

05-630

**EFFICIENCY BAR EXAMINATION FOR  
OFFICERS IN GRADE III AND GRADE II OF  
SRI LANKA TECHNOLOGICAL  
SERVICE - 2017(11) 2019**

IT is hereby notified that, in accordance with the approved service minute of Sri Lanka Technological Service, the above mentioned examinations will be held by the Commissioner General of Examinations, in Colombo, in the month of September 2019.

02. (i) These examinations will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of conducting the examination and issuing the results. The candidates will be subjected to a punishment imposed by the Commissioner General of Examinations, if such rules are violated by them

(ii) Rules prescribed for candidates are printed separately at the beginning of this gazette notification.

03. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their applications in accordance with the specimen form and officers of Sri Lanka Technological Service in the public service of the central government should forward their applications through the respective head of department and officers of Sri Lanka Technological Service in the provincial public service should forward their applications through the Secretary of PSC in the provincial council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, P.O. Box 1503, Colombo on or before 24<sup>th</sup> June 2019. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of application will be rejected.

4. *Identity*.– Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any of the following documents will be accepted.

- (a) The National Identity Card
- (b) Valid Passport
- (c) Valid Driving License

The candidature of any applicant who is unable to furnish any of the above documents is liable to cancellation on the discretion of Commissioner General of Examinations.

05. *Application* :

- (i) Applications should be prepared in a paper A4 in size using both sides. No. 01 to 07 should appear on the first page whilst the rest should appear on other pages. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting and in the language medium in which the candidate sits this examination.
- (ii) When the application form is prepared, the title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms. Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. It is the responsibility of the candidate to make sure that the application form perfected by him/her self complies with the specimen given in the examination notice and it would be advisable to keep a photocopy of the completed application form.
- (iii) The candidates appearing for the whole examination or one subject for the first time need not pay examination fees. However, for subsequent sittings, a fee of Rs.500/= should be paid for the whole examination and if only one subject is offered, a fee of Rs.250/= should be paid. The fee can be paid at any post office or sub post office in the Island to be credited to revenue head 20-03-02-13 of the Commissioner General of Examination on or before the closing date of application and the receipt obtained thus should be affixed firmly in the relevant cage of the application. It would be advisable to keep a photocopy of the receipt with the candidate.

Under no circumstance, will the fee be refunded nor transferred in respect of other examinations.

- (iv) This examination is held in Sinhala, Tamil and English medium. Applicants should select one medium relevant to them and they should answer the question papers in one and the same language selected by them. The medium they applied for is not allowed to change at a later occasion.
- (v) **An officer is not allowed to sit for both Efficiency Bar Examinations at one and the same occasion.**
- (vi) The officers who have entered into the Grade III of Sri Lanka Technological Service as at the closing date of the application can sit for the first Efficiency Bar Examination and those who have entered into the Grade II can sit for the second Efficiency Bar Examination.

06. On the supposition that only the candidates who have possessed the qualifications mentioned in the Gazette have submitted applications, the Commissioner General of Examinations will issue admission cards to the applicants who have submitted perfected applications indicating the medium of language, examination applied for, signature of the applicant and the attestation of the signature, attestation of the Head of the Department along with the receipt of payment of the examination fee, if relevant, on or before the closing date of examination. A candidate sitting for the examination must produce his admission card which bears the candidate's signature and duly attested to the supervisor of the examination center. A candidate who fails to produce his admission card will not be permitted to sit the examination. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. 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 in the manner specified in the advertisement. At the time of calling the Department of Examinations, the full name of the applicant, address and national identity card number should be mentioned and it would be advisable to keep the following in hand i.e. photocopies of the application form and the receipt of payment of examination fee if relevant, kept at your possession and the receipt of registration. In case of applicants outside Colombo, a letter of request with a fax number to which the admission card should be sent and other particulars mentioned above should be sent to the Department of Examination by fax.

