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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,015 – 2017 අප්‍රේල් මස 12 වැනි බදාදා – 2017.04.12

No. 2,015 – WEDNESDAY, APRIL 12 2017

(Published by Authority)

PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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Note.– Cancer Care Trust (Incorporation) Bill was published as a Supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of April 07, 2017.

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 *Gazette* should reach Government Press two weeks before the date of publication *i.e.* Notices for publication in the weekly *Gazette* of 05th May, 2017 should reach Government Press on or before 12.00 noon on 21st April, 2017.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette.”

GANGANI LIYANAGE,
Government Printer (Acting)

Department of Govt. Printing,
Colombo 08,
01st January, 2017.

This Gazette can be downloaded from www.documents.gov.lk



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 of 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 travelling 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 (I) 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. It 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.

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

Posts – Vacant

DEPARTMENT OF SPORTS DEVELOPMENT

Recruitment to Post of Supervisory Management Assistant - Grade III of Technological Service

ONE VACANCY

APPLICATIONS are called from the citizens of Sri Lanka to fill the above vacancy existing in the Supervisory Management Assistant - Grade III of Technological Service of the Department of Sports Development.

01. *Education and Other Qualifications :*

1.1 *Educational Qualifications :*

1.1.1 Should have passed the General Certificate of Education (O/L) Examination in Six (06) subjects in one sitting with credit passes to Sinhalese/Tamil/English/Maths/Science and another subject ;

and

1.1.2 Should have passed the General Certificate of Education (Advanced Level) in 03 subjects under Science/Maths Stream in one sitting.

1.2 *Professional Qualification :*

1.2.1 Should have obtained a National Diploma in Technology from the University of Moratuwa or Ampara Hardi Institute ;

or

1.2.2 National Diploma in Engineering from the National Apprenticeship and Technical Training Institute ;

or

1.2.3 Higher National Diploma in Engineering from the Ministry of Education and Higher Education ;

or

1.2.4 Diploma in Technology from the Open University of Sri Lanka ;

or

1.2.5 Should have completed National Vocational Qualifications (NVQ) level 6 relevant to the field of vocation ;

or

1.2.6 Any other technical qualification which are equivalent to the above technical qualifications in every respect and recognized by the Tertiary and Vocational Education Commission in consultation with the Ministry of Higher Education and other certificate awarding Institutes.

1.3 *Physical Fitness :*

1.3.1 Every candidate should be physically sound to serve in any part of Sri Lanka.

1.4 *Other Qualification :*

1.4.1 Should be a citizen of Sri Lanka.

1.4.2 Should be of excellent moral character.

1.4.3 Should possess all qualifications required for recruitment to the post by 01.01.2017 in every respect.

1.4.4 No person who has entered into the order of any religion will not be qualified to apply.

02. (i) *Salary Scale.*- Rs. 31,040 - 10x445 - 11x660 - 10x730 -10x750 - Rs. 57,550 Public Administration Circular No. 2016/03 will be applicable with effect from 01.01.2020.

(ii) *Salary Code.*-(MN-3-2016).

03. *General Conditions :*

3.1 Age should not be less than 18 years and not more than 30 years by 01.01.2017.

3.2 *Mode of Recruitment.*- Recruitment will be made by way of a written exam and an interview.

3.2.1.1 *Examination Procedure.*- The examination consists of two written papers on two subjects and conducted in Sinhala, Tamil and English languages. Candidates will not be allowed to change the medium once they applied for.

	<i>Total Marks</i>	<i>Minimum Pass Mark</i>	<i>Duration</i>
(i) Intelligence Test	100	40%	01 hour
(ii) Subject - related question paper	100	40%	03 hours

3.2.1.2 Curriculum :

- (i) *Intelligence Test*.- Consists of questions to test candidate's power of guessing, reasoning out and analytical power and power of taking decisions.
- (ii) *Subject*.- Related question paper on technology.
- (a) *Building Construction* :
 - (i) Brick-wall, granite wall.
 - (ii) Plaster mixtures, cement plastering, concrete mixtures.
 - (iii) Various kinds of joining, grooving, rabbeting, fitting, tenoning, wall-plating, contacting.
 - (iv) Various kinds of roof (Title, Asbestos, Corrugated sheets, aluminium sheets, curved title, flat concrete).
 - (v) Earth work (mallng, leveling, standard).
 - (vi) Constructing walls and drainage system.
- (b) *Painting*.- Painting with various kind of paints, painting of walls, painting of timber, varnish painting, anti-corrosive painting, printed painting.
- (c) Timber classification, seasoning of timber, knowledge in laying floor and wall terraso.
- (d) Preparing work-plans according to sketches furnished.
- (e) Preparing of bills according to bills of quantity.

- (f) Basic water supply and drainage : Pipes for small-scale building, sewage pipes, septic tanks, water-sealed equipment, water tanks and walls.

3.2.1.3 General Interview :

Applicants will be called for the general interview on the basis of the marks obtained at the written test. Number of persons similar to the number of vacancies will be called for the general interview (No marks given).

04. Selection Procedure :

- 4.1 Based on the written exam results, applicants who scored the highest marks will be recruited according to the order of merits considering the Number of Vacancies. (Applicants who fail to prove their basic qualifications at the interview will not be recruited even though they have requisite aptitude - level).

05. Preparation of Applications/Perfecting Applications :

- 5.1 Applications may be prepared in the language the applicant hopes to sit the exam.
- 5.2 In the case of applications submitted in Sinhala Language, the Name of Examination should be mentioned in English as well under its heading. In the case of Tamil applications too applicants should follow the suit.
- 5.3 Application may be prepared using A4 size papers according to the specimen form laid down at the end of this notification.
- 5.4 Applicant's signature shall be attested by a principal of a Government School/Justice of the Peace/Commissioner of Oaths/Notary Public/Commissioned Officer of the Forces/Officer in police service holding a *Gazette* post or an officer holding a tertiary or senior level post according to 06/2006 Public Administration Circular ranking.
- 5.5 *Furnishing false information*.- If any candidate found to have had no requisite qualifications or he/she has will fully furnished false information and avoided disclosing any important matter his/her candidature will be liable to be cancelled during the course of examination or after the examination and be dismissed after appointment to the post.

06. *Application :*

6.1.1 Applications duly perfected according to the specified format given at the end of this notification should be sent under a registered cover to reach the following address on or before 28.04.2017.

6.1.2 *Applications :*

Applications should be referred to
Director General,
Department of Sports Development,
No. 09, Philip Gunawardene Mawatha,
Colombo 07.

6.1.3 The top left-hand corner of the envelope should bear the legend "Recruitment of Supervisor Management Assistant - Technological Grade III Officer".

