MINISTRY OF PUBLIC ADMINISTRATION PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

Efficiency Bar Examinations for Officers in Grade III of Class 3, Grade II of Class 3, Grade I of Class 3, Grade II of Class 2 and Grade I of Class 2 of Sri Lanka Information and Communication Technology Service - 2019(II)2025

1.0 IT is hereby notified that Efficiency Bar Examinations for the officers in Grade III of Class 3, Grade II of Class 3, Grade I of Class 3, Grade II of Class 2 and Grade I of Class 2 of the Sri Lanka Information and Communication Technology Service - 2019(II)2025 will be held in Colombo on the 13.09.2025, 14.09.2025 and 20.09.2025 by the Director General of the Sri Lanka Institute of Development Administration, under the supervision of the Ministry of Public Administration, Provincial Councils and Local Government.

2.0 (*a*) These Examinations shall be held as per the provisions of the Minute of Sri Lanka Information and Communication Technology Service published in the *Gazette Extraordinary* No. 1894/26 dated 26.12.2014.

(*b*) If there are officers who have not passed the Efficiency Bar Examination, because no prescription has been made either in the procedure of recruitment of the previous post or in the letter of appointment in respect of the Efficiency Bar, they shall pass the Efficiency Bar Examination prescribed for the Grade of the relevant Class within a concessionary period of three years from the date on which above Service Minute has been published in the Gazette notification.

3.0 Efficiency Bar Examinations which are due to be held in respect of the above services will be as follows:-

Serial No:	Name of the Examination	Code
1.	Efficiency Bar Examination for officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3(III)
2.	Efficiency Bar Examination for officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3(II)
3.	Efficiency Bar Examination for officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3(I)
4.	Efficiency Bar Examination for officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service	SLICT 2(II)
5.	Efficiency Bar Examination for officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service	SLICT 2(I)

4.0 The candidates will be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration with regard to this examination. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules.

5.0 Applications for the examination can strictly be made online through www.slida.lk, the official web site of the Sri Lanka Institute of Development Administration. A User Account should be created through "Apply for Examination" that appears at the top of the home page of the website or by logging in directly to https://examinationportal.slida.lk and then the relevant application can be filled out.

Filling of applications is strictly allowed during the period from **8.00 a.m on 25.07.2025 up to 4.00 p.m. on 08.08.2025.**

6.0 I. **Examination Fees** .- The officers appearing for the examination for the first time need not pay the examination fees. However, for subsequent sittings, officers should pay Rs. 500/- if they sit for more than one subject and they are required to pay Rs. 300/- if they sit for only one subject.

II. Examination fees should be credited to the following bank account.

    Name of the account – Secretary, Ministry of Public Administration, Provincial Councils and Local Government
    Account number – 310100119027430
    Bank – Peoples' Bank, Bambalapitiya branch

    The receipt number relevant to the payment should be mentioned in the application and a photocopy of that receipt should be uploaded in the relevant place of the application.

III. Further, when crediting money to the account, the money deposit slip should be filled by entering the applicant's name along with the applicant's national identity card number as the payer and the code of the examination relevant to you as the reason for depositing the money (the codes should be as mentioned in Section 03). The officers who make the payment online should also mention the above particulars in the relevant places.

Note :

This examination is conducted for public officers. Therefore, it is expected from the candidates that they will include accurate details when submitting their applications and pay the examination fees properly as required. Therefore, necessary action shall be taken against the applicants if instances such as inaccurately including important details such as the name and National Identity Card number of the applicant, submitting several applications by the same applicant, selecting an irrelevant service for the examination, including false information concerning the sitting of the examination and non-payment of the examination fees, are revealed. It is emphasized that the said action may be suspension of examination results, cancellation of candidature or other disciplinary punishments imposed after calling for explanation.

7.0 When filling out the application online, **it is compulsory for the applicant to have an active email address and mobile number**. Once the application is submitted online, a message acknowledging receipt of the same will be sent to that email address and mobile number.

