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## The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,637 - 2010 ජනවාරි මස 15 වැනි සිකුරාදා - 2010.01.15  
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(Published by Authority)

### PART I : SECTION (IIA) — ADVERTISING

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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 22nd January, 2010 should reach Government Press on or before 12.00 noon on 08th January, 2010.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2010.

### 1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A "Sri Lankan" is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the "New Entrants" Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

### 2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments:

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I proficiency Test in one of the Official languages within one year; Grade II Proficiency Test within two years, and Grade III proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in

the new post for a specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

### 4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the Widows ' and Orphans ' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

### 5. Serving officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public officers holding post in the permanent establishment in the Public Service, Heads or Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No traveling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

### 6. Definition of Salary for the purpose of Eligibility.

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

### 7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (1 of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent public Administration Circulars.

**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. If 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.

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

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Marriages, Births and Deaths

##### KEGALLE DISTRICT

APPLICATIONS are invited for the posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

02. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

03. Both Male and Female can apply for these posts.

04. Applicants should be not less than 21 years and not more than 60 years of age.

05. Applicants should be married.

06. Details regarding educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

07. Application forms are obtainable from the offices of District Secretaries (Government Agents) and Land and District Registries. Applications should be sent by registered post to the address given in the Schedule on or before 12th February, 2010.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Dencil Kobbekaduwa Mawatha,  
Battaramulla.  
23rd December, 2009.

##### THE SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Post and Division for which applications are called</i>	<i>Address to which applications should be sent</i>
Kegalle	Kegalle	Post of Registrar of Marriages (Kandyan/ General) of Paranakuru Korale Division and Births and Deaths of Mawatha Pattu North Division	District Secretary/Additional Registrar General, District Secretariat, Kegalle

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### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars of Births and Deaths in the Tamil Medium

##### COLOMBO DISTRICT

APPLICATIONS are invited for the posts of Registrars of Births and Deaths in Tamil Medium the Divisions set out in the Schedule hereto.

02. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

03. Both Male and Female can apply for these posts.

04. Applicants should be not less than 21 years and not more than 65 years of age.

05. Applicants should be married.

06. Details regarding educational and other qualifications etc. could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

07. Application forms are obtainable from the offices of District Secretaries (Government Agents) and Land and District Registries. Applications should be sent by registered post to the address given in the Schedule on or before 15th February, 2010.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
23rd December, 2009.

SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Post and Division for which applications are called</i>	<i>Address to which applications should be sent</i>
01. Colombo	Colombo	Post of Medical Registrar of Births and Deaths in Modara Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Colombo 12
02. Colombo	Colombo	Post of Medical Registrar of Births and Deaths in New Basar Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Colombo 12
03. Colombo	Colombo	Post of Medical Registrar of Births and Deaths in Maradana Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Colombo 12
04. Colombo	Colombo	Post of Medical Registrar of Births and Deaths in Kotahena Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Colombo 12
05. Colombo	Colombo	Post of Medical Registrar of Births and Deaths in Slave Island Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Colombo 12
06. Colombo	Thimbirigasyaya	Post of Medical Registrar of Births and Deaths in General Hospital Colombo Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Colombo 12
07. Colombo	Thimbirigasyaya	Post of Medical Registrar of Births and Deaths in Wellawatta Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Colombo 12
08. Colombo	Thimbirigasyaya	Post of Medical Registrar of Births and Deaths in De Soysa Women's Hospital Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Colombo 12
09. Colombo	Thimbirigasyaya	Post of Medical Registrar of Births and Deaths in Kirulapona Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Colombo 12

## Examinations, Results of Examinations & c.

### EFFICIENCY BAR EXAMINATION AND SECOND LANGUAGE PROFICIENCY TEST FOR OFFICERS IN SRI LANKA ADMINISTRATIVE SERVICE, SRI LANKA ENGINEERING SERVICE, SRI LANKA SCIENTIFIC SERVICE AND SRI LANKA ARCHITECTS' SERVICE - 2010(1)

IT is hereby notified that Efficiency Bar Examinations and Second Language Proficiency Tests for the officers in Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects Service will be held in Colombo in weekends from 14th March, 2010 to 3rd April 2010, by the Director of Sri Lanka Institute of Development Administration, under the supervision and direction of Ministry of Public Administration and Home Affairs.