6.1.4 It is advisable to retain a copy of the application perfected, with you.

07. Receiving applications and issuing admission cards.

7.1 Incomplete applications which are not prepared not according to the specified format and not submitted during the specified time will be rejected without notice. Applicants may themselves bear consequences arising therefrom.

7.2 Receipt of applications are not acknowledged complaints with regard to losses in transit will not be entertained.

08. *Appearing for Examination :*

8.1 Applicants will be notified of the date and place of the Examination.

8.2 Candidates are advised to get their admission cards attested before appearing for Examination and submit the admission card duly attested, to the Head of the Examination center. If not he/she will not be permitted to sit for the Examination. Candidates are required appear for examination in the Examination center specifically allocated for him/her.

8.3 Candidates are subject to rules and regulation of the institution that conduct the Examination. Violation of such rules may results in punishment imposed by such institution.

09. *Identity of Candidates.-* Candidate should prove his/her identity with regard to every subject he is sitting, to the entire satisfaction of Head of the Examination center for which following are accepted as valid documents :

(i) National Identity Card issued by the Department of Registration of Persons.

(ii) Valid Passport.

10. As regards any matter not laid down herein, Director General of the Department of Sports Development may decide. All candidates are bound to act in accordance with the general rules of the examination mentioned in this *Gazette*.

11. In case of any ambiguity or inconsistency between the Sinhalese and Tamil texts. Sinhala text will prevail.

12. *Conditions of employment :*

12.1 This post is permanent and pensionable and subject to policy decisions that may be taken by Government in future.

12.2 *Service Conditions :*

The conditions and provisions as laid down in procedural rules of the Public Service Commission published in *Extraordinary Gazette* No. 1589/30 dated 20.02.2009 and provision in the Establishment Code will apply in respect of every appointment.

13. If any information furnished herein found to be false or seemed to have been willfully suppressed by the applicant or he/she has been found to be disqualified during the course of his/her service, he/she will be liable to be dismissed.

S. E. R. T. M. S. P. BANDARA,
Director General,
Department of Sports Development.

No. 09,
Philip Gunawardena Mawatha,
Colombo 07.

SPECIMEN APPLICATION

DEPARTMENT OF SPORTS DEVELOPMENT RECRUITMENT TO POST
OF SUPERVISORY MANAGEMENT ASSISTANT TECHNOLOGICAL
GRADE III OFFICER - 2017

Medium of Examination :

Sinhala - 2

Tamil - 3

(Please state the relevant Number in the box)

01. Name in full : _____.

02. Name with initials : _____.
(Ex. : Gunawardana, M. G. B. S. K.)

03. National Identity Card No. :

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04. Sex :

Male - 0 ☐
Female - 1 ☐

(Please state the relevant Number)

05. Permanent Address :

(a) District of permanent residence : _____.
(b) Divisional Secretarial Division : _____.
(c) Telephone Number : _____.

06. Date of Birth :

(a) Year : _____. Month : _____. Date : _____.
(b) Age as at 01.01.2017 :
Years : _____. Months : _____. Days : _____.

07. Civil status :

Married - 1 ☐
Unmarried - 2 ☐ (Please state relevant Number)

08. Ethnicity :

Sinhalese - 1, Tamil - 2, Other - 3 ☐
(Please state the relevant Number)

09. Education Qualifications :

(a) G. C. E. (O/L) Examination :
Year : _____.
Index No. : _____.

No.	Subjects	Grade

(b) G. C. E. (A/L) Examination :

Year : _____.
Index No. : _____.

No.	Subjects	Grade

10. Professional qualifications/Technical qualifications :

(Please submit certified copies of relevant certificates along with the Application)

10.1 Diploma obtained : _____.

10.2 Name of relevant institution that awarded the Diploma : _____.

10.3 Date of validity of Diploma : _____.

10.4 NVQ level of the relevant Diploma : _____.

11. Other Qualifications : _____.

12. Have you ever been convicted of a court of law or is there any on-going judicial procedure against you ?
Yes/No : _____.

12.1 If yes please state particulars : _____.

13. Applicant's attestation :

(a) I do hereby declare that information furnished by me in this application is true and correct.

(b) I am aware that in the event that the statement made by me is found to be false, I will become disqualified for recruitment and that I will become liable to be dismissed if such information is found to be false, after recruitment.

(c) Further I will abide-by rules and regulations that may be imposed in relation to this examination.

(d) I will not change any information mentioned herein.

_____,
Signature of applicant.

Date : _____.

14. Certificate of the signature of applicant :

permits to perform their duties in any part within Sri Lanka.

I certify that the applicant is personally known to me and that he/she set his/her hand before me, day of 2017.

(iv) *Other Qualifications :*

- * Should be a citizen of Sri Lanka.
- * Should possess an exemplary character.
- * Should satisfy all the qualifications in each and every aspect ; as at the date prescribed in the *Gazette*/notification for calling applications.

_____,
Signature of attester.

Date :_____.

04-408

03. *Terms of engagement and terms of service :*

PUBLIC SERVICE COMMISSION

Open Basis Recruitment to the Post of Legal Officer, Executive Category of Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs

APPLICATIONS are invited from the Sri Lankan citizens with the under mentioned qualifications in order to recruit to the post of Legal officer, Executive category of Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs.

Number of posts - 01

01. *Method of recruitment.*- Recruitment will be made on the order of the merit secured at the structured interview to be conducted by an interview board to be appointed by the Public Service Commission. There the structured interview will be conducted in accordance with the method of marking (mentioned under No. 06) approved by the Public Service Commission.

02. *Qualifications :*

- (i) *Educational/Professional Qualifications.*- Should have possessed a LLB degree obtained from a university recognized by the University Grants Commission or be an Attorney-at-law of the Supreme Court.
- (ii) *Experience.*- Candidate should have acquired a professional practice of not less than three (03) years, from the enrolment as an Attorney-at-law.
- (iii) *Physical fitness.*- Every candidate should possess a sufficient physical and mental condition that

(i) This post is permanent and pensionable.

(ii) The appointment is subject to a probationary period of three (03) years. The officer is required to pass the 1st efficiency bar examination within 03 years from the date on which the recruitment will be made to the post of Legal Officer Grade III.

(iii) In terms of the Public Administration Circular No. 07/2007 and the circulars issued incidental there to, the officer recruited to the post should require the prescribed language proficiency within five years of appointing to the post. The officer who enters the public service in a medium of language other than in a medium of any of official languages should be required to reach the requisite standard of proficiency within the probationary period.

(iv) Candidates recruited to this post will be subjected to the articles of Establishment Code, Regulations, Departmental Orders and regulations and any other orders and regulations already issued and issued from time to time by the Government.

04. *Age limit.*- Applicants should not be less than 21 years of age and more than 35 years of age to the closing date of receiving applications.

05. *Salary Scale.*- This post carries a monthly salary scale of Rs. 47,615 -10x1,335 -8x1,630 -17x2,170 - Rs. 110,895 (in terms of the Public Administration Circular No. 03/2016).

