

01. Efficiency Bar Examination for Grade I Officers of Grama Niladhari - 2022/2023
02. Efficiency Bar Examination for Grade II Officers of Grama Niladhari - 2022/2023
03. Written Test to examine the Computer Skills and the Efficiency Bar Examination for Grade III Officers of Grama Niladhari - 2022/2023

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

EFFICIENCY BAR EXAMINATION FOR GRADE I OFFICERS OF GRAMA NILADHARI-2022/2023

01. It is hereby announced that an efficiency bar examination in accordance with the provisions available under the approved scheme of recruitment for Grade I Officers of Grama Niladhari will be conducted by the Department of Examinations in **December, 2023**, and applications are invited for that purpose. The application for that has been posted on the website of the Department of Examinations, Sri Lanka, through Online Applications (Recruitment/E.B.Exams) under Our Services, and the applications shall only be submitted under the online method. The officers who appear for the examination in their first attempt and those who appear in their subsequent attempts shall select their respective attempts correctly. Following the submission of the application under online methodology, it should be downloaded, and after having completed other details, applicant's certification, attestation of signature, and the certification of the Head of Departments, it should be sent under registered cover to reach Commissioner General of Examinations, Institutional Examinations Evaluation Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo, on or before the closing date of applications. The top left hand corner of the envelop should be clearly marked *Efficiency Bar Examination for Grade I officers of Grama Niladhari- 2022/2023*. The closing date for applications will be **16th October, 2023**.

Note- It is compulsory that the printed copy of the application be forwarded by post, and the complaints made that it is lost or delayed in the post cannot be considered. Applicants themselves should bear the losses and damages that may be caused by delaying the applications until the last date. (It will be useful to keep a copy of the downloaded application.)

02. This examination for officers in Grade I of the Grama Niladhari will only be held in the towns indicated in Table No. 01 below. The numbers relevant to each town are indicated in the below table, and the relevant heading of the application should be completed as per the table containing these towns and town numbers. It will not be allowed to change the town or towns indicated subsequently. Any centre mentioned above can be cancelled due to a lack of a sufficient number of candidates, and the candidates can be directed to a nearby centre.

Furthermore, if a sufficient number of candidates have not applied for the establishment of examination centres in all or the majority of the proposed towns, the Commissioner General of Examinations will make arrangements to hold the examination only in Colombo.

Table No. 01: Towns and town numbers where the examination is held

<i>Town</i>	<i>Town Number</i>
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Batticaloa	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

03. (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 holding this examination.
- (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.
04. *Qualifications-* Officers who have been promoted to Grade I of the Grama Niladhari as per the scheme of Recruitment for Grama Niladhari effective from 29.09.2010 are eligible to appear for this examination.
05. Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they appear. For this purpose, any of the following documents will be accepted.
- I. National Identity Card
 - II. A Valid Passport
 - III. A Valid Driving License

Further, the candidates should enter the examination hall without covering their face and ears so that their identity can be confirmed. Applicants who refuse to prove their identity in such a manner will not be admitted to the examination hall. Also, they shall remain without covering their face and ears from the moment they enter the examination until they leave the examination hall at the end of the examination so that the examination authorities can identify them.

06. (i) **Applications-** Online examination applications should only be completed in English. Following the receipt of both the soft copy filled via online methodology and the printed copy forwarded by registered post, the verification of the online copy and the soft copy is done, and acceptance or non-acceptance as a valid application will be notified either through a short message (SMS) to the mobile phone number used to access the system or to the email address. Before completing the online application, download the common instructions prepared to apply for the examination. Strictly adhere to these instructions when filling out the application. After receiving a hard copy of the application, any amendment made therein shall not be treated as a valid amendment. Incomplete applications will be rejected without notice.

(ii) **Punishment for false information-** Care should be taken to furnish accurate information when filling out the application. If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage, prior to, during, or after the examination, as per the rules and regulations of this examination.

(iii) Officers applying for this examination for the first time need not pay an examination fee. However, for subsequent sittings, a fee of Rs. 250 per subject should be paid. When paying the examination fees, payment should be made only under the following fee payment methods provided through the online system.

