

N. B.— Part II & IV A of the Gazette No. 1,462 of 08.09.2006 were not published.

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

අංක 1,463 – 2006 සැප්තැම්බර් 15 වැනි සිකුරාදා – 2006.09.15  
No. 1,463 – FRIDAY, SEPTEMBER 15, 2006

(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.**— (i) Payment Divices Frauds Bill is published as a supplement to the part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of June 16, 2006

(ii) Non-Performing Assets (Recovery) Bill is published as a supplement to the part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of June 16, 2006

(iii) National Insurance Trust Fund Bill is published as a supplement to the part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of June 16, 2006

#### IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to each of the ‘Notices’ appearing in the 1st week of every month, regarding the latest dates and times of acceptance of notices for publication in the weekly *Gazette* at the end of each Part of the *Gazette of the democratic Socialist Republic of Sri Lanka*.

All notices to be published in every Part of the *Gazette* shall close at 12 noon of each Friday, *a fortnight before the date of publication*. All Departments, Corporations, Boards, etc., are advised that any notification fixing specific dates for closing times of applications in regard to vacancies, tender notices and the dates and times of auction sales, etc., should be prepared with due regard to this change, i.e., by giving adequate time both from the time of despatch of notice to the Government Press and from the date of publication thus enabling those interested in the contents of the notices to actively and positively participate.

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication e.g., Notices for publication in the weekly *Gazette* of 22nd September, 2006 should reach the Government Press on or before 12 noon on 08th September, 2006.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2006.

**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.

## Examinations, Results of Examinations &c.

### RECRUITMENT TO THE POST OF FOREMAN IN THE DEPARTMENT OF HEALTH SERVICES

APPLICATIONS are invited up to 09.10.2006 for recruitment to the Post of Foreman Grade III in the Ministry of Healthcare and Nutrition.

The eligible candidates will be selected following an interview on merits of a competitive examination conducted by the Ministry of Health.

The competitive examination will be held in Colombo / Selected towns on 19.11.2006.

#### 2. Educational Qualifications :

2.1 (a) Passed at least six subjects in the GCE (O/L) Examination in not more than two sittings with Credit passes for Sinhala / Tamil Language and Literature, Mathematics, Science and one other subject ;

and

(b) Passed three subjects in the GCE (Adv.Lev.) Examination including two subjects from pure Mathematics, Applied Mathematics and Physics, in one sitting ;

or

Passed in three subjects in the GCE (Adv.Lev.) Examination including Combined Mathematics and Physics.

2.2 Only those candidates who have fulfilled the above educational Qualifications will be admitted to training Grade on the merits of the examination subject to the inspection of Qualifications. The period of training is one year. The trainees will be appointed to Grade III after training period. The number of persons selected will be 50% of the total number of approved vacancies.

2.3 The candidates who have obtained one of the following technical Qualifications along with the above educational Qualifications will be appointed to a post in Grade III of the Forman's service after verification of Qualifications. The number of persons appointed will be 50% of the total number of vacancies.

(a) National Diploma in Technology (Electric / Electronic) awarded by University of Moratuwa or Hardy Technical Institute Ampara.

(b) National Engineering Diploma (Electric / Electronic) awarded by National Apprenticeship and Technical Training Authority.

(c) National Higher Engineering Diploma (Electric / Electronic) awarded by the institute of Education and Higher Education.

(d) Technical Diploma (Electric / Electronic) awarded by the Open University of Sri Lanka.

**Note.** - The candidates Qualified in the relevant Foundation Course of the Open University or with other Technical qualifications approved by technical Services Board will be exempted of the requirement for GCE (O/L) certificate.

#### 3. Scheme of Examinations :

(a) Question paper to assess the Technical knowledge (duration 1 1/2 hrs). Separate Question papers will be served to applicant's according to the Qualifications specified in 2.2 and 2.3 above.

(b) I.Q. and General knowledge (duration 2 hrs) Relevant to the two categories of applicants in 2.2 and 2.3 above.

#### 4. Salary Scale :

\* Training Grade : - Rs. 12,920 monthly.

\* Grade III :- Rs. 14,420 - 10 x 140 - 15,820 monthly.

5. **Age Limit.** -Applicants should be Sri Lankan citizen and should not be below 18 years or over 40 years of age as at 09.10.2006 (Maximum age limit will not be applicable for those who are already in the Public / Provincial Public Service)

6. **Term of engagement and conditions of service.** -The appointed officers should be willing to serve in any part of the island. The appointment is permanent and should contribute to the contributory pensions Fund.

7. Those who engage in Government / Semi Government services should forward their applications through the respective Heads of Departments / Institutions.

8. The applications which do not conform to the conditions contained herein will be rejected.

9. Applications will not be acknowledged and applications received late will not be entertained.

10. Qualified applicants will be called for the examination and they will be notified to such effect to the address given in the application before two weeks. Information with regard to the examination will be included in the website [www.health.gov.lk](http://www.health.gov.lk) within the due time.

#### 11. Mode of Application :-

(a) Applicants should prepare application as per the specimen provided herewith and submit same to the following address under registered cover No application should be sent to the personal address of any officer.

(b) Closing date of applications is 09.10.2006.

- (c) Should indicate clearly the words "Recruitment to the Post of Foreman under No. 2.2 / 2.3" (strike off whichever is in applicable). on the top left hand corner of the envelope.
- (d) Stamps to the value of Rs. 50- should be affixed in the cage for 'stamps' and cancelled with the signature of the applicant.

Address :-

Director (Admin) 02,  
 Ministry of Healthcare and Nutrition,  
 "Suwasiripaya",  
 No. 385,  
 Ven. Baddegama Wimalawansa Thero Mawatha,  
 Colombo 10.

12. *Attestation.*-Applicant should get his signature attested by an officer in Sri Lanka Administrative Service / Sri Lanka Educational Administrative Service / Government Accountants Service / Principal of a Government school / Justice of the peace / Attorney at Law or a public officer drawing a annual salary over Rs. 124,080.

RANJITH MALIGASPE,  
 Secretary,  
 Ministry of Healthcare and Nutrition.

Ministry of Healthcare and Nutrition,  
 "Suwasiripaya",  
 No. 385, Ven. Baddegama Wimala Wansa Thero Mawatha,  
 Colombo 10,  
 29th August, 2006.

**Recruitment to the Post of Foreman in the Department of  
 Health Services Application Form**

**APPLICATION FORM**

Medium of Examination (Mark ✓)

<i>Sinhala</i>	<i>Tamil</i>	<i>English</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District of Preference for the Examination

01	<input type="checkbox"/>
02	<input type="checkbox"/>
03	<input type="checkbox"/>

01. Name with initials (in block capitals): \_\_\_\_\_.
02. Name in Full (In block capitals) : \_\_\_\_\_.
03. Permanent Address and the District : \_\_\_\_\_.
04. Date of birth :

Year \_\_\_\_\_ Month \_\_\_\_\_ date \_\_\_\_\_

05. Age as at 09.10.2006 :

Years \_\_\_\_\_ Months \_\_\_\_\_ Days

06. National Identity Card No :-

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07. Whether a citizen of Sri Lanka ? : \_\_\_\_\_.