06. Structured interview shall base on following method of marking :

<i>Spheres in respect of marks are awarded</i>	<i>Maximum Marks</i>
01. Additional Educational qualifications	20
02. Additional Professional qualifications	15
03. Additional experience (Except the minimum 03 years of service experience requisite as an Attorney-at-law under the professional qualifications)	05 (05 marks per one year)
04. English language proficiency	15
05. Information Technology Literacy	15
06. Talents shown at the Interview	05
Total	100

07. *The identification of the candidate :*

- * Only the candidates who have forwarded completed applications in every respect are called for the structured interview.
- * Original of the certificates and duly certified copies of them should be produced at the interview.
- * Following identification documents are accepted to prove own identity at the interview :
 - The National Identity Card issued by the Commissioner General of Registration of Persons.
 - A valid passport.

08. *Method of application :*

- (a) Application should be sent by registered post to reach the Secretary, Ministry of Prison reforms, Rehabilitation, Resettlement and Hindu Religious Affairs, No. 356, Galle Road, Colombo 03 on or before 05th of May, 2017.
- (b) Specimen application form is given at the end of this notice. Application should be prepared on A4 size paper inserting headings 01 to 06 on first page, 07 to 10 on second page and 11 to 12.2 on the third page. The relevant particulars should be entered in candidate's own legible handwriting.
- (c) The top hand corner of the envelope should carry the word "Application for Legal Officer of Ministry of Prison reforms, Rehabilitation, Resettlement and Hindu Religious Affairs".

- (d) Candidate should get their signature attested by a Head of Government School/Justice of peace/Commissioner of Oaths/Attorney-at-Law/Notary Public/Commissioned officer of triple force or a permanent Government staff officer in receipt of an monthly salary of Rs. 47,615.
- (e) Candidates who are in Government Service/ Provincial Government Service should forward their applications through their Heads of Departments.
- (f) Applications not in accordance with the given specimen application will be rejected. Any complaint to the effect of loss or delay of an application will not be entertained.

09. *Furnishing false particulars.* - Any statement in the application which is found to be incorrect and inaccurate before the recruitment your candidature will liable to cancellation. The applicant will liable to dismissed from the post and subjected to relevant procedures, if it discovered after the selection. The Public Service Commission will reserve the right of recruitment to this post and commencement of appointment.

The scheme of recruitment and further information can be downloaded from the official website of the Ministry and link in resettlementmin.gov.lk

By order of the Public Service Commission,

Secretary,
Ministry of Prison Reforms, Rehabilitation,
Resettlement and Hindu Religious Affairs.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE
POST OF LEGAL OFFICER, EXECUTIVE CATEGORY OF MINISTRY
OF PRISON REFORMS, REHABILITATION, RESETTLEMENT AND
HINDU RELIGIOUS AFFAIRS

No. :

(For office use only)

01. Name with initials (Mr./Mrs./Miss) :

In Sinhala : _____.

In English : _____.

01.1 Names denoted by initials (in clear letters) :

In Sinhala : _____.

In English : _____.

02. National Identity Card No. : _____.

recruitment to this post and if so found after appointment I am liable to be dismissed.

03. Date of Birth :

Year : _____. Month : _____. Date : _____.

03.1 Age as at the closing date :

Years : _____. Months : _____. Days : _____.

(iii) I declare that later on, no alteration is made for information above provided.

04. Sex (Male/Female) :

Male - M

☐

Female - F

☐_____,
Signature of the Candidate.

Date : _____.

05. Permanent address (in block letters) : _____.

11. Attestation of the signature of the applicant :

06. Telephone Numbers :

Fixed : _____.

Mobile : _____.

I hereby certify that Mr./Mrs./Miss. who submit this application is personally known to me, and he/she placed his signature on in paragraph 10 in my presence.

07. Educational Qualifications :

07.1 G. C. E. (A/L) :

(i) Examination year and month : _____.

(ii) Index Number : _____.

(iii) Subjects :

_____,
Signature of the Attester.

Date : _____.

Name of the Attester : _____.

Designation : _____.

Address : _____.

(Establish with a rubber stamp)

<i>Subjects</i>	<i>Grades</i>

07.2 Details of the degree obtained :

(i) University : _____.

(ii) Year : _____.

(iii) Degree : _____.

12. Recommendation of Head of Department (only for applicants serving in the Public/Provincial Public Service)

08. Experience :

(i) Period of practice from the enrolment as an Attorney-at-law : _____.

12.1 During the period of immediate preceding five years to the closing date of applications ; work, conduct and attendance of the candidate is satisfied/unsatisfied. He/She, has/has not earned all the increments. He/She has been/has not been subjected to a disciplinary punishment.

09. Have you ever been convicted by a Court of Law ?

Yes/No

(i) If "Yes" specify : _____.

12.2 This officer can be/cannot be released from the post if he/she is selected to the post applied. The application is recommended/not recommended.

10. Applicant's Declaration :

(i) I hereby certify that the information provided by me in this application is true and accurate to the best of my knowledge.

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

(ii) I am aware that in the event of any information provided by me in this application is found to be false I am liable to disqualified for the

Date : _____.

Examinations, Results of Examinations & c.

MINISTRY OF PUBLIC ADMINISTRATION AND MANAGEMENT

FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS IN SRI LANKA ADMINISTRATIVE SERVICE, SRI LANKA ENGINEERING SERVICE, SRI LANKA SCIENTIFIC SERVICE, SRI LANKA ARCHITECTS' SERVICE, SRI LANKA ACCOUNTANTS' SERVICE AND SRI LANKA PLANNING SERVICE - 2016(II) AND SECOND EFFICIENCY BAR EXAMINATION FOR OFFICERS IN SRI LANKA ADMINISTRATIVE SERVICE, SRI LANKA ACCOUNTANTS' SERVICE AND SRI LANKA PLANNING SERVICE - 2017 (I)

IT is hereby notified that First Efficiency Bar Examination for the officers in Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service, Sri Lanka Architects' Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service 2016(II) and Second Efficiency Bar Examination for the officers in Sri Lanka Administrative Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service 2017(I) shall be held in Colombo during weekends from 20.05.2017 to 22.07.2017 by the Director General Sri Lanka Institute of Development Administration, under the supervision and direction of Ministry of Public Administration and Management.