- i. Through bank credit cards
- ii. Any bank debit card with internet banking facility.
- iii. Bank of Ceylon online banking method
- iv. Through any Bank of Ceylon branch.

Note- Instructions on how to make payments through the above methods are posted on the website under technical instructions related to the examination.

Receipt of payment will be notified through a short message (SMS) or an email message. The full amount of the examination fee shall be paid, and applications with an underpayment or overpayment of the examination fee shall be rejected. The Department of Examinations will not be responsible for errors that may occur in the payment of examination fees through the above payment methods. The fee paid for this examination will not be refunded/transferred to another examination under any circumstance.

07. On the presumption that only the candidates who fulfill the qualifications specified under the *Gazette* notification have applied, the Commissioner General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. A notification of the issuance of admission cards will be posted on the Department of Examinations website 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 a notification, steps should be taken to notify to Department of Examinations in the manner specified in the notification. With the copy of the application kept in hand, you are requested to inquire from the Department of Examinations, Sri Lanka, stating your full name, address, national identity card number, and the name of the examination, and in case of applicants outside Colombo, it will be more effective to send a letter of request together with the above information to the fax number mentioned in the said advertisement, furnishing a fax number to which the admission card should be sent.

Note- The issuance of an admission card to a candidate does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination.

08. The candidate's signature on the admission card should have been attested by the Head of Establishment or an officer delegated by him. A candidate shall appear for the examination under the assigned index number at the relevant examination hall.

09. 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 travel expenses will be paid.

10. The examination will be held only in Sinhala and Tamil, and candidates should answer question papers in the language in which they took the entry examination to the relevant service or in an official language. Officers who joined the service without a competitive examination can also appear for this examination in the medium of their education or in an official language. It will not be allowed to change the language medium of the examination applied for subsequently.
11. The officers, at their choice, may appear for each subject separately and in different attempts. However, they should secure at least 40% of the total marks allocated for each subject for a pass. The final date of the year of holding the examination on which the candidate completes the examination by passing all the subjects shall be treated as the date of passing the Efficiency Bar Examination.
12. The results of the examination will be issued by the Commissioner General of Examination to me, and action will be taken to notify the applicants of the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.
13. The candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination when conducting the examination. He /she is liable to a punishment imposed by the Commissioner General of Examination for violation of these rules and regulations, and my decision shall be final in respect of any matters related to this subject that are not provided for in this notification.
14. If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil, and English mediums, the notification in Sinhala medium shall prevail, and thus action will be taken accordingly.
15. Examination Procedure: Candidates should sit for a written examination, which will consist of the following subjects.

Table No. 2: The subjects in which the examination is held and the other applicable details

<i>Subject</i>	<i>Subject No</i>	<i>Marks</i>	<i>Duration</i>	<i>Pass Mark</i>
Office systems , General Conduct and Discipline in Public Service	1	100	01 ½ hours	40%
Subject related studies and Professional Knowledge	2	100	01 ½ hours	40%

15.1 Office methods , General Conduct and Discipline in Public Service (Subject No. 01)

(a) Office Systems

It is expected to test the basic knowledge on office systems used in government offices and Grama Niladhari offices and ability to apply that knowledge in practice.

(b) General Conduct and Discipline in Public Service

Knowledge and understanding of the delegation of powers on matters as per Public Service Commission Procedural rules, termination of service, rules related to retirement, provisions mentioned in Chapter XLVII and XLVIII related to General Conduct and Disciplinary Procedure of Volume II of the Establishment Code, and the circulars that have been currently issued in that regard will be tested.

15.1.1 Details about the question paper

This paper consists of two parts.

- Part I - Multiple choice question paper. Duration is 30 minutes (25 marks)
- Part II - A semi-structured question paper consisting 05 questions. All five questions should be answered. (75 marks)

15.2 Subject related studies and Professional Knowledge (Subject No. - 02)

The knowledge of Grama Niladhari on the duties entrusted to him by various acts and regulations, ministries, departments, provincial councils, and other statutory institutions of the government will be tested, and the case studies consist of cases related to the subject.

