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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,063 – 2018 මාර්තු මස 16 වැනි සිකුරාදා – 2018.03.16
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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) Penal Code (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of March 09, 2018.
- (ii) Code of Criminal Procedure (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of March 09, 2018.

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

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 06th April, 2018 should reach Government Press on or before 12.00 noon on 23rd March, 2018.

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, 2018.

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 unrefereited 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

PUBLIC SERVICE COMMISSION

Ministry of Home Affairs

RECRUITMENT ON OPEN BASIS FOR THE POST OF LEGAL OFFICER OF GRADE III OF EXECUTIVE SERVICE CATEGORY

APPLICATIONS are hereby invited from the Sri Lankan Citizens who have fulfilled following qualifications for the post of Legal Officer - Grade III of Executive Service Category of the Ministry of Home Affairs.

01. *Method of Recruitments.* – Based on the results of the structured interview conducted by the board of interview appointed by the Public Service Commission, the candidate who secures the highest marks will be recruited to the existing vacancy. The structured interview will be held in accordance with the marking scheme (specified under No. 06) approved by the Public Service Commission.

02. *Required Qualifications :*

(i) *Educational/professional qualifications :*

A degree in Law from a University recognized by the University Grants Commission or should have taken oaths as an Attorney-at-Law of Supreme Court.

(ii) *Experience :*

Active professional experience of not less than three(03) years as an Attorney at Law after taking oaths as an Attorney-at-Law of the Supreme Court.

(iii) *Physical Fitness :*

Every candidate should be mentally and physically fit to serve in any part of the island and discharge the duties of the post.

(iv) *Other :*

- * Should be a citizen of Sri Lanka,
- * Should be a excellent moral character,
- * Should have obtained at least a credit pass for English Language at the G. C. E. (O/Level) or G. C. E. (A/Level),

- * Required qualifications for recruitment should have been completed in every respect as at the date specified in the notification calling for application/*Gazette* Notification as the date on which the required qualifications for recruitment to the post should be completed.

03. *General Terms and Conditions of Employment :*

- (i) This post is permanent and pensionable. You shall be liable to policy decision to be taken in future by the government in respect of your pension entitlement. Further, you shall make contributions to Widow/Widowers and Orphans' Pensions Scheme. You shall pay your subscriptions in the manner decided by the government from time to time.
- (ii) The appointment is subject to a probation period of 03 years. Candidates should pass the first efficiency bar examination within 03 years of the appointment to Legal Officer, Grade III, as specified in the recruitment procedure.
- (iii) in terms of the Public Administration Circular No.: 01/2014 the relevant level of proficiency in official language should be obtained within five (05) years of the appointment to the post.
- (iv) This appointment is subject to Procedural Rules of the Public Service Commission, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government and other departmental orders.

04. *Age Limit.* – Candidates shall be not less than 21 years and not more than 45 years as at the closing date of applications.

05. *Salary Scale.* – The monthly salary related to this post as per Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 47,615/ 10 x 1,335 - 8 x 1,630 - 17 x 2,170 - Rs. 110,895 (SL-1-2016). You shall be paid salaries in accordance with the provisions available under the said circular and as specified in Schedule II therein.

06. The following making scheme shall be the basis for the structured interview :

Serial No.	Subject	Marks	Maximum Marks
01	<p>Additional Educational Qualifications : Degree in Law from a university recognized by the University Grants Commission</p> <p>* First class pass 20</p> <p>* Second class upper division pass 15</p> <p>* Second class lower division pass 10</p> <p>For first class pass in the final year of Law College 15</p> <p>For a second class pass in the final year of Law College 10</p> <p>Note : Ten (10) marks should only be awarded if the final examination has been completed with honours (Marks will be awarded only for the highest qualification - Either for the degree or qualifications from Law College)</p>		20
02	<p>Additional Professional qualifications : For a post graduate diploma or a post Law diploma in the relevant field of a duration of not less than one year awarded by an institute recognized by the University Grants Commission (05 marks for each diploma)</p> <p>For a diploma of not less than 06 months duration in the relevant field awarded by an Institute recognized by the Government (03 marks for each diploma)</p> <p>For a certified course of not less than 03 months duration in the relevant field conducted by an institute recognized by the government (02 marks for each course)</p>		15
03	<p>Additional Experience Experience as an Attorney at law in the public service or in the private sector- More than 06 months and less than a year - 02 marks Maximum marks of 30 with 05 marks per year (Expect for the 03 year period of service as an Attorney at Law required for obtaining basic qualifications) (Additional experience should be corroborated through a certificate obtained from an Attorney-at-law with a period of service of not less than 20 years or a President's Counsel or a judge. Where marks shall be awarded only if the service period is clearly mentioned)</p>		30
04	<p>English Language Proficiency Post graduate degree/degree/post graduate degree in law/degree in Law completed in English Medium 15 (All relevant question papers should have been answered in English Language medium) For a diploma in English Language conducted by a university recognized by the University Grants Commission or the government or an institute recognized by the government 10 (01 year or 1500 hours)</p>		15

Serial No.	Subject	Marks	Maximum Marks
	For a Certificate course in English conducted by a university recognized by the University Grants Commission or a university recognized by the government or a government accredited institute * 06 months/720 hours * 03 months/360 hours	07 05	
05	Knowledge on information Technology For studying information Technology as major subject for a degree of a university recognized by the University Grants Commission. For a diploma course in information Technology of 1500 hours/of not less than 01 year in an institute recognized by the Government A certificate course on information Technology in an institute recognized by the government * 06 months/720 hours * 03 months/360 hours	15 10 07 05	15
06	Performance at the interview		05
	Total		100

07. *Identity of the Candidates.*– The candidates who have perfected the application in every respect shall only be called for the structured interview.

Originals of all the certificates and duly certified copies shall be submitted at the interview Candidates shall produce one of the following identification documents at the interview to prove their identity :

- (1) National Identity Card issued by the Commissioner General of Registration of Persons
- (2) Valid passport

08. *Mode of application :-*

- (a) Applications shall be forwarded under registered cover to reach the following address on or before 16.03.2018 Applications received after the closing date will be rejected.
Secretary,
Ministry of Home Affairs,
Independence Square,
Colombo 07.
- (b) Top left - hand corner of the envelope containing the application should be marked "Recruitment to the post of Legal Officer - Grade III of Executive Service Category of the Ministry of Home Affairs- 2017"
- (c) The signature of the applicant should be attested by Principal of a Government School/Justice of the Peace/Commissioner of Oaths/Attorney at Law/Notary Public/a Commissioned officer of the three armed forces or an officer holding a permanent government position drawing a monthly consolidated salary of Rs. 47,615.
- (d) Applicants who are already in the Public Service should forward their applications through the Head of the Department they are currently attached to.
- (e) Applications that are not in conformity with the specimen application given in this notification shall be rejected. No any complaint with respect to loss or delay of the applications will be accepted. The name of the examination in the heading shall be mentioned in English Language as well in applications prepared in both Sinhala and Tamil Mediums. The candidates shall prepare their application using A4 size (22-29cm) papers using both sides of the papers with No. (1) to (5) (ii) in the first page and the remaining in next pages respectively. The relevant details should be completed by the applicant's own handwriting.