08. Sex : \_\_\_\_\_.

09. Civil Status : \_\_\_\_\_.

10. Educational Qualifications :—

*G. C. E. (O/L) Examination*  
 First Sitting

Year : \_\_\_\_\_ . Index No : \_\_\_\_\_.

<i>Subject</i>	<i>Grading</i>
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	

Second Sitting

Year : \_\_\_\_\_ . Index No : \_\_\_\_\_.

<i>Subject</i>	<i>Grading</i>
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	

*G. C. E. (Adv/Lev) Examination*

Year : \_\_\_\_\_ . Index No : \_\_\_\_\_.

<i>Subject</i>	<i>Grading</i>
01	
02	
03	
04	

11. Technical Qualifications (Attach a copy of the certificate) : \_\_\_\_\_.

12. Other Qualifications :——.

13. Have you ever been convicted before my Court (If “Yes” submit details) :——.

14. I hereby declare with due respect that the particulars furnished by me in the application are true and correct and I admit that I will be disqualified for the relevant post if any declaration is proved to the false or incorrect.



Stamp

\_\_\_\_\_,  
Signature.

Date :——.

Attestation :

Mr. .... who submits this application is personally known to me and he placed his signature before me on this ..... day of ..... 2006.

\_\_\_\_\_,  
Signature of the Attestor and Official Frank.

09-561

**SRILANKA INSTITUTE OF PRINTING**  
(Established by an Act of Parliament in 1984)

**Ministry of Mass Media and Information**

**SLIOP STUDY PROGRAMME IN COSTING AND  
ESTIMATING FOR PRINTERS**

SRI LANKA Institute of Printing established by an act of Parliament in 1984 will commence the study programme in Costing and Estimating for Printers by October, 2006.

The course is specially designed for those who are involved in the printing and Graphic Industry such as Estimators. Accounting personnel, Print Buyers Sales Personnel, Print Supervisors Managers, Print Material Suppliers and advertising Personnel who wish to learn the art of Costing and Estimating in the Print and Graphics Industry.

The course is also useful for school leavers who wish to take up printing as a career. the completion of this course provider necessary qualifications to become eligible to follow the Advanced Diploma in Printing Technology and Management conducted by the Institute in collaboration with the University of Colombo, Sri Lanka.

Course Contents :

Estimating Module

Definition of an Estimate

- \* Estimate as a sales tool
- \* Estimating as a production tool

Estimating Practices

\* Standard Methods

Estimating of Material and Operation Times

Estimating Electronics and Conventional Pre Press

Estimating Press Operations

Estimating Digital Printing.

Estimating Post Press Operations

Estimating Paper, inks and other materials

Computerised Management Information System (MIS)

Application of estimating and costing software packages

Costing Module

Definition and Elements of Cost

Introduction to printing processors and applications

Costing methods and its relevance to the industry

Inventory and material control

Labour cost control

Absorption costing and marginal costing

Fixed costs. Variable costs and Depreciation

Budget Centres

Budgeting and Managing cost accounting information

Budgeted hourly rates

Developing BHRs for your company

The medium of Instructions will be in Sinhala with essential terminology in English. The course will spread over 27 weeks with classes being held on Tuesdays and Thursdays from 5 p.m. to 8 p.m.

Inquiries and Reservations :

Registrar,

Sri Lanka Institutes of Printing,

No.118, Dr. Danister De Silva Mawatha,

Colombo 08.

Telephone Nos.: 2686162, 2679791

Fax No.: 2686162.

E-mail -sliopreg@sri.lanka.net

09-578

## MINISTRY OF EDUCATION

### Common wealth Postgraduate Scholarships Tenable in the United Kingdom – 2007

APPLICATIONS are entertained from eligible persons for the award of Postgraduate Scholarships offered under the Commonwealth Scholarships and Fellowships Plan. These awards are tenable at Institutions of Higher Learning in the United Kingdom for the academic year commencing from October, 2007.

02. *Field of Study.*— No restriction on the field of study. However, fields that demonstrably link to the development priorities of the country will be favoured.

03. *Tenure* :

- (a) *For a doctoral Degree/or equivalent Degree.*— 03 years.  
However, awards are not made for the full period in the first instance. Split-Site doctoral studies are also available with 01 year research towards a PhD registered in a local university.
- (b) *For a Masters Degree or equivalent Degree.*— 01 year.
- (c) *Clinical Training in Medicine or Dentistry.*— 06 months.

04. *Termination.*— Any scholarship may at the discretion of the appropriate authority be terminated at any time owing to misconduct irregularity of attendance, absence from class or hostel without prior approval of the authority concerned, unsatisfactory progress in studies ; or

Failure at examinations of the holder of such scholarship. Where any scholarships has been terminated the scholar may be required to return to Sri Lanka at his/her own expense.

05. *Terms of Award.*— Each Scholarship will carry the following benefits :

- (a) Students concessionary or other approved air fares to the awarding country by the most direct and economical route and back on completion of studies : the cost of journeys made before receipt of award will not normally be reimbursed nor can fares be paid for a scholar's dependents :
- (b) A personal maintenance.
- (c) Approved tuition and examination fees.
- (d) A grant for books and apparatus where applicable.
- (e) A grant for expenses of approved study travel within the country of award.

06. *General Eligibility requirements.*— each candidate :

- (a) Should be citizen of Sri Lanka.
- (b) Should be less than 40 years of age on 01.10.2007.
- (c) Should possess a First or a Second Class (Upper Division) Honours Degree or a Degree of Second Class and a Postgraduate degree in the relevant field of study from a recognized University.  
  
A Medical graduate should in addition have obtained a distinction in the appropriate subject - Note (1).
- (d) Should be employed in the Government Sector, University or a Public Corporation. [Note (ii) and (iii)].
- (e) Should possess high proficiency in English. To prove this the candidate must have sat for IELTS or TOFEL examination and obtained high marks. (IELTS - 6.5, TOFEL - 550-600).

*Notes* :

- (i) The requirements at 06(c) above should also have to be completed by candidates possessing postgraduate qualifications.
- (ii) No application will be entertained from a person holding a temporary or casual or contractual appointment or from a person who is unemployed.
- (iii) An employee or probation may apply provided however that his/her confirmation is conditional upon acquiring a specified postgraduate qualification in such a case a statement to that effect should be included in cage 16 of the application.

