



**EFFICIENCY BAR EXAMINATION FOR
OFFICERS IN GRADE III OF PUBLIC
MANAGEMENT ASSISTANTS'
SERVICE - 2012(II) 2018**

IT is hereby notified that, an Efficiency Bar Examination for officers in Class III of the Public Management Assistants'

Service will be held by the Commissioner General of Examinations, as per the relevant provisions of the approved Service Minutes, in the month of September 2018.

02. Information on the eligibility of the candidates are furnished in provisions of Para 8, 15 interim provisions and Annex 04 of the approved service minute of Public Management Assistants' Service published in the Government Extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No. 1840/34 dated 11.12.2013.

03. Officers who have not completed the efficiency bar prescribed for officers in Grade III in the service minute implemented before the new service minute is enforced, but either passed or been exempted from one or several subjects of the examination i. e. (1) Office Systems (2) Accounting Systems and (3) Computer Test shall be exempted from the subjects of the Efficiency Bar Examination on the basis of subject by subject prescribed by this service minute for the officers in Grade III. Should pass the Efficiency bar examination relevant to Grade III within three years from the date of appointment.

04. This examination for officers in Class III of Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura,

Badulla, Ratnapura and Killinochchi. The relevant towns and town numbers are given below. It will not be allowed to change the town applied for subsequently.

Town	Town No.
Colombo	01
Kandy	05
Galle	07
Matara	08
Jaffna	10
Mannar	11
Mullaitivu	12
Trincomalee	14
Batticaloa	15
Kurunegala	18
Anuradhapura	19
Badulla	21
Ratnapura	24
Killinochchi	25

A centre without sufficient number of candidates will be cancelled and the relevant candidates will be directed to the next nearest centre available.

05. (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him.
- (ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

06. The application for this examination should be in the form of specimen appended to this notification. Applicants should prepare the applications themselves according to the specimen. Applications prepared thus should be sent by the registered post through the respective Heads of Departments to reach the

Commissioner-General of Examinations,
Organizations and Foreign Examinations Branch,
Department of Examinations,
P. O. Box 1503,
Colombo.

On or before 23rd July 2018. The name of the examination should be indicated in the top left hand corner of the envelope of the application. Applications received after the closing date will be rejected.

The post and service station of the candidate, at the time he/she applies for the examination will be applicable for all matters relating to examination and any changes which occur in the past and service station after sending the application will not be considered.

Note.– Provisions for Provincial Management Assistants' Service shall be issued by the relevant Provincial Public Service Commissions and provisions shall be issued by the relevant institutions for other institutions concurrently to this *Gazette* Notification.

In order to identify the applications of the officers in each provincial public service and other institutions, conveniently code number should be used. Accordingly, for the officers in **Combined Service Code Number is 10**. This number should be entered in the upper right side of the application where you have to mention the service you belong to.

7.0 *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 identity cards should be submitted to the supervisor.

- (i) 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 identity cards may be cancelled at the discretion of the Commissioner General of Examinations.

8.0 *Applications.*– Applications should be prepared in a paper of A4 size in such a manner that Para Nos. 1.0 to 3.0 appears on the first page and the other paragraphs on the other pages. The application could be typewritten but should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised as not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not

been perfected properly will be rejected without notice. Please indicate the title of the examination appearing on the specimen in English language as well, on both Sinhala and Tamil Application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/her self complies with the specimen given in the examination notice and the application is perfected accurately including all the particulars and the prescribed examination fee has been paid and the relevant particulars are included in the application and the receipt in affixed and further it would be advisable to keep a photocopy of the completed application form.

(ii) *Penalty for furnishing false information.* – Application should be perfected very carefully with correct information. If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/her candidature is liable to be cancelled at any state prior to, during or after the examination.

(iii) The Candidates appearing for the examination for the 1st time need not pay examination fees. However, for subsequent sittings, Rs. 500 for the whole examination or for more than one subject and Rs. 250 for only one subject should be paid at any post - office /sub post office island-wide to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. It is kindly informed that no fee shall be charged in addition to the examination fee. Under no circumstances the examination fee shall be refunded. It will not be allowed to transfer the fee paid for this examination in favour of another. Further, stamps or money orders are not accepted for examination fees.

9.0 The Commissioner General of Examinations shall issue copies of the time table and admission cards to the officers who have sent the applications on or before the closing date, which are perfected accurately along with the receipt obtained by paying the examination fee on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. A notification will be published in newspapers as soon as the admission cards are issued to the candidates by the Department of Examinations. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Organizations and Foreign Examinations Branch of Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address

and the NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

10.0 Issuance of an admission card to a applicants does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination or for a post. The admission card in which the signature have been attested should be produced to the supervisor of the examination center on the first day of the examination. Candidates without admission cards will not be permitted to sit for the examination. The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations to enable them to appear for the examination. No travelling expenses will be paid.

10.1 The signature of the applicant placed on the application and admission card shall have been attested by the Head of the Institution or an officer authorized by him.

11.0 This examination will be held in Sinhala, Tamil and English media. The officers may sit for this examination either in the language medium in which they sat for the entry examination to the service or in one of the official languages. Candidates who entered the service without a competitive examination may sit for the examination in their medium of education or in one of the official languages. The language medium of examination, mentioned originally in the application, cannot be changed subsequently.

12.0 Officers may appear separately for each subject at different occasions at their discretion. However they should score at least 40% of the total marks for each subject, for a pass.