(f) The letter calling for the interview shall be sent by registered post to the address given in the application in the name of the applicant.

09. *Submission of false information.* – If any information mentioned by the Candidate in the application is found to be false or incorrect before recruitment, his/her candidature will be cancelled. if any such false or incorrect information is found after the recruitment, action will be taken to dismiss him/her from public service subject to relevant legal procedure.

10. The Public Service Commission shall have the right to fill or not to fill the vacancies.

By the order of the Public Service Commission.

Secretary,
Ministry of Home Affairs,
Independence Square,
Colombo 07.

SPECIMEN APPLICATION

STRUCTURED INTERVIEW FOR RECRUITMENT TO THE POST OF
LEGAL OFFICER OF THE MINISTRY OF HOME AFFAIRS - 2017

For office use only

Language medium for the interview

(Indicate the relevant number within the cage : Sinhala 2/
Tamil -3)

- (1) (i) Name with initials with initials at the end :_____.
(In English block letters)
(ii) Names denoted by initials :_____.
(In English block letters)
(iii) Name with initials :_____.
(In Sinhala/Tamil)
(iv) Names denoted by initials :_____.
(In Sinhala/Tamil)

(2) Complete address :

- (i) Permanent address :_____.
(In English block letters)
(ii) Permanent address :_____.
(in Sinhala/Tamil)

(iii) Address to which the interview calling letter to be sent :_____.

(In English block letters)

(iv) Telephone No. :_____.

(3) Gender : (Indicate within the relevant cage)

Female - 1 ☐
Male - 0 ☐

(4) Civil status :- (Indicate within the relevant cage)

Married - 1 ☐
Unmarried - 2 ☐

(5) (i) Date of birth :

Year : Month : Date

(ii) Age as at 16.04.2018 :

Year : Month : Date :

(6) National Identity Card Number :

(7) According to the notification for calling applications, the educational qualifications achieved to apply for the interview :

Qualification	Institution	Date received
.....
.....

(8) Grade obtained for English language at G. C. E. (O/L) or G. C. E. (A/L) Examination :_____.

(9) Date of taking oaths as an Attorney at Law of Supreme Court :_____.

(10) Details with regard to obtaining each qualification under No. 06 of the notification for calling applications :

Qualification	Institution	Date received/ duration
.....

1. Additional educational qualifications :

- (i)
(ii)
(iii)

<i>Qualification</i>	<i>Institution</i>	<i>Date received/ duration</i>	(12) Attesting the signature of the applicant :
2. Additional professional qualifications :			I certify that Mr./Mrs./Miss who is submitting this application is known to me and he/she placed his/her signature in my presence
i.	
ii.	
3. Additional experience :		 Official stamp of the attesting person.
i.			Name : Designation : Date :
ii.			
iii.			
4. English Language proficiency			(13) Recommendation of the head of the department :
i.			
ii.			
iii.			I hereby certify that Mr./Mrs./Miss..... is serving in this institution and the information furnish by him./her are correct and he/she can be released for his/her present position if the officer is selected for this post.
5. Knowledge on information Technology :			
i.			
ii. Signature of the Head of Department/ Establishment.
iii.			
(11) Declaration/Certification of the applicant :			
I hereby certify that the information furnished by me in this application is true and correct and I agree to be bound by the orders/regulations stipulated by the Public Service Commission with respect to holding the interview and issuing results.			Name : Designation : Address : Date : (Place the official stamp)
..... Signature of the Applicant.			
Date :			

03-609

Examinations, Results of Examinations & c.

DEPARTMENTAL EXAMINATION FOR PRELIMINARY GRADE MEDICAL OFFICERS AND DENTAL SURGEONS – MARCH, 2018

It is hereby notified that the Departmental Examination should be passed by Medical Officers in Preliminary Grade before promotion to Grade II, By Dental Surgeons before confirmation in the service and by the Medical officers in Administrative Grade or Specialist Grade who have not completed this Departmental Examination during a period of two years from the date of appointment to such post as per Section 08 of the Medical Service Minute of Sri Lanka in the Health Services published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1883/17 of 11.10.2014, will be held on 22.04.2018 in Sinhala,

Tamil and English medium. The venue and the time of the examination will be notified along with the Admission Card.

02. *Qualifications.* – Medical Officers in the Preliminary Grade who have not completed the relevant examination and Dental Surgeons who are not confirmed in the service can apply for this examination. Medical officer appointed to a post in the Administrative Grade or Specialist Grade without having completed this examination also can apply for the above Examination.

03. *Applications.* – Applications that should be prepared by the candidates as per specimen shown at the end of this circular must be handed over to the Head of the institute on or before 23.03.2018. The applications that are certified as all the eligibilities have been fulfilled, should be forwarded

to the Director (Examinations), Ministry of Health, Nutrition and Indigenous Medicine, “Suwasiripaya”, No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 28.03.2018 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self addressed envelope in the size of 9" x 4" inches, affixed with stamps to the value of Rs. 35.00 should be sent along with the application. (Candidates can write their official or private address). Applications which are received late, incomplete or inaccurate will be rejected.

Note.— The application should be prepared using an A4 paper based on the specimen form of the application so as to recommended from 01 to 04(e) on the first front page and from 04(f) to 09 on the second page. Applications which do not conform to above will be rejected any information.

04. Examination fees :

- (i) Candidates who sit the examination for the first time need not pay examination fees. However, in every subsequent sitting they should affix stamps to the value of Rs. 25 per subject in the stamps cage provided for in the application and cancel same by placing their signature and the date.
- (ii) The fees once paid will not be allowed to transfer for any other Examination or refunded under any circumstances.

05. Admission to the Examination:

- (i) Candidates whose applications have been accepted will be issued with Admission Cards. They should duly complete and submit same to the Supervisor at the Examination Centre. Otherwise they will not be allowed to sit the examination.
- (ii) Candidates should prove their identity to the Supervisor at the examination hall. For this purpose one of the following documents will be accepted :
 - (a) National Identity Card ;
 - (b) Departmental Identity Card ;
 - (c) Valid Driving License ;
 - (d) Valid Passport.
- (iii) If you did not receive your admission card due to any unavoidable reason you can trace your examination centre and the index number through the web site ; If you were

able to trace your examination centre and the index number as mentioned above you are permitted to be presented at the examination centre in the web site together with a letter attesting your signature by your immediate superior officer and sit the examination by establishment of your identity. The applicants who have received the admission card should certify their signature and should be bought. The applicants who have obtained the certification on their signature will not be entitled to face the examination. (Web site : www.health.gov.lk).

06. *Scheme of the Examination.*— The examination will consists of four parts that is three written essay type question papers and a Sinhala/Tamil oral test. Each part carries 100 marks. A minimum of 50 marks should be obtained for each part to pass the examination and this examination could be completed in one sitting or appearing for the parts of the examination in several sittings. At the first attempt officer should appear for all relevant subjects.

07. Syllabus of the Examination :

7.1 Written Examination :

- 7.1.1 Establishments Code Questions Paper :
Duration 02 hours. Should answer five (05) out of eight (08) questions.