02. The language test relevant to the Efficiency Bar Examinations which is due to be held in respect of the above services shall 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	SLAS 1
2.	1st Efficiency Bar Examination for officers in Sri Lanka Engineering Service	SLES
3.	1st Efficiency Bar Examination for officers in Sri Lanka Scientific Service	SLSS
4.	1st Efficiency Bar Examination for officers in Sri Lanka Architects' Service	SLArS
5.	1st Efficiency Bar Examination for officers in Sri Lanka Accountants' Service	SLAcS I
6.	1st Efficiency Bar Examination for officers in Sri Lanka Planning Service	SLPS I
7.	Other services which can apply for the above examination	Other
8.	2nd Efficiency Bar Examination for officers in Sri Lanka Administrative Service	SLAS 2
9.	2nd Efficiency Bar Examination for officers in Sri Lanka Accountants' Service	SLAcS 2
10.	2nd Efficiency Bar Examination for officers in Sri Lanka Planning Service	SLPS 2

03. 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 period.

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

05. Applications for the examination can strictly be made online through www.slida.lk, the official web site of the Sri Lanka Institute of Development Administration. It is possible to commence the filling of application by selecting the relevant examination from the sub menu “Apply Online” at the right side of web site's main page.

Filling of applications is strictly allowed during the period from 8.00 a.m. on 12.04.2017 up to 12.00 midnight on 02.05.2017.

06. *Examination Fees* .– The candidates appearing for the examination for the first time need not to pay the examination fees. At such occasions where a candidate, who has made application, has not sat for the examination even

after issuing an admission by Sri Lanka Institute of Development Administration that should be considered as a sitting for the examination. For subsequent sittings, officers shall pay the examination fee in the following manner.

Officers in Sri Lanka Administrative Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service should pay the examination fee considering that the First Examination Bar Examination as one Examination and Second Efficiency Bar Examination as another examination. Accordingly, Rs. 1,000 should be paid if it is applied for more than one subject of the First Efficiency Bar examination. Rs. 1,000 should be paid if it is applied for more than one subject of the Second Efficiency Bar Examination. Rs. 500 should be paid if it is applied only for one subject of the First Efficiency Bar examination and Rs. 500 should be paid if it is applied only for one subject of the Second Efficiency Bar Examination.

The officers in Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service should pay Rs. 1,000, if they applying for more than one subject of the First Efficiency Bar examination and Rs. 500 should be paid, if they are sitting for only one subject.

Examination fee shall be paid by any post office all over the Island (except sub post offices) to be credited to the "SLIDA" account and the number of the receipt issued shall be indicated in the relevant cages of the application. When filling the application for inland telegraphic money order (format 85) for payment of money to "SLIDA" account, "SLIDA" should be mentioned as the recipient. In the meantime, the code name of the relevant examination shall be indicated at the place for the recipient's address. (The code names should be as mentioned in section 02).

Further, when crediting money to the account, the application shall be filled including the name of the applicant as the remitter and the N.I.C. Number of the applicant at the space for the address of the remitter.

07. Getting Admissions for the First Efficiency Bar Examination for Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service and Second Efficiency Bar examination for Sri Lanka Administrative Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service.

When the applications filled online is submitted, the candidate will be issued a confirmation number and the candidate shall keep it for further inquiries. Candidates will be able to get their admission card of the examination by way of following the instructions indicated in the web page to which the candidate shall have the access once the application duly perfected is sent online. The candidate shall get a printed copy of the admission card and get his signature certified by the respective Head of the Department or a deputy officer authorized by the Head for the purpose. The admission card certified in this manner shall be submitted to the Supervisor of the examination. A copy of admission card certified as for that manner shall be submitted to the Head of the Departments for the purpose of attaching to the personal file of the candidates.

Note.— The private address, place of work and the official address shall be clearly included when filling the application online.

08. Any clarification regarding the process for submitting applications can be obtained through the Telephone Number 011 - 5980236 of Sri Lanka Institute of Development Administration. Communication can be made through this line from 8.30 a.m up to 4.15 p.m. during working days of the week from 12.04.2017 to 02.05.2017.

09. Head of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If it is required to get their candidature confirmed, it can be done through the Telephone Number 011-5980236. Candidates shall not be paid traveling expenses for appearing for the examination.

10. *Identity of Candidates.*— Candidates shall 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 General of Sri Lanka Institute of Development Administration.

11. 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 shall be cancelled. A candidate shall not be permitted to change the language medium indicated in the application form.

12. *Scheme of Examination.*— Subjects and the syllabus of each Efficiency Bar Examination are as follows :- Duration of each question paper is three (03 hours). At least forty (40) marks shall be obtained for each subject by a candidate to pass this Efficiency Bar Examination.

12.1 1st Efficiency Bar Examination for officers in Sri Lanka Administrative Service (Appendix "G" of Sri Lanka Administrative Service Minute published in the *Gazette Extraordinary* No. 1842/2 dated 23.12.2013)

The officers in Sri Lanka Administrative Service, who have not completed this examination so far, shall be eligible to sit for this examination.

The subjects of the 1st Efficiency Bar Examination are given below :

<i>Serial Number</i>	<i>Subjects</i>		<i>Duration</i>	<i>Subject Number</i>
01	Law	Constitutional Law and Administrative Law	03 hours	01-I
		The Legal Systems of Sri Lanka	03 hours	01-II
		Criminal Law and Law of Evidence	03 hours	01-III
02	Administration		03 hours	02-I
03	Economics and Social Science		03 hours	03
04	Financial Management and procurement procedure in the Public Sector		03 hours	04

12.1.1 Law

Three question papers based on the following :

First (I) question paper –

Constitutional Law and Administrative Law (Subject No. 01-I- 100 marks)

- The structure of the Constitution of Sri Lanka and the Republic Constitution of 1978 with the historical development.
- The Executive, President of the Republic, Prime Minister, Cabinet of Ministers and Public Service.
- Administration of Justice.
- Judicial control over Administration.
- Directive Principles of the State Policy and Fundamental Duties.
- Delegated Legislation.
- Liability of the State and the Public Authorities.
- Fundamental Rights.

Second (II) question paper -

The Legal Systems in Sri Lanka (Subject No. 01-II -100 marks)

- Administration of Justice
- The Legal History of Sri Lanka
- The Organization of the Courts
- The Courts Ordinance of Sri Lanka (Chapter 6)
- Administration of Justice Act, No. 44 of 1971

**Third (III) Question paper -
Criminal Law and Law of Evidence (Subject No. 01-III- 100 marks)**

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

A candidate shall be required to obtain a minimum of thirty five (35%) of marks each paper and an average of Forty percent (40%) in order to pass the subject of law.

12.1.2. Administration (Subject No. 02-I - 100 marks)

A question paper based on the following:

- (i) Office and field organization and methods of organization ;
- (ii) Following chapters of the Establishments Code
Chapters I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII), Procedural Rules of the Public Service Commission.

12.1.3. Economics and Sociology (Subject No. 03- 100 marks)

This question paper consists of two parts.

First (I) part - Economics

- (i) Principles of Economics with special reference to theories of Value, Production and Distribution;
- (ii) Money, Production and Distribution ;
- (iii) Economic background of Sri Lanka and policies, strategies and programmes relevant to economic development with special reference to the Economic Structure of Sri Lanka.