13.0 Commissioner General of Examinations will release the results of the examination to the Director General of Combined Services and the results will be published in the website of Ministry of Public Administration, Management and Law and Order.

14.0 *Examination Procedure.* – Candidates should sit for a written examination that will consist of the following subjects.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>
(i) Office Systems	01	100	02 hrs
(ii) Accounting Systems	02	100	02 hrs
(iii) Computer Test	03	100	1 1/2hrs

14.1 *Office Systems (Subject No. 01)*

This paper shall be designed to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/ observations in clear and brief minutes and the ability of drafting a letter according to an order given to the officer. This paper will consist of two parts.

Part I - Consists of questions that require short answers. Answers should be provided on the paper itself. Should answer all the questions. (25 marks)

Part II - A question paper of structured essay type. Should answer 03 out of 04 questions. (75 marks)

14.2 *Accounting Systems (Subject No. 02)*

It is expected to test candidate's knowledge in Accounting Systems adopted in government offices, functions of books and records of controlling Accounts. Paper will consist of two parts.

Part I - Consists of questions that require short answers. Should provide answers on the paper itself. Should answer all the questions. (25 marks)

Part II - A question paper of structured essay type. Should answer 03 out of 04 questions (75 marks)

14.3 *Test on Computer Skills (Subject No. 03)*

Objective of this test is to verify the candidate's skills on the following.

- (i) Basic concepts of information Technology
- (ii) Windows Operating System
- (iii) Folder Management
- (iv) Word Processing
Basic Skills, Screen Familiarization, Editing text
Aligning Text, Fonts and Attributes, Indenting
Paragraphs, sub paragraphs, change of Line

Spacing, Tab settings, Finding and replacing text, Spelling and Grammar, Thesaurus, Working with columns, Page Setup, Printing documents, Creating Tables, Sorting text, Folder Management, Mail Merging, Working with macros.

(v) Spreadsheets

Basic Skills
Formatting
Editing Columns and ranges, insertion and Deletion
Sorting data
Creating Charts
Printing
@ Function
Working with Macros, Folder Management

(vi) Internet and E-mail

Introduction to internet, Basic Skills receiving mail sending mail, responding to mails
Working with attachments creating and using nicknames composing messages

This paper consists of two parts.

Part I - Consist of 40 questions of MCQ type that require short answers, Duration 45 minutes (40 marks)

Part II - 05 semi structured questions. Duration 45 minutes (60 marks.)

15.0 All applicants are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations.

16.0 The decision of the Director General of Combined Services will be final in any matter not provided for in this notification.

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

K. V. P. M. J. GAMAGE,
Director General of Combined Services.

Ministry of Public Administration and
Management and Law & Order,
Independence Square,
Colombo 07.
07th of June 2018.

(For office use only)

Specimen Application Form

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2012(II)2018

	Town	Town No.
1.		
2.		

(Indicate the town in which you intend to sit the examination according to your preference as per Section 4.0 of the *Gazette* notification) (This cannot be altered subsequently)

The service to which you belong

(Please refer the note of para 6.0 of the *Gazette* Notification carefully before filling this section)

Language medium of examination

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

(This cannot be changed subsequently)

1.0 1.1 Name in full (In block capitals) : _____.

(E. g. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with initials at the end (In block capitals) : _____.

(E.g. : GUNAWARDHANA, H. M. S. K.)

1.3 Name in full (In sinhala/Tamil) : _____.

2.0 2.1 Name and Address of the Office/Department/Institution (In block capitals) : _____.

2.2 Name and Address of the Office/Department/Institution (In Sinhala/Tamil) : _____.

2.3 Address to which the admission card should be sent (In block capitals) : _____.

3.0 3.1 Gender :

Female - 1

Male - 0

(Indicate the relevant number in the cage)

3.2 Date of Birth : Year Month Date 3.3 N. I. C. No. : 4.0 Subject/s you are offering now : (Refer Para No. 14.0 of the *Gazette* Notification) :

Serial No.	Subject	Subject No.
01		
02		
03		

5.0 Present Post :

5.1 Post : _____.

5.2 Appointment letter Number : _____.

- 6.0 6.1 Are you sitting the examination for the first time ? :_____.
- 6.2 If not, examination fees paid :_____.
- 6.3 Post Office/Sub Post Office :_____.
- 6.4 Receipt Number :_____.
- 6.5 Date :_____.

Please affix the receipt of examination fees paid of Rs. 500 for whole Examination and Rs. 250 for only one subject. It is advisable to keep a photocopy of the receipt.

7.0 Certificate of the Candidate :

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above. The receipt affixed is to the value of Rs. I agree to abide by the rules and regulations of this examination imposed by the Commissioner General of Examinations.

_____,
Signature of applicant.

Date :_____.

Note.– Candidate should place his/her signature in the presence of his/her respective Head of Department or an officer assigned to sign on behalf of him.

Attestation of Signature

I certify that Mr./Mrs./Miss. who is an employee of my work station and who is personally known to me placed his/her signature in my presence on and further stamps to the value of examination fee have been affixed.

_____,
Signature and official stamp of the person attesting.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

Certificate of the Head of the Department :

I, certify that,

- (i) The information furnished above were verified and ;
- (ii) The officer *has/has not appeared for the examination previously;
- (iii) The officer has appeared for the examination previously and *he/she has affixed the receipt of the fees for the relevant examination.
- (iv) *He/She is eligible to appear for this examination.

*(Delete inapplicable words)

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

Name :_____.

Designation :_____.

Address :_____.

Date :_____.