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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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## PART I : SECTION (I) — GENERAL

### Government Notifications

#### MINUTE OF THE SRI LANKA SCIENTIFIC SERVICE

FOLLOWING Minute of the Sri Lanka Scientific Service is hereby substituted without any prejudice to any action taken or purported to be taken in terms of revisions made to the Minute of the Sri Lanka Scientific Service published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 75/8 dated 13th February 1980 and revised Minute of the Sri Lanka Scientific Service published in the *Gazette Extraordinary* No. 509/07 dated 7th June 1988.

On the order of Public Service Commission,

T. M. L. C. SENARATHNE,  
Secretary,  
Public Service Commission.

Office of Public Service Commission,  
177, Nawala Road, Narahenpita,  
Colombo 05.  
28th August, 2013.

#### Minute of the Sri Lanka Scientific Service

- 01. Effective Date :** This Service Minute shall be effective from 02.04.2013
- 02. Particulars of the Appointing Authority :** Appointing Authority: Public Service Commission
- 03. Particulars of the Service category:**
- |     |                  |  |
|-----|------------------|--|
| 3.1 | Service category | : Senior Executive Executive             |
| 3.2 | Grades           | : Senior Executive Executive Executive   |
|     |                  | Special Grade Grade I Grade II Grade III |



#### 04. Role:

Provision of consultancy services in the Scientific fields of Biology, Chemistry, Physics, Mathematics and Agriculture which have been named as specific streams of study within the Scientific field, Scientific involvements in consistent with the subject within the field and management of Scientific projects.

#### 05. Salaries:

- 5.1 Salary Code Number : Senior Executive - SL-3-2006  
Executive - SL-1-2006
- 5.2 Salary Scale : Senior Executive-SL-3-2006-Rs. 42,390-12x1310 Rs. 58,110/- Executive-SL-1-2006-Rs. 22935-10x645-8x790-17x1050-Rs. 53,555/-
- 5.3 Initial Salary step applicable to grading system:

<i>Grade</i>	<i>Initial salary step</i>	<i>Salary Point (Rs.)</i>
Grade III	(SL-1-2006) step 1	Rs. 22,935/-
Grade II	(SL-1-2006) step 12	Rs. 30,175/-
Grade I	(SL-1-2006) step 20	Rs. 36,755/-
Special Grade	(SL-3-2006) step 1	Rs. 42,390/-

#### 06. Posts belonging to the Service:

- 6.1 Approved Designations, Number of approved posts and Grades

<i>Approved post</i>	<i>Number of approved posts</i>	<i>Tasks</i>
Posts in Grade III/II	492	Tasks relevant to the posts shall be stated specifically in the procedures of recruitment prepared for the posts in Scientific Service, in compliance with this service minute.
Posts in Grade I	42	
Posts in Special Grade	14	

- 6.2 Combined number of officers: 548 - (Grade III, II and I)

For the purpose of promotions from grade to grade, III, II and I shall be treated as belonging to the Combined Number of Officers. Schedule of posts approved by the Department of Management Services is given in Appendix 01.

- 6.3 Nature of the post: Permanent and pensionable.

#### 07. Method of recruitment

- 7.1 Ratio of recruitment

Note :- This percentage may vary according to the requirement of each Department. It shall be stated in the relevant procedure of recruitment.

## 7.2 Recruitment under open stream :

### 7.2.1 Recruitment Grade : Grade III of Sri Lanka Scientific Service

#### 7.2.2

##### 7.2.2.1 Educational Qualifications : Educational Qualifications

Shall have possessed a

(a) Bachelor of Science (special) degree with a class

or

(b) Bachelor of Science (general) degree with a class,

or

(c) Bachelor of Science (General) Degree or Bachelor of Science (Special) Degree with a Post Graduate Degree

(Educational qualifications and subjects relevant to each posts shall be included in Procedure of recruitment)

##### 7.2.2.2 Professional Qualifications : Not applicable

##### 7.2.2.3 Experience : Not applicable

##### 7.2.2.4 Physical fitness : Shall have the physical and mental fitness to serve in any part of the Island and to perform the duties of the post.

##### 7.2.2.5 Other :

I. Shall be a citizen of Sri Lanka.

II. Shall be of an excellent character.

III. Shall not be a person who is ordain in any religious order

IV. Shall not have sat the Open Competitive Examination of Sri Lanka Scientific Service for more than two sittings.

V. Shall have completed all the qualifications required for recruitment to the post in each and every way, as at the date prescribed in the Notice of Calling Applications/Gazette Notification.

