,
- (iii) The officer has *appeared/not appeared for the examination earlier,
- (iv) *He/she has affixed the receipt obtained by paying the relevant fee to this application form since *he/she has appeared for the examination and ;
- (v) The candidate is eligible to sit the examination.

*(Delete inapplicable words)

_____,
 Signature and official stamp of the Head of the Department.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.