07. *Special Eligibility Requirements.*— Each Candidate,

- 1. For Business Administration and/or Management and other related fields must take the graduate Management Test (GMAT) ;
- 2. For Economics or related subject must take the Princeton Graduate Record Examination (GRE) ;
- 3. For Medicine and Dentistry should possess qualification registerable with the General Medical Council or the General Dental Council.
- 4. Those who will be successful at interview will be further required to pass IELTS examination conducted by the British Council and should obtain an overall score of not less than 6.5.
- 5. For Art and Music should submit appropriate specimen work (slides, cassettes etc.) with their applications.

08. *Applications* :

- (a) Every application should conform to the specimen form given here.
- (b) The word “Commonwealth Postgraduate Scholarships - U. K. - 2007” should be clearly hand or type-written on the top left corner of the envelope containing the application.
- (c) Each applicant should submit only one application and that too for a single course of study.
- (d) A non refundable stamp of Rs. 10 is payable in respect of each application. A stamp or stamps to this value should be affixed in the cage provided for this purpose in the application and cancelled by the applicant's signature.
- (e) No application from an employee of Government Service, University or Public Corporation will be entertained unless channeled through the Head of the Institution concerned. He should in forwarding the application appropriately complete the certificate in cage 16 of the application.

(f) No application will be entertained from a person who has entered into an agreement or bond to serve the Republic of Sri Lanka, University or Public corporation for a specific period unless he/she shall have completed by 01.10.2006, the full period specified in such agreement or bond and shall have discharged fully all the other obligations under such agreement or bond.

(g) Any statement in the application, which is found to be incorrect, will render the applicant liable to disqualification if the inaccuracy is discovered before selection and to the withdrawal of the award after selection.

(h) *Closing date.*— Applications will be accepted only up to 4.00 p. m. 16th October, 2006.

(i) Application should be sent to the following address by Registered Post to reach before the closing date :

Secretary,  
 Ministry of Education,  
 Higher Education Division,  
 No. 18, Ward Place,  
 Colombo 07.

(j) Every application which has not been sent through the proper channel, which is incomplete in any respect and which has been received late will be rejected.

(k) The conditions laid down in this gazette notification are subject to variations in terms of criteria imposed by the awarding country without prior notice.

09. *Interview.*— Every eligible candidate will be required to present himself/herself at an interview to be held in Colombo at an appointment time and place. He/She should produce at the interview original certificates of qualifications, Certificate of Birth, National Identity Card and any other documentary evidence in support of his/her candidature as requested. Travelling or other expenses incurred in connection with this interview will not be reimbursed.

10. *Medical Examination.*— Selected candidates may be required to pass a Medical Examination, conducted by a Special Medical Board.

11. *Nomination for Scholarship.*— No candidate should treat his/her nomination for a scholarship by the authorities of the Government of Sri Lanka as his/her acceptance for an award. Acceptance is a matter entirely within the discretion of the respective awarding agency to whom the nomination is made. Selected candidates who declined to accept award after nomination will not be considered for any other award in future.

12. *Leave.*— The grant of leave to public officers to accept awards will be governed by the provisions of the Establishment Code and Departmental Rules and Regulations in force at the time when application for leave is made.

13. *Agreement.*— Every selected candidate should before his/her departure on scholarship enter into an agreement with the Government of Sri Lanka, undertaking among other things.

(a) to pursue faithfully and diligently and to successfully complete the prescribed course of studies.

(b) to serve the Republic of Sri Lanka if so required, for a specified period (to be determined by the Republic of Sri Lanka) after completion of the course of study ; and

(c) to re-pay the Republic of Sri Lanka the full cost of scholarship (i. e. all expenses incurred by the Republic of Sri Lanka and the awarding agency in connection with the entire scholarship, including in the case of a public officer salary allowances, fees etc.) in the event of his/her failure to comply with the terms and conditions of the agreement.

14. Any form of canvassing or attempt to influence the selection of a candidate will disqualify such candidate.

Secretary,  
 Ministry of Education.

Higher Education Division,  
 No. 18, Ward Place,  
 Colombo - 07.

Cage for affixing  
 Stamp for the value

No. :.....  
 (for official use only)

MINISTRY OF EDUCATION  
 (FORM OF APPLICATION)

COMMONWEALTH POSTGRADUATE SCHOLARSHIPS TENABLE  
 IN UNITED KINGDOM — 2007

01. (a) Name with the initials (Mr./Mrs./Miss.) :———. (in block letters)

(a) Names denoted by initials :———.

02. Address :———.

Telephone No. :———.

03. Date of Birth :

Year :———, Month :———, Date :———.

04. Exact age on 01.10.2007 :

Years :———, Months :———, Days :———.

05. Are you a citizen of Sri Lanka ? :———.

06. Whether Married/Single/Widowed :\_\_\_\_\_.

07. Academic / Professional / Technical Qualifications :

<i>Name of Examination/ Certificate</i>	<i>Year and Month</i>	<i>Institution</i>	<i>Subjects</i>	<i>Grade of Pass</i>

08. Present Employment :

<i>Name of the Institution</i>	<i>Department</i>	<i>Designation</i>	<i>01st Date of Appointment</i>

09. If you are in Government / University / Corporation Service :

- (a) Is your appointment permanent or temporary ? :\_\_\_\_\_.
- (b) If permanent have you been confirmed in the appointment ? :\_\_\_\_\_.
- (c) No. and date of letter of confirmation and the authority who is issued it :\_\_\_\_\_.

10. (a) Desired Course or Field of Study ? :\_\_\_\_\_.

(b) Whether Master Degree or Ph.D. :\_\_\_\_\_.

11. Particulars of any bonds and/or agreements entered into with the Republic of Sri Lanka or with any Government aided or sponsored institution, with date of discharge of obligations under them :\_\_\_\_\_.

12. If you have been abroad earlier on a scholarship, study tour, training etc. state full particulars :\_\_\_\_\_.

13. Highest Examination passed in English - whether IELTS or TOFEL :\_\_\_\_\_.

Score :\_\_\_\_\_. Year :\_\_\_\_\_.

14. Evidence of research and publications if any :\_\_\_\_\_.

15. Any other particulars :\_\_\_\_\_.

I hereby certify that the particulars furnished by me in this application are true and accurate and that I have not suppressed any essential information. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification if the inaccuracy is discovered before selection and withdrawal of the award is discovered after selection.

\_\_\_\_\_,  
Signature of Applicant.

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

16. (When the applicant is an employee of State Institution aided by the Government Funds).

#### Certificate of the Head of the Institution

(i) I certify that the :

- (a) training provided under this scholarship is essential/not essential for this institution,
- (b) Details declared by the applicant in cages 8, 9 and 11 of the application were verified by me with the personal record of the officer and are correct\*/should be corrected.
- (c) The applicant is confirmed in the appointment/\* will be confirmed in the appointment on .....
- (d) The applicant will\*/will not be released to take up this scholarship if selected.
- (e) The applicant will\*/will not be granted leave on full pay/\* no pay.

