



## MINISTRY OF PUBLIC SERVICES, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

### **Efficiency Bar Examination for officers in Grade I of Date of Appointment to Grade I of Management Service Officers' Service - 2015(II)2021**

1.0 IT is hereby notified that an efficiency bar examination for officers in Class I of the Management Services Officers' Service will be held by the Commissioner General of Examinations in the month of **May 2021** as per the provisions of Section 8 and Section 15 of the Management Services Officers' Service Minute (Interim provisions) published in the *Gazette* Extraordinary of Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013 and Annex 06.

- 2.0 (i) Officers who have earned five salary increments on completion of an active and satisfactory service of five years after promotion to Grade I before the implementation of this service minute shall be exempted from the requirement of passing the efficiency bar examination prescribed for Grade I under this service minute.
- (ii) A period of concession of five years from the effective date of this service minute shall be given to the officers, who have not earned five salary increments on completion of an active and satisfactory period of five years from the date of promotion to Grade I, even though they have been promoted to Grade I before the implementation of this Service Minute, to pass the relevant efficiency bar examination prescribed for Grade I under this Service Minute.

3.0 This examination for officers in Grade I of Management Services Officers' 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. The Commissioner General of Examinations reserves the right to cancel a centre due to insufficient number of applicants or other reason and decide the centre according to the second preference of the applicants at his discretion. If a sufficient number of candidates have not applied to have examination centers in all the proposed towns or in the majority of towns, the Commissioner General of Examinations shall make arrangements to conduct the examination only in Colombo. The relevant section of the application shall be completed according to the table in which towns and town numbers are indicated. It will not be allowed to change the town applied for subsequently.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

4.0 (i) This examination shall be conducted by the Commissioner-General of Examinations and the applicants shall be bound by the rules and regulations imposed by him.

(ii) The rules and regulations for applicants have been separately printed in the *Gazette* Notification. Candidates shall be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

5.0 *Qualifications.* – Officers who have been appointed to Grade I of Management Services Officers’ Service shall be qualified to sit for this examination.

**Note** - This examination shall be passed within 05 years from the date of promotion to Grade I. Provisions for Provincial Management Services Officers’ 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.

**(The responsibility is not taken for the issues caused by the Non submission of the correct number)**

6.0. 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,  
Institution Examination Organization Branch,  
Department of Examinations,  
PO.1503,  
Colombo**

on or before **22<sup>nd</sup> of February 2021**. The name of the examination should be indicated in the top left hand corner of the envelop of the application which is forwarded to the Commissioner General of Examinations. Applications received after the closing date and applications in which the relevant details have not been furnished shall be rejected.

7.0 (I) *Identity of Candidates:* Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents shall be accepted.

- (I) The National Identity Card
- (II) A valid passport
- (III) A valid driving license

Candidates should enter the examination hall without covering face and ears enabling to verify the identity. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should remain with their face and ears uncovered until they leave the examination hall enabling the examination supervisors to confirm their identity.

(II) *Penalty for furnishing false information* - The applicant should be very careful to include the correct particulars in the application. If it is found that any applicant is not eligible according to the rules and regulations of this examination his/her candidature can be cancelled at any time before, during or after the examination.

8.0 (I) *Applications.*– Applications should be prepared in a paper of A4 size in such a manner that Para Nos. 1.0 to 6.0 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 shall 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 further it would be advisable to keep a photocopy of the completed application form.

(II) The candidates appearing for the examination for the first 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 or any Divisional or District Secretariat office to be credited to revenue head 20-03-02-13 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. Further, stamps or money orders are not accepted for examination fees.

9.0. (I) All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date will be allowed to sit the competitive examination, by the Commissioner General of Examinations, on the presumption that only those who possess qualifications as indicated in the Gazette Notification have forwarded their applications. 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 inquire from the Institution Examination Organization Branch of Department of Examinations in the manner specified in the advertisement. You are informed to inquire from the Department of Examinations, mentioning the name of the examination, full name of the applicant, address and the NIC number of the applicant. It would be advisable for candidates outside Colombo to fax a letter of request to the Department of Examinations through fax indicating the above details and

a fax number for sending a copy of the admission. It would be advisable to keep a copy of the application and a copy of the receipt relevant to payment of examination fee in hand, if any while making the inquiry.

**Note:** Issuance of an admission card to an applicant does not necessarily mean that the applicant has fulfilled the qualifications to sit the examination.

(II) Applicant should get their signature on the admission card attested in advance

(III) Applicant should surrender the attested admission card to the supervisor of the examination hall on the first day of the examination.

10.0. 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 traveling expenses will be paid.

11.0. The written test shall be held in Sinhala, Tamil & English medium. The officers may answer three question papers 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 answer three question papers 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. (Refer Annex 06 of the Management Services Officers' Service Minute)

13.0. Department of Examinations shall release the results of the examination to the Director General of Combined Services, Ministry of Public Services, Provincial Councils and Local Government. Names of the applicants who have passed the examination shall be published on the web site of the Ministry of Public Services, Provincial Councils and Local Government.

