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**PART I : SECTION (I) — GENERAL**  
**Government Notifications**

**MINUTE OF THE MANAGEMENT SERVICE OFFICERS' SERVICE — REVISION No. 05**

THE Minute of the Management Service Officers' Service, published in *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1840/34 dated the 11th of December 2013 and revised as indicated in Part I below, is revised in the manner mentioned in Part II below. The other matters and conditions mentioned therein shall remain unchanged.

As per the Order of the Public Service Commission,

**N. U. NISHAN MENDIS,**  
Director General of Combined Services.

14th July, 2025

**Part I**

Revision No. 01 - *Gazette Extraordinary* No. 2032/26 dated 16 August 2017  
Revision No. 02 - *Gazette Extraordinary* No. 2052/26 dated 04 January 2018  
Revision No. 03 - *Gazette Extraordinary* No. 2140/4 dated 09 September 2019  
Revision No. 04 - *Gazette Extraordinary* No. 2426/25 dated 04 March 2025

**Part II**

The following paragraphs shall be included, and the other matters shall remain unchanged:

10.1.2 Promotion of Officers who pass the examination for promotion from Grade III to Grade II.

- (i) The Officers who have completed an active and satisfactory period of service of at least 03 years in Grade III on or before the closing date, on which eligibility for appearing for the examination for promotion is considered,



have earned 3 salary increments and are not otherwise ineligible to be confirmed in service can apply or appear for the examination for promotion. In addition to passing the above examination, it is compulsory to satisfy the qualifications indicated under 10.1.2.1 to receive the promotion.

10.1.2.1 Qualifications to be satisfied;

- (i.) Shall have been confirmed in the appointment.
- (ii.) Shall have completed an active and satisfactory period of service of at least five (5) years in Grade III of the relevant service category and earned five (5) salary increments.
- (iii.) Shall have proved a performance at satisfactory level or above during the period of five (5) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iv.) Shall have not been subjected to any disciplinary punishment as per the provisions of Public Service Commission Circular No. 01/2020.
- (v.) Shall have passed the relevant Efficiency Bar Examination.
- (vi.) Shall have obtained proficiency in the other official language at the relevant level.
- (vii.) Shall have passed the examination for promotion to Grade II, mentioned in Annex 12.

**Note**

1. The particulars and syllabus of the examination for promotion are given in Annex 12.
2. The Officers who pass the relevant examination for promotion at the first and second consecutive sittings shall be promoted to Grade III with effect from the date of completion of active and satisfactory service of five (05) years in Grade III.
3. The Officers who pass the examination for promotion to Grade II at the third sitting shall be promoted to Grade II with effect from the date of completion of active and satisfactory service of five (05) years in Grade III or the date of passing the examination for promotion, whichever occurs last.
4. Only three (03) consecutive sittings are allowed for this examination.

**New Sections 15.4 and 15.5, along with Sub-Sections, are included under interim provisions.**

15.4 The Officers who were recruited based on the results of the examination for recruitment to the Public Management Assistants' Service held on 19.04.2015 and those who joined the service after the said date shall be promoted to Grade II in the following manner upon passing the examination for promotion to Grade II, which will be held after publishing this revision of the service minute.

- (i) The Officers who pass the examination for promotion to Grade II at the first and second consecutive sittings, if they have satisfied the qualifications mentioned in 10.1.2.1, shall be promoted to Grade II with effect from the date of passing the examination for promotion or the date of completing active and satisfactory service of five (5) years in Grade III, whichever occurs last. The period of active and satisfactory service of more than five (05) years in Grade III completed by such Officers before the date of passing the examination for promotion shall be considered a period of service in Grade II for matters related to promotion.
- (ii) The Officers who pass the examination for promotion to Grade II at the third sitting shall be promoted to Grade II with effect from the date of completing active and satisfactory service of five (5) years or the date of passing the examination for promotion, whichever occurs last.

15.5 The Officers recruited to Grade III before 01.01.2007 and those who were recruited from 01.01.2007 to 01.04.2013 (based on the results of the examinations held from 21.01.2006 to 08.05.2010) can also sit only for three consecutive sittings (including the number of sittings of the examination prescribed under the previous service minute) of the examination for promotion to Grade II that will be held after publishing this revision of the service minute. The Officers in Grade II who pass the said examination for promotion shall be promoted to Grade I in the following manner.

- (i.) The Officers who pass the examination for promotion (including the number of sittings prescribed under the previous service minute), if they have satisfied the qualifications mentioned in 10.2.1.1, shall be promoted to Grade I with effect from the date of the examination or the date of completing a period of active and satisfactory service of five (05) years in Grade II, whichever occurs last. The active and satisfactory service period of more than fifteen (15) years, including the service period of more than five (05) years completed before the date on which they passed the examination for promotion, shall be considered a service period in Grade I for matters related to promotion.

### Part III

The new annex given below will be included.

#### Annex 12

Regulations and recommendations for the examination for promotion of officers in Grade III of the Management Service Officers' Service to Grade II.

#### 01. Particulars of the examination

<i>Question paper</i>	<i>Duration</i>	<i>Total marks</i>
1. Establishments Procedure and Procedural Rules	2 hours	100
2. Financial Systems	2 hours	100
3. General Paper	1 1/2 hours	100

#### Note

- (i.) Marks will be deducted for bad handwriting and spelling mistakes. Candidates whose handwriting is illegible are liable to be disqualified.
- (ii.) The candidates should answer these question papers in the language medium in which they sat the competitive examination for joining the service.
- (iii.) To pass this competitive examination, candidates will be required to obtain a minimum of forty percent (40%) for each subject and a total of not less than 130 marks in all three (03) subjects in one sitting.
02. Authority for conducting the examination: Commissioner General of Examinations or an institution nominated by the appointing authority.

## 03. Syllabus of the examination:

<i>Question Paper</i>	<i>Syllabus</i>
1. Establishments Procedure and Procedural Rules	<p>The objective of this question paper is to test the proficiency of experience obtained in office activities and to test the knowledge on office systems adopted in Government Offices to cover subject fields such as principles of office procedures, importance of office procedures, written communication, filing methods and preparation of forms <i>etc.</i></p> <p>This paper will consist of a section to test the knowledge of the candidate on matters indicated in Volume 01 of the Procedural Rules of the Public Service Commission and Volume I of the Establishments Code.</p>
2. Financial Systems	<p>(a) Part I - Exercises on adding and subtraction - (25 Marks) Candidates will not be allowed to use calculators for adding exercises. Duration is only 15 minutes.)</p> <p>(b) Part II - Questions to test the candidates' knowledge and understanding of subjects such as financial control, custody of finance, receipts and payments, budgetary estimations, supplies, work and service exercised in Government Offices, Departments and ministries, (50 Marks)</p> <p>(c) Part III - Basics of board of survey and storing of goods - (25 Marks)</p>
3. General Paper	<p>This paper will consist of two parts.</p> <p>This paper is designed to test the</p> <p>(a) ability of the candidate to read and understand a statement or minutes of a discussion and prepare a report and/or a letter</p> <p>(b) ability of the candidate to understand and analyze the current social affairs</p>

Candidates should pay attention to *gazette* notifications published from time to time by the Director General of Combined Services in order to get full details of the syllabus and method of application.

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