(ii) Full name of the applicant :\_\_\_\_\_.

(iii) Any other special reasons :\_\_\_\_\_.

Name of the Institution :\_\_\_\_\_.

\_\_\_\_\_,  
Signature of Head of the Institution  
with the Official Frank.

(This certificate should be signed by the Head of the Institution)

\* Delete words inapplicable.



**EFFICIENCY BAR EXAMINATION AND SECOND LANGUAGE TEST FOR THE OFFICERS IN SRILANKA ADMINISTRATIVE SERVICE, SRILANKA ACCOUNTANTS' SERVICE, SRI LANKA SCIENTIFIC SERVICE, SRI LANKA ENGINEERING SERVICE, SRILANKA POLICE SERVICE AND SRILANKA ARCHITECTURES' SERVICE- 2006**

EFFICIENCY Bar Examination and the Second Language Test for officers in the above mentioned Services will be held in Colombo in December, 2006.

02. Time Tables will be prepared enabling the candidates to sit for the both Efficiency Bar Examinations at the same time.

03. *Syllabus :*

<i>Service</i>	<i>Efficiency Bar Examinations</i>	<i>Date and number of the Gazette notification</i>	<i>Appendix relevant to the Syllabus</i>
Sri Lanka Administrative Service	First Efficiency Bar Examination	07.06.1988 509/07	'C'
	Second Efficiency Bar Examination	do.	'D'
	Second Language Test		'E'
Sri Lanka Accountants Service	First Efficiency Bar Examination	27.07.2001 1194/26	'B'
	Second Efficiency Bar Examination	do.	'D'

Officers are allowed to sit for the subjects of the Efficiency Bar Examinations at one sitting or different occasions, if they wish so.

However officers are required to pass the Efficiency Bar Examination within the prescribed period. Action will be taken to conduct Oral Tests for the officers who sit for the Second Language Test at one center.

04. (a) *Subjects prescribed for the Efficiency Bar in each Service are as follows :*

**Sri Lanka Administrative Service**

<i>First Efficiency Bar Examination</i>			<i>Second Efficiency Bar Examination</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>	<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
01	Penal Code and Evidence ordinance	3	20	Economics and Social Politics (with Special reference to Sri Lanka)	3
02	Legal Systems and Court Organisation in Sri Lanka	3	21	Systems relating to Development Administration (with special reference to Sri Lanka)	3

<i>First Efficiency Bar Examination</i>			<i>Second Efficiency Bar Examination</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>	<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
03	Constitution of Sri Lanka	3	22	Management and Organization	3
04	Financial Systems	3			
05	Administration	3			
06	Economics	3			
07	Social Science	3			
08	English	3			
	Second Language Test			Officer in other services mentioned in this notification can also apply for the 2nd Language Test, if they wish so	
09	Sinhala (Written)	2			
10	Tamil (Written)	2			
11	English (Written)	2			
12	Sinhala (Oral)				
13	Tamil (Oral)				
14	English (Oral)				

### Sri Lanka Accountant Service

<i>First Efficiency Bar Examination</i>			<i>Second Efficiency Bar Examination</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>	<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
30	Government Financial Procedures	3	36	Management Accountancy	3
31	Law and Management	3	37	Public Financial Management	3
32	Administration	3	38	Management and Organisation	3
33	Reports writing and presenting information to management	3		Second Language Test Officers who apply for this test, please see under Sri Lanka Administrative Service for subjects and subject numbers.	

**Sri Lanka Police Service**

<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
80	Administration of Justice Law and Evidence Ordinance	3
81	Penal Code and Police Ordinance	3
	Officer who apply for the Second Language – please see under Sri Lanka Administrative Service for subjects and subjects numbers.	

**Sri Lanka Engineering Service, Sri Lanka Architecture's Service and Sri Lanka Scientific Service**

<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
04	Financial Systems	3
05	Administration	3

04.(b) *Names of Examinations :*

Sri Lanka Administrative Service	First Efficiency Bar Examination	01
Sri Lanka Administrative Service	Second Efficiency Bar Examination	02
Second Language Test		03
Sri Lanka Accountants' Service	First Efficiency Bar Examination	01
Sri Lanka Accountants' Service	Second Efficiency Bar Examination	02
Sri Lanka Scientific Service	First Efficiency Bar Examination	01
Sri Lanka Architectures' Service	First Efficiency Bar Examination	01
Sri Lanka Police Service	First Efficiency Bar Examination	01
Sri Lanka Engineering Service	First Efficiency Bar Examination	01

05. *Exemption from the requirement of passing Efficiency Bar Examination :*

<i>Sri Lanka Administrative Service</i>	<i>Subject</i>	<i>Qualifications to be exempted</i>
First Efficiency Bar Examination	Law	Being a Barrister of Law, an Advocate or Attorney- at-law in the Supreme Court of Sri Lanka, a Graduate in law from a University
	Economic/Social Science	Being a graduate in Economics or Social Science (Special)
	English	Passing the English subject in the Training Programme for Cadets conducted by the Sri Lanka Institute of Development Administration
Second Efficiency Bar Examination	Management and Organisation	Certificate for Public Administration awarded by Sri Lanka Institute of Development Administration
Second Language Test	Sinhala / Tamil / English	Passing a Test in a sufficient standard

<i>Sri Lanka Accountant Service</i>	<i>Subject</i>	<i>Qualification to be exempted</i>
Second Efficiency Bar Examination	36 Management Accountancy 37 Public Finance Management 38 Management and Organisation	<p>Diploma in Public Finance Management conducted by Sri Lanka Institute of Development Administration</p> <p style="text-align: center;">; or</p> <p>Higher Diploma in Computer Programming conducted by Business Management Institution</p> <p style="text-align: center;">; or</p> <p>Post-Graduate Diploma in Accountancy, Commerce, Management Public Administration, Business Administration Computer Science/ Master of Arts/PH.D</p> <p style="text-align: center;">; or</p> <p>Passing the final examination in one of the following: Institute of Chartered Accountants, Institute of Chartered Management Accountants, Chartered Association of Certified Accountant, British Computer Association Australian Computer Association</p> <p style="text-align: center;">; or</p> <p>Any other similar qualification recognized by the Board</p>

6. Arrangements will be made by the Commissioner General of Examination to enable the candidates to answer all the subjects in Sinhala, Tamil or English other than the question papers relating to languages.

7. If any candidate is later found to have sat in a medium in which he is not entitled to sit, his candidature will be cancelled.

8. Application should be prepared according to the annexed form on a paper of A4 size. From number 01 to 06 should be included into the front page. Candidates appearing for both examination Should submit separate applications in respect of each examination.