02. Time tables will be prepared in such a manner that officers may be able to sit for both efficiency bar examinations in one occasion.

03. Efficiency Bar Examinations and Second Language Proficiency Tests which are due to be held in respect of the above services will 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	A
2.	2nd Efficiency Bar Examination for Officers in Sri Lanka Administrative Service	B
3.	1st Efficiency Bar Examination for Officers in Sri Lanka Engineering Service	C
4.	1st Efficiency Bar Examination for Officers in Sri Lanka Scientific Service	D
5.	1st Efficiency Bar Examination for Officers in Sri Lanka Architects' Service	E
6.	Second Language Test (For all services)	F

04. 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 time period.

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

06. Application should conform to the specimen appended hereto. Applicants should prepare their own applications according to the specimen. Applications prepared thus should be sent by registered post through the respective Heads of Departments to Director, Sri Lanka Institute of Development Administration, No. 28/10, Malalasekera Mawatha, Colombo 07 to reach him on or before 05th February, 2010. Name of the examination should be clearly indicated in top left-hand corner of the envelope in which the application is forwarded to Director of Sri Lanka Institute of Development Administration. Applications received after the closing date will be rejected.

07. *Applications.* - Applications should be prepared in a paper of A4 size in such a manner that Para. Nos. 1.0 to 5.0 appear on the first page and the remaining on the second page. The application could be typewritten but it 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 photocopies of the application.

7.1 Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing in the specimen in English language as well, on both Sinhala and Tamil application forms. 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 examination notice and further it would be advisable to keep a photocopy of the completed application form.

7.2 *Examination Fees.* - The candidates appearing for the examination for the first time need not pay the examination fees. However, for subsequent sittings, officers should pay Rs. 115 for the whole examination or for more than one subject and further they are required to pay Rs. 75 if they sit for only for one subject. The examination fee should be credited to Account No. 02323276 operated in the name of Director, Sri Lanka Institute of Development Administration at Bank of Ceylon, Independence Square branch and the receipt obtained should be affixed to the application. Under no circumstances, the fee will be refunded nor transferred in respect of any other examination.

08. Director, Sri Lanka Institute of Development Administration will issue copies of the time table and admission cards to all candidates whose applications have been received. Issuance of an admission card to a candidate does not necessarily mean that the candidate

has fulfilled the qualifications to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates will not be allowed to sit the examination without such admission cards.

09. A notification will be published in newspapers by the Sri Lanka Institute of Development Administration 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 Sri Lanka Institute of Development Administration in the manner specified in the advertisement. You may take action to obtain the admission card by sending a letter along with a certified photocopy of the application form and receipt of registration. In case of applicants outside Colombo, letter should contain a fax number to which the admission card should be sent. Further, inquiries made at later occasions by the candidates who fail to forward above documents will not be entertained.

10. Head of Departments should grant duty leave for the officers who are issued admissions by the Director of Sri Lanka Institute of Development Administration enabling them to sit the examination. Travelling allowances will not be paid.

11. *Identity of 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 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 of Sri Lanka Institute of Development Administration.

12. 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 will be cancelled.

13. *Scheme of Examination.*— Subjects and the syllabi of each Efficiency Bar Examination are as follows :

13.1 1st Efficiency Bar Examination for officers in Sri Lanka Administrative Service (Appendix "C" of Sri Lanka Administrative Service Minute published in the *Gazette* No. 1419/03 dated 14.11.2005).

The subjects of this examination are given below. :

<i>Serial Number</i>	<i>Subjects</i>	<i>Duration</i>	<i>Subject Number</i>
01	Constitutional Law and Administrative Law	03 hours	01
02	The Legal Systems of Sri Lanka	03 hours	02
03	Criminal Law and Evidence Law	03 hours	03
04	Administration	03 hours	04
05	Economic	03 hours	05
06	Sociology	03 hours	06
07	English	03 hours	07

13.1.1 Constitutional Law and Administrative Law (Subject No. 01) A question paper based on the following :

- (i) The structure of the Constitution of Sri Lanka with historical development and the Second Republic Constitution.
- (ii) The Executive, President of the Republic, Cabinet of Ministers and the Prime Minister, Central Government Departments and the 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.