15.2.1 Details about the question paper

This paper consists of two parts.

- Part I - Multiple choice question paper. Duration is 30 minutes (25 marks)
- Part II - A semi-structured question paper consisting 05 questions. All five questions should be answered. Duration is 01 hour. (75 marks)

Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government,
Nila Medura, Elvitigala Mawatha,
Colombo 05.
On 07th September, 2023.

K.D.N. RANJITH ASOKA,
Secretary.

09-325/1

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

Efficiency Bar Examination for Grade II Officers of Grama Niladhari-2022/2023

01. It is hereby announced that an efficiency bar examination in accordance with the provisions available under the approved scheme of recruitment for Grade II officers of Grama Niladhari will be conducted by the Department of Examinations in December 2023, and applications are invited for that purpose. The application for that has been posted on the website of the Department of Examinations, Sri Lanka, through Online Applications (Recruitment/E.B.Exams) under Our Services, and the applications shall only be submitted under the online method. The officers who appear for the examination in their first attempt and those who appear in their subsequent attempts shall select their respective attempts correctly. Following the submission of the application under online methodology, it should be downloaded, and after having completed other details, applicant's certification, attestation of signature, and the certification of the Head of Departments, it should be sent under registered cover to reach Commissioner General of Examinations, Institutional Examinations Evaluation Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo, on or before the closing date of applications. The top left hand corner of envelop should be clearly marked *Efficiency Bar Examination for Grade II officers of Grama Niladhari- 2022/2023*. The closing date for applications will be **16th October, 2023**.

Note- It is compulsory that the printed copy of the application be forwarded by post, and the complaints made that it is

lost or delayed in the post cannot be considered. Applicants themselves should bear the losses and damages that may be caused by delaying the applications until the last date. (It will be useful to keep a copy of the downloaded application.)

02. This examination for officers in Grade II of the Grama Niladhari will only be held in the towns indicated in Table No. 01 below. The numbers relevant to each town are indicated in the below table, and the relevant heading of the application should be completed as per the table containing these towns and town numbers. It will not be allowed to change the town or towns indicated subsequently. Any centre mentioned above can be cancelled due to a lack of a sufficient number of candidates, and the candidates can be directed to a nearby centre.

Furthermore, if a sufficient number of candidates have not applied for the establishment of examination centres in all or the majority of the proposed towns, the Commissioner General of Examinations will make arrangements to hold the examination only in Colombo.

Table No. 01: Towns and town numbers where the examination is held

<i>Town</i>	<i>Town Number</i>
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Batticaloa	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

03. (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 holding this examination.
- (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.
04. Qualifications- Officers who have been promoted/absorbed into Grade II of the Grama Niladhari Service as per the Scheme of Recruitment for Grama Niladharies effective from 29.09.2010 are eligible to appear for this examination.
05. Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they appear. For this purpose, any of the following documents will be accepted.
- I. National Identity Card;
 - II. A Valid Passport;
 - III. A Valid Driving License.

Further, the candidates should enter the examination hall without covering their face and ears so that their identity can be confirmed. Applicants who refuse to prove their identity in such a manner will not be admitted to the examination hall. Also, they shall remain without covering their face and ears from the moment they enter the examination until they leave the examination hall at the end of the examination so that the examination authorities can identify them.

06. (i) Applications- Online examination application should only be completed **in English**. Following the receipt of both the soft copy filled *via* online methodology and the printed copy forwarded by registered post, the verification of the online copy and the soft copy is done, and acceptance or non-acceptance as a valid application will be notified either through a short message (SMS) to the mobile phone number used to access the system or to the email address. Before completing the online application, download the common instructions prepared to apply for the examination. Strictly adhere to these instructions when filling out the application. After receiving a hard copy of the application, any amendment made therein shall not be treated as a valid amendment. Incomplete applications will be rejected without notice.