Syllabus :

- (i) General Regulations of the Department of Health Services in Health Ministry ;
- (ii) Orders and Regulations of the Public Service Commission ;
- (iii) *Establishments Code :*
Part I - Chapters VI, VII, VIII, IX, XII, XIII, XIV, XV, XVI, XVII, XVIII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXI, XXXII

Part II - Chapters XLVII and XLVIII ;

7.1.2 *Administration of Hospitals and Dispensaries Questions Paper :*

Duration 1 1/2 hours. Total marks 100. Should answers four (04) questions out of seven (07) questions.

Syllabus :

Health Manual :

- (i) Administration of Hospital and Public Health,
- (ii) Management of Laboratory Services,
- (iii) Management of Drugs.

7.1.3 *Accounts Questions Paper :*

Duration 02 hours. Should answers 04 questions out of 07 questions.

Syllabus :

- (i) Regulations of Stores Accounts of the Department of Health Services ;
- (ii) Sections of Finance in the Manual of the Department of Health Services ;
- (iii) Financial Regulations relating to the daily routine duties of a Medical Officer of Health -
 - Chapter I - F. R. 1, 2, 78.
 - Chapter II - F. R. 90, 91, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 113, 115, 118, 119.
 - Chapter III - F. R. 124, 125, 126, 127, 128, 131, 133, 134, 135, 136, 137, 138, 139, 140, 142, 143, 151, 152, 154, 155, 156, 189.
 - Chapter V - F. R. 200, 201, 215, 225, 238, 245, 255, 257, 260.
 - Chapter VI - F. R. 380, 381, 382, 383, 384, 385, 386, 388, 389, 390, 391, 392, 393 394.
 - Chapter VII - F. R. 488, 493.
 - Chapter XIII - F. R. 715, 716, 756, 757, 758.

Procurement Guideline :

- Chapter 1 - All Sections
- Chapter 2 - Section number - 2.3, 2.4, 2.5, 2.6, 2.7, 2.8.
- Chapter 3 - Section number - 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9.

7.2 *Viva Voce* - Sinhala/Tamil : This oral test is conducted by the staff officers of the Departmental to measure the proficiency in Sinhala/Tamil. Ability of the Sinhala medium officers to communicate in Tamil medium and the ability of the Tamil medium officers to communicate in Sinhala medium regarding the matters that arise while discharging their normal duties is tested. Duration 10 minutes.

08. *To follow the regulations related to Examination Procedure.*- Candidates are warned against copying or attempting to copy from the script of another candidate or from any book or paper or notes whatsoever. No candidate should attempt to look at the script of another candidate and should not help any candidate either help another candidate or obtain help from another candidate or person. Further mobile phones and the similar electronic equipments should not be used. Any candidate who disregards this rule is liable to punishment.

09. Please bring the contents of this circular to the notice of all relevant officers in your Division/Specialized Campa/institution. The information is also available in the Web Site - www.health.gov.lk

N.B.- Sinhala medium notification on examination will be effected if any contradictory is arisen in the examination notifications published in Sinhala, Tamil and English mediums.

JANAKA SUGATHADASA,

Secretary

Ministry of Health, Nutrition and Indigenous Medicine.

Ministry of Health, Nutrition and Indigenous Medicine,
“Suwasiripaya”,
No. 385, Ven. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
05th March, 2018.

Specimen Form of Application

DEPARTMENTAL EXAMINATION FOR PRELIMINARY GRADE
MEDICAL OFFICERS AND DENTAL SURGEONS - MARCH, 2018

01. (a) (i) Full Name of the Applicant (In Sinhala) :_____.

(ii) Full Name of the Applicant (In English Capitals Block Letters) :

[illegible]

(iii) Name with initials (In Sinhala) :_____.

(iv) Name with initials (In English Block Letters) :

[illegible]

(b) (i) Designation (Please mark (✓) in relevant cage) :

(i) Medical Officer ☐

(ii) Dental Surgeon ☐

(ii) Date of Internship Appointment :_____.

(iii) Date of appointment to the Preliminary Grade/Grade II :_____.

02. Subjects offered (Mark ‘✓’ within the cages against the subjects you offer in this Examination. Mark “X” against the subjects not offered) :

Admin. of Hospitals and Dispensaries ☐Establishments Code

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Accounts ☐

Sinhala *Viva Voce*

Tamil *Viva Voce* ☐

03. Medium you sit for the examination (Mark '✓' in relevant cage)

Sinhala :

English :

Tamil :

--

04. (a) (i) Present Station :_____.

(ii) This Institution belongs to : Line Ministry Provincial Council ☐

(b) (i) If Provincial Council mention Province :_____.

(ii) District of the Present Station :_____.

(c) Mobile Telephone No. :

[illegible]

(d) National Identity Card No. :

[illegible]

(e) Please mark “✓” in the relevant cage of the examination centre you prefer out of the following centers. (If any or several examination centres, out of those given below, would be cancelled due to a departmental requirement or due to absence of a sufficient number of candidates. In such an instance, the candidates already attached to such centers

would be re-attached to a closest examination centre or to another centre as decided by the Director General of Health Services).

Colombo		Kandana		Hambantota		Ampara	
Kaluthara		Galle		Badulla		Vavuniya	
Kurunegala		Anuradhapura		Rathnapura		Polonnaruwa	
Kandy		Batticaloa		Jaffna		Trincomalie	

(f) Whether two self-addressed envelope in the size of 9x4 inches with stamps affixed to the value of Rs. 35.00 has been attached to the application to post the Admission Card? :_____.

(g) (i) Postal Address to post the Admission Card (In Sinhala) :_____.

(ii) Postal Address to post the Admission Card (In English) :_____.

05. (a) Whether you sit for the examination for the first time :_____.

(b) If not so, have you affixed stamps to the application? :_____.

Stamp Cage

06. *Certificate of the Candidate :*

(i) I do hereby certify that the particulars furnished by me in this application are true and accurate to my knowledge and I need not affix stamps since, I sit the Examination for the first time/have affixed stamps to the value of Rs. since I repeat the Examination,* and the stamps affixed by me to the application are genuine and not used.

(ii) I agree to abide by the rules and regulations stipulated by the Ministry of Health, Nutrition to Indigenous Medicine for the conduct of this Examination and if I was found ineligible in accordance with the scheme of the Examination I agree with whatever decision taken for the cancellation of my candidature.

_____,
Signature of the candidate.

Date :_____.

07. *Certification of the officer who handle the Personal File :*

I certify that this application was handed over to me before the closing date and particulars furnished by the applicant in this application are true and accurate according to the particulars in the personal file and a copy of this application is attached to the personal file.

_____,
Name and Signature.

Date :_____.

08. *Certification of Head of Institution :*

I certify that Mr./Mrs./Miss serves as a in this institution, and the particulars furnished by him/her in the application are correct according to the particulars in his/her personal file, and he/she sit the examination for the first time and he/she is eligible to sit this examination and he/she placed his/her signature in my presence.

_____,
Signature of the Head of Institution.
(Rubber Stamp)

Date : _____.

09. *Certificate of the Head of Decentralized Unit/Specialized Campaign :*

Mr./Mrs./Miss serves as a Medical Officer/Dental Surgeon in my Division/Campaign* and the particulars furnished by him/her* in the Application are correct in accordance with the particulars available in his/her* personal file and he/she* is eligible to sit for the Examination.

_____,
Signature of Head of Decentralized Unit/
Specialized Campaign (Frank/Rubber Stamp).

Date : _____.