13.1.2 The Legal Systems in Sri Lanka (Subject No. 02) A question paper based on the following :

- (i) The legal History of Sri Lanka.
- (ii) The Organization of the Courts.

- (iii) The Courts Ordinance (Chapter 6).
- (iv) The Act of No. 44 of 1971 Administration of Justice.

13.1.3 Criminal Law and Evidence Law (Subject No. 03) A question paper based on the following :

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

*Note.*— A candidate will be required to obtain 35% of marks for each of the subjects mentioned under 13.1.1., 13.1.2. and 13.1.3. above and an average of 40% of the total marks allocated for the 03 subjects.

13.1.4 Administration (Subject No. 04) A question paper based on the following :

- (i) Office and Field Organization and Methods.
- (ii) The establishment Code (Chapters 1, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII).

*Note.*— A candidate will be required to obtain at least 40% of marks for this subject.

13.1.5. Economics (Subject No. 05)/Sociology (Subject No. 06)

Candidates are required to sit only for one subject out of Economic and Sociology.

13.1.5.1 Economics (Subject No. 05) A paper based on the following :

- (i) Principles of Economics with special reference to the theories of value, production and distribution.
- (ii) Money, Financial Activity and Theory of Money.
- (iii) The Economic Structure of Sri Lanka.

*Note.*— A candidate will be required to obtain at least 40% of marks for this subject.

13.1.5.2. Sociology (Subject No. 06) A question paper based on the following (with special reference to Sri Lanka) :

- (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.

*Note.*— A candidate will be required to obtain at least 40% of marks for this subject.

13.1.6. English (Subject No. 07) The syllabus for this subject will be as follows :

(i) *Listening and speaking 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
- \* Describing events and situations
- \* Telephone skills
- \* Interviewing skills
- \* Meeting
- \* Listening and Note taking skills.

(ii) *English Grammar* :

A suitable level of proficiency on the following forms of grammar in the Spoken and the Written Language is expected from the candidate

- \* Tense and Number
- \* Sentences (Simple/Compound/Complex/Compound Complex)



- \* Relative Clauses
- \* Reported Speech
- \* Adjectives and Adverbs
- \* Determiners
- \* Prepositions.

(iii) *Writing Skills* :

The knowledge on the modern formats and styles of writing is tested in this area of study :

- \* Internal modes of Communication.
- \* Formal correspondence skills.
- \* Writing Descriptions/Explanations.
- \* Summary writing skills.
- \* Report Writing skills.
- \* Meeting Minutes/Agendas/Invitations.
- \* Comprehension.

(iv) *Reading 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.*— A candidate will be required to obtain at least 40% of marks for this subject.

13.2 The Second Efficiency Bar Examination for officers of SLAS (Appendix "D" of SLAS minute published in *Gazette* No. 1419/03 dated 14.11.2005)

The Second Efficiency Bar Examination will consist of the following subjects :

<i>Serial Number</i>	<i>Subjects</i>	<i>Duration</i>	<i>Subject Number</i>
01	Economics and Social Policy (with special reference to Sri Lanka)	03 hours	08
02	The Process of Development Administration (with special reference to Sri Lanka)	03 hours	09
03	Management and organization	03 hours	10
04	Public Sector Financial Management	03 hours	11

13.2.1 Economics and Social Policy (with special reference to Sri Lanka) : (Subject No. 08)

One paper based on the factors which influence the formulation of economic and social policy in Sri Lanka. The application of the principles of Economics and Sociology in recent economical, social and political history of Sri Lanka.

13.2.2 The process of Development Administration (with special reference to Sri Lanka) : (Subject No. 09)

One paper based on the Institution of Development Administration, their working and their inter-relationships with special reference to :

- (i) The Machinery of Government of Sri Lanka ;
- (ii) The constitutional background of the machinery of Government in Sri Lanka ;
- (iii) Provincial Councils and Local Government ;
- (iv) People's Organizations ;
- (v) Public Corporations.

*Note.*— A candidate will be required to obtain at least 40% of marks for this subject.

