

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

**Efficiency Bar Examination for Officers in Grade  
II of Management Service Officers' Service -  
2014(I)2022**

1.0. IT is hereby notified that an Efficiency Bar Examination for the officers in Grade II of Management Service Officers' Service will be held by the Commissioner - General of Examinations in the month of June 2022 as per provisions of Para 8, Para 15, interim provisions and Provisions in Annex 05 of the Minute of Management Service Officers' Service published in the Government *Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No. 1840/34 dated 11.12.2013. The relevant application is published on the website of the Department of Examinations of Sri Lanka [www.doenets.lk](http://www.doenets.lk) and the applications can only be submitted online. Once the application is submitted online, it should be downloaded and the printed copy of the same should be sent along with the attestation of the Head of the institution after attesting the signature of the applicant, by registered post to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo on or before the closing date of applications. The top left corner of the envelope containing the application should clearly bear the words "Efficiency Bar Examination for officers in Grade II of Management Service Officers' Service - 2014(I)2022". The closing date of applications is **28th of March 2022**.

**Note.-** It is compulsory to send the printed copy of the application by post and the complaints made on the loss or delay of application in the post will not be considered. The candidate shall bear the losses which may occur due to their delay in sending applications until the closing date.

2.0. (i) Officers who have not completed the Efficiency Bar Examination for the officers in Grade II, mentioned in the previous service minute, but have passed or been exempted from either both or one of the subjects of this examination namely (1) Office Systems and Procedures (2) Accounting Systems used in the Government Offices shall be exempted from the relevant subjects of the Efficiency Bar Examination for officers in Grade II mentioned in this Service Minute, on subject to subject basis.

(ii) Officers who have been promoted to Grade II before the date of implementation of this Service

Minute, should pass the Efficiency Bar Examination relevant to Grade II before the lapse of six (06) years from the date of promotion.

3.0. This examination for officers in Grade II of the Management Service Officers' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Kilinochchi. The list of relevant towns and town numbers are given below. The Commissioner - General of Examinations reserves the right to cancel any center due to insufficiency of candidates or any other reason and decide an alternative as per the candidate's second preference of towns. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated.

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
Kilinochchi	14

4.0. (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 with regard to the same.

(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.

5.0. **Eligibility** : Officers who have been appointed to posts in Grade II of Management Service Officers' Service

are eligible to appear for this examination. This examination should be passed within three years from the date of promotion to Grade II.

**Note.-** In order to identify the applications of the officers in the provincial public service and other institutions who apply for this examination conveniently, a code number should be entered on the top of the application to indicate the relevant service or institution. Accordingly, for the **officers in combined service code number is 10.** (the responsibility is not taken for the issues caused by the non-submission of the correct number.)

6.0. A Candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents shall be accepted.

- (i). National Identity Card ;
- (ii). A valid passport ;
- (iii). Valid driving license in Sri Lanka.

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.

7.0. (i) Applications - Online Examination Application should strictly be filled in English. Once the Department of Examination receives both the soft copy of the application submitted online and the printed copy of the application sent *via* registered post, the soft copy and the printed copy will be verified and the candidates will be notified *via* SMS to the mobile phone number used to access the system or *via* email whether the application was accepted/ not accepted by the Department as a valid application. Before completing the online application you should download the common instructions sheet, and the instruction should be strictly followed. Any alteration done after taking the printout of the application will not be considered as a valid modification. Incomplete applications will be rejected without any notice.

(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) Officers who apply for this examination for the first time need not pay any examination fee. However, for subsequent sittings, Rs. 250/- per subject

should be paid. Payments should be made only *via* following methods of payments provided by the online system.

- (i). Any Bank Credit Cards
- (ii). Any Bank Debit Cards
- (iii). Bank of Ceylon Online Banking Method
- (iv). Bank of Ceylon Teller Slip Payment
- (v). Postal Department Payment at any Post Office

**Note.-** Instructions on making payment through above methods are published under technical instructions relevant to the examination on the web site. Receipt of payment will be notified *via* an SMS or email. The total of the examination fees should be paid and the applications with payment of lesser or higher amounts shall be rejected. Department of Examination shall not be responsible for any error occurs during the payment of examination fees *via* above methods of payments. Under no circumstances the examination fee will be refunded or transferred to pay any other examination fee.

8.0. 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 Department of Examinations, Institutional Examinations Organization Branch in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : i.e. A copy of the application form kept at your possession, copy of the receipt obtained at payment of Examination fee, name, address, national identity card number and the name of the examination. In case of the applicants outside Colombo, letter of the request furnishing the above particulars and a fax number to which a copy of the admission card should be sent to the Department of Examination through fax. Officers who sit for the examination should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall.

**Note.-** Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination.

9.0. The admission card in which the signature has been attested should be produced to the supervisor of the examination center 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, enabling them to appear for the examination. No traveling expenses will be paid.
- 11.0. 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.
- 12.0. This examination shall be held in Sinhala, Tamil and English media. Candidates should answer both question papers in the language medium in which they seat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.
- 13.0. Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least **40% of the total marks** allocated for each subject for a pass. (For further details, refer to Annex 5 of the Management Service Officers' Service minute)
- 14.0. 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 Services, Provincial Council and Local Government.
- 15.0. Examination Procedure : Candidates should sit for a written examination, which will consist of the following subjects.

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>
1. Office systems and Procedure	100	02 Hrs	01
2. Accounting Systems adopted in the Government Offices	100	02 Hrs	02
Total	200		

15.1. Office Systems and Procedure

This paper is intended to test the candidate's knowledge of office systems adopted in government offices and his/her ability of practical application of the knowledge. This paper consists of two parts.

Part I - A paper of multiple -choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured essay type questions, 03 out of 04 questions should

be answerd, duration is 90 minutes, 75 marks.

15.2. Accounting Systems adopted in government offices.

Candidate's knowledge in Accounting Systems adopted in government offices, books and records controlling Accounts and orders and instructions of the Treasury issued in relation to that and his/her ability of practical application of the knowledge will be tested. This paper consists of two parts.

Part I - A paper of multiple-choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured essay type questions, 03 out of 04 questions should be answerd, duration is 90 minutes, 75 marks.

16.0. The decision of the Director General of Combined Services will be final, in respect of 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 Sihhala text shall prevail.

S. ALOKABANDARA,  
Director General of Combined Services,

Ministry of Public Services,  
Provincial Councils and Local Government,  
Independence Square,  
Colombo 07.  
09th February, 2022