#### 7.2.3 Age :

7.2.3.1 The minimum age limit : 22 years

7.2.3.2 The maximum age limit : 28 years

#### 7.2.4 Method of recruitment :

Recruitments shall be made on the order of merit determined on the marks obtained by the candidates who have passed the written examination and fulfilled the relevant qualifications. A number of candidates equal to the number of recruitments expected to be made to each post, shall be called for the interview.

##### 7.2.4.1 Written test

<i>Subjects</i>	<i>Maximum marks</i>	<i>Pass Mark</i>
Intelligence test	100	40
General knowledge	100	40

(Refer Appendix 2)

7.2.4.2 Conducting Authority : Commissioner General of Examinations

7.2.4.3 General interview - Objectives that are expected to be achieved - verification of qualification.

7.2.4.3.1 Appointing authority of General interview Board : Public Services Commission.

7.2.5 Method of calling applications : Applications shall be called by publishing a notice in the government Gazette and notice in the web site.

7.3 Recruitment under limited stream

7.3.1 Recruitment Grade : Grade III of the Service

7.3.2 Qualifications :

7.3.2.1 Educational Qualifications : Relevant educational qualifications shall be stated in the Procedure of recruitment related to the posts existing at each department or ministry, depending on the requirement.

7.3.2.2 Professional Qualifications : Shall be stated in the Procedure of recruitment if applicable to the post.

7.3.2.3 Experience : Shall be stated in accordance with Procedure of recruitment.

7.3.2.4 Physical fitness : Shall have the physical and mental fitness to service in any part of the island and to perform the duties of the post.

7.3.2.5 Other : 1. Shall be of an excellent character  
2. Shall have completed a satisfactory service period of five (05) years immediately preceding the date determined for consideration of qualification.  
3. Candidates are allowed to sit for the examination only for two sittings.

7.3.3 Method of recruitment :

Recruitments shall be made on the order of merit determined on the marks obtained by the candidates who have passed the written examination and fulfilled the relevant qualifications. A number of candidates equal to the number of recruitment expected to be made to each post, shall be called for the interview.

7.3.3.1 Written Test

<i>Subjects</i>	<i>Maximum marks</i>	<i>Pass Mark</i>
Subject related knowledge	100	40
Intelligence test	100	40

(Appendix 03)

7.3.3.1.1 Conducting Authority :  
Commissioner General of Examinations

7.3.3.2. Professional Test : Not Applicable

7.3.4 Method of calling applications : Applications shall be called by publishing an internal notice, notice in the web site and notice in the *Government Gazette* by relevant Heads of Departments.

7.4 Recruitment under order of merit : Not Applicable

## 08. Efficiency Bar Examination

### 8.1

<i>Efficiency Bar</i>	<i>At what point the limit for passing the Efficiency Bar expires (number of years)</i>	<i>Nature of the Efficiency Bar Written/Professional/Certificate courses/other</i>
1st Efficiency Bar	Before lapse of 03 years from the date of recruitment to Grade III	Written Test "Appendix 4"
2nd Efficiency Bar	Before lapse of 03 years from the date of promotion to Grade II	Written Test (Research Paper)
3rd Efficiency Bar	Before lapse of 05 years from the date of promotion to Grade I	Written Test determined by the Head of the Department or a project report related to the scope of the department. (shall be included in the relevant Procedure of recruitment)

8.2 Time frame of the efficiency bar examination :  
Shall be conducted twice every year.

8.3 Authority for conducting Efficiency bar Examinations :

1st Efficiency Bar - By Sri Lanka Institute of Development Administration

2nd Efficiency Bar - By a Board of Examination approved by the Secretary of the Ministry in charge of Public Administration.

3rd Efficiency Bar - By an Institution or a Board of Examination approved by the Secretary of the Ministry in charge of Public Administration, depending on the nature of the Efficiency bar.