06. (I) The signature of the candidate in the admission card for the examination shall have been be duly attested. A candidate applying for the examination through a certain institution shall get his/ her signature attested by the respective Head of the Institution or an officer authorized by him or the Principal of a government school/ retired officer, Grama Niladhari of the division, a Justice of Peace, a Commissioner for Oaths, an Attorney- at — Law, a Notary Public, a Commissioned Officer of the Three Armed Forces, permanent officer in staff grade in Public or Provincial Public Service, an incumbent or chief priest of a Buddhist temple or a person in charge of a place of worship or a person holding a respectable position among the clergy in any other religious sector.

07. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in para (06) above will not be considered.

08. Officers may, if they so which, present themselves for different subjects separately at different examinations. However, in order to secure a pass at least 40% of the marks should be obtained in respect of each question paper.

09. *Issuance of the results of the examination.*— In accordance with the particulars indicated in para 3 above, the results of the candidates belonging to provincial public service will be issued to the Secretary of the respective Provincial Public Service Commission and the results of the candidates belonging to public service of the central government will be issued to the secretary of the ministry of Public Administration.

#### 10. *Scheme of Examinations :*

- (1) The Efficiency Bar Examination for officers in Grade III will consist of the following 02 question papers.

Subject No. (01) - Establishments Code and Procedural Rules of the Public Service Commission - (Two hours)  
100 marks

Subject No. (02) Financial Regulations - (Two hours)  
100 marks

**Establishments Code and Procedural Rules of the Public Service Commission  
(Subject No. 01) - Syllabus**

This paper will be based on the following Chapters of Establishments Code and Procedural Rules of the Public Service Commission.

Chapter VIII	Overtime, Holidays, Holiday Pay & Allowances
Chapter XII	Leave.
Chapter XIII	Railway Warrants
Chapter XIV	Travel on duty within the Island.
Chapter XIX	Government Quarters.

### **Financial Regulations (Subject No. 02) - Syllabus**

This paper will be based on the following Chapters of Financial Regulations.

#### (1) **Chapter I.**

Estimates of Expenditure and Revenue.

The Consolidated Fund and Planning and Programming of Expenditure , Form of Presentation of Annual Estimates, New Proposals , Preparation Submission and Passing of Estimates of Expenditure, Variations to Estimates of Expenditure ( FR 1 to 68 )

#### (2) **Chapter III.**

Financial Management and Accountability.

Chief Accounting Officers, Accounting Officers, Revenue Officers, Authorization, Approval, Certification, Delegation of Authority.

(FR. 124 to 147)

(2) The Efficiency Bar Examination for officers in Grade II will consist of the following 02 question papers.

Subject No.03- Establishments Code. (Two Hours) 100 marks

Subject No.04 -Financial Regulations - (Two Hours) 100 marks

### **Establishments Code (Subject No. 03) - Syllabus**

This paper will be based on the following Chapters of Establishments Code.

Chapter XV	Travel abroad for study, training or on duty.
Chapter XVI	Holiday Travel.
Chapter XXIII	Special concessions and conditions regarding Officers suffering from certain types of illnesses.
Chapter XXIV	Salary Loans and Advances.
Chapter XXV	Concessions to members of Trade Unions.
Chapter XXVII	Channels of communication.
Chapter XXVIII	Administrative procedures.
Chapter XXX	Right of Government over its officers.
Chapter XXXIII	Legal advice and legal actions.
Chapter XLVII	General conduct and discipline.
Chapter XLVIII	Rules of disciplinary procedure.

### **Financial Regulations (Subject No. 04) - Syllabus**

This paper will be based on the following Chapters of Financial Regulations.

#### (1) **Chapter VI.**

Custody of Public Money etc., Imprests and Bank Accounts.

Security and custody of Public etc. , Counterfoil Books, Boards of Survey on Cash Stamps etc., Imprests, Bank Accounts (FR. 315 to 396)

(2) **Chapter XIII.**

Supplies, Works and Services.

Procurement and Contracts, Supplies, Custody and Verification of Stores, Surplus and unserviceable Articles (FR. 685 to 775)

11. The decision of the Secretary, Ministry of Public Administration and Disaster Management will be the final in respect of any matter not provided for in this notification.

12. Issue of an admission card to a candidate does not necessarily mean that his/her eligibility to sit for the examination has been accepted.

13. In the event of any inconsistency between the Sinhala, Tamil & English texts of this gazette notification, the Sinhala text shall prevail as the accurate text.

