

## Examinations, Results of Examinations &c.,

### MINISTRY OF PUBLIC ADMINISTRATION, HOME AFFAIRS, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

#### Efficiency Bar Examination for Officers in Grade I of Management Service Officers' Service - 2016(I)2023

1.0. It is hereby notified that an Efficiency Bar Examination for officers in Grade I of the Management Service Officers' Service shall be held by the Commissioner General of Examinations in the month of June 2023 as per the provisions of 8, Section 15, (interim provisions) and Annex 06 of the Management Service Officers' Service Minute published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013 and Annex 06. The application for this purpose is available in Online Application (E.B. Exams) under our Services in the website of the Department of Examinations, Sri Lanka and the applications can strictly be submitted online. Two separate online applications have been published in the website for the officers, who sit for the examination for the first time and the officers, who appear for the examination at subsequent sittings. The officers should select the relevant online application in accordance with their sitting of the examination. Once the application is submitted online, it should be downloaded and the sections such as other particulars, certification of the applicant, attestation of the signature and the certificate of the Head of the Department in the printout should be perfected and sent by registered post to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations, P.O. Box 1503, Colombo on or before the closing date. "Efficiency Bar Examination for the officers in Grade I of Management Service Officers' Service - 2016(I)2023" should be clearly indicated on the top left-hand corner of the envelop. The closing date of applications is the **03rd of April 2023.**

**Note.-** It is compulsory to send the printout of the application by post and no complaint that an application has been lost or delayed in post shall be considered. The applicants shall bear losses, which may occur due to their delay in sending applications until the closing date. (It is advisable to keep a copy of the downloaded application)

2.0. When applying for this examination, applicants should pay their attention to Part 3 indicated under interim provisions in No. 15 of the Minute of the Management Services Officers' Service published in the *Gazette Extra Ordinary* No. 1840/34 dated 11.12.2013 and the concessions for passing the Efficiency Bar examinations notified by the Director General of Combined Services based on the decisions of Public Service Commission in this regard.

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.

For the convenience of separating the applications of the officers in Provincial Public Service and officers in other institutions, who apply for this examination, the code number should be entered when indicating the relevant service or institution in the title of the application. **Accordingly, the code number of the officers in the Combined Services is 10. (The responsibility shall not be taken in respect of the issues caused when issuing the results due to not indicating the correct number)**

6.0. (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. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination. He/she shall be subjected to any punishment imposed by the Commissioner

General of Examinations, if such rules and regulations are violated.

(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.

7.0. (i) Applications - Online Applications shall be perfected in English medium only. Once both the soft copy submitted online and the printout sent through registered post are received by the Department of Examinations, the soft copy and the printout are verified. It shall be informed through SMS to the mobile number used to access the system or through e-mail as to whether the Department accepts/does not accept the same as a valid application. Download the common instructions sheet prepared for applying for the examination before perfecting the online application. Strictly follow these instructions when perfecting the application. Any change made in the application once a printout is taken shall not be considered as a valid change. Incomplete applications shall be rejected without notice.

(ii) The candidates appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 250/- for one subject should be paid. Payment of examination fees should be made strictly using the following methods provided by the online system.

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

*Note.-* The instructions on payment through the above methods are published under the technical instructions related to the examination in the web site.

The Receipt of payment shall be acknowledged through SMS or e-mail. The total examination fee should be paid and applications of the candidates, who have made payments more or less than the

prescribed examination fee, shall be rejected. Department of Examinations shall not bear responsibility on the errors that occur when paying the examination fees through the above methods. Under no circumstances the examination fee shall be refunded/allowed to be transferred in favour of another.

- 8.0. (I) The Commissioner General of Examinations shall issue admission cards to the officers who have sent the applications perfected correctly along with the receipt of paying the examination fee on or before the closing date, on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. A notification will be published in newspapers and website of the Department as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Institutional Examinations Organization Branch, Department of Examinations of the Department of Examinations in the manner specified in the advertisement. The following should be clearly mentioned at the time of calling the Department of Examinations; full name, address, national identity card number of the applicant and name of the examination. It would be more effective to send a letter of request furnishing the above particulars and a fax number to which a copy of the admission card can be obtained without delay to the fax number mentioned in the notification, in case of applicants outside Colombo. It is advisable to keep the copy of the application, copy of the receipt obtained upon payment of the examination fee (If applicable) and the receipt obtained when registering the application.

*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) Applicants should get their signature on the admission card attested in advance by the Head of the Institution or an officer authorized by him/her.
- (III) Applicants should surrender the attested admission card to the supervisor of the examination hall on the first day of the examination.

9.0. 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.

10.0. The written test shall be held in Sinhala, Tamil and 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.

11.0. 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 to Annex 06 of the Management Services Officers' Service Minute)

12.0. Department of Examination shall send the result sheet of the applicants, who belong to the combined Service, to the Director General of Combined Services, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government. Names of the applicants, who have passed the examination, shall be published in the web site of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.

13.0. *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 hour	03	40

### 13.1. 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).

### 13.2. 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 consist 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)

### 13.3 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)

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

15.0. 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 Administration, Home Affairs,  
Provincial Councils and Local Government,  
Independence Square,  
Colombo 07.  
15th February, 2023.