

**MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCIL AND LOCAL
GOVERNMENT**

**Efficiency Bar Examinations for Officers in Grade III of Class 1, Grade II of Class 1 and Grade I
of Class 1 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 1, Grade II of Class 1 and Grade I of Class 1 of Sri Lanka Information and Communication Technology Service - 2019(II)2025 will be held in Colombo on the 13.09.2025 and 14.09.2025, 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 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.

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

<i>Serial No.</i>	<i>Name of the Examination</i>	<i>Code</i>
1.	Efficiency Bar Examination for officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT 1(III)
2.	Efficiency Bar Examination for officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT1(II)
3.	Efficiency Bar Examination for officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT 1(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 **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 the officers in Executive Category of the Government. 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 travelling 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 for 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, Home Affairs, Provincial Councils and Local Government once the results are issued by the Director General of Sri Lanka Institute of Development Administration to the Secretary. 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 1 of Sri Lanka Information and Communication Technology Service (Schedule 13 of the service minute). The officers shall be in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks Prescribed for a pass</i>
Establishments Code and administration	01	100	03 hours	40
Financial Regulations and Public Sector Financial Management	02	100	03 hours	40
Management and organization	03	100	03 hours	40

14.1.1 Establishments Code and administration (Subject No.- 01)

A question paper based on the following.

- (i) Organizing office and field activities and methods of organization.
- (ii) The following chapters of the Establishments Code
I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII
- (iii) Procedural Rules of Public Service Commission.
This question paper consists of essay type questions.

14.1.2 Financial Regulations and Public Sector Financial Management (Subject No.- 02)

One question paper based on the following.

- (a) Fiscal Governance in Sri Lanka, Constitutional Provisions Relating to Public Financial Management, Parliamentary Control Over Public Finance, Meaning of Fund, Consolidated Fund and its operation, Meaning and Methods of Appropriation, Contingencies Fund, Other Funds and their Operation, Government Revenue, Powers and Functions of the Minister of Finance, Warrants and Impress Authority, Auditor General, his Powers and Functions, Committee on Public Expenditure, Committee on Public Enterprises.
- (b) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their powers and functions.
- (c) Internal Audit
- (d) Public Expenditure Planning and Management, Identification of Organizational Objectives and Functions, Identification of Government Policies, Goals, Targets and the Programmes, Planning and Appraisal of Development Projects and Programmes and Prioritization of them, Formulation and Finalization of Annual Estimates of Revenue and Expenditure.
- (e) Variations of Approval Estimates of Expenditure, Application of Virement Procedure, Management of Public Sector Cadres and Salaries, Total Cost Estimates and Revisions, Supplementary Estimates.
- (f) Losses and Waivers of Government Properties
- (g) Miscellaneous Accounting Matters
- (h) Delegation of Functions for Financial Control.
- (i) Custody of Public Money and Bank Accounts Procedure
- (j) Government procurement Procedure, procurement of Goods, Services and Works; Composition, Appointment, Powers and Functions of Procurement Boards and Technical Evaluation Committees, Procurement Evaluation Procedure, Management of Donor Funded Projects. This question paper shall consist of essay type questions.

14.1.3 Management and organization (Subject No. 03)

One question paper based on following

- (a) The principles of management and organization
- (b) The Application of these principles to problems and issues in the public sector
- (c) The modern tools and techniques of management

This question paper shall consist of essay type questions.

- 14.2 Efficiency Bar Examinations for Officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 14 of the service minute). The officers shall be in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

<i>Subject</i>		<i>Subject No.</i>	<i>Mark</i>	<i>Duration</i>	<i>Cut - off marks Prescribed for a pass</i>
Office management		04	100	01 hour	40
E- government concept and Information Technology Management	Question paper I- Multiple Choice Questions	05 - I	40	01 hour	16
	Question paper II – Essay type	05 - II	60	01 hour	24

14.2.1 Office Management (Subject No. 04)

Providing answers based on a given case in relation to management of human and physical resources of an office in public sector.

14.2.2 E- government concept and Information Technology Management (Subject No. 05)

(a) Question paper I- Multiple Choice Questions (Subject No. 05-I)

e-government concepts will consist of evolution of the e-Government system, its' stages, Basic elements of e-Government, e-Services and e-Government projects, state Information and Communication Technology Infrastructure, critical success factors of e-Government, e-Government Management Interoperability and Service Oriented Architecture.

(b) Question paper II – Essay type (Subject No. 05-II)

Information Technology Management will consist of life cycle of Information Technology Projects, Importance of each stage and requirement of specific resources, Basic principles of Information Technology management, Information Technology Resources management, Risks of Information Technology projects and minimizing them.

- 14.3 Efficiency Bar Examinations for Officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 15 of the service minute). The officers shall be in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

<i>Subject</i>		<i>Subject No.</i>	<i>Marks</i>	<i>Duration`</i>	<i>Cut-of marks Prescribed for a pass</i>
Information and Communication Technology Project	Project Report	06-I	60	-	30
	Presentation of the Project Report	06-II	40	30 minutes for the Presentation including Questions and answers session.	20

14.3.1 Project Report (Subject No. 06 - I)

Preparation of a project report of not less than Fifteen thousand (15, 000) words related to the subject filed of information and Communication Technology, Which can be practically applied to enhance the productivity of offices of public sector in Sri Lanka.

14.3.2 Presentation of Project Report (Subject No. 06 - II)

Presentation to the panel of examiners and answering the questions raised by the panel of examiners.

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 1 of Sri Lanka Information and Communication Technology Service	Establishments Code and administration		01	13.09.2025	9.30 a.m -12.30 p.m.
		Financial Regulations and financial management in public sector		02	13.09.2025	1.30 p.m – 4.30 p.m.
		Management and organization		03	14.09.2025	1.00 p.m. – 4.00 p.m.
02	Efficiency Bar Examinations for Officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service	Office Management		04	14.09.2025	9.30 a.m. – 10.30 a.m.
		e- government concept and information technology management	Question paper I - MCQ	05-I	14.09.2025	11.00 a.m. – 1.00 p.m.
			Question paper II – Essay type	05-II		
03	Efficiency Bar Examinations for Officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service	Information and Communication Technology Project	Project Report	06-I	Candidates will be informed the time schedule for the submission of the project report and the presentation of the project report after the closing date of application by the Director General of Sri Lanka Institute of Development Administration.	
			Presentation of the Project Report	06-II		

15.0 Any matter not provided for in this examination notification, the decision of the Secretary to the Ministry of Public Administration, Provincial Councils and Local Government shall be the final.

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

S. ALOKABANDARA,
Secretary,
Ministry of Public Administration, Provincial Councils
and Local Government.

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