J. J. RATHNASIRI,  
Secretary,

Ministry of Public Administration and Disaster Management.

Ministry of Public Administration and Disaster Management, Independence Square,  
Colombo 07,  
07th May, 2019.

**Specimen Form of Application**

(For office use only)

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III AND GRADE II OF SRI LANKA  
TECHNOLOGICAL SERVICE- 2017(11) 2019

(Applications for both Grade III and Grade II examinations cannot be submitted at one and the same time)

Medium in which you sit for the examination  
(Sinhala - 2 / Tamil - 3 / English - 4)  
(Indicate the relevant number in the cage)

Examination for which you intend to sit

Grade III - 0

Grade II - 1

(Indicate the relevant number in the cage)

01. Whether you belong to the provincial public service or public service

(Indicate the number relevant to the service you belong, in the cage)

<i>Public Service</i>	<i>No.</i>
Central Public	10
Western Provincial	01
Central Provincial	02
Southern Provincial	03
North Provincial	04

<i>Public Service</i>	<i>No.</i>
Eastern Provincial	05
North Western Provincial	06
North Central Provincial	07
Uva Provincial	08
Sabaragamuwa Provincial	09

02. (a) Name in Full : \_\_\_\_\_.  
(in English block capital letters)  
(E.g.: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- (b) Name with Initials : (Indicate the initials at the end of the name) : \_\_\_\_\_.  
(in English block capital letters) (eg. GUNAWARDHANA, H.M.S.K.)
- (c) Name in Full : \_\_\_\_\_.  
(in Sinhala/Tamil)

03. Official Address : (Admissions will be posted to this address) : \_\_\_\_\_.  
(in English block capital letters) : \_\_\_\_\_.  
(in Sinhala/ Tamil) : \_\_\_\_\_.

04. Sex :  (Indicate the relevant number in the cage)  
(Male - 0 / Female - 1)

05. National Identity Card Number :

06. Subject/Subjects offered:  
Subjects offered for the Efficiency Bar Examination of Grade III / Grade II (delete inapplicable words)

<i>Subject</i>	<i>Subject No.</i>
.....	<input type="text"/>
.....	<input type="text"/>

07. Mobile Phone Number:

08. (i) Date of Birth : Year :  Month :  Date :
- (ii) Age as at 24.06.2019 : Years :  Months :  Days :

09. (i) Designation : \_\_\_\_\_.
- (ii) Grade of Sri Lanka Technological Service : \_\_\_\_\_.  
(Should be included as Grade III/II)
- (iii) Service period in the above grade as at 24.06.2019 : \_\_\_\_\_.

10. Department to which you belong : \_\_\_\_\_.

11. Particulars of the receipt obtained by paying the examination fee :
- (i) The post office/sub post office at which the payment of examination fee is made : \_\_\_\_\_.
- (ii) Number and date of the receipt : \_\_\_\_\_.
- (iii) Amount paid : \_\_\_\_\_.

Affix the receipt of examination fee here (It would be advisable to keep a copy of the receipt)

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Further, I agree to abide by the rules imposed by the Commissioner General of Examination on conducting the examination and issuing the results.

\_\_\_\_\_  
Signature of the candidate.

Date : \_\_\_\_\_.

*Attestation of Candidate's Signature*

I hereby certify that Mr./Mrs./Miss. ....  
..... is presently employed in my  
office and is well known to me and he/she placed his/her  
signature in my presence on ..... 2019 and is  
exempted from paying the prescribed examination fee and  
has paid the prescribed examination fee and has affixed the  
receipt.

\_\_\_\_\_,  
Signature of the Attester.

Date : \_\_\_\_\_.

Name of the officer attesting : \_\_\_\_\_.

Post : \_\_\_\_\_.

Address : \_\_\_\_\_.

(Confirm by the Official Stamp)

*Certification of the Head of the Department*

I hereby certify that the particulars given in paragraphs  
1-11 above are correct and this candidate is eligible to sit for  
the examination and also eligible to sit for the examination  
in the language medium mentioned above.

\_\_\_\_\_,  
Signature and designation of Head of Department.  
(Confirm by the Official Stamp)

Date : \_\_\_\_\_.