Second (II) part – Sociology

- (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.

A candidate shall be required to obtain at least twenty (20) marks for each part to pass the subject of Economics and Sociology.

12.1.4. Financial management and procurement procedure in the public sector (Subject No. 04-100 marks)

A question paper based on the following :

- (i) Financial in Sri Lanka;
 - * Constitutional Provisions Relating to the Management of Public Finance
 - * Parliamentary Control over Public Finance
 - * Meaning of Fund
 - * The 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 Accounts (COPA)
- * Committee on Public Enterprises (COPE)

(ii) Appointment of Accounting Officers, Chief Accounting Officers and Revenue Accounting Officers, their Powers and Functions/accountability and nature of accountability.

(iii) Internal Audit

(iv) Public Expenditure Planning and Management;

- * Identification of Organizational Objectives and Functions
- * Identification of Public Policies, Goals, Targets and 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 Process,

- * Government Procurement Manual
- * Government Procurement Guidelines

12.2 First Efficiency Bar Examination for the officers in Sri Lanka Engineering Service (Schedule "iii" of Sri Lanka Engineering Service Minute, published in the *Gazette* Extraordinary No. 1836/6 dated 11.11.2013).

The officers in Sri Lanka Engineering Service, who have not completed this examination so far, shall be eligible to sit for this examination.

Subjects of the First Efficiency Bar Examination are as follows :

<i>Serial No.</i>	<i>Subjects</i>	<i>Duration</i>	<i>Subject No.</i>
01	Administration	03 hours	02-II
02	Financial Systems	03 hours	05-I
03	Department/establishment methodologies	Since this examination is conducted by the Head of the Institution, particulars in this regard are not published in this notification.	

The minimum marks required to pass each subjecte is 40.

12.2.1 Administration (Subject No. 02-II -100 marks)

A question paper prepared in relation to the functions of Engineering Service based on Volume I of the Establishments Code published in 1985 and all the Chapters in Volume II of the Establishments Code published in 1999 and the Procedural Rules of Public Service Commission (subjected to timely revisions).

12.2.2 Financial Systems (Subject No. 05-I - 100 marks)

A question paper prepared in relation to the functions of Engineering Service based on all the chapters in Financial Regulations published in 1992 except Chapter IX and X and criteria for national procurement guidelines (subjected to timely revisions)

12.3 First Efficiency Bar Examination for the officers in Sri Lanka Scientific Service (Appendix 4 of Sri Lanka Scientific Service Minute, published in the *Gazette Extraordinary* No. 1877/27 dated 28.08.2014) and

First Efficiency Bar Examination for the officers in Sri Lanka Architects' Service (Appendix 4 of Sri Lanka Architects' Service Minute, published in the *Gazette Extraordinary* No. 1877/28 dated 28.08.2014)

Subjects of these examinations are as follows :

<i>Subject</i>	<i>Duration</i>	<i>Subject Number</i>
Financial Systems	03 hours	05-II
Administration	03 hours	02-III
Departmental regulations	Since this examination is conducted by the Head of the Institution, particulars in this regard are not published in this notification.	

12.3.1 **Financial Systems : (Subject No. 05-II - 100 marks)**

A question paper based on the following :

(i) Financial Control in Sri Lanka :

- * Constitutional Provisions relating to Public Financial Management
- * Parliamentary Control over Public Finance
- * Definition of Fund
- * Consolidated Fund and its function
- * Object and Methodologies of Appropriation
- * Contingent Fund
- * Other Funds and their functions
- * State Revenue
- * Powers and role of the Finance Minister
- * Powers and role of the General Treasury
- * Warrants and Imprest Authority
- * Powers and role of the Auditor General
- * Committee on Public Accounts (COPA)
- * Committee on Public Enterprises (COPE)

(ii) Appointment of Accounting Officer, Chief Accounting Officers on State Revenue, their powers and role/accountability and the nature of their responsibilities.

(iii) Internal Audit.

(iv) Planning and Management of Public Expenditure.

- * Identification of Organizational Objectives and Functions
- * Identification of 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

(v) Making changes of Approved Estimates

- * Implementation of Wee Ramon Procedure
- * Management of cadre and salaries of Public sector
- * Total Cost Estimates and making revisions to the same
- * Supplementary Estimates

- (vi) Losses and omissions of State properties
- (vii) Various accounting activities
- (viii) Entrusting tasks for financial management
- (ix) Custody of Public finance and procedure of bank accounts
- (x) Government Procurement process
 - * Code of Procurement Procedure Government
 - * Procurement Guidelines of the Government

Note.– The candidates shall be required to obtain at least 40% marks for the subject.

12.3.2 Administration : (Subject No. 02-III -100 marks)

A question paper is based on the following :

- (i) Following chapters of the Establishment Code.

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

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

Note.– The candidate shall be required to obtain at least 40% of marks for the subject.

12.4 First Efficiency Bar Examination for the officers of Sri Lanka Accountants' Service (The appendix 03 of the Service Minute of Sri Lanka Accountants' Service published on the *Gazette Extraordinary* dated 10.09.2010 and No. 1670/33)

The officers in Sri Lanka Accountants' Service, who have not completed this examination so far, shall be eligible to sit for this examination.

Subjects of the first Efficiency Bar Examination are as follows :

Serial No.	Subject	Duration (Hours)	Subject No.
01	Government Financial Procedures	03 hours	06
02	Law and Management	03 hours	07
03	Administration	03 hours	02-IV
04	Report writing and presenting Information to Management	03 hours	08

12.4.1 Government Financial Regulations (Subject No. 06) (100 marks)

Candidates will be tested on the application of Financial Regulations and Treasury Circulars in government transactions, financial regulations/procedures as they relate to revenue, expenditure, foreign aid, annual and supplementary estimates, public debt, supplies, tenders, imprests and advances, financial sanctions, the State account, functional and economic classifications, programme and performance budgeting, functions of the Minister of Finance. The General Treasury, the Ministry of Finance, The Secretaries, the Auditor General and the Public Accounts Committee.

12.4.2 Law and Management (Subject No. 07) (100 marks)

Law - Definition of Law
Legal Systems of Sri Lanka
Courts Systems of Sri Lanka
Law of Contract
Law of Agency

Sale of goods
Hire purchase
Negotiable instruments
Guarantee of Securities
Insurance

Management - Introduction to Management
Functions and skills of Managers
Planning process and setting organizational levels
Organization Structure
Human resource Management
Performance evaluation
Promotion
Motivation
Leadership
Communication
Decision Making
Conflict resolution
Change Management/Conflicts Management/Time Management
Quality Circles and Production and Result
Management ethics and responsibilities

12.4.3 Administration (Subject No. 02-IV) (100 marks)

Chapters of the Establishments Code, VII, IX, XI, XII, XV, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII and Procedural rules of Public Service Commission (I to VI).