9. Application should be sent through the respective Head of Department by registered post to reach the following address on or before 16th October, 2006. Application received after the prescribed date will be rejected.

Commissioner General,  
Department of Examinations Sri Lanka,  
Organization and Foreign Examination Branch, Pelawatta-Battaramulla.

10. If a candidate does not receive his admission card, he should communicate without delay with the commissioner General of Examinations, (Telegraphic Address "Exams" Battaramulla) informing him that he has not received the admission form and giving following information :

- (1) Name of Examinations : \_\_\_\_\_.
- (2) Full Name of the candidate : \_\_\_\_\_.
- (3) Postal Address : \_\_\_\_\_.
- (4) Post Office, Registration Number and Date of Dispatch : \_\_\_\_\_.

11. Subsequent correspondence by candidates who fail to comply with the requirements as laid down in paragraph 10 above will not be entertained.

12. The attention of all candidates is invited to Circular No. SE 274 of 29.06.1971 issued by the Commissioner General of Examinations regarding the use of identity cards. It is the responsibility of candidates to prove their identity through any of the following identity card at the Examination Hall :

- (i) National Identity card,
- (ii) Valid Passport,

13. Examination fee will be as follows :

- (a) First sitting (whole examination or part there of) free of charge ;
- (b) Each subsequent sitting –

	<i>Rs. Cents.</i>
Complete examination	115.0
One Subject	75. 0
Oral Test	75.0

The fees should be paid in revenue stamps duly cancelled by the candidate with his signature thereon.

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

Ministry of Public Administration  
and Home Affairs,  
Independence Square,  
Colombo 07,  
24th August, 2006.

### **Sri Lanka Administrative Service**

#### **Appendix “C”**

(a) The 1st Efficiency Bar Examination for officers of the Sri Lanka Administrative service will comprise the following subjects:-

- (1) Law ;
- (2) Financial System;
- (3) Administration ;
- (4) (a) Economics ; or  
(b) Sociology ;
- (5) English.

#### **SCHEME OF EXAMINATIONS**

##### **LAW**

##### **Syllabus ;**

Subject No. 01  
The Penal Code and the Evidence Ordinance (Chapters 19 and 14).

Subject No. 02  
The Legal Systems of Sri Lanka and the Organisation of the courts. Candidates will be expected to be familiar with the Court Ordinance (Chapter 6) and the Court of Appeal Act, No. 44 of 1971.

**Subject No. 03**

The constitutions of Sri Lanka Candidates will be expected to be familiar with the following in Acts and Orders in Council (including Amendments) :

- The Ceylon (Constitution and Independence) Orders in Council 1946 and 1947 (Chapter 379) ;
- The Citizenship Act, No. 18 of 1948 (Chapter 349) ;
- The Ceylon (Parliamentary Elections) Orders in Council 1846 (381) ;
- The Constitution of the Democratic Socialist Republic of Sri Lanka.

**Note.**—Candidates will be required to obtain a minimum of 33,1/3 percent of the marks in each subject in law and an average of 40 percent for a pass.

**Subject No. 04 Financial Systems****Syllabus :-**

- (a) The Financial Regulations of the Government of Sri Lanka Part 1 (Except Chapter X) ;
- (b) The Estimates of the Current Year. *e.g.*-Their Arrangement the Heads of Revenue ; The Finance and Appropriation Acts.

**Note.**—A Candidate will be required to obtain 40 percent of the total marks for a pass.

**Subject No. 05 Administration****Syllabus :-**

- (a) Office and Field Organization and Methods ;
- (b) 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).

**Note.**—A candidate will be required to obtain 40 percent of the total marks for a pass.

**Subject No. 06 Economics****Syllabus :-**

- (a) Principles of Economics with special reference to the theories of Value, Production and Distribution;
- (b) Money, Banking and Finance of International Trade;
- (c) The Economic Structure of Sri Lanka.

**Note.**— A candidate will be required to obtain 40 percent of the total marks for a pass.

**Subject No. 07 Sociology****Syllabus :-**

- (a) Social Structure, Organisation and Operation ;
- (b) Human Relationship and Groupings ;
- (c) Kinship, Marriage and the Family ;
- (d) Rural and Urban Society ;
- (e) Social Structure and Differentiations ;
- (f) Social Control ;
- (g) Conceptions of Culture, Religion, Morals and Values.

**Note.**—Candidates will be required to obtain 40 percent of the total marks for a pass.

**Subject No. 08 English**

**Syllabus :-**

**Contents -**

(a) **Grammar.** - The following areas will be tested :

- (1) The Verb Forms, all the principal tenses of English *e.g.* - the Present Simple Tense, the Simple Past, the Future, the Present Perfect, etc. ;
- (2) Nouns, Countable, Uncountable ;
- (3) Pronouns ;
- (4) Adjective Degrees of Comparison ;
- (5) Adverbs of Frequency, Work order phrases and sentences ;
- (6) Prepositions ;
- (7) Determiners ;
- (8) Question Words ;
- (9) Modal Auxiliaries, Can, Could, May, Might, Should, Must, Ought to ;
- (10) The Definite Article ;
- (11) Cardinals/Ordinals;
- (12) The Passive Construction;
- (13) Relative Clauses;
- (14) If Clauses;
- (15) Reported Speech;
- (16) There is/There are;
- (17) Have/Has.

(b) **Vocabulary.** - The vocabulary tested will be that of general modern English with special emphasis on the following fields :  
Management, Administration and Social and Economic Development.

(c) **Reading.** - Ability to (i) Understand the sense of a passage and the writer's attitude to the subject (ii) Grasp the draft of an argument (iii) Draw Implications from what is written.

(d) **Writing.** - Ability to write Essays, Departmental Reports, Official Letters, Circulars, Minutes, Memos, fill in forms.

(e) **Speech.** - Ability to speak fluently in the following situations :-

- (i) Social English, *e.g.* - Greeting, Introductions, Farewells, Requests, Conveying Information.
- (ii) Speaking over the telephone.
- (iii) Interview skills, Questioning and Answering Orally.
- (iv) Meetings, making speeches, proposing a Vote of Thanks.

(f) **Listening.** - Listening to speeches, lectures, dialogues and conversations and the ability to understand and respond to what is said.

**SCHEME OF EXAMINATION**

1. **Written Examination.** There will be one paper of 3 hours duration.
2. **Oral Examination.** The Oral Examination will consist of 2 parts.

The candidate will be expected to perform these tasks :

- (a) Carry on a conversation ;
- (b) Describe a picture ;
- (c) Read aloud from a passage ;
- (e) Listen to and write down a passage of dictation of about 80 words.