(* - Delete words which are inapplicable)

03-767

EFFICIENCY BAR EXAMINATIONS FOR OFFICERS IN GRADE III OF CLASS 3, GRADE II OF CLASS 3, GRADE I OF CLASS 3, GRADE II OF CLASS 2 AND GRADE I OF CLASS 2 OF SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE - 2017 (II)

1.0 It is hereby notified that Efficiency Bar Examinations for the officers in Grade III of Class 3, Grade II of Class 3, Grade I of Class 3, Grade II of Class 2 and Grade I of Class 2 of Sri Lanka Information and Communication Technology Service - 2017 (II) will be held in Colombo during weekends from 7th April 2018 to 08th April 2018, by the Director General of Sri Lanka Institute of Development Administration, under the supervision of Ministry of Public Administration and Management.

2.0 (a) These examination shall be held as per the provisions of the Minute of Sri Lanka Information and Communication Technology Service published in the *Gazette Extra Ordinary* No. 1894/26 dated 26.12.2014.

(b) If there are officers who have not passed the Efficiency Bar examination, because no prescription has been made either in the procedure of recruitment of the previous post or in the letter of appointment in respect of the Efficiency Bar, they shall pass the Efficiency Bar examination prescribed for the Grade of the relevant Class within a concessionary period of three years from the date on which above Service Minute has been published in the *Gazette* Notification.

3.0 Efficiency Bar Examinations which are due to be held in respect of the above services will be as follows :

Serial No.	Name of the Examination	Code
1.	Efficiency Bar Examination for officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service.	SLICT 3III
2.	Efficiency Bar Examination for officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service.	SLICT 3II
3.	Efficiency Bar Examination for officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service.	SLICT 3I
4.	Efficiency Bar Examination for officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service.	SLICT 2II
5.	Efficiency Bar Examination for officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service.	SLICT 2I

- 4.0 The candidates will be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration with regard to this examination. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules.
- 5.0 Application can be submitted online for this examination and accordingly candidates can fill their applications by way of opening the sub menu "Examination" from the main menu of the www.slida.lk which is the official website of Sri Lanka Institute of Development Administration.
- Filling of applications is strictly allowed during the period from 8.00 a.m. on 16th March 2018 up to 12.00 midnight on 02nd April 2018.
- 6.0 *Examination Fees.*— The officers appearing for the examination for the first time need not pay the examination fees. However, for subsequent sitting officers shall pay Rs. 500/- for more than 1 subjects and they are required to pay Rs. 300.00 if they sit for only one subject. Examination fee shall be paid by any post office all over the island (except sub post offices) or by using credit cards through the official web site of Sri Lanka Institute of Development Administration www.slida.lk. Payment should 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 03)
- 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.
- 7.0 When the application filled online is submitted, the candidate will be issued a confirmation number and the candidate shall keep it for further inquiries. Candidates shall 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.
- 8.0 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 4.30 p.m. during working days of the week from 16th March, 2018 up to 02nd April 2018.
- 9.0 Heads 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 travelling expenses for appearing for the examination.
- 10.0 *Identity of Candidates.*— Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor.
- (i) The National Identity Card issued by the Department of Registration of Persons,
- (ii) A valid Passport
- The candidature of those who fail to produce any of the above - mentioned documents may be cancelled at the discretion of the Director General of Sri Lanka Institute of Development Administration.
- 11.0 The examination will be held in Sinhala, Tamil and English media. The officers shall sit for this examination in the language medium in which they have sat for the examination for entering into the relevant service or in an official language. The officers who have joined the service without a competitive examination shall sit for this examination in the language medium of education or an official language. Candidates shall not be allowed change language medium applied initially.

- 12.0 The officers may, on their discretion can appear for each subject of the examination at different sittings.
- 13.0 The results of the examination shall be published in the web site of the Ministry of Public Administration and Management by the Director General of Combined Services once the results are issued by the Director General of Sri Lanka Institute of Development Administration. The relevant Heads of Departments shall make recommendation for confirmation of service and promotions of the officers according to the results.
- 14.0 *Scheme of Examination.*— Subjects and the syllabus of each Efficiency Bar Examination for the officers are as follows :—

- 14.1 Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 8 of the service minute). The officers shall be in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks prescribed for a pass</i>
Establishments Code	01	100	01 hour	40
Financial Regulation	02	100	01 hour	40

14.1.1 Establishment Code (Subject No.- 01)

It is expected to measure the basic knowledge of the public officer on the Establishments Code and Procedural Rules of Public Service Commission. The question paper consists of questions for short answers and structured questions. All the questions shall be answered.

14.1.2 Financial Regulations (Subject No.- 02)

It is expected to measure the basic knowledge of the officer on Financial Regulation and Store management and the understanding on the activities related to cash control registers. The question consists of questions for short answers and structured questions. All the questions shall be answered.

- 14.2 Efficiency Bar Examination for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 9 of the service minute). The officers shall be in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks Prescribed for a pass</i>
Office systems and procedure	03	100	02 hours	40
Information and Communication Technology	04	100	03 hours	40

14.2.1 Office system and procedure (Subject No - 03)

It is expected to measure the knowledge of the candidates on the office system applied in public offices and ability to apply them. The question paper consists of structured questions. All the questions shall be answered.

14.2.2 Information and Communication Technology (Subject No - 04)

It is expected to test the knowledge of the candidates on the wider application of ICT and the common concepts ICT in public offices. (The method of application of ICT in Government organizations. The

papers will be consisted following ICT areas such as adequate knowledge on Computer Networks and Data Communication, knowledge on General Purpose Software and Specific Application Software, Knowledge on Data Security and Backing up SW, Basic measure to enhance availability of computer systems and data security.)

The paper consist of two parts.

Part I - A multiple choice question paper. Duration is 01 hour. (40 marks)

Part II - Essay type question paper. Duration 02 hours. (60 Marks)

- 14.3 Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 10 of the service minute). The officers shall be in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks prescribed for a pass</i>
Information and Communication Technology (Written Test)	05	50	01 hour	20
Information and Communication Technology (Practical Test)	06	50	01 hour	20

14.3.1 Information and Communication Technology - Written Test (Subject No. 05)

- (i) Application of software for office activities and knowledge in this regard,
- (ii) Knowledge in computer networking
- (iii) Knowledge in identification and rectification of errors in computer Software/Hardware.

This question paper consists of questions for short answers and essay type questions. All the questions shall be answered.

14.3.2 Information and Communication Technology - Practical Test (Subject No. 06)

- (i) Practical knowledge in using software for office activities,
- (ii) Practical knowledge in computer networking,
- (iii) Practical knowledge in identification and rectification of errors in computer Software/Hardware.