## 09. Language Proficiency

### 9.1

<i>Language</i>	<i>Proficiency to be satisfied</i>
Official Language	Officers who have been recruited to service in a language other than any official language shall acquire proficiency in one of the official languages before confirmation in the service.
Other Official Language	Proficiency at the relevant level shall be acquired as per Public Administration Circular 01/2014 and other circulars issued subsequently.
Link Language	Shall have obtained a credit pass for English as a subject at G.C.E. Ordinary Level before confirmation in service. (Not as an optional subject)

## 10. Grade Promotions

### 10.1 Promotion from Grade III to Grade II in service

#### 10.1.1 On average performance

##### 10.1.1.1 Requirements to be satisfied :

- (i) Shall have been confirmed in the post in the service.
- (ii) Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade III of the service and earned ten (10) salary increments within the relevant period.
- (iii) Shall have proved a performance at satisfactory level or above during the period of ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iv) Shall have completed a satisfactory service of five (05) years immediately preceding the date of qualifying for promotion.
- (v) Shall have obtained the required level of proficiency in Link Language or being exempted from the same.
- (vi) Shall have obtained the proficiency in other official language at the relevant level.
- (vii) Shall have passed the relevant Efficiency Bar Examination on due date.

##### 10.1.1.2 Method of Promotion :

When officers who have satisfied the qualifications make a request to the Appointing Authority as per the specimen form, promotion to Grade II shall be made by the Appointing Authority after verification of qualifications, to be effective from the qualifying date.

#### *Note :*

The date of promotion of the officers, who are unable to pass the efficiency bar on due date for the purpose of promotion under average performance, shall be delayed by a period similar to the period obtained by the officer for passing the same.

### 10.2 Promotion from Grade II to Grade I :

#### 10.2.1 On average performance

##### 10.2.1.1 Qualifications to be satisfied

- (i) Shall have completed an active and satisfactory period of service for seven (07) years in Grade II of the service and earned seven (07) salary increments due for the said period.
- (ii) Shall have proved a satisfactory period of service within five (05) years immediately preceding the date of promotion.
- (iii) Shall have proved a performance at satisfactory level or above during the period of seven (07) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iv) Shall have passed the second Efficiency Bar Examination.
- (v) Shall have obtained a Masters Degree in a subject stream specifically mentioned in the relevant procedure of recruitment, from a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as an institution for awarding degrees.

#### 10.2.1.2 Method of Promotion :

When officers who have satisfied the qualifications make a request to the Appointing Authority as per the specimen form, promotion to Grade I shall be made by the Appointing Authority after verification of qualifications, to be effective from the qualifying date.

### 10.3 Promotion from Grade I to Special Grade

#### 10.3.1 Qualifications to be satisfied :

- (i) Shall have obtained a Masters Degree in a subject stream specifically mentioned in the relevant procedure of recruitment, from a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as an institution for awarding degrees.
- (ii) Shall have completed an active and satisfactory period of service for five (05) years in Grade I of Sri Lanka Scientific Service as at the date of qualifying for promotion and earned five (05) salary increments after promotion to Grade I.
- (iii) Shall have completed an active period of service of not less than 18 years, in Sri Lanka Scientific Service as at the date for qualifying for promotion.
- (iv) Shall have proved the annual performance at the satisfactory level or above during the period of five (05) years immediately preceding the date of qualifying for promotion.
- (v) Shall have possessed a satisfactory service during the five (05) years immediately preceding the date of qualifying for promotion and not been subjected to any disciplinary punishment.

#### 10.3.2

- (i) Promotion to special grade shall be made by the Public Service Commission, as per the results of an interview conducted by an interview board approved by the Public Service Commission, and as per the existing vacancies.
- (ii) Seniority and merit shall be considered at the interviews.

### 11. Recruitment to posts :

#### 11.1 Qualifications

<i>Post</i>	<i>Qualifications</i>
Posts in Special Grade	Shall be an officer in Special Grade of the service
Posts in Grade I	Shall be an officer in Grade I or Special Grade of the Service
Posts in Grade III/II	Shall be an officer in Grade III, II or a higher grade.

11.2 Method of selection : Method of selection for the posts shall be stated in the relevant procedure of recruitment.

## 12. Conditions applicable to the service :

### 12.1 Conditions for confirmation in service

- (a) An officer appointed to Grade III of Sri Lanka Scientific Service by the open competitive examination shall be subjected to a probation period of three (3) years. If he/she has passed the first efficiency bar examination and acquired the required level of language proficiency and that his/her work and conduct are satisfactory during the period of probation, he/she shall be confirmed in Sri Lanka Scientific Service at the end of the period of probation.
- (b) An officer recruited to Grade III of the Sri Lanka Scientific Service by the limited competitive examination shall be recruited subjected to an acting period of one year. The appointment of the officer shall be confirmed at the end of the acting period, if his/her work and conduct during the period of acting are satisfactory.