**Note.** - A candidate will be required to obtain minimum 40 percent of the total marks for a pass.

### Appendix "D"

#### Sri Lanka Administrative Service

- (a) The Second Efficiency Bar Examination for officers of the Sri Lanka Administrative Service will comprise the following subjects:
- (1) Economics and Social Policy (with special reference to Sri Lanka);
  - (2) The Process for Development Administration (with special reference to Sri Lanka) ;
  - (3) Management and Organisation.

#### Syllabus

##### Subject No. 20

Economics and Social Policy (with special reference to Sri Lanka) :

The questions in this subject will be designed to test candidates knowledge of the factors that affect and influence the process of formulation of economic and social policy in Sri Lanka. Candidates are expected to be aware of the principles of Applied Economics and Applied Sociology as well as of the recent, Economic, Social and Political History of Sri Lanka.

**Note.**—A candidate will be required to obtain minimum 40 percent of the total marks for a pass.

##### Subject No. 21

The Process of Development Administration (with special reference to Sri Lanka) :

Candidates will be expected to have a wide grasp of the Institutions of Development Administration their working and the interrelationship which exist amongst them with special reference to :

- (a) The Machinery of Government in Sri Lanka;
- (b) The constitutional background of the machinery of Government of Sri Lanka ;
- (c) Local Government ;
- (d) People's Organisations ;
- (e) Organisation of Public Enterprises.

**Note.**—A candidate will be required to obtain minimum 40 percent of the total marks for a pass.

#### Subject No. 22 Management and Organisation

The question in this subject will be designed to :

- (a) Assess the candidates grasp of the principles of management and organization;
- (b) The application of these principles to problems and issues in the Public Sector;
- (c) His familiarity with the modern tools and techniques of management.

**Note.**—A candidate will be required to obtain minimum 40 percent of the total marks for a pass.

### Appendix "B"

#### Sri Lanka Accountant's Service

First Efficiency Bar Examination :

- (a) The First Efficiency Bar Examination will comprise of 4 papers of 3 hours each in the following subjects :
- (1) Government Financial Procedure ;
  - (2) Law and Management ;
  - (3) Administration ;
  - (4) Report Writing and Presenting Information to Management.



- (b) Officers may take up the subject of the First Efficiency Bar Examination on one and the same occasion or on separate occasions if they so desire.
- (c) Candidates will be required to obtain 40 percent in each paper for a pass.

**Syllabus :-**

**Subject No. 30**

(1) **Government Financial Procedures.**— Candidates will be tested on the application of the Government Financial Regulations and Treasury Circulars in respect to government transaction, financial regulations/procedures as they relate to revenue, expenditure, foreign aid, annual and supplementary estimate, public debt, procurements, tenders imprests and advances, financial sanctions, the accounts of the island, functional and economic classification, programme and performance budget, functions of the Minister of Finance the General Treasury the Planning Ministry, the Secretaries, the Auditor-General and the Public Accounts Committee.

**Subject No. 31 Law and Management**

**Law :**

Definition of Law,  
Legal systems in Sri Lanka,  
Court system in Sri Lanka,  
Law of Contracts,  
Law of Agency,  
Sale of Goods,  
Hire purchase,  
Negotiable instruments,  
Guarantee,  
Insurance,

**Management :**

Introduction to management,  
Functions and skills of managers,  
Planning process and setting organizational levels,  
Organizations structure,  
Management of human resources,  
Performance evaluation,  
Promotion,  
Motivation,  
Leadership,  
Communication,  
Decision making,  
Problem solving,  
Management of change,  
Managing conflicts,  
Managing time,  
Quality circles and productivity,  
Management ethics and responsibility,

**Subject No. 32**

**Administration.**— Candidates will be tested on provisions in the Establishments Code Part 1 and part II.

**Report Writing and Presenting Information to Management :**

Importance of timeliness, accuracy, completeness and relevance in relation to management information,  
Dealing with reference materials,  
Periodic and ad-hoc reports,

Writing minutes and reports of meetings,  
Structure of Management reports,  
Significant results to be highlighted,  
Interpretation of results,  
Suggestions to variations,  
Use of statistical methods in analyzing data,  
Performance comparison,  
Use of ratios, percentages in management reports,  
Diagrammatic representations,  
Listening to professional talks and lectures,  
Reporting lectures in speech,  
Panel discussions,  
Seminar skills,  
Delivering a speech.

#### Appendix "D"

(b) The 2nd Efficiency Bar Examination for officers of the Sri Lanka Accountant's Service will comprise the following subjects :-

- (1) Management Accounting
- (2) Public Finance Management
- (3) Management and Organization

Officers may take up the subjects of the 2nd Efficiency Bar examination on one and the same occasion or on separate occasions as they so desire. A candidate will be required to obtain minimum of 40 percent of the marks for a pass.

#### SCHEME OF EXAMINATION

(1) **Management Accounting** - A paper of 3 hours duration.

*Syllabus* :-Control theory in accounting feed back, open and closed loop systems. Types of standard costs ideal basic and correct.

Principles and practice of setting performance standards and value standards revision of standard, consideration of the learning curve and motivation. The analysis significance presentation and investigation of variances and sub-variances, behavioral aspects of control accounting. The budgeting concept, the administration of budgetary control, the budget manual, fixed and flexible budgets, master and subsidiary budgets, budget centers, management participation in budget preparation, involvement and motivation, The Budget period and identification of the principal budget factor.

(2) **Public Financial Management** :- A paper of 3 hours duration. Selection of question will not be allowed.

**Role of Government Accountant.**—Constitutional and legal framework of public finance, Institutional framework, Central Government, Government Corporation, Local Authorities, Co-operative Movement etc.

Parliamentary Control Functions of Treasury, Planning Ministry, Estimates Committee, Auditor-General, Public Account Committee, Consolidated Fund, Problems of Parliamentary Control.

The Financial Cycle, Planning, Programming Budgeting, Funding Authorization, Accounting, Reporting, Evaluation and Audit.

Project appraisal, application of shadow prices and statistical data, determination of pay off metric and expected value, cost benefit analysis, discounted cash flow, internal rate of return, ranking of project, economic financial and managerial aspects of projects formulation and appraisal, effective project presentation.

Programming Techniques, applications of network - analysis assignment of resources, transportation, problem, replacement of assets that degenerate with use or passage of time and those which do not but which fall after certain amount of use of time.

Performance budget installation of basic methods, measurement of performance, kind of measure, selecting unit and rooms, systems of measurement and performance analysis.

Performance budget, programme structure, Classification by functions, programmes activities projects and objects of expenditure.

Financial controls Accountability, Internal control and Financial Regulation, Internal Audit, Efficiency Audit, Management Audit.

Pricing in Public Enterprises.

Financial control of Government, Commercial Enterprises, budgeting management, reporting interpretation of account, the use of financial ratios.

Design and content of accounts and reports of Government and Public undertakings.