13.2.3 Management and Organization (Subject No. 10) :

One paper based on the following :

- (i) The principles of management and organization ;
- (ii) The application of these principles to problems and issues in the public sector ;
- (iii) Modern tools and techniques of management.

*Note.*— A candidate will be required to obtain at least 40% of marks for this subject.

13.2.4 Public Sector Financial Management (Subject No. 11)

A question paper based on the following :

- (i) Fiscal Governance in Sri Lanka
  - Constitutional Provisions relating to Public Financial Management
  - Parliamentary Control over Public Finance
  - Meaning of Fund
  - 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 Expenditure
  - Committee on Public Enterprises
- (ii) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their Powers and Function.
- (iii) Internal Audit.
- (iv) Public Expenditure Planning and Management
  - Identification of Organizational Objectives and Functions
  - Identification of Government Policies, Goals, Targets and the Work Development 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 Procedure
  - Procurement of goods, services and works
  - Composition, Appointment, Power and Functions of Tender Boards and Technical Evaluation Committees
  - Tender Evaluation Procedure
  - Management of Donor Funded Projects.

*Note.*— A candidate will be required to obtain at least 40% of marks for this subject.

13.3 First Efficiency Bar Examination for officers in Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service.

Subjects of these examinations are as follows :

<i>Subject</i>	<i>Duration</i>	<i>Subject Number</i>
Financial Systems	03 hours	12
Administration	03 hours	04

13.3.1 Financial Systems (Subject No. 12)

A question paper consisting of questions based on following facts :-

- (i) Financial Regulations of Government of Sri Lanka - Volume I (Except Chapter X)
- (ii) Estimates of the current year. *Eg.* - Preparations of estimates, votes, financial systems and appropriation acts.

*Note.* - Candidates are required to secure at least 40% of marks for this subject.

13.3.2 Administration (Subject No. 04)

Syllabus for this subject is indicated in Para 13.1.4

13.4 Second Language Test (for all services) :

The second language in respect of an officer who becomes eligible to be appointed in Sinhala Medium shall be Tamil Language. The Second language in respect of an officer who becomes eligible to be appointed in Tamil Medium shall be Sinhala Language. In the meantime, an officer who becomes eligible to be appointed in English Language is required to pass in Sinhala and Tamil Language Tests.

Subjects of these examinations are as follows :

<i>Subject</i>	<i>Duration</i>	<i>Subject Number</i>
Second Language Test - Sinhala (Written)	02 hours	13
Second Language Test - Tamil (Written)	02 hours	14
Second Language Test - English (Written)	02 hours	15

14. This examination will be held in Colombo during the period from 14th March, 2010 to 03rd April, 2010. The time table of the examination is as follows :

<i>Serial No.</i>	<i>Name of the Examination</i>	<i>Subject</i>	<i>Subject No.</i>	<i>Date</i>	<i>Time</i>
01	1st Efficiency Bar Examination for Officers in Sri Lanka Administrative Service	Constitutional Law and Administrative Law	01	03.04.2010	9.00 - 12.00
		Legal Systems of Sri Lanka	02	03.04.2010	1.00 - 4.00
		Criminal Law and Evidence Law	03	14.03.2010	9.00 - 12.00
		Administration	04	14.03.2010	1.00 - 4.00
		Economics	05	20.03.2010	9.00 - 12.00
		Sociology	06	20.03.2010	9.00 - 12.00
		English	07	20.03.2010	1.00 - 4.00
02	2nd Efficiency Bar Examination for Officers in Sri Lanka Administrative Service	Economic and Social Policy	08	21.03.2010	9.00 - 12.00
		The process of Development	09	21.03.2010	1.00 - 4.00
		Administration			
		Management and Organization	10	27.03.2010	9.00 - 12.00
03	1st Efficiency Bar Examination for Officers in Sri Lanka Engineering Service	Public Sector Financial Management	11	27.03.2010	1.00 - 4.00
		Financial Systems	12	03.04.2010	9.00 - 12.00
04	1st Efficiency Bar Examination for Officers in Sri Lanka Scientific Service	Administration	04	14.03.2010	1.00 - 4.00

Serial No.	Name of the Examination	Subject	Subject No.	Date	Time
05	1st Efficiency Bar Examination for Officers in Sri Lanka Architects' Service	Financial Systems Administration	12 04	03.04.2010 14.03.2010	9.00 - 12.00 1.00 - 4.00
06	Second Language Test (for all services)	Sinhala Tamil English	13 14 15	28.03.2010 28.03.2010 28.03.2010	9.00 - 11.00 2.00 - 4.00 11.30 - 1.30

15. Exemptions from the requirement of passing the subjects relevant to Efficiency Bar Examinations will be made in the following manner.