### 12.2 Training and development

- (a) An induction training of 3 months,
- (b) This shall be organized by Director (Scientific Services) and conducted by Sri Lanka Institute of Development Administration.

## 13. Definitions and Interpretations :

- (i) The term “**Cadet**” shall mean a person recruited under provisions of this minute who is undergoing induction training.
- (ii) The term “**Service Minute**” shall mean the Minute on the Sri Lanka Scientific Service.
- (iii) The term “**Effective Date**” shall mean the date on which this minute comes into effect.
- (iv) “**Period of Satisfactory Service**” shall be defined as per section 186 of Procedural Rules of Public Services Commission.
- (v) “**Secretary**” shall mean the Secretary to the Ministry in charge of the subject of Public Administration.
- (vi) “**Service**” shall mean the Sri Lanka Scientific Service.
- (vii) “**Period of Active Service**” shall mean the actual period served by the officer engaged in the duties and drawing the salary attached to his post. However, all the periods on No Pay other than Maternity Leave approved by the government, shall not be counted for the period of active service.

Recruitment shall strictly be made to Grade III of the service. The number of recruitments shall be determined as per the vacancies which are reported as at 30th June of relevant year.

## 14. Absorption to Grade System :

- 14.1 The officers who are serving as at the effective date of this Service Minute shall be absorbed into the restructured Sri Lanka Scientific Service in the following manner subject to the provisions in Section 4, Chapter VII of the Establishment Code.

However, no change shall be made on the salary and the date of salary increment of the officer due to the absorption and the said date shall remain unchanged as the previous salary increment date. Further, in the salary conversion the relevant officer should not be placed on the next higher salary step as per Section 4.4, Chapter VII of the Establishments Code on the basis of corresponding to the last drawn salary step of the officer.



- (i) Absorption to Grade III of Sri Lanka Scientific Service,  
Officers in Grade II of Class II of the Service as at the effective date shall be absorbed to Grade III.
- (ii) Absorption to Grade II of Sri Lanka Scientific Service,  
Officers in Grade I of Class II of the service as at the effective date shall be absorbed to Grade II.
- (iii) Absorption to Grade I of Sri Lanka Scientific Service,
  - (a) Officers who are in Class I as at the effective date
  - (b) Officer who have been appointed to Grade I on the supernumerary basis as at the effective date.
- (iv) Absorption into Special Grade of Sri Lanka Scientific Service,  
Officers who are holding a permanent post in Special Grade and drawing relevant salaries as at the effective date.

14.2 No. prejudice shall be caused to the salary entitled to the officers or the seniority of the officers who were in relevant Classes / Grades as at the effective date of service minute due to absorption.

14.3 No change shall be made either in salary or increment date due to absorption.

#### **15. Interin Provisions :**

The officers who have already obtained the Masters Degree, among those who are absorbed to Grade II and promoted to Grade II as at the effective date of this minute, shall be considered as having passed the second Efficiency Bar. Further, a period of 03 years shall be granted to the officers in Grade II who are following their Post Graduate Degree enabling them to complete such Post Graduate Degree as the second Efficiency Bar.

*Note :* - In addition to the above provisions which are specific to each Department, if any, shall be included in the relevant procedure of recruitment.

**16.** In addition to the requirements mentioned in this minute, all the officers shall acquire required proficiency and skills as determined by the government from time to time.

**17.** General conditions in procedural rules published by the Public Service Commission and the provisions of the Establishments Code shall be applicable for each appointment.

#### **18. Matters not provided for :**

Decisions on matters outside the provisions of this minute shall be made by the Public Service Commission.

#### **19. Other :**

In case of an inconsistency among the matters in Sinhala, Tamil and English versions, the Sinhala version shall come into force.