- 14.4 Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule 11 of the service minute). The officers shall be in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Services, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks prescribed for a pass</i>
Establishments Code	07	100	02 hours	40
Financial Regulations	08	100	02 hours	40

14.4.1 Establishment Code (Subject No - 07)

It is excepted to test the general knowledge of the officer on provisions in Establishments Code/ Procedural rules of the Public Service Commission and his/her ability to apply his/her knowledge practically. This

paper shall be prepared based on Chapters of Volume I and Volume II of the Establishments Code and Procedural rules of the Public Service Commission. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

14.4.2 Financial Regulations (Subject No. 08)

It is expected to test basic knowledge and understanding of the candidate on Government Financial Regulations and the purposes of various registers and log books maintained in public office and basis knowledge of store keeping. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

- 14.5 Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule 12 of the service minute). The officers shall be in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks prescribed for a pass</i>
Office Systems and Procedure	09	100	02 hours	40
Information and Communication Technology and e - government	10	100	03 hours	40

14.5.1 Office Systems and procedure (Subject No. 09)

It is expected to test the knowledge of the candidate on office systems applied in government offices and also to test the ability to apply the same. This question paper consist of multiple choice questions, questions for short answers and structured type questions. All the questions shall be answered.

14.5.2 Information and Communication Technology and e - government (Subject No. 10)

This question consists of two parts.

Part I - A multiple choice question paper, Duration is 01 hour. (40 marks)

Part II - A Question paper consisting of structured essay type questions. Duration is 02 hours. (60 marks)
(All questions shall be answered)

This question papers shall be tesigned to covers the following subject fields.

- Information and Communication part of the paper consists of basic elements of IT project life cycle such as systems analysis, systems design, software development testing user acceptance testing and related areas of Algorithms, HTML, XHTML, php, Data and Information Security, Disaster Recovery, systems, Intellectual Property Rights and Software licensing, Free and Open Software and web 2.0.
- e - Government part of the paper consist of system of application of ICT in government organizations, application of ICT to enhance the efficiency in delivery of public services, Technology requirements for e - Government systems, basic elements of ICT and Interoperability.

The time table for each subject of each examination is as follows ;

<i>Serial No.</i>	<i>Name of the Examination</i>	<i>Subject</i>	<i>Subject No.</i>	<i>Date</i>	<i>Time</i>
01	Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service	Establishments Code	01	2018.04.08	9.00 a.m. - 10.00 a.m.
		Financial Regulations	02	2018.04.08	10.30 a.m. - 11.30 a.m.
02	Efficiency Bar Examinations for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service	Office Systems and procedure	03	2018.04.07	1.00 p.m. - 3.00 p.m.
		Information and Communication Technology	04	2018.04.07	9.00 a.m. - 12.00 p.m.
03	Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service	Information and Communication Technology (Written Test)	05	2018.04.07	9.00 a.m. - 10.00 a.m.
		Information and Communication Technology (Practical Test)	06	2018.04.07	10.30 a.m. - 11.30 a.m.
04	Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service	Establishments Code	07	2018.04.08	9.00 a.m. - 11.00 a.m.
		Financial Regulations	08	2018.04.08	11.30 a.m. - 1.30 p.m.
05	Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service	Office Systems and procedure	09	2018.04.08	1.00 p.m. - 3.00 p.m.
		Information and Communication Technology and e-government	10	2018.04.08	9.00 a.m. - 12.00 p.m.

15.0 Any matter not referred to herein will be decided by Director General of Combined Services.

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

K. V. P. M. J. GAMAGE,
Director General of Combined Services
Ministry of Public Administration and
Management.

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
28th of February, 2018.

DEPARTMENT OF AYURVEDA

Efficiency Bar Examination of Sri Lanka Ayurvedic Medical Service - 2017-(I)

IT is hereby notify that an Efficiency Bar Examination for Ayurvedic Medical Service (For Ayurvedic Medical Officers) will be held in Colombo by the Department of Ayurveda.

01. Candidates will be bound by the rules and regulations imposed by the Commissioner of Ayurveda.

02. The application for this examination should be in the form of the specimen appendix to this notification and should be prepared by the candidate him/herself. Application should be sent by those who are qualified according to the service minute of the Sri Lanka Ayurvedic Medical Service, by the registered post through the respective heads of institution to reach the "Registrar, Examination Division, Department of Ayurveda, Nawinna, Maharagama" on or before 29.03.2018 "Efficiency Bar Examination for Sri Lanka Ayurvedic Medical Service - 2017 (I)" should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected.

The candidates appearing for the examination for the first time need not to pay examination fees. However, stamps to the value of Rs. 230 should be affixed for the whole examinations for subsequent sittings and stamps to the value of Rs. 57.50 per subject should be affixed if not applying for the whole examination. The stamp should be duly cancelled by placing signature of the candidate and the date. Under any circumstance the fees will not be refunded or transferred.

03. *Identity of the candidates.*– Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor :–

(i) The National Identity Card issued by Department of Registration of Persons ;

(ii) A valid Passport.

04. The Commissioner, Department of Ayurveda will issue the timetable and admission card to all candidates whose applications have been accepted. Candidates should get their signature on the admission card attested in advance and submit to the supervisor of the examination hall. Candidates without admission cards will not be permitted

to sit for the examination. If a candidate has not received his/her admission card at least seven days (07) before the day of examination. He/She should without delay inform the "Registrar, Examination Division, Department of Ayurveda, Nawinna, Maharagama" about the non-receipt of admission cards along with the following information :

(i) Name of the Examination :_____.

(ii) Full Name of the Candidate :_____.

(iii) Postal Address :_____.

(iv) Name of the Post Office, Registration Number and Date of the Receipt :_____.

05. *Scheme of Examination.*– (According to the service minute of the Sri Lanka Ayurvedic Medical Service) :

I. *Financial Regulation* - One paper based on the following :

(i) Financial Regulation of the Democratic Socialist Republic of Sri Lanka Part I (Except Chapter X).

II. *Establishment Code* - One paper based on the following :

(i) Chapters - I, II, III, IV, V, VI, VII, VIII, XII, XIII, XIV, XXIII, XXVII, XXIX, XXX, XXXII of the Volume I of the Establishment Code of the Democratic Socialist Republic of Sri Lanka and Procedural Rules Code of the Public Service Commission.

(ii) Chapters - XLVII and XLVIII of Part II of the Establishment Code of Democratic Socialist Republic of Sri Lanka.

III. *Hospital Administration* - One paper based on the following :–

(i) General rules and regulations relevant to the hospitals.

(ii) Cleanliness in hospital.

(iii) Rules and Regulations relevant to the patients.

(iv) Supply proper meals to the patients.

(v) Administration of drug manufactures.

(vi) Rules and Regulations regarding the admission of patients.

(vii) Knowledge of the duties of all the employees in the hospitals.

(viii) General administration in hospitals.

(ix) General administration of the Department of Ayurveda.

(x) Regulation of the stores accounts of the Department of Ayurveda.

(xi) Manual of procedure of the Department of Ayurveda.

SPECIMEN APPLICATION FORM

EFFICIENCY BAR EXAMINATION OF SRI LANKA
AYURVEDIC MEDICAL SERVICE - 2017-(I)

Index No. :
(For office use only)

Medium of Examination :

(Write the relevant letter in the cage)

Sinhala - S Tamil - T

IV. *Official Languages* - Oral Test. Sinhala/Tamil (15 minutes) :

(i) For officers who joined the service in Sinhala Medium :

(a) Answering the Tamil questions in Tamil Language.

(b) Translate Tamil sentences to Sinhala Language.

(c) Translate Sinhala sentences to Tamil Language.

(ii) For officers who joined the service in Tamil Medium :

(a) Answering the Sinhala questions in Sinhala Language.