12.4.4 Report writing and presenting information to the Management (Subject No. 08) (100 marks)

Importance of accuracy, of timeliness and of perfection of management information, Dealing with reference information
Periodic and ad-hoc reports
Writing minutes of meetings and notes
Structure of management reports
Important results that should be highlighted
Interpretation of results
Suggesting variations
Use of statistical name systems in data analysis
Comparison of Performance
Use of ratios and percentages in management reports
Diagrammatic representation
Listening to professional talks and lectures
Reporting lectures through speech
Panel discussions
Seminar abilities
Delivering a speech

Note.- The candidate shall be required to obtain at least 40% marks for the subject to pass.

12.5 First Efficiency Bar Examination for the Officers in Grade III of Sri Lanka Planning Service (The appendix C Service Minute of the Sri Lanka Planning Service published on the *Gazette Extraordinary* dated 10.09.2010 and No. 1670/32).

The officers in Sri Lanka Planning Service, who have not completed this examination so far, shall be eligible to sit for this examination.

Subjects of the First Efficiency Bar Examination are as follows :

<i>Serial No.</i>	<i>Subject</i>	<i>Duration (Hours)</i>	<i>Subject No.</i>
01	Planning concepts, Methodology and Planning Institutions	03	09
02	Economic Analysis and statistics	03	10
03	Project Planning, Implementation Monitoring and Evaluation	03	11
04	Institutional Regulations and Public Sector Financial Methods	03	12
05	English Language	03	13

12.5.1 The examination should be passed within the prescribed time period as per the provisions in the Service Minute and the Letter of Appointment and an officer is allowed to appear for all the papers at one sitting or different sittings for each subject.

Scheme of Examination :

12.5.2 Planning concepts, Methodology and Planning Institutions (Subject No. 09) (100 marks)

- National Objectives and priorities and planning policy framework and programmes for their achievement.
- Methodology for National Planning, Major problem areas in Planning, Public participation and mobilization of resources etc.
- Nature and sources of data for National Planning, Collection of data, presentation of interpretation and analysis, field supervision and investigations demographic concepts, economic projections and policy analysis.

12.5.3 Economic Analysis and statistics (Subject No. 10) (100 marks)

- Principles of economics with special emphasis on the theories of production and distribution.
- Finance, Banking Systems, International Financial Methods and Trade.
- Analysis of monetary, Monetary Trade and Tariff Policies.
- Economic structure of Sri Lanka.
- Review of the Economy.
- Assessment of technically skilled and unskilled manpower and other resources including foreign aid and their utilization.
- Economics and Social incidents.
- Economic Analysis and basis statistical concepts and methods used in planning.
- Principles of Benefit/Cost Analysis.

12.5.4 Project Planning, Implementation, Supervision and Monitoring (Subject No. 11) (100 marks)

- Planning, Identification and defining projects and project planning policies, theories, selection of location, estimation of technology and cost and benefits, technical, financial and economic analysis.
- Project Implementation and operation/supervision, proper and timely implementation of projects and programmes, preparation of detailed operational plans and implementation schedules, co-ordination of monitoring and progress control and follow up action.
- Evaluation of projects, assessment of effectiveness of projects and programmes analysis of benefits in relation to costs.

12.5.5 Institution Regulations and Financial methods of the Public Sector (Subject No. 12) (100 marks)

- (i) Government Financial Regulations. Volume I (except Chapter X)
- (ii) Chapters vii, ix, xi, xii, xv, xxiii, xxv, xxvi, xxvii, xxviii, xxix, xxx, xxxi, xxxii, xxxiii, xL vii, xLviii Procedural rules of Public Service Commission (I to VI).
- (iii) Financial Control of Sri Lanka.- Statutory Provisions relating to Public Finance Management, Parliamentary Control over Public Finance, Consolidated Fund and its operation, Aim of Appropriation and Appropriation Methods, State revenue, powers and function of Minister of Finance, powers and the function of the Treasury, Warrant and Imprest Authority, Auditor General his powers and function, Public Expenditure Committee, Public Enterprises Committee.
- (iv) Appointment of Accounting Officers, Chief Accounting Officers and Accounting officers of State Revenue their powers and function.
- (v) Planning and Management of State Expenditure, Identification of objectives and functions of organizations, preparation of annual estimates and expenditure and taking final decisions, effecting changes in the approved estimates of expenditure, implementation of virement procedure, management of cadres in the Public Sector, supplementary estimates.
- (vi) Government Procurement Procedure.- Procuring goods, services and work, composition of Tender Boards and technical evaluation committees, powers and function of appointment, tender evaluation procedure, management of foreign funded projects.

12.5.6 English Language (Subject No. 13) (100 marks)

- (i) A written examination in English Language will be held to test the academic and professional knowledge of English of candidates in relation to subject of Planning, Development and Management.

12.6 Second Efficiency Bar Examination for the officers in Sri Lanka Administrative Service (Appendix "h" of the Service Minute of Sri Lanka Administrative Service published in the Gazette Extraordinary No. 1842/2 dated 23.12.2013)

The officers in Sri Lanka Administrative Service, who have not completed this examination so far, shall be eligible to sit for this examination.

The subjects for this examination are as follows :

<i>Serial No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Subject No.</i>
01	Economic and Social Policy (with special reference to Sri Lanka)	03 hours	14
02	Process of Development Administration (With special reference to Sri Lanka)	03 hours	15
03	Use of information and communication technology for management	03 hours	16
04	Proficiency in the link language	03 hours	17

12.6.1 Economic and social policies (With special reference to Sri Lanka) (Subject No. 14) (100 marks)

This question paper is based on matters affecting the formulation of economic and social policies using principles of Economics and Social Sciences in the context of recent economic, social and political history of Sri Lanka.

Note.- The candidate shall be required to obtain at least 40% marks for this subject.

12.6.2 Process of Development Administration (With special reference to Sri Lanka) (Subject No. 15) (100 marks)

This question paper is based on the functioning and inter-relationships of institutions entrusted with the responsibility of development administration with special reference to matters mentioned below :

- (i) State machinery of Sri Lanka.
- (ii) Constitutional background of the state machinery of Sri Lanka.
- (iii) Provincial Councils and local government institutions.
- (iv) People's organizations.
- (v) Public corporations.

Note.- The candidate shall be required to obtain at least 40% marks for the subject.

12.6.3 Use of information and communication technology for management (Subject No. 16) (100 marks)

This is a practical test conducted by the Sri Lanka Institute of Development Administration to test the knowledge of the applicant on following subject areas.

- (i) Importance of the use of information and communication technology for state institutes.
- (ii) Data analysis and preparation of reports.
- (iii) Data base management and retrieval of information.
- (iv) Use of information and communication technology in project management.
- (v) Preparation of management information systems.