APPENDIX 01

SCHEDULE OF POST

POSTS IN GRADE II/III OF SRI LANKA SCIENTIFIC SERVICE

<i>Department</i>	<i>Post</i>	<i>Grade</i>	<i>Number of Posts</i>
1. Department of National Botanical Gardens	Deputy Director/Assistant Director	III / II	23
2. Department of National Zoological Gardens	Deputy Director / Assistant Director	III / II	08
3. Ministry of Botanical Gardens and Public Recreation	Deputy Director / Assistant Director	III / II	01
4. Department of Measurement Units, Standards and Services	Deputy Director of Measurement Units, Standards and Services / Assistant Director	III / II	11
5. Department of Meteorology	Senior Meteorologist / Meteorologist Deputy Director	III / II	34 07
6. Department of Forest Conservation	Deputy Conservator of Forests Assistant Conservator of Forests Deputy Conservator of Forests Assistant Conservator of Forests	III / II  II III	45  09 07
7. Ministry of Environment and Renewable energy	Deputy Director / Assistant Director	III / II	01
8. Ministry of Health	Physicist Bio Chemist Research Officer Entomologist Chemist Parasitologist Pharmaceutical Analyst Scientific Officer Deputy Director	III / II III / II III / II III / II III / II III / II III / II III / II II	41 06 28 32 08 01 13 02 01
9. Department of Textile Industries	Textile Scientist	III / II	01
10. Department of Irrigation	Superintendent of Hydrology data Field Superintendent of Hyrology Superintendent of Engineering Materials Superintendent of Civil Engineering Material Surveys Superintendent of Hydrolics	III / II III / II III / II III / II  III / II	01 01 01 01 03 01

<i>Department</i>	<i>Post</i>	<i>Grade</i>	<i>Number of Posts</i>
	Superintendent of Land use	III / II	02
	Chief Drawing Office	III / II	05
	Assistant	III / II	01
	Specialist Officer (Land use)	III / II	01
	Assistant Soil Chemist	III / II	01
	Research Officer (Land use)	III / II	01
	Research Officer (Hydrology)	III / II	01
	Superintendent of Instruments		
11. Department of Government Analyst	Senior Assistant Government Analyst / Assistant Government Analyst	III / II	66
	Senior Assistant Government Examiner of Questioned Documents / Assistant	III / II	10
	Government Examiner of Questioned Documents	II	01
	Quality Assurance Scientist	III	01
	Quality Assurance Associate		
12. Department of Labour	Deputy Commissioner of labour	II	01
	Senior Research Officer	II	01
	Research Officer	III / II	03
13. Department of Export Agriculture	Assistant Director / Deputy Director	III / II	67
14. Ministry of Minor Export Crop Promotion	Deputy Director / Assistant Director	III / II	02
15. Department of Archeology	Deputy Director / Assistant Director (Chemical Conservation)	III / II	02
16. Department of National Museum	Deputy Director / Assistant Director	III / II	06
17. Ministry of Technology, Research and Atomic Energy	Assistant Director / Deputy Director	III / II	02
18. Department of Railway	Chemist cum Metallologist	III / II	01
19. Department of Wildlife Conservation	Assistant Director / Deputy Director	III / II	30

POSTS IN GRADE I OF SRI LANKA SCIENTIFIC SERVICE

<i>Department</i>	<i>Post</i>	<i>Grade</i>	<i>Number of Posts</i>
1. Department of National Botanical Gardens	Director	I	02
2. Department of National Zoological Gardens	Director	I	01
	Additional Director (Operations)	I	01
3. Department of Measurement Units, Standard and Services	Director of Measurment Units, Standards and Services	I	01
4. Department of Meteorology	Director	I	04
5. Department of Forest Conservation	Conservator of Forests	I	08
6. Ministry of Environment and Renewable Energy	Director (Bio divesity)	I	01
	Director (Sustainable energy)	I	01
7. Ministry of Health	Director	I	01
8. Department of Irrigation	Director (Land use)	I	01
9. Department of Government Analyst	Deputy Government Analyst	I	05
	Government Examiner of Questioned Documents	I	01
10. Department of Export Agriculture	Director (Research)	I	03
	Director (Development)		03
	Director (Regulatory)		01
11. Ministry of Minor Export Crop Promotion	Director	I	01
12. Department of Archeology	Director (Chemical (Conservation)	I	01
13. Department of National Museums	Director	I	01
	Additional Director	I	02
14. Ministry of Technology, Research and Atomic Energy	Director	I	01
15. Department of Wildlife Conservation	Director	I	02

POSTS IN SPECIAL GRADE OF SRI LANKA SCIENTIFIC SERVICE

<i>Department</i>	<i>Post</i>	<i>Number of Posts</i>
1. Department of National Botanical Gardens	Director General	01
2. Ministry of Botanical Gardens and Public Recreation	Additional Secretary	01
3. Department of Meteorology	Director General	01
4. Department of Forest Conservation	Conservator General of Forests Additional Conservator General of Forests	01 02
5. Ministry of Environment and Renewable Energy	Additional Secretary (Environmental Policies and Planning)	01
6. Department of Government Analyst	Government Analyst (Additional Government Analyst)	01 02
7. Department of Export Agriculture	Director General Additional Director General	01 02
8. Department of Wildlife Conservation	Director General	01

APPENDIX 02

SYLLABUS FOR THE OPEN COMPETITIVE EXAMINATION

(1) Intelligence test - 100 marks - 1 hour

This paper which is designed to test the candidate's ability of critical reasoning, general intelligence and ability of decision making shall consist of 50 questions of multiple choice.