(ii) Punishment for false information- Care should be taken to furnish accurate information when filling out the application. If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage, prior to, during, or after the examination, as per the rules and regulations of this examination.

(iii) Officers applying for this examination for the first time need not pay an examination fee. However, for subsequent sittings, a fee of Rs. 250 per subject should be paid. When paying the examination fees, payment should be made only under the following fee payment methods provided through the online system.

- i. Through bank credit cards;
- ii. Any bank debit card with internet banking facility;
- iii. Bank of Ceylon online banking method;
- iv. Through any Bank of Ceylon branch.

Note- Instructions on how to make payments through the above methods are posted on the website under technical instructions related to the examination. Receipt of payment will be notified through a short message (SMS) or an email message. The full amount of the examination fee shall be paid, and applications with an underpayment or overpayment of the examination fee shall be rejected. The Department of Examinations will not be responsible for errors that may occur in the payment of examination fees through the above payment methods. The fee paid for this examination will not be refunded/transferred to another examination under any circumstance.

07. On the presumption that only the candidates who fulfill the qualifications specified under the gazette notification have applied, the Commissioner General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. A notification of the issuance of admission cards will be posted on the Department of Examinations website 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 a notification, steps should be taken to notify to Department of Examinations in the manner specified in the notification. With the copy of the application kept in hand, you are requested to inquire from the Department of Examinations, Sri Lanka, stating your full name, address, national identity card number, and the name of the examination, and in case of applicants outside Colombo, it will be more effective to send a letter of request together with the above information to the fax number mentioned in the said advertisement, furnishing a fax number to which the admission card should be sent.

Note - The issuance of an admission card to a candidate does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination.

08. The candidate's signature on the admission card should have been attested by the Head of Establishment or an officer delegated by him. A candidate shall appear for the examination under the assigned index number at the relevant examination hall.
09. 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 travel expenses will be paid.
10. The examination will be held only in Sinhala and Tamil, and candidates should answer question papers in the language in which they took the entry examination to the relevant service or in an official language. Officers who joined the service without a competitive examination can also appear for this examination in the medium of their education or in an official language. It will not be allowed to change the language medium of the examination applied for subsequently.
11. The officers, at their choice, may appear for each subject separately and in different attempts. However, they should secure at least 40% of the total marks allocated for each subject for a pass. The final date of the year of holding the examination on which the candidate completes the examination by passing all the subjects shall be treated as the date of passing the Efficiency Bar Examination.
12. The results of the examination will be issued by the Commissioner General of Examination to me, and action will be taken to notify the applicants of the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.

13. The candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination when conducting the examination. He /she is liable to a punishment imposed by the Commissioner General of Examination for violation of these rules and regulations, and my decision shall be final in respect of any matters related to this subject that are not provided for in this notification.
14. If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil and English mediums, the notification in Sinhala medium shall prevail and thus action will be taken accordingly.
15. Examination Procedure: Candidates should sit for a written examination, which will consist of the following subjects.

Table No. 2: The subjects in which the examination is held and the other applicable details

	<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject Number</i>
1.	Establishments Code and Procedural Rules	100	01 ½ hours	1
2.	Case Studies and Professional Knowledge	100	01 ½ hours	2

15.1 Establishments Code and Procedural Rules

(a) Office Methods

It is expected to test the basic knowledge on office methods used in government offices and Grama Niladhari offices and ability to apply that knowledge in practice.

(b) Establishments Functions and Procedural Rules

Knowledge and understanding of the provisions mentioned in Public Service Commission Procedural Rules and Chapters, VII, IX, XI, XII, XIV, XV, XVI, XVII, XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII of the Establishment Code and the currently used Public Administration and Public Service Commission circulars, will be tested.

15.1.1 Details about the question paper

This paper consists of two parts.

- Part I - Multiple choice question paper. Duration is 30 minutes (25 marks)
- Part II - A semi-structured question paper consisting 03 questions. All three questions should be answered. Duration is 01 hour.
(75 Marks)

15.2 Case Studies and Professional Knowledge

Knowledge of Grama Niladhari on the duties entrusted to him by various acts and regulations, ministries, departments, provincial councils, and other statutory institutions of the government will be tested, and it consists of a case study related to the said subject.