Note.- The candidate shall be required to obtain at least 40% marks for the subject.

12.6.4 Proficiency in English Language (Subject No. 17) (100 marks)

Scheme of Evaluation : Written Examination

Content : The following subject areas are suggested for the candidate's reference :

(i) *Communication 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
- Telephone skills
- Interviewing skills
- Expression skills
- Listening and Note Taking skills

(ii) *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
- Grammar
- Summary writing skills
- Report Writing skills
- Meeting Minutes/ Agendas/Invitations

(iii) *Comprehension 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 shall be required to obtain at least of 40% marks for this subject.

12.7 Second Efficiency Bar Examination for officers in Sri Lanka Accountants' Service :

(Appendix 04 of the Service Minute of Sri Lanka Accountants' Service published in the *Gazette* Extraordinary No. 1670/33 dated 10.09.2010)

The officers in Sri Lanka Accountants' Service, who have not completed this examination so far, shall be eligible to sit for this examination.

The subjects for the second efficiency bar examination are as follows :

<i>Serial No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Subject No.</i>
01	Management Accountancy	03 hours	18
02	Public Financial Management	03 hours	19
03	Management and organization	03 hours	20

12.7.1 Management Accountancy (Subject No. 18) Question paper - duration 03 hours (100 marks)

Candidates are not allowed to select questions on their preference.

Control theory on accounting - Feedback - open and closed. Types of ideal standard costs, principles of performance standards and their application, revision of standards, learning circles and determination of motivation, analysis of variations and sub variations, analysis of significance, presentation and investigation of variances, behavioral aspects of control accounting, concepts of budgeting, administration of budgetary control, the budget manual, fixed and flexible budgets, master and supplementary budgets, budget centers, management participation, intervention and motivation in the preparation of budgets, the budget period and identification of the principal budget factor.

Note : A candidate shall be required to obtain at least 40% marks for this subject.

12.7.2 **Public Financial Management (Subject No. 19) Question paper - duration 03 hours (100 marks)**

Candidates are not allowed to select questions on their preference.

Role of the Government Accountant.

Knowledge of Constitutional and Legal framework of public finance Institutional framework, Central government Public corporations, Local Government Institutions, Co-operative movements etc.

Parliamentary Control, Functions of the Treasury, Ministry of Planning, Estimates Committee, Auditor General, Public Accounts Committee, Consolidated Fund, problems of parliamentary Control.

Financial Circle, Preparation of Planning programmes, Preparations of budget, approval of funds, accounting, reporting, monitoring and auditing.

Project evaluation, service prices and use of statistical data, payment theory and deciding on the anticipated value.

Cost benefit analysis, discounted cash flow, internal effective ratio, project ranking, economic financial and management aspects of project formulation and evaluation, successful Submission of projects.

Techniques of programming, use of network analysis, allocation of resources, problems of transport, deterioration of resources due to usage or with the passage of time, replacement of resources which do not deteriorate but become useless due to partial usage or due to passage of time, performance budgets, Establishment and use of basic methods, Measurement of performance, types of measurements, selection of units and measurements, types of measurements and analysis of performance.

Programme Budgeting, programme structure, classifications according to functions, Programme work, Expenditure projects and expenditure items, economics and activity related classification.

Financial control systems, level of responsibilities, internal control and financial regulations, internal audit, performance auditing, management auditing, variance analysis, decisions on providing capital budgets, long term planning and it's importance, forecasting, risk analysis of accuracy and limitations, decision trees, probability factors.

Demand on capital, issues in estimating earnings and effectiveness of capital investments identify and allocate for risk factors when prioritize and standardize projects. Pay back determinants, calculating of accounting rate of return, net present value and DCF yields, influence of taxation and incentives, investment appraisal, Project Cost control and post audit.

Decisions on capacities, product mix, make or buy alternative methods of manufacture, shut down problems, pricing policies and contribution theory, influence of customer demand, patterns, elasticity of demand, Marketing strategy, techniques of evaluation of performance, profitability criteria and ratios.

Analysis of return on Capital, Management of Working Capital.

Financial control of government commercial enterprises, Budgeting, Management reporting, interpretation of financial statements and the use of financial ratios.

Pricing in Public Enterprises:

Accounting plan and its contents, Government reports and Public undertakings.

Note : A candidate shall be required to obtain at least 40% marks for this subject.

12.7.3 Management and Organization (Subject No. 20) Question paper - duration 03 hours (100 marks)

Candidates are not allowed to select questions on their preference.

Questions will be set to test the knowledge of the candidate on management and principles of organization, use of these principles with regard to the problems and issues in the public sector and the knowledge on new management strategies and techniques.

Note : The candidate shall be required to obtain at least 40% marks for this subject.

- 12.8 Second Efficiency Bar examination for officers in Sri Lanka Planning Service :
(Appendix "d" of the Service Minute of Sri Lanka Planning Service published in the Gazette extraordinary No. 1670/32 dated 10.09.2010)

The officers in Sri Lanka Planning Service, who have not completed this examination so far, shall be eligible to sit for this examination.

- 12.8.1 The second efficiency bar examination shall consist of the following subjects :

<i>Serial No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Subject No.</i>
01	Techniques of Development Planning	03 hours	21
05	Basic Macro Economics	03 hours	22
06	Current International Economic and Political Crises and their impact on the Sri Lankan Economy	03 hours	23

- 12.8.2 The examination should be passed within or before the prescribed period as per the provisions in the Service Minute and the letter of appointment and an officer is allowed to appear for all the subjects at one sitting or subjects separately at several sittings.

- 12.8.3 It is compulsory to answer all the questions in a question paper.

Syllabus :

I. Development Planning Techniques (Subject No. 21) (100 marks)

- (i) SWOT Analysis
- (ii) Problem Tree
- (iii) Logical Framework Analysis
- (iv) Cost Benefit Analysis
- (v) Pay Back Method
- (vi) Net Present Value
- (vii) Internal Rate of Return
- (viii) Application of Shadow Price.

Note : The candidate shall be required to obtain at least 40% marks for this subject.

II. Basic Macro Economics (Subject No. 22) (100 marks)

- (i) National Accounts
- (ii) Rate of Economic Growth
- (iii) Balanced National Revenue
- (iv) Multiplier Effect
- (v) Inflation
- (vi) Rate of Interest
- (vii) An Introduction to Public Fiscal Policy
- (viii) An Introduction to Fiscal Policy
- (ix) Business Circle.

Note : The candidate shall be required to obtain at least 40% marks for this subject.

III. Current International Economic Crises and their impact on Sri Lankan Economy (Subject No. 23) (100 Marks)

Current International Economic Crises and their impact on Sri Lankan Economy. (Answers have to be given on topics which have a timely relevance to emerging world economic conditions)

Note : The candidate shall be required to obtain at least 40% marks for this subject.