(2) General Knowledge - 100 marks - 1 hour

This is a question paper which aims at testing general knowledge and it shall be designed to test the understanding of the candidate on political, social, cultural and economic environment of Sri Lanka, matters which are currently important in national and international aspects and national and international scientific and technical development. This question paper shall consist of two parts. The first part shall consist of questions for short answers and 25 marks shall be allocated. The second part shall consist of questions in semi structured nature. For this part, the candidate shall answer 5 out of 8 questions. 75 marks shall be allocated for this part.

APPENDIX 03

SYLLABUS FOR THE LIMITED COMPETITIVE EXAMINATION

Relevant syllabus and the marking scheme to be followed at the interview are stated in the relevant procedure of recruitment

APPENDIX 04

Syllabus of the Efficiency Bar Examination mentioned in Para. 8 for the officers who are appointed to Grade III of Sri Lanka Scientific Service.

First Efficiency Bar Examination

Syllabus of the First Efficiency Bar Examination for the officers who are appointed to Grade III of Sri Lanka Scientific Service

1. The First Efficiency Bar Examination shall consist of the following subjects.

- I. Financial systems
- II. Administration
- III. Departmental Regulations

2. An officer shall be allowed to sit for the subjects of First Efficiency Bar Examination at one or different sittings.

3. The duration of each question paper is three hours and the maximum mark is 100 for each paper.

4. Scheme of examination

- I. Finance management and procurement process in public sector  
One question paper consisting of the following

(a) Financial control in Sri Lanka

- \* Constitutional Provisions relevant to public finance management
- \* Control of the Parliament over public finance
- \* Definition of funds
- \* Consolidated fund and its function
- \* Objective and methodologies of appropriation
- \* Contingent Fund
- \* Other funds and their function
- \* State revenue
- \* Powers and role of the Finance Minister
- \* Powers and role of the General Treasury
- \* Warrant and imprest authority
- \* Powers and role of the Auditor General
- \* Committee on Public Accounts (COPA)
- \* Committee on Public Enterprises (COPE)

(b) Appointment of Accounting Officers, Chief Accounting Officers and Accounting Officers on State revenue, their powers and role/accountability and the nature of their responsibilities

(c) Internal auditing

(d) Planning and management of public expenditure

- \* Identifying the objectives and functions of organizations
- \* Identifying 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

(e) Making changes in approved estimates

- \* Implementation of Weerakoon procedure
- \* Management of cadre and salaries of public sector

- \* Total cost estimates and making revisions to the same
- \* Supplementary estimates
- (f) Losses and omissions of state properties
- (g) Various accounting activities
- (h) Entrusting tasks for financial management
- (i) Custody of public finance and procedure of bank accounts
- (j) Government procurement process
  - \* Code of procurement procedure of government
  - \* Procurement guidelines of the government

Note - Candidate shall secure marks of 40%

II. Administration - One question paper based on the following

- (a) Chapter of the Establishment Code

I, II, III, V, VI, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII

- (b) Procedural rules of Public Service Commission published in *Gazette Extraordinary* No. 30/1589 dated 20.02.2009.

Note - Candidate shall secure marks of 40%

III. Departmental regulations

It is difficult to conduct a common test for all officers in this service, since the departmental regulations may be varied. Therefore, syllabus for this subject shall be prepared and all the Heads of Departments shall take action to conduct this test at least once a year on the approval of the Secretary of the relevant Ministry.

Second Efficiency Bar Examination

It shall be included in the procedure of recruitment regarding the written test (research paper) related to the field within three years from the date of promotion to Grade II of Sri Lanka Scientific Service.

Third Efficiency Bar Examination

40% marks shall be obtained from a written test or a project report related to the field. Conducting the examination and the manner of conducting the examination shall be determined by the Head of the Department.