15.2.1 Details about the question paper

This paper consists of two parts.

- Part I - Multiple choice question paper. Duration is 30 minutes
(25 marks)
- Part II - A semi-structured question paper consisting 03 questions. All three questions should be answered. Duration is 01 hour.
(75 Marks)

Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government,
Nila Medura, Elvitigala Mawatha,
Colombo 05,
On 09th September, 2023.

K.D.N. RANJITH ASOKA,
Secretary.

09-325/2

tamilguru.lk

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

**Written Test to examine the Computer Skills and the Efficiency Bar Examination for Grade III officers of Grama
Niladhari-2022/2023**

01. IT is hereby announced that an efficiency bar examination and a written test to examine computer skills in accordance with the provisions available under the approved scheme of recruitment for Grade III Officers of Grama Niladhari will be conducted by the Department of Examinations in **December 2023**, and applications are invited for that purpose. The application for that has been posted on the website of the Department of Examinations, Sri Lanka, through Online Applications (Recruitment/E.B.Exams) under Our Services, and the applications shall only be submitted under the online method. The officers who appear for the examination in their first attempt and those who appear in their subsequent attempts shall select their respective attempts correctly. Following the submission of the application under online methodology, it should be downloaded, and after having completed other details, applicant's certification, attestation of signature, and the certification of the Head of Departments, it should be sent under registered cover to reach Commissioner General of Examinations, Institutional Examinations Evaluation Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo, on or before the closing date of applications. The top left hand corner of the envelop should be clearly marked *Written Test to examine the Computer Skills and the Efficiency Bar Examination for Grade III officers of Grama Niladhari - 2022/2023*. The closing date for applications will be **16th October, 2023**.

Note- It is compulsory that the printed copy of the application be forwarded by post, and the complaints made that it is lost or delayed in the post cannot be considered. Applicants themselves should bear the losses and damages that may be caused by delaying the applications until the last date. (It will be useful to keep a copy of the downloaded application.)

02. This examination for officers in Grade III of the Grama Niladhari will only be held in the towns indicated in Table No. 01 below. The numbers relevant to each town are indicated in the below table, and the relevant heading of the application should be completed as per the table containing these towns and town numbers. It will not be allowed to change the town or towns indicated subsequently. Any centre mentioned above can be cancelled due to a lack of a sufficient number of candidates, and the candidates can be directed to a nearby centre.

Furthermore, if a sufficient number of candidates have not applied for the establishment of examination centres in all or the majority of the proposed towns, the Commissioner General of Examinations will make arrangements to hold the examination only **in Colombo**.

Table No. 01: Towns and town numbers where the examination is held

<i>Town</i>	<i>Town Number</i>
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Batticaloa	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

03. (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 holding this examination.
- (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.
04. Officers who have been recruited to Grade III of the Grama Niladhari Service as per the Scheme of Recruitment for Grama Niladhari effective from 29.09.2010 are eligible to appear for this examination.
05. Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they appear. For this purpose, any of the following documents will be accepted.
- I. National Identity Card
 - II. A Valid Passport
 - III. A Valid Driving License

Further, the candidates should enter the examination hall without covering their face and ears so that their identity can be confirmed. Applicants who refuse to prove their identity in such a manner will not be admitted to the examination hall. Also, they shall remain without covering their face and ears from the moment they enter the examination until they leave the examination hall at the end of the examination so that the examination authorities can identify them.