Examination	Subject	Qualifications required to be exempted
1st Efficiency Bar Examination for Officers in Sri Lanka Administrative Service	Constitutional Law and Administrative Law Legal Systems of Sri Lanka Criminal Law and Evidence Law Economics/Sociology	Should be a Barrister, Advocate in a Supreme Court, Graduate in Law from a University  Should be a holder of a Special Degree in Economics or Sociology

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

D. DISSANAYAKE,  
Secretary,  
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07,  
30th December, 2009.

### Specimen Application Form

(For office use only)

### EFFICIENCY BAR EXAMINATION AND SECOND LANGUAGE PROFICIENCY TEST FOR OFFICERS IN SRI LANKA ADMINISTRATIVE SERVICE, SRI LANKA ENGINEERING SERVICE, SRI LANKA SCIENTIFIC SERVICE AND SRI LANKA ARCHITECTS' SERVICE - 2010(I)

Medium of Examination :

Sinhala - 2, Tamil - 3, English - 4

(Indicate the relevant number in the cage) (It will not be allowed to change the language medium subsequently)

- 1.0 1.1 Name with initials (In block capitals) Eg. : SILVA, A. B. :\_\_\_\_\_.
- 1.2 Name in full (In English block capitals) :\_\_\_\_\_.
- 1.3 Name in full (In Sinhala/Tamil) :\_\_\_\_\_.
- 2.0 2.1 Name and Address of the Office/Department/Institution :\_\_\_\_\_.
- (In English 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 3.1 Sex :
- Female - 1, Male - 0
- 
- (Indicate the relevant number in the cage)

3.2 Date of Birth :

Year :     Month :   Date :

3.3 National Identity Card No. :

4.0 4.1 The service to which the officer belongs :\_\_\_\_\_.

4.2 Date of appointment to the service :\_\_\_\_\_.

5.0 5.1 Post :\_\_\_\_\_.

5.2 Department :\_\_\_\_\_.

6.0 The examinations and the subjects applied by the officer (If you apply for more than one examination, indicate the details separately in following manner) :

6.1 Name of the Examination :\_\_\_\_\_ Code :\_\_\_\_\_.  
(See Para 3.0 of Examination Notification)

Serial No.	Subject	Subject No.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

6.2 Name of the Examination :\_\_\_\_\_ Code :\_\_\_\_\_.  
(See Para 3.0 of Examination Notification)

Serial No.	Subject	Subject No.
1.		
2.		
3.		
4.		

6.3 Name of the Examination :\_\_\_\_\_ Code :\_\_\_\_\_.  
(See Para 3.0 of Examination Notification)

Serial No.	Subject	Subject No.
1.		
2.		
3.		

7.0 Whether you have appeared for this examination as a whole or part thereof. If so, indicate following particulars :

Name of the Examination	Subject	Year	Month

8.0 8.1 Whether you appeared for the examination for the first time ? :\_\_\_\_\_.

8.2 If not, indicate following particulars regarding the examination fees :

Amount paid :\_\_\_\_\_.

No. of the receipt :\_\_\_\_\_.

Date of payment :\_\_\_\_\_.

Branch of Bank of Ceylon :\_\_\_\_\_.

STATEMENT OF THE CANDIDATE

I declare that the above particulars are correct and I am eligible to appear for the examination in the language medium indicated above. I also certify that the receipt issued on payment of examination fee is affixed herewith. Further I agree to be bound by the rules and regulations of the examination imposed by Director of Sri Lanka Institute of Development Administration.

\_\_\_\_\_,  
Signature of candidate.

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

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that, Mr./Mrs./Miss. .... whose particulars are mentioned above, is eligible to sit for the examination in the language medium indicated above. I hereby certify the signature of the candidate.

\_\_\_\_\_,  
Signature and Post of Head of the Department.

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