After the screening of applications is completed, you can download the admission card by logging into the User Account created by you. You will be informed the same via SMS.

It should be noted that admission cards will be sent to the applicants only *via* **email.**

8.0 The contact numbers 011-5980264, 011-5980225, 011-5980236 of the Sri Lanka Institute of Development Administration are available for any clarification regarding the process for submitting applications from 8.30 a.m up to 4.30 p.m during working days of the week from 25.07.2025 up to 08.08.2025.

9.0 Heads of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If it is required to get their candidature confirmed, it can be done through the **telephone number 011-5980264**. Candidates shall not be paid traveling expenses for appearing for the examination.

10.0 Identity of 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) The National Identity Card issued by the Department of Registration of Persons;
   (ii) A valid Passport.

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Director General of Sri Lanka Institute of Development Administration.

11.0 The examination will be held in Sinhala, Tamil and English medium. The officers shall sit for this examination in the language medium in which they have sat for the examination for entering into the relevant service or in an official language. The officers who have joined the service without a competitive examination shall sit for this examination in

the language medium of education or an official language. Candidates shall not be allowed change language medium applied initially.

12.0 The officers may, on their discretion can appear for each subject of the examination at different sittings.

13.0 The results of the examination shall be published in the web site of the Ministry of Public Administration, Provincial Councils and Local Government by the Director General of Combined Services once the results are issued by the Director General of Sri Lanka Institute of Development Administration. The relevant Heads of Departments shall make recommendations for confirmation of service and promotions of the officers according to the results.

14.0 Scheme of Examination: Subjects and the syllabus of each Efficiency Bar Examination for the officers are as follows.

14.1 Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 8 of the service minute). The officers shall be in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

Subject	Subject No.	Marks	Duration	Cut - off marks prescribed for a pass
Establishments Code	01	100	01 hour	40
Financial Regulation	02	100	01 hour	40

14.1.1 Establishments Code (Subject No. - 01)

It is expected to measure the basic knowledge of the public officer on the Establishments Code and Procedural Rules of Public Service Commission. The question paper consists of questions for short answers and structured questions. All the questions shall be answered.

14.1.2 Financial Regulations (Subject No. - 02)

It is expected to measure the basic knowledge of the officer on Financial Regulations and Store management and the understanding on the activities related to cash control registers. The question paper consists of questions for short answers and structured questions. All the questions shall be answered.

14.2 Efficiency Bar Examinations for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 9 of the service minute). The officers shall be in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

Subject	Subject No.	Marks	Duration	Cut - off marks Prescribed for a pass
Office systems and procedure	03	100	02 hours	40
Information and Communication Technology	04	100	03 hours	40

14.2.1 Office systems and procedure (Subject No. - 03)

It is expected to measure the knowledge of the candidates on the office systems applied in public offices and ability to apply them. The question paper consists of structured questions. All the questions shall be answered.

14.2.2   Information and Communication Technology (Subject No. - 04)

It is expected to test the knowledge of the candidates on the wider application of ICT and the common concepts ICT in public offices. (The method of application of ICT in government organizations. The papers will be consisted following ICT areas such as adequate knowledge on Computer Networks and Data Communication, knowledge on General Purpose Software and Specific Application Software, Knowledge on Data Security and Backing up SW, Basic measure to enhance availability of computer systems and Data security)

This paper consist of two parts.
Part I – A multiple choice question paper. Duration is 01 hour. (40 marks)
Part II – Essay type question paper. Duration 02 hours. (60 Marks)

14.3   Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 10 of the service minute). The officers shall be in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

Subject	Subject No.	Marks	Duration	Cut-off marks prescribed for a pass
Information and Communication Technology (Written Test)	05	50	01 hour	20
Information and Communication Technology (Practical Test)	06	50	01 hour	20

14.3.1   Information and Communication Technology – Written Test (Subject No. 05)

   I.   Application of software for office activities and knowledge in this regard
   II.   Knowledge in computer networking
   III.   Knowledge in identification and rectification of errors in computer Software/ Hardware

This question paper consists of questions for short answers and essay type questions. All the questions shall be answered.

