

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

**Efficiency Bar Examination for Officers in Grade
III of Management Service Officers' Service -
2014(I)2023**

1.0. IT is hereby notified that an Efficiency Bar Examination for the officers in Grade III of Management Service Officers' Service will be held by the Commissioner General of Examinations, as per the relevant provisions of the approved Service Minutes, in the month of February 2024. The relevant application is published on the website of the Department of Examinations of Sri Lanka 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, if relevant, 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 III of Management Service Officers' Service – 2014(I)2023". The closing date of applications is **11th of December 2023**.

2.0. 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 Management Service Officers' Service published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka bearing No. 1840/34 dated 11.12.2013.

3.0. Officers who have not completed the efficiency bar prescribed for officers in Grade III in the service minute, which was effective before the new service minute came into effect, but either have passed or been exempted from one or several subjects of the examinations – (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 a subject by subject prescribed by this service minute for the officers in Grade III. Officers should pass this examination within three years from the date of appointment.

4.0. This examination for officers in Grade III of Management Service Officers' Service will be held in Colombo, Kandy, Galle, Jaffna, Batticaloa, Kurunegala, Anuradhapura, Badulla and Ratnapura. The relevant towns and town numbers are given below. It will not be allowed to change the town applied for subsequently. On the occasions, where a sufficient number of applications have not been received in respect of a certain Centre mentioned above, the examination shall be held only in Colombo by the Commissioner General of Examinations.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Batticaloa	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

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

5.0. (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.

(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.

6.0. 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 the examination, and any changes which occur in the post and service station after sending the application will not be considered.

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.)

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 documents should be submitted to the supervisor.

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

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. 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.

8.0. (i) Application - 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) The candidates appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 200/- 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 Slip Payment.

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.

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 Department Institutional Examinations Organization Branch of the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, NIC number and address 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 admission card to an applicant 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 has 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 Department 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.

10.1 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 & 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 Forty (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, Provincial Council Administration, Home Affairs and Local Government.

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

Subject	Subject No.	Marks	Duration
1. Office systems	01	100	02 Hrs
2. Accounting Systems	02	100	02 Hrs
3. Computer Test	03	100	1 1/2 Hrs

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. All the questions should be answered. (25 marks).

Part II - A question paper of structured essay type. 03 out of 04 questions should be answered. (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. Answers should be provided on the paper itself. All the questions should be answered. (25 marks).

Part II - A question paper of structured essay type. 03 out of 04 questions should be answered. (75 marks)

14.3. Computer Test (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 texts, Aligning Text, fronts 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, File 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, File 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 - Consists 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 regulation imposed by the Commissioner General of Examination with regard to the conducting of this examination and issuing results. 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.

S. ALOKABANDARA,
Director General of Combined Services.

Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government,
Independence Square,
Colombo 07,
25th October, 2023.

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