**Note.**—A Candidate will be required to obtain minimum of 40 percent of the total marks for a pass.

**(3) Management and Organization :-** A paper of 3 hours duration.

The questions in this subject will be designed to assess the candidate's grasp of the principles of management and organization.

### Appendix "E"

#### Sinhala

The Test in Sinhala will consist of a Written and on oral part.

The written paper will be of two hours duration and will contain questions on :

- (i) Grammar,
- (ii) Translation into English of petitions or reports from Headmen or Grama Seva Niladharis written in different running hands.
- (iii) Translation into Sinhala from an Official paper of document in English.

The Oral Test will consist of the following :

- (i) Dictation of Official material from English into Sinhala so that the passage can be understood and taken down or written by a Sinhalese,
- (ii) Reading of a petition in Sinhala,
- (iii) Conversation and Interpretation :- The purpose of the test will be assess the candidates' power of understanding Sinhala of different classes and of making himself understood both in common conversation and in the usual course of official business.

A candidate is required to obtain 40% marks for each section of the written and oral subject for a pass.

#### Tamil

The Test in Tamil will consist of a Written and an Oral part.

The Written paper which will be of two hours duration and will contain questions on :

- (i) Grammar
- (ii) Translation into English of petitions or reports from Headmen or Grama Seva Niladharis written in different running hands.
- (iii) Translation into Tamil from an Official paper or document in English.

The Oral Test will consist of the following :

- (i) Dictation of Official material from English into Tamil so that the passage can be understood and taken down or written by a Tamil.
- (ii) Reading of a Tamil petition.
- (iii) Conversation and Interpretation :- The purpose of the test will be to assess the candidates' power of understanding Tamil of different classes and of making himself understood both in common conversation and in the usual course of official business.

**Note.**—A Candidate is required to obtain 40% marks for each section of written and oral subject for a pass.

### English

A prototype of the question paper is furnished below for the information of candidates :-

#### Part A

(a) Fill in the blanks with the correct form of the verb given within brackets :-

During the last war our country ..... 1 (be) a British Colony.....2 (take) a full part in the war effort. Consequently our tea, rubber and coconut ..... 3 (ship) to Britain at very favourable prices and the foreign exchange we ..... 4 (earn) ..... 5 (accumulate) as assets. Again during the Korean war in the early fifties our products ..... 6 (fetch) good prices and we ..... 7 (not have) any exchange problem. However, political independence ..... 8 (not given rise) to any effort to ..... 9 (build up) our economy we ..... 10 (be) a nation of consumers goods which ..... 11 (squander) our foreign exchange on consumer goods which ..... 12 (can produce) locally and incidentally diversified our economy. Over the last decade we ..... 13 (begin) to feel the pinch when our primary products ..... 14 (fail) to command good prices in the world market while our requirements of food both rice and subsidiary food stuffs ..... 15 (rise) in price.

(b) Fill in the blanks with the correct preposition (where necessary)

As Assistant Secretary ..... 16 charge ..... 17 subjects, it was my duty to convene groups of officers dealing ..... 18 different aspects of development work in the Ministry ..... 19 time to time. They discussed ..... 20 various problems that they confronted and which they could not cope ..... 21 on their own. We were thus able to share our experience ..... 22 each other and make concrete proposals ..... 23 the Secretary every month. He in turn put ..... 24 his own plans for discussion ..... 25 these meetings.

(c) Underline the correct letters given within brackets that would complete the spelling of the following words :-

26. har ..... ment (rass/as/ass)
27. ember ..... (rass/as/ass)
28. tol ..... (arreance/erance/erence)
29. Par ..... arian (liament/ limen/liment)
30. bal ..... ing (let/ lat/ lot)
31. itin ..... (erary/arary/erarie)
32. Pers ..... (everance/everence/ewerence)
33. bour ..... (geoise/joursie/juwarsy)
34. prolet ..... (ariet/ariat/eriyat)
35. com ..... ate (memorr/ emor/memor).

(d) In each of the following statements underline the correct word within brackets :-

36. The inventory was checked by the Board of (Surveillance/Survey/Surveyors)
37. At the enquiry I had to be satisfied that the accused officer has (contradicted/contravened/contaminated) the regulations.
38. Every receipt should have a (counterfoil/counterfeit/counterpane) for the purpose of audit.
39. There was a possibility that the prosecution had (fabricated/fumigated/promulgate) the evidence.
40. (Discrete/Discretionary/Discriminatory) power was given to the Head of the Department under the relevant Act.
41. The Police Party had (laid/lie/lain) in ambush until the bribe taker arrived.
42. The entire staff turned upon (facilitate/infiltrate/felicitate) the watcher on his retirement.
43. In times of national crisis we must avoid (luxuriant/luxurious) habits.
44. Martial music was played over the radio during height of the battle to keep up the (moral/morale/morals) of the people.
45. Candidates are advised to use (Stationary/Stationery) sparingly owing to the acute paper shortage.

(e) Underline the correct phrase in the brackets that means the same as the word or phrase underlined in each sentence.

46. In good Management the boss should, support his staff in their work (back out/back up/back away).
47. The sales and replacement of stock amounted to over Rs. 5,000 (turn out/turn up/turn away).
48. We were warned at the start not to let out work get into arrears (set out/out set).
49. The younger son wasted his father's wealth in a few years (ran over/ran through)
50. I wanted to see the film, but the queue deterred me from going (put away/put off).

**Part B**

Read the following passage carefully and then answer the questions set out below :-

Most modern political ideals such, for example, as justice, liberty, constitutional government, and respect for the law or at least the definitions of them, began with the reflection of Greek thinkers upon the institutions of City State. But in the long history of political thought the meaning of such terms has been variously modified and always that meaning has to be understood in the light of the institutions by which the indicates were to be realized and of the society in which those institutions did their work. The Greek City States was so different from the political communities in which modern men live, that it requires no small effort of the imagination to picture its social and political life. The Greek Philosophers were thinking of political practices far different from any that have prevailed commonly in modern word, and the whole climate of opinion in which the work was done was different. Their problems though not without their analogies in the preset, were never identical with modern problems and the ethical apparatus by which political life was evaluated and criticized varied widely from any that now prevails. In order to understand at all accurately what their theories meant it necessary first to realize at least roughly what kind of institutions they had in view and what citizenship connected as an effect and as an ideal, to the public for whom they wrote. For this purpose, the Government of Athens is especially important, partly because it is the best known, but chiefly because it was an object of special concern to the greatest of Greek Philosophers.

As compared with modern states the ancient City-State was exceedingly small both in area and in population. The numbers were exceedingly uncertain but, a figure somewhat in excess of three hundred thousand would be approximately correct. Such an arrangement of a small territory denominated by a single City was typical off the City State.