14.3.2   Information and Communication Technology – Practical Test (Subject No. 06)

   I.   Practical knowledge in using software for office activities
   II.   Practical Knowledge in computer networking
   III.   Practical knowledge in identification and rectification of errors in computer Software/ Hardware

14.4   Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule 11 of the service minute). The officers shall be in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

Subject	Subject No.	Marks	Duration	Cut – off marks prescribed for a pass
Establishments Code	07	100	02 hours	40
Financial Regulations	08	100	02 hours	40

14.4.1   Establishments Code (Subject No. 07)

It is expected to test the general knowledge of the officer on provisions in Establishments Code/ Procedural rules of the Public Service Commission and his/her ability to apply his/ her knowledge practically. This paper shall be prepared based on Chapters of Volume I and Volume II of the Establishments Code and Procedural rules of the Public Service Commission. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

14.4.2   Financial Regulations (Subject No. 08)

It is expected to test basic knowledge and understanding of the candidate on Government Financial Regulations and the purposes of various registers and log books maintained in public office and basis knowledge of store keeping. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

14.5 Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule 12 of the service minute). The officers shall be in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

Subject	Subject No.	Marks	Duration	Cut – off marks prescribed for a pass
Office Systems and procedure	09	100	02 hours	40
Information and Communication Technology and e-government	10	100	03 hours	40

14.5.1   Office Systems and procedure (Subject No. 09)

It is expected to test the knowledge of the candidate on office systems applied in government offices and also to test the ability to apply the same. This question paper consist of multiple choice questions, questions for short answers and structured type questions. All the questions shall be answered.

14.5.2   Information and Communication Technology and e-government (Subject No. 10)

This question consists of two parts.

Part I   - A multiple choice question paper. Duration is 01 hour. (40 marks)
Part II   - A question paper consisting of structured essay type questions. Duration is 02 hours. (60 marks)
            (All questions shall be answered)
This question paper shall be designed to cover the following subject fields.

(a) Information and Communication part of the paper consists of basic elements of IT project life cycle such as systems analysis, systems design, software development, testing user acceptance testing and related areas of Algorithms, HTML, XTML, php, Data and Information Security, Disaster Recovery, systems, Intellectual Property Rights and Software licensing, Free and Open Source Software, and web 2.0.

(b) e-Government part of the paper consist of system of application of ICT in government organizations, application of ICT to enhance the efficiency in delivery of public services, Technology requirements for e-Government systems, basic elements of ICT and Interoperability.

The time table for each subject of each examination is as follows:

Serial No.	Name of the examination	Subject	Subject No.	Date	Time
01	Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service	Establishments Code	01	2025.09.14	9.30 a.m. - 10.30 a.m.
		Financial Regulations	02	2025.09.14	11.00 a.m.- 12.00 noon
02	Efficiency Bar Examinations for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service	Office Systems and procedure	03	2025.09.13	9.30 a.m.- 12.30 p.m.
		Information and Communication Technology	04	2025.09.13	1.00 p.m. - 4.00 p.m.
03	Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service	Information and Communication Technology (Written Test)	05	2025.09.20	9.30 a.m. - 10.30 a.m.
		Information and Communication Technology (Practical Test)	06	2025.09.20	11.00 a.m. - 12.00 noon
04	Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service	Establishments Code	07	2025.09.14	9.30 a.m. - 11.30 a.m.
		Financial Regulations	08	2025.09.14	12.00 noon - 2.00 p.m.
05	Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service	Office systems and procedure	09	2025.09.14	9.30 a.m. - 11.30 a.m.
		Information and Communication Technology and e-government	10	2025.09.14	12.00 noon - 3.00 p.m.

15.0 Any matter not referred to herein will be decided by Director General of Combined Services.

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

N.U. Nishan Mendis,
Director General of Combined Services,
Ministry of Public Administration, Provincial Councils and Local Government.

Ministry of Public Administration, Provincial Councils,
    and Local Government,
Independence Square,
Colombo 07,
16th of July 2025.