

**MINISTRY OF PUBLIC ADMINISTRATION
PROVINCIAL COUNCILS AND LOCAL
GOVERNMENT**

**First, Second and Third Efficiency Bar
Examinations prescribed for the Development
Officers' Service – 2024(II)**

- 1.0 First, Second and Third Efficiency Bar Examinations prescribed for the Development Officers' Service – 2024(II), (paragraph 10 of the service minute) will be held at the district level in June 2024 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 the Development Officers' Service No. 1774/31 dated 07.09.2012.
- 3.0 The Efficiency Bar Examinations, which are due to be held in respect of each Grade of the above-mentioned service, shall be as follows :-

<i>Serial number</i>	<i>Name of the examination</i>	<i>Code</i>
01.	1 st Efficiency Bar Examination prescribed for the Development Officers' Service – 2024(II) (For officers in Grade III of the Development Officers' Service)	CSDOS - I
02.	2 nd Efficiency Bar Examination prescribed for the Development Officers' Service – 2024(II) (For officers in Grade II of the Development Officers' Service)	CSDOS - II
03.	3 rd Efficiency Bar Examination prescribed for the Development Officers' Service – 2024(II) (For officers in Grade I of the Development Officers' Service)	CSDOS - III

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

- 5.0