In each of the following cases, choose the alternative which in your opinion supports the views expressed in the above passage.

Place a tick (right mark) against the correct answer.-

51. Athens is significant for the students of Greek political thought mainly because :-

- (a) it was the most powerful of the Greek City-States ;
- (b) its ideals had been carefully studied by the Greeks themselves ;
- (c) it had the most ideal form of Government ;
- (d) it is the best known of the Greek City-States.

52. Greek political thought was concerned with problems :-

- (a) entirely unrelated to.
- (b) identical with
- (c) different from analogous but to

53. The moral and religious basis of Greek political idea is :-

- (a) very similar to modern moral and religious ideas ;
- (b) unknown ;
- (c) very different from modern moral and religious ideas.

54. It is :-

- (a) easy,
  - (b) not at all easy,
  - (c) impossible,
- for a modern man to imagine what life was like in a Greek City-States.

55. In comparison with the ancient Greek City States are :-

- (a) very large,
- (b) very small,
- (c) about the same size.

56. The population of an ancient Greek City States was :-

- (a) much less than 300,000,
- (b) over 3 million,
- (c) Just over 300,000.

57. The City-State of Athens comprises :-

- (a) a small territory governed by a single city,
- (b) a large territory governed by a number of cities,
- (c) a small territory with village councils,
- (d) a large territory with a decentralised administration.

58. At different times in the history of the world people :-

- (a) have thought in basically the same way,
- (b) have thought in different ways,
- (c) have contradicted the views of people of the previous generation.

59. Details of political theory are derived from Greek Political thought :-

- (a) because the Greek City States was very similar to modern states,
- (b) in spite of Greek City States being very different from modern States,
- (c) because modern political theorists are students of Greek Philosophy.

60. The meaning of political ideal at a particular moment in European History since the time of the Greeks can be defined only be :-

- (a) relating it to its context,
- (b) tracing it back to its original meaning among the Greeks,
- (c) investigating the meaning of the Greek word for it,
- (d) taking into account only those features in it which have persisted throughout its history.

61. Write sentences using each of the following words so as to bring out its meaning clearly :-

Arbitration, emoluments, etiquette, consolidate, hypothetical, retrospective, exigencies, evaluate, review, empower.

Either

62. Write a letter to the Head of an Educational Institute in an English speaking country, setting out the following information in an orderly manner :-

- (i) The equivalence of our examination certificate to the certificate specified in this letter cannot be determined as the examining authorities in Sri Lanka have not been consulted by the institution concerned in that country.
- (ii) The G. C. E. (Ordinary Level) Credit Pass has been officially equated with an Ordinary Pass in London G. C. E. (Ordinary Level),
- (iii) The receipt of the letter sent to the Commissioner of Examinations is acknowledged.
- (iv) Any further information in this matter may be obtained from the Embassy of the Republic of Sri Lanka in that country.

63. Write a memorandum to the Secretary, Bureau of Standards marking out a case for the adoption of the 24 hour clock in this country stating the advantages of such a measure.

SPECIMEN APPLICATION FORM

Official Use Only

DEPARTMENT OF EXAMINATIONS - SRI LANKA

EFFICIENCY BAR EXAMINATION AND SECOND LANGUAGE EXAMINATION FOR OFFICERS OF THE SRI LANKA ADMINISTRATIVE SERVICE, SRI LANKA ACCOUNTANTS' SERVICE, SRI LANKA SCIENTIFIC SERVICE, SRI LANKA ENGINEERING SERVICE, SRI LANKA POLICE SERVICE AND SRI LANKA ARCHITECTURE'S SERVICE-2006

(To be forwarded through the Head of the Department to the Commissioner General of Examinations, by registered Post)

(The envelope should bear the name of the examination on the top left-hand corner.)

01. (a) Last name with Initials :———. (in block letters)

(b) Names denoted by Initials :———. (in block letters)

02. Postal Address (for dispatch of Admission Card) :———. (in block letters)

03. Name of the Examination :———. Note .- vide 4B before completing this.

04. The Language Medium in which Officer will sit the Examination :  
Sinhala - 2, Tamil - 3, English - 4  
(Mention the relevant number in cage)

05. (i) The Service to which the Officer belongs :———. (ii) Date of appointment to that service :———.

Date	Month	Year								
<table><tr><td></td><td></td></tr></table>			<table><tr><td></td><td></td></tr></table>			<table><tr><td></td><td></td><td></td><td></td></tr></table>				

06. Subject offer (to be clearly stated) with the subject number as indicated in the first paragraph of the notification.

(Candidates are not allowed to sit for the subjects other than the subjects mentioned in their applications.)

06-1

(i) .....Subject No.	<table><tr><td></td><td></td></tr></table>		
(ii) .....Subject No.	<table><tr><td></td><td></td></tr></table>		
(iii) .....Subject No.	<table><tr><td></td><td></td></tr></table>		
(iv) .....Subject No.	<table><tr><td></td><td></td></tr></table>		
(v) .....Subject No.	<table><tr><td></td><td></td></tr></table>		
(vi) .....Subject No.	<table><tr><td></td><td></td></tr></table>		
(vii) .....Subject No.	<table><tr><td></td><td></td></tr></table>		

06-2

Second Language Test :

(i) Written - Subject No.	<table><tr><td></td><td></td></tr></table>		
(ii) Oral - Subject No.	<table><tr><td></td><td></td></tr></table>		

07. Date of Birth :

Date :———. Month :———. Year :———.

08. Designation :———. Name of Department :———.
09. If the Officer is in the Administrative Service, the date on which he was appointed to such service :———.
10. If the Officer is not in the Administrative Service to which service he belongs :———.
11. If the Officer is in the Administrative Service the examination for which he is applying :—  
(Delete whichever is inapplicable)
- (a) First Efficiency Bar Examination (A)  
(b) Second Efficiency Bar Examination (B)  
(c) Second Language Examination (C)
12. If the Officer is not in the Administrative Service the examination for which he is applying :———. (Delete whichever is inapplicable)
13. State whether you have sat this examination previously in whole or in part :———. If so state subject and give year and month :———.

<i>Examination</i>	<i>Subject</i>	<i>Year</i>	<i>Month</i>

I, declare that the above particulars are correct and that I am entitled to sit this examination in the language medium indicated at Para. 04 above.

I, also declare that the stamps affixed to this application are valid and unused before cancellation by me.

14. Fees paid Rs. :

Cage of Stamps
----------------

Date :———.

\_\_\_\_\_.  
Signature of Candidate.

Commissioner General of Examinations,

Forwarded –

I certify that the above mentioned candidate Mr/Mrs./Miss.....who is eligible to sit for the examination in the requested medium as indicated in the Para. 04.

I attest the candidate's signature.

\_\_\_\_\_.  
Signature of Head of the Department and Designation.

Date :———.