(b) Translate Sinhala sentences to Tamil Language.

(c) Translate Tamil sentences to Sinhala Language.

Note.— Candidate must obtain at least 40 marks to pass in each subject.

JANAKA SUGATHADASA,
Secretary,
Ministry of Health Nutrition
and Indigenous Medicine.

Ministry of Health Nutrition and
Indigenous Medicine,
No. 464, 04th Floor, T. B. Jaya Mawatha,
Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
22nd February, 2018.

01. Name with initials : Mr./Mrs./Miss : _____.
(In English Capital Letters)

02. Name with initials : _____.
(In Sinhala/Tamil)

03. Name denoted by initials : _____.
(In English Capital Letters)

04. Name denoted by initials : _____.
(In Sinhala/Tamil Letters)

05. National Identity Card No. :

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06. (i) Name and address of the Office/Department/Institute (In English Capital Letters) : _____.
(ii) Province of the Office/Department/Institute : _____.

07. (i) Name and address of the Office/Department/Institute (In Sinhala/Tamil) : _____.
(ii) Telephone No. (Official) : _____.

08. (i) Post : _____.
(ii) Number and date of the letter of appointment : _____.

09. Subject/Subjects you wish to face :

Serial Number	Subject	Subject No.

10. Have you passed one or more subjects from any of the following subjects in previous examination sittings.

Financial Regulations/Establishment Code/Hospitals
Management/Oral Examination (Tamil/Sinhala) :
If so, Index No., Year and Month :

Subject	Index No.	Year and Month

11. Are you sitting the examination for the first time ? :

If not, value of the stamps affixed : _____.
Stamp cage :

stamp to the value of Rs. 230 for the whole
examination and Rs. 57.50 for each subject

Note.– The candidate should affix stamps to the relevant value and cancel them by placing their signature and date. Stamps should not overlap each other.

I declare that the above particulars are true that I am eligible to appear for the examination in the language medium indicated above. I also certify that the Rs. stamps affixed here to are genuine and have not been used before. I agree to abide by the rules and regulations of this examination.

_____,
Signature of the Candidate.

Date : _____.

Note.– The candidate should sign in the presence of the Head of his/her Department/Institute or an officer authorized to sign on behalf of such Head of the Department.

Attestation of the Signature

I do hereby certify that who forward this application is an officer attached to my office/known to me personally and that he/she placed his/her signature before me on

_____,
Signature and rubber stamp
of the Attester.

Name of the Attester : _____.

Designation : _____.

Address : _____.

Date : _____.

03–731

**RECRUITMENT (OPEN) TO THE POST OF
FOREMEN (BIO MEDICAL) - GRADE III/
TRAINING GRADE OF THE SUPERVISORY
MANAGEMENT ASSISTANT NON -
TECHNICAL/TECHNICAL SERVICE
CATEGORY OF THE SRI LANKA
TECHNOLOGICAL SERVICE - 2018**

APPLICATIONS are invited from those who possess following qualifications to recruit as trainees to the post of Foremen (Bio Medical) Grade III/Training Grade Under Ministry of Health, Nutrition and indigenous Medicine up to 16.04.2018.

Eligible persons will be selected for the training on the basis of merit of an open competitive examination conducted by the Ministry of Health, Nutrition and Indigenous Medicine.

02. Qualifications :

2.1 Educational Qualifications :

(a) Should have passed 3 subjects including two subjects from Pure Maths, Applied maths, Combined Maths and Physics in one Sitting at the G. C. E. (A/L) Examination.

or

(b) Should have passed 6 subjects with credit passes for Sinhala/Tamil/English Language, Mathematics, Science and one other subject in one sitting at the G. C. E.(O/L) Examination.

2.2 Vocational Qualifications :

(i) National Diploma in Technology (Electronic/Electrical) offered by University of Moratuwa and Hady Advanced Technological Institute, Ampara

or

(ii) National Diploma in Engineering (Electronic/Electrical) offered by National Apprentice and Industrial Training Authority

or

(iii) Diploma in Technology (Electronic/Electrical) offered by Open University of Sri Lanka

or

(iv) Higher National Diploma in Engineering (Electronic/Electrical) offered by Ministry of Education and Higher Education.

or

(v) Should have successfully completed the Part I of Engineering Examination conducted by Institution of Engineers of Sri Lanka.

Note.– Eligibility of the candidates who have satisfied above educational and vocational qualifications will be checked in the order of merit of the examination and they will be appointed to the post of Foremen (Bio medical) in Grade III.

Candidates who have satisfied above educational qualifications but not the vocational qualifications will be recruited to the post of Foreman (Bio Medical) in Training Grade after checking the eligibility in the order of merit of the examination.

03. Period of training of the candidates who are recruited to the Training Grade is one year. Those who pass the final examination conducted at the end of the training period will be appointed to the post of Foremen (Bio Medical) - Grade III.

3.1 Trainees admitted to the training will be subject to the rules and regulations prevail in the training schools/Institutes and orders imposed by the Ministry of Health, Nutrition and Indigenous Medicine from time to time. Training of those who fail the prescribed examinations, whose work and conduct are not satisfactory or who fail to conform to terms and conditions of examination and conditions of leave in the training school, may be terminated without compensation at any time.

3.2 At the time he/she is admitted to the training school, he/she should enter into an agreement with the Director General of Health Services that he/she will complete the training successfully, not abandon the training course and serve in the hospitals/Institutes under the Ministry of Health for at least a period of 10 years if an appointment is granted after completing the said training. If he/she resigns from the training or abandon the training within the period of training or his/her training is terminated as per above section 3.2, he/she should refund to the Ministry of Health the amount of allowance paid to him./her and expenses incurred on him/her by the Government during the period of training. If not, action will be taken to recover the said amount as per the agreement. (Appointees to Grade III also should enter in to an agreement with the Director General of Health Services that he/she will serve in the hospitals/institutes under the Ministry of Health at least for a period of 10 years)

3.3 Since this course is a fulltime course, those who follow a full time course in a University or an

institute under the Ministry of Health or any other government institute should not apply for this. If it is found to have applied so he/she will be dismissed from the course/post and all expenses incurred on him/her by the Government up to that, will be recovered.

04. Other Qualifications :

- (i) Should be a citizen of Sri Lanka
- (ii) Should possess a good character
- (iii) Should be fit mentally and physically

05. Scheme of Examination :-

Subjects	Duration	Total Marks	Pass Marks	Syllabus
Intelligence Test	2 hours	100	40%	This paper will be prepared to check the ability and aptitude of the candidate for duties in the service
Subject related technological test	1 1/2 hours	100	40%	This paper will be prepared to measure technological knowledge relevant to the post

06. Salary Scale :-

Training Grade :- Allowance will be paid in terms of the schedule (v) of the Public Administration Circular : 03/2016 (II)

Grade II :- Rs.31,040 - 10 x 445 - 11 x 660 - 10 x 730 - 10 x 750 - Rs. 57,550 (Monthly)

MN - 3 2006(A) (Salaries will be paid in terms of the Schedule II of PA Circular No. 03/2016)

07. Age Limit. – Applicants should be Sri Lankan citizens who are not less than 18 years and not more than 30 years of age as at.

08. Terms of Engagement :-

- (i) Officers recruited should be willing to serve in any part of the Island.