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

	<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>	<i>Cut off marks</i>
1	Establishment Procedure and Procedural Rules	100	01 1/2 hours	01	40
2	Public finance management	100	01 1/2 hours	02	40
3	Current trends	100	01 hours	03	40

14.1 *Establishment Procedure and Procedural Rules :*

This paper shall consist of two parts and one shall consist of the questions to test the proficiency of the experience gained on the knowledge of fundamentals of office systems, their importance, written communication, documentation and compiling formats and office activities. The other part shall consist of questions to test the knowledge on practical knowledge on matters contained in Volume I and II of the Establishments Code and Volume I of the Procedural Rules of Public Service Commission.

Part I - This is a question paper consisting of multiple choice questions. Duration is 30 minutes. (25 Marks)

Part II - This is a question paper consisting of semi structured essay type questions. Three questions out of four shall be answered. Duration is 60 minutes. (75 marks)

14.2 *Public finance management :*

It is expected to test the Candidates' knowledge on the subjects in government departments, offices and ministries such as Financial Control, Custody of public money, revenue and payment, budget estimates, supply and services (basic knowledge on board of survey and store keeping, financial regulations and auditing and basic banking practice)

Part I - This is a question paper consisting of multiple choice questions. Duration is 30 minutes. (25 Marks)

Part II - This is a question paper consisting of semi structured essay type questions. Three questions out of four shall be answered. Duration is 60 minutes. (75 marks)

14.3 *Current trends :*

This paper shall consist of a part designed to test the candidates' knowledge on current, local and international events and a part designed to test the candidates' knowledge on new trends on office management, service delivery of public sector and good governance. This question paper shall consist of multiple choice questions and short answer type questions. (All the questions shall be answered)

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

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

S. ALOKABANDARA,  
Director General of Combined Services.

Ministry of Public Services,  
Provincial Councils and Local Government,  
Independence Square,  
Colombo 07,  
07th of January, 2021.

(For Office use only)

**Specimen Application Form**

**EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE I OF MANAGEMENT SERVICE OFFICERS' SERVICE - 2015(II) 2021**

(Only the officers in Grade I of Management Service Officers' Service which belongs to the Combined Service are qualified to apply as per this Examination Notification)

	<i>Town</i>	<i>Town No.</i>
1.		
2.		

(Indicate the town in which you intend to sit the examination according to your preference as per Section 3.0 of the *Gazette* notification) (This cannot be altered subsequently)

The service to which you belong   
 (Please refer the note of para 5.0 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)

- 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 Name and Address of the service station :
- 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 Gender :
- Female - 1
- Male - 0  (Indicate the relevant number in the cage)

4.0 N.I.C. No. : 

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5.0 Mobile Number : 

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6.0 Subject/subjects you are offering :

<i>Subject</i>	<i>Subject No.</i>

- 7.0 Post held at present :
- 7.1 Post : \_\_\_\_\_
- 7.2 Appointment letter Number : \_\_\_\_\_
- 7.3 Date of appointment to Grade I of Management Service officers service : \_\_\_\_\_

8.0 8.1 Are you sitting the examination for the first time ? *Certificate of the Head of the Department :*

- :\_\_\_\_\_.
- 8.2 If not, examination fee paid :\_\_\_\_\_.
- 8.3 Post Office/Sub Post Office or any Divisional/  
District Secretariat Office :\_\_\_\_\_.
- 8.4 Receipt Number :\_\_\_\_\_.
- 8.5 Date :\_\_\_\_\_.

One edge of the receipt should be affixed so as not to be detached  
(It is advisable to keep a photocopy of the receipt.)

9.0 Declaration of the Applicant :

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above and it is not necessary to pay the examination fee since I am sitting for the examination for the first time/the receipt issued on payment of examination fee of Rs. .... to the post office/sub post office island-wide or any Divisional/District Secretariat office ..... on ..... is affixed above. I agree to abide by the decisions made by the Commissioner General of examinations on conducting of the examination and all the provisions of the Examination Act.

\_\_\_\_\_,  
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 office and who is personally known to me placed his/her signature in my presence on ..... Since he/she is sitting for the examination for the first time it is advisable to exempt him/her from the examination fee/has paid the examination fee and the receipt has been affixed.

\_\_\_\_\_,  
Signature and official stamp  
of the person attesting.

Name :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

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

I, certify that,

- (i) The information furnished above were verified and ;
- (ii) The officer belongs to the Combined Service,
- (iii) The officer \*has/has not appeared for the examination previously;
- (iv) The officer has appeared for the examination previously and officer has affixed the receipt of the fees for the relevant examination.
- (v) Officer is eligible to appear for this examination.

\*(Delete inapplicable words)

\_\_\_\_\_,  
Signature and official stamp of the  
Head of the Department.

Name :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

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