

**THIRD EFFICIENCY BAR EXAMINATION
FOR THE OFFICERS IN GRADE I OF SRI
LANKA TECHNOLOGICAL SERVICE - 2017
(THREE MONTH CERTIFICATE COURSE ON
MANAGEMENT)**

IT is hereby notified that the aforesaid course shall be commenced from July 2018 as a weekend course to be conducted on Saturdays for 15 weeks, by the Faculty of Management Studies and Commerce University of Sri Jayawardhanapura as per the Minute of Sri Lanka Technological Service published by the *Gazette Extra Ordinary* of the Government No. 1930/12 dated 01.09.2015.

02. (i) This course shall be conducted in English medium at the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura and a final examination will be held for each subject at the end of the course. On the results of the said examination the passing of the course is determined and the applicants who have passed this course

are treated as completed the Efficiency Bar Examination mentioned above. The applicants shall be subjected to the rules and regulations imposed by the Dean of the Faculty with regard to selection of officers for the course, conducting the course, conducting the examinations and issuing the results, issuing certificates and granting concessionary periods for the course. They shall be subjected to any punishment imposed by the University of Sri Jayawardhanapura and provisions of the Establishments Code for violation of the rules and regulations imposed by the University.

(ii) You shall be informed with regard to the rules and regulations imposed by the University of Sri Jayawardhanapura and the course by the University at the beginning of the course.

03. The specimen application for this course is published at the end of this notification. Applicants should prepare their own applications according to the specimen. In case where the officer belongs to the Sri Lanka Technological Service under the Central Government, application of such officer shall be sent through the Head of the Department and in the meantime the officers in Sri Lanka Technological Service under the Provincial Public Service shall send their applications through the Secretary of the Provincial Public Service Commission in the Provincial Council where they serve. The applications should be sent through registered post to Dean, Faculty of Management Studies and Commerce, University of Sri Jayawardhanapura, Gangodawila, Nugegoda before 04th of May 2018. "Third Efficiency Bar Examination for the Officers in Grade I of Sri Lanka Technological Service – 2017 (Three Month Certificate Course on Management)" shall be indicated in top left-hand corner of the envelope in which the application is forwarded. The Dean is empowered to reject the applications received after the closing date of applications without any inquiry.

04. *Identity.*– Candidates shall be required to prove their identity to the satisfaction of the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura. For this purpose, one of the following documents shall be kept at the possession of the applicants at the beginning and also during the course in order to submit on requirement.

- (a) The National Identity Card issued by the Department of Registration of Persons.
- (b) Identity card issued by the respective institution ;

or

A document issued by the respective institution to prove the identity.

05. *Application :*

- (i) Applications should be prepared in a paper of A4 size. The application could be typewritten, but it should be filled in correctly and legibly in candidate's own handwriting. At the occasions where it is specially mentioned, the applications shall be filled in the language medium specially mentioned. Special attention should be paid to the name of the officer, since the name is used as it is indicated in the paid to the name of the officer, since the name is used as it is indicated in the application at all occasions within the Course duration. If the said particulars are changed within the course duration, it should be informed to the Dean, Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura in writing along with the recommendations of the Head of the Department.
- (ii) Please indicate the title of the examination appearing in the specimen in English language as well, on both Sinhala and Tamil application forms. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the notification and further it would be advisable to keep a photocopy of the completed application form.
- (iii) A stamp size photograph of the applicant shall be pasted in the cage on the top right hand corner of the original application and another stamp size photograph shall be attached to the application.

06. *Course fee and examination fees :*

- (i) The officers appearing for this course shall pay either by a cheque issued by the employer or by a Bank draft of amount of Rs. 17,500/- to the Current Account of the Faculty Development Fund of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura No. of 097100140002229 at People's Bank, Gangodawila Branch, The receipt obtained by the candidate depositing the relevant amount shall be submitted to the Dean of Faculty of Management Studies and Commerce

of University of Sri Jayawardhanapura before the date informed by the Course Coordinator. Institutional charges, printing fees, examination fees, allowances for resource providers and charges for coordination are included in the above amount.

- (ii) If the officers who are unable to complete the examination of the course at the first occasion wish to sit for the examination at the consequent sittings, they are required to pay a registration fees of Rs. 1,000/- and an examination fee of Rs. 2000/-. When making these payments, the instructions of the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura shall be followed.
- (iii) Under no circumstances, the course fee shall be refunded. The examination fee shall not be allowed to transfer in respect of any other examination or course or officer.

07. Requirement to follow the course :

- (i) All the officers shall pass the Third Efficiency Bar Examination for officers in Grade I of Sri Lanka Technological Service before the lapse of five (05) years from the date of promotion to Grade I.
- (ii) The officers who have completed five (05) years from the date of promotion to Grade I of Sri Lanka Technological Service as at 01.06.2013 shall be exempted from the requirement of passing the Third Efficiency Bar Examination.

Note : Kindly note to pay the attention of the Head of the Department regarding the seniority of each officer and the matters indicated in Para. 7 (i) and 7 (ii) above.

08. Selection for the course :

- (i) When officers are selected for the course, priority shall be given depending on the order of the seniority of the appointment of the officers who were promoted to Grade I of Sri Lanka Technological Service.
- (ii) In addition to the officers in Grade I, the officers who have passed the Second Efficiency Bar Examination of Grade II are also able to apply for this course with the recommendation of the relevant department, so as to be limited only at this instance.