- (ii) This post is permanent and pensionable. You shall be subject to policy decisions taken by the Government in future in respect of the Pension, Scheme entitled to you. And, you should contribute to the widows and orphan pension scheme you should make contribution to that as ordered by the Government from time to time.
- (iii) Merit is determined based on the marks of the final examination conducted at the end of the training. You will be attached to service stations considering the merit obtained as such and the declaration of option for the institutions where vacancies exist. It is compulsory to report for the duties at the service station to which you are attached. Appeals in respect of that are not considered.

09. Employees in the Public/semi - government institutions should forward their applications through the respective Head of Department/Institute.

10. Applications which are not conforming to the requirements of the advertisement will be rejected.

11. The receipt of the application will not be acknowledged. Applications received after the closing date of applications will be rejected.

12. Eligible candidates will be called for the examination and informed the same to the address mentioned in the application.

13. *Method of Application :-*

- (a) Applications prepared in compliance with the specimen form appended to this should be sent under registered cover to the following address and not personally to any officer.
- (b) Closing date of applications is 16.04.2018.
- (c) The words "Recruitment (open) to the Training/ Post of Foremen (Bio Medical) - 2018" should be mentioned on the top left hand corner of the envelop containing the application.
- (d) *Examination fees.*— Examination fee is Rs. 500 the receipt obtained from any branch of Bank of Ceylon by paying this amount to the credit of the account of Director General of Health Services No. 7041318 of the Bank of Ceylon Thaprobane

Branch should be affixed on the cage given under No. 13 in the application so as not to be detached. (Money orders and stamps will be rejected.)

Address : Director (Admin) 07,
Ministry of Health, Nutrition and
Indigenous Medicine
"Suwasiripaya",
No. 385, Rev. Baddegama Wimalawansa Thero
Mawatha,
Colombo 10.

14. *Attestation of the signature.*— Signature of the applicant should be attested by an officer in the Sri Lanka Administrative Service/Educational Administrative Service/Government Accountants' Service/a Principal of a Government School/a Justice of the Peace/Attorney at Law or a Public officer who holds a permanent and pensionable post and get a salary of not less than Rs. 240,360 per annum.

NB :

- * It should be certified that every section of the application is perfected and such particulars are accurate.
- * All candidates recruited as mentioned above will be subject to all rules and regulations applicable to public servants, provisions of Establishments Code of the Democratic Socialist Republic of Sri Lanka, Provisions and rules of the Service Minute of Sri Lanka Technological Service, Policies stipulated by the Ministry of Health, Financial Regulations and other regulations and rules, regulations and orders imposed by the Government from time to time.
- * In case any problem arises in respect of any matter regarding recruitment to the posts which is covered or not covered by this *Gazette* notification, the decision of the Secretary to Ministry of Health, Nutrition and indigenous Medicine will be final.
- * In the event of any inconsistency between the Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text will prevail.
- * You have no right to engage in trade union activities or private practice during the period of training. And you have also no right to engage in the private practice after appointment, if an appointment is

granted at the end of the training. if it will be found to have done so. legal action will be taken.

JANAKA SUGATHADASA,
Secretary,
Ministry of Health, Nutrition and
Indigenous Medicine.

Ministry of Health, Nutrition and
Indigenous Medicine,
"Suwasiripaya"
No. 385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
22nd February, 2018.

**Recruitment (Open) Ministry of Health to the Post of
Foremen (Bio Medical) training for the post of Foreman
(Bio Medical) of the Supervisory Management Assistant
Non Technical/Technical Service Category in the
Sri Lanka Technological Service - 2018**

District of residence

Medium in which you sit for the examination :

Sinhala - S
Tamil - T
English - E

01.

- (i) Last Name with initials (In Sinhala) : _____.
(ii) Last Name with initials (In English Capital letters)
: _____.
(iii) Full Name (In Sinhala) : _____.
(iv) Full Name (In English Capital Letters) : _____.

02. Permanent Address :

- (i) In Sinhala : _____.
(ii) In English Capital Letters : _____.

03. National Identity Card No. : _____.

Telephone No. : _____.

04. Whether citizen of Sri Lanka : _____.

05. Gender : _____.

06. District of permanent residence of the candidate : _____.

07. Electorate : _____.

08. Date and place of Birth :

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

Ages as at :

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

09. Civil Status : _____.

10. Educational Qualifications :

(a) G. C. E. (O/L) Examination :

Year : _____, Index No. : _____.

Subject	Grade
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	

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

Subject	Grade
01	
02	
03	
04	

(c) Technological qualifications obtained as mentioned under 2.2 of the notification : _____.

(d) Other Special Qualifications and Experience : _____.

11. Have you been convicted by a court of law ? (if yes, give particulars) : _____.

12. I hereby declare that the particulars furnished by me in this application are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect before selection the application will be cancelled and if so found after selection. I am liable to be dismissed without any compensation.

Affix the receipt obtained by paying Rs. 500 to a Bank of Ceylon branch so as not to be detached.

_____,
Signature of the Applicant.

Date : _____.

13. Attestation of the signature :

I hereby certify that Mr/Mrs/Miss..... who submits this application is know to me personally and placed his/her signature..... in my presence.

_____,
Signature of the Attestor.

Date : _____.

* Full Name of the Attestor : _____.

* Designation : _____.

(Authenticate with the official Frank)

* Address : _____.

03-646

**EFFICIENCY BAR EXAMINATIONS FOR
OFFICERS IN GRADE III OF CLASS I GRADE II
OF CLASS I AND GRADE I OF CLASS 1 OF SRI
LANKA INFORMATION AND COMMUNICATION
TECHNOLOGY SERVICE - 2017(II)**

IT is herby notified that Efficiency Bar Examination for the officers in grade III of Class I, Grade II of Class I and Grade I of Class I of Sri Lanka information and Communication Technology Service- 2017(II) will be held in Colombo during weekends on **7th of April 2018 to 08th of April 2018** by the Director General of Sri Lanka Institute of Development Administration and Management .

2.0 These examinations shall be held as per the provisions of the Minute of Sri Lanka Information and Communication Technology Service published in the *Gazette* Extra Ordinary No. 1894/26 dated 26.12.2014.

3.0 Efficiency Bar Examination which are due to be held in respect of the above services will be as follows :-

Serial No.	Name of the Examination	Code
1.	Efficiency Bar Examination for officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT 1 (III)
2.	Efficiency Bar Examination for officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT 1 (II)

Serial No	Name of the Examination	Code
3.	Efficiency Bar Examination for officers in Grade 1 of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT 1 (I)

4.0 The candidates will be bound by the rules and regulations imposed by the Director General of Sri Lanka institute of Development Administration with regard to this examination .candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules.

5.0 Application can be submitted online for this examination and accordingly candidates can fill their applications by way of opening the sub menu "Examination" from the main menu of the www.slida.lk. Which is the official website of Sri Lanka Institute of Development Administration.

Filling of applications is strictly allowed during the period from 8.00 a.m on 16th of March 2018 up to 12.00 midnight on 02nd of April 2018.