06. (i) Applications- Online examination application should only be completed in English. Following the receipt of both the soft copy filled *via* online methodology and the printed copy forwarded by registered post, the verification of the online copy and the soft copy is done, and acceptance or non-acceptance as a valid application will be notified either through a short message (SMS) to the mobile phone number used to access the system or to the email address. Before completing the online application, download the common instructions prepared to apply for the examination. Strictly adhere to these instructions when filling out the application. After receiving a hard copy of the application, any amendment made therein shall not be treated as a valid amendment. Incomplete applications will be rejected without notice.
- (ii) Punishment for false information- Care should be taken to furnish accurate information when filling out the application. If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage, prior to, during, or after the examination, as per the rules and regulations of this examination.
- (iii) Officers applying for this examination for the first time need not pay an examination fee. However, for subsequent sittings, a fee of Rs. 250 per subject should be paid. When paying the examination fees, payment should be made only under the following fee payment methods provided through the online system.

- i. Through bank credit cards
- ii. Any bank debit card with internet banking facility.
- iii. Bank of Ceylon online banking method
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Note- Instructions on how to make payments through the above methods are posted on the website under technical instructions related to the examination.

Receipt of payment will be notified through a short message (SMS) or an email message. The full amount of the examination fee shall be paid, and applications with an underpayment or overpayment of the examination fee shall be rejected. The Department of Examinations will not be responsible for errors that may occur in the payment of examination fees through the above payment methods. The fee paid for this examination will not be refunded/transferred to another examination under any circumstance.

07. The presumption that only the candidates who fulfill the qualifications specified under the *Gazette* notification have applied, the Commissioner General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. A notification of the issuance of admission cards will be posted on the Department of Examinations website 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 a notification, steps should be taken to notify to Department of Examinations in the manner specified in the notification. With the copy of the application kept in hand, you are requested to inquire from the Department of Examinations, Sri Lanka, stating your full name, address, national identity card number, and the name of the examination, and in case of applicants outside Colombo, it will be more effective to send a letter of request together with the above information to the fax number mentioned in the said advertisement, furnishing a fax number to which the admission card should be sent.

Note- The issuance of an admission card to a candidate does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination.

08. The candidate's signature on the admission card should have been attested by the Head of Establishment or an officer delegated by him. A candidate shall appear for the examination under the assigned index number at the relevant examination hall.
09. 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 travel expenses will be paid.
10. The examination will be held only in Sinhala and Tamil, and candidates should answer question papers in the language in which they took the entry examination to the relevant service or in an official language. Officers who joined the service without a competitive examination can also appear for this examination in the medium of their education or in an official language. It will not be allowed to change the language medium of the examination applied for subsequently.
11. The officers, at their choice, may appear for each subject separately and in different attempts. However, they should secure at least 40% of the total marks allocated for each subject for a pass. The final date of the year of holding the examination on which the candidate completes the examination by passing all the subjects shall be treated as the date of passing the Efficiency Bar Examination.
12. The results of the examination will be issued by the Commissioner General of Examination to me, and action will be taken to notify the applicants of the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.
13. The candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination when conducting the examination. He /she is liable to a punishment imposed by the Commissioner General of Examination for violation of these rules and regulations, and my decision shall be final in respect of any matters related to this subject that are not provided for in this notification.
14. If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil, and English mediums, the notification in Sinhala medium shall prevail, and thus action will be taken accordingly.

15. Examination Procedure: Candidates should sit for a written examination, which will consist of the following subjects.

Table No. 2: The subjects in which the examination is held and the other applicable details:

	Subject	Subject No.	Marks	Duration
01	Office Methods and Accounting	01	100	02 hours
02	Subject related Professional Knowledge	02	100	02 hours
03	Computer Test	03	100	01 ½ hours

15.1 Office methods and Accounting (Subject No - 01)

(a.) Office Methods

It is intended to test the candidate's ability to apply the basic knowledge on office systems used in Grama Niladhari office and other government offices, ability to understand official letters and documents properly and to present his/her opinions/observations through brief notes and the ability to draft a report on subject related matters.

(b.) Accounting

It is expected to test the candidates of their knowledge on basic accounts and accounts systems used in the duties related to Grama Niladhari service and other government offices, functions of cash control accounts and procurement procedures.