09. All the officers who have submitted applications shall be included in the data base maintained by the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura and 800 persons shall be selected annually for the course. A list of names of the applicants who are selected for the course shall be published on the web site of the Ministry of Public Administration and Management and it will be informed to the officers selected by the University of Sri Jayawardhanapura. **The university is not bound to re-inform the same to the applicants who do not participate in the course after that and action shall be taken considering it as an opportunity granted to an officer.**

10. Syllabus of the course :

Serial No.	Syllabus	Number of credits	Credit Hours
01	Public Finance Management	02	30
02	Human Resource Management (Basic theories)	02	30
03	Conflict Management (Practical application of the theories on Conflict Management in achieving the goals and objectives of the organization)	02	30
04	Organizational Behavior	02	30
05	Project Report A research paper either on an issue in the professional field of candidate or the professional field itself.	02	30
		10	150

11. The decision of the Secretary to the Ministry of Public Administration and Management shall be the final with regard to any matter not referred to herein.

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

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
14th of March 2018.

(The Gazette Notification and the specimen application can be downloaded at www.pubad.gov.lk)

Specimen Application

Affix a stamp
size photograph
here

(Official use only)

THIRD EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN GRADE I OF SRI LANKA TECHNOLOGICAL SERVICE – 2017 (THREE MONTH CERTIFICATE COURSE ON MANAGEMENT)

01. (a) Name with Initials : (Indicate the initials at the end of the name) :_____.
(In English block capital letters)
Eg. GUNAWARDHANA M.G.B.S.K.

- (b) Name in Full :_____.
(In English block capital letters)

- (c) Name in Full :_____.
(In Sinhala/Tamil)

02. Indicate whether you belong to Provincial Public Service, if not to which public service you belong :

(Public Service – 10/ Western Provincial Public Service – 01/ Central Provincial Public Service – 02/ Southern Provincial Public Service – 03/ Northern Provincial Public Service – 04/ Eastern Provincial Public Service – 05/ North Western Provincial Public Service – 06/ North Central Provincial Public Service – 07/ Uva Provincial Public Service – 08/ Sabaragamuwa Provincial Public Service – 09)

03. Designation (In English Block Letters) :_____.

04. Sub Department/ Division to which you belong:
(In English Block Letters) :_____.
(In Sinhala/ Tamil) :_____.

05. Department to which you belong :
(In English Block Letters) :_____.
(In Sinhala/ Tamil) :_____.

06. Official Address :
(In English Block Capital Letters) :_____.
(In Sinhala/ Tamil) :_____.

07. Personal Address:
(In English Block Letters) :_____.
(In Sinhala/ Tamil) :_____.

08. E-mail :_____.

09. Telephone Number :

Official

Personal

10. Gender :

Male – M ☐
Female – F ☐

(Indicate the relevant letter in the cage)

11. National Identity Card:

(Affix a copy of the National Identity Card signed by the candidate to the effect that it is a true copy)

12. (a) If you are an officer in Grade I of Sri Lanka Technological Service,

- (i) Date of promotion to Grade I:

Year Month Day

- (ii) Active service period in Grade I as at 04.05.2018:

Years Months Days

(Submit the copy of the letter of promotion to Grade I certified to the effect that it is a true copy, as an attachment)

- (iii) Service period in Grade I as at 01.06.2013

Years Months Days

- (b) If you are an officer in Grade II of Sri Lanka Technological Service,

- (i) Date of promotion to Grade II:

Year Month Day

(ii) Active service period in Grade II as at 04.05.2018:

Years Months Days

(iii) Date on which you passed the second efficiency bar examination:

Year Month Day

(Submit the copy of the results sheet of the Second Efficiency Bar Examination issued by the Head of the Department, which has been certified by the candidate to the effect that it is a true copy, as an attachment.)

I declare that the foregoing particulars are correct and I am bound by the rules and regulations imposed by the Dean of the Faculty of Management Studies and Commerce, University of Sri Jayawardhanapura with regard to conducting the course, examination and issuing results and the rules and regulations specified in the Establishments Code and the application has been prepared in conformity with the specimen application.

_____,
Signature of the Candidate.

Date : _____.

Attestation of the Signature

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

_____,
Signature of the Attestor and official stamp.

Date : _____.

Certification of the Head of the Department

I hereby certify that the particulars mentioned in paragraphs 01 to 12 are accurate and the candidate is an officer in Sri Lanka Technological Service who is eligible to follow this course as per the note in paragraph 07 and subject to the provisions in para. 08 and 09 and it is possible for the Department to pay the prescribed course fee.

_____,
Signature of the Head of the Department
and Official Stamp.

Date : _____.

Check List

1. A copy of the National Identity Card signed by the candidate to the effect that it is a true copy is attached.
2. A stamp size photograph is affixed on the top right hand corner of the application.
3. A stamp size photograph is attached with the application.
4. Copy of the letter of promotion to Grade I certified to the effect that it is a true copy is attached.

or

Submit the copy of the results sheet of the Second Efficiency Bar Examination issued by the Head of the Department, which has been certified by the candidate to the effect that it is a true copy is attached.

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