6.0 *Examination Fees.*– The officers appearing for the examination for the first time need not pay the examination fees. However for subsequent sitting officers shall pay Rs 500/= for more than 1 subjects and they are required to pay Rs 300/- if they sit for only for one subject Examination fee shall be paid by any post office all over the island (except sub post office) or by using credit cards through the official web site of Sri Lanka Institute of Development Administration www.slida.lk payment should 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 03).

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

7.0 When the application filled online is submitted the candidate will be issued a confirmation number and the

candidate shall keep it for further inquiries candidates shall 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 purpose. The admission card certified in this manner shall be submitted to the supervisor of the examination.

8.0 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 4.30 p.m during working days of the week from 16th of March 2018 up to 02nd of April 2018.

9.0 Heads of Department 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.

10.0 *Identity of Candidates.*– Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor :

- (i) The National Identity Card issued by the Department of Registration of persons.
- (ii) A valid passport

The candidates 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.

11.0 The examination will be held in Sinhala, Tamil and English media. The officers shall sit for this examination in the language medium in which they have sat for examination for entering into the relevant service or in an official language. The officers who have joined the service without a competitive examination shall sit for this examination in the language medium of education or an official language. Candidates shall not be allowed change language medium applied initially.

12.0 The officers may, on their discretion can appear for each subject of the examination at different sittings.

13.0 The results of the examination shall be published in the web site of the Ministry of public Administration and Management by the Secretary, Ministry of public Administration and Management once the results are issued by the Director General of Sri Lanka Institute of Development Administration to the secretary, Ministry of public Administration and Management. The relevant Heads of Departments shall make recommendation for confirmation of service and promotions of the officers according to the results.

14.0 *Scheme of Examination.*– Subjects and the syllabus of each Efficiency Bar Examination for the officers are as follows :

14.1 Efficiency Bar Examination for Officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 13 of the service minute) The officers shall be in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to public Service to sit for this examination

<i>Subject</i>	<i>Subject No</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut-off marks prescribed for a pass</i>
Establishments code and administration	01	100	03 hours	40
Financial Regulations and public sector Financial Management	02	100	03 hours	40
Management and organization	03	100	03 hours	40

14.1.1 Establishments Code and administration (subject No. 01)

A question paper based on the following :-

- (i) Organizing office and field activities and methods of organization.
- (ii) The following chapter of the Establishments code
I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII
- (iii) Procedural Rules of public service commission. This question paper consists of essay type questions.

14.1.2 Financial Regulations and public Sector Financial Management (subject No-02) One question paper based on the following

- (a) Fiscal Governance in Sri Lanka, Constitutional provisions relating to public Financial Management, parliamentary control Over Public Finance, Meaning of fund Consolidated fund and its operation meaning and methods of appropriation, contingencies fund, other funds and their operation, government Revenue powers and functions of The Minister of Finance Warrants and Impress Authority. Auditor General, his powers and Functions, Committee on Public Expenditure, Committee on Public Enterprises.
- (b) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their powers and functions.
- (c) Internal Audit.
- (d) Public Expenditure Planning and Management, Identification of Organizational Objectives and Functions, Identification of Government Policies, Goals, Targets and the Programmes, Planning and Appraisal of Development Projects and Programmes and Prioritization of them, Formulation and Finalization of Annual Estimates of Revenue and Expenditure.
- (e) Variations of Approval Estimates of Expenditure, Application of Virement Procedure, Management of Public Sector Cadres and Salaries, Total Cost Estimates and Revisions, Supplementary Estimates.
- (f) Losses and Waivers of Government Properties.
- (g) Miscellaneous Accounting Matters.
- (h) Delegating of Functions for Financial Control.
- (i) Custody of Public Money and Bank Accounts Procedure.
- (j) Government Procurement Procedure, Procurement of Goods, Services and Works; Composition, Appointment, Powers and Functions of Procurement Boards and Technical Evaluation Committees, Procurement Evaluation Procedure, Management of Donor Funded Projects. This question paper shall consist of essay type questions.

14.1.3 Management and organization (Subject No. 03)

One question paper based on following

- (a) The principles of management and organization
- (b) The Application of these principles to problems and issues in the public sector
- (c) The modern tools and techniques of management

This question paper shall consist of essay type questions.

14.2 Efficiency Bar Examination for Officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 14 of the service minute). The offices shall be in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to public Service, to sit for this examination.

<i>Subject</i>		<i>Subject No.</i>	<i>Mark</i>	<i>Duration</i>	<i>Cut-off marks prescribed for a pass</i>
Office Management		04	100	01 hour	40
E- Government concept and Information Technology Management	Question paper I-Multiple Choice Questions	05 - I	40	01 hour	16
	Question paper II - Essay type	05 - II	60	01 hour	24

14.2.1 Office Management (Subject No. 04)

Providing answers based on a given case in relation to management of human and physical resources of an office in public sector.

14.2.2 E-government concept and Information Technology Management (Subject No. 05)

This question paper shall consist of 02 parts.

(a) Question paper I- Multiple Choice Questions

E- government concept will consist of evolution of the e-Government of system, it's stages, Basic elements of e-Government, e-Services and e-Government projects, state Information and Communication Technology Infrastructure, critical success factors of e-Government, e-Government Management Interoperability and Service Oriented Architecture.

(b) Question paper II - Essay type

Information Technology Management will consist of life cycle of Information Technology Projects, Important of each stage and requirement of specific resources, Basic principals of Information Technology management, Information Technology Resources management, Risks of Information Technology projects and minimizing them.

14.3 Efficiency Bar Examination For Officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 15 of the service minute). The officers shall be in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to public Service, to sit for this examination.

<i>Subject</i>		<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut-off marks prescribed for a pass</i>
Information and Communication Technology Project	Project Report	06-I	60	-	30
	Presentation of the Project Report	06-II	40	30 minutes for the presentation including Questions and answers session	20

14.3.1 Project Report (Subject No. 06-I)

Preparation of a project report of not less than fifteen thousand (15,000) words related to the subject filed of information and Communication Technology, which can be practically applied to enhance the productivity of offices of public sector in Sri Lanka.

14.3.2 Presentation of Project Report (Subject No. 06 - II)

Presentation to the panel of examination and answering the questions raised by the panel of examiners.

The time table for each subject of each examination is as follows ;

Serial No.	Name of the Examination	Subject		Subject No.	Date	Time
01	Efficiency Bar Examinations for Officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service.	Establishment Code and administration		01	2018.04.07	9.00 a. m. - 12.00 p. m
		Financial Regulations and financial management in public sector		02	2018.04.07	12.30 p.m. - 3.30 p.m.
		Management and organization		03	2018.04.08	9.00 a.m. - 12.00 p. m
02	Efficiency Bar Examinations for Officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service	Office Management		04	2018.04.08	9.00 a.m - 10.00 a. m
		e- government concept and information technology management	Question paper I - MCQ	05-I	2018.04.08	10.30 a. m. - 12.30 p.m.
			Question paper II - Essay type	05-II		
03	Efficiency Bar Examinations for officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service	Information and Communication Technology project	Project Report	06-I	Candidates will be informed the time schedule for the submission and the presentation of the project report after the closing date of application by the Director General of Sri Lanka Institute of Development Administration.	
			presentation of the Project Report	06-II		

15.0 Any Matter not referred to herein will be decided by Secretary to the Ministry of public Administration and Management.

16.0 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,
23rd of February 2018.

03-672