15.1.1 Details about the question paper

- Part I - Consists of a short answer questions. Questions should be answered in the paper itself. Should answer all questions (25 marks)
- Part II - A paper consisting of 03 structured essay type questions. All 03 Questions should be answered. (75 marks)

15.2 Subject related Professional Knowledge (Subject No. - 02)

This paper is designed to test the knowledge of Grama Niladhari on the duties entrusted to him by various acts and regulations, ministries, departments, provincial councils and other statutory institutions of the government.

15.2.1 Details about the question paper

- Part I - Consists of a short answer questions. Questions should be answered in the paper itself. Should answer all questions (25 marks)
- Part II - A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)

15.3 Computer Test (Subject No - 03)

The objective of this test is to examine whether the applicant possesses the following skills.

- I. Basic concepts of Information Technology
- II. Operating Systems
- III. Folder Management
- IV. Word Processing
 - i. Basic skills, screen familiarization, editing texts, aligning texts, fonts and attributes , indenting paragraphs, change of line spacing ,
Tab Settings, finding and replacing text ,
 - ii. Spelling and grammar mistakes, thesaurus ,
 - iii. Working with columns, page setup ,
 - iv. Printing documents, creating tables. Sorting texts ,
 - v. File management,
 - vi. Mail merging, ,
 - vii. Working with macros ,
- V. Spreadsheets
 - i. Basic skills,
 - ii. Formatting (Formatting),
 - iii. Editing,
 - iv. Columns and ranges , insertion and deletion ,
 - v. Sorting data ,
 - vi. Creating charts ,
 - vii. Printing,
 - viii. function
 - ix. working with macros, file management
- VI. Data Base
 - i. Introduction, Basic skills
 - ii. Designing database and use ,
 - iii. Formats,
 - iv. Alignment formats, popup forms,
 - v. Queries,
 - vi. Sorting,
 - vii. Obtaining reports,
 - viii. Use of macros,
- VII. Presentation/
Illustrations
 - i. Basic Skills, editing, formatting ,
 - ii. Applying Designs ,
 - iii. Images, clip art and chart entry,
 - iv. Slide Transition and animation, use of presentation tools
 - v. Printing slides and notes,
- VIII. Internet
 - i. Introduction to internet , world wide web,
 - ii. How to navigate,
 - iii. Practical Internet

- IX. Email
- i. Introduction, basic skills, receiving mail,
 - ii. Sending mail, responding to mails,
 - iii. working with attachments, creating and using nicknames,
 - iv. composing messages,

15.3.1 Details about the question paper

This paper consists of two parts, and the stipulated time for the below-mentioned Part I and Part II is 1 ½ hours.

- | | | |
|---------|---|--|
| Part I | - | Consists of 40 Multiple Choice Questions/short answer questions.
(40 Marks) |
| Part II | - | 05 Semi Structured questions.
(60 Marks) |

15.3.2 Required qualifications to be exempted from the written test of the Computer subject

(a) Courses and certificates that will qualify to be exempt from the written test for the computer subject

The officers who have obtained computer operating license awarded by the National Apprentice and Industrial Training Authority and those who have obtained certificates (of which the recognition is equivalent or higher to computer operating license) on theory and practical knowledge of computer technology issued by the institutions recognized by Tertiary Education and Vocational Education Commission as per Paragraph 06 of Annexure 2 of the Recruitment Procedure for Grama Niladharies dated 29.09.2010 shall be exempted from the requirement of passing this computer test. Further, officers who have obtained the certificate of Computer Application Assistant (NVQ-Level 3) offered by the National Apprentice and Industrial Training Authority shall also be exempted from the written test.

(b) Degree courses that will qualify to be exempt from the written test for the computer subject.

The officers who have obtained the below-mentioned degree from a university recognized by the University Grants Commission shall be exempted from the computer test of the Efficiency Bar Examination.

1. Computer Science/Information Technology Degree
- or
2. A degree with Computer Science/Information Technology as a subject
- or
3. A degree with the subject covering the syllabus of the computer test related to first efficiency bar examination

On 07th September, 2023
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government,
Nila Medura, Elvitigala Mawatha,
Colombo 05.

K.D.N. RANJITH ASOKA,
Secretary.