13. The time table of the examination is as follows :

Serial No.	Name of the Examination	Subject	Subject No.	Date	Time
01	1 st Efficiency Bar Examination for Officers of Sri Lanka Administrative Service	Constitutional Law and Administrative Law	01 -I	20.05. 2017	9.00 a. m. -12.00 p. m.
		Legal Systems of Sri Lanka	01-II	20.05. 2017	12.30 p. m. - 03.30 p. m.
		Criminal Law and Evidence Law	01-III	21.05. 2017	09.00 a. m. - 12.00 p. m.
		Administration	02-I	21.05. 2017	12.30 p. m. - 03.30 p. m.
		Economics and Sociology	03	27.05. 2017	09.00 a. m. - 12.00 p.m.
		Financial Management in the public sector and procurement process	04	27.05. 2017	12.30 p. m. - 03.30 p. m.
02	1 st Efficiency Bar Examination for Officers of Sri Lanka Engineering Service	Financial Systems	05-I	28.05. 2017	09.00 a. m. - 12.00 p. m.
		Administration	02-II	28.05. 2017	12.30 p. m. - 03.30 p.m.
03	1 st Efficiency Bar Examination for Officers of Sri Lanka Scientific Service	Financial Systems	05-II	03.06. 2017	09.00 a. m. - 12.00 p. m.
		Administration	02-III	03.06. 2017	12.30 p. m. - 03.30 p.m.
04	1 st Efficiency Bar Examination for Officers of Sri Lanka Architects' Service	Financial Systems	05-II	03.06. 2017	09.00 a. m. - 12.00 p. m.
		Administration	02-III	03.06. 2017	12.30 p. m. - 03.30 p.m.
05	1 st Efficiency Bar Examination for Officers of Sri Lanka Accountants' Service	Government Financial regulations	06	10.06.2017	09.00 a. m. - 12.00 p. m.
		Law and Management	07	10.06.2017	12.30 p. m. - 03.30 p.m.
		Administration	02-IV	17.06.2017	09.00 a. m. - 12.00 p. m.
		Report writing and Presenting Information to Management	08	17.06.2017	12.30 p. m. - 03.30 p.m.
06	1 st Efficiency Bar Examination for Officers of Sri Lanka Planning Service	Planning concepts, Methodology and Planning Institutions	09	24.06.2017	09.00 a. m. - 12.00 p. m.
		Economic Analysis and Statistics	10	24.06.2017	12.30 p. m. - 03.30 p.m.
		Project Planning, Implementation Monitoring and Evaluation	11	25.06.2017	09.00 a. m. - 12.00 p. m.
		Institutional regulations and Public Sector Financial Methods	12	25.06.2017	12.30 p. m. - 03.30 p.m.
		English Language	13	01.07.2017	09.00 a. m. - 12.00 p. m.
07	2 nd Efficiency Bar Examination for Officers of Sri Lanka Administrative Service	Economic and Social Policy (With special reference to Sri Lanka)	14	01.07.2017	09.00 a. m. - 12.00 p. m.
		Process of Development Administration (With special reference to Sri Lanka)	15	01.07.2017	12.30 p. m. - 03.30 p.m.
		Use of Information and Communication Technology for management	16	Date of the practical test to be held by shall be informed by the Director General of Sri Lanka Institute of Development Administration after the closing date of applications	

Serial No.	Name of the Examination	Subject	Subject No.	Date	Time
		Proficiency in the Link Language	17	09.07.2017	12.30 p. m. - 03.30 p.m.
08	2nd Efficiency Bar Examination for Officers of Sri Lanka Accountants' Service	Management Accountancy	18	15.07.2017	09.00 a. m. - 12.00 p. m.
		Public Financial Management	19	15.07.2017	12.30 p. m. - 03.30 p.m.
		Management and Organization	20	16.07.2017	09.00 a. m. - 12.00 p. m.
09	2nd Efficiency Bar Examination for Officers of Sri Lanka Planning Service	Techniques of Development Planning	21	16.07.2017	12.30 p. m. - 03.30 p.m.
		Basic Micro Economics	22	22.07.2017	09.00 a. m. - 12.00 p. m.
		Current International Economic Crises and their impact on Sri Lankan Economy	23	22.07.2017	12.30 p. m. - 03.30 p.m.

14. 14.1 Exemptions from the requirement of passing the subjects of the Efficiency Bar Examination and Second Language Test shall be made in the following manner.

Examination	Subject	Qualifications required to be exempted
1st Efficiency Bar Examination for officers in Sri Lanka Administrative Service	Law	Should be a Barrister, Advocate in a Supreme Court, A Graduate in Law from a University accepted by University Grants Commission

Note: 1. The exemption for Sociology or Economics in the First Efficiency Bar shall be made applicable to the officers of Sri Lanka Administrative Service recruited from 01.07.2012 to 23.12.2013 under the Service Minute No. 1419/3 dated 14.11.2005.

14.2 Even though as per the interim provisions 1.5(b) of Sri Lanka Administrative Service Minute, the officers were required to pass the Efficiency Bar Examination under the provisions of previous service minutes before the effective date of (01.07.2012) of the above service minute, the officers who are unable to pass the same as at 31.12.2014 should complete the Efficiency Bar Examination by passing the subjects of the Efficiency Bar Examinations held under the existing service minute which are conforming to the subjects of each Efficiency Bar Examination as per the existed service minute. Corresponding subjects are given in the following table.

Service Minute No. 1419/3 dated 14.11.2005	The New Service Minute No. 1842/2 dated 23.12.2013
Law (First Efficiency Bar Examination)	Law (First Efficiency Bar Examination)
Administration (First Efficiency Bar Examination)	Administration (First Efficiency Bar Examination)
Economics or Sociology (First Efficiency Bar Examination)	Economics or Sociology (First Efficiency Bar Examination)
Financial Management in the Public Sector (Second Efficiency Bar Examination)	Financial Management in the Public Sector and procurement process (First Efficiency Bar Examination)
English (First Efficiency Bar Examination)	Proficiency in the Link Language (Second Efficiency Bar Examination)

15. *Issuance of results:* The results of all the candidates who have applied/ sat for this examination shall be published in the web site of the Ministry of Public Administration and Management. Publishing of the results in the

website of the Ministry shall be considered as an issuance of results to the candidates, according to the Circular Number SP/SB/1/13 and dated 13th October 2009 of Secretary to H. E. the President on the e-documents and e-Communication. Accordingly, Heads of the Departments shall include the relevant copies of the results sheets of the examination published in the website of the Ministry to the personal files of the officers. It is not allowed to re-scrutinize the results of the examination.

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

17. In the event of any inconsistency between the Sinhala, Tamil and English text of this Notification, the Sinhala text shall prevail.

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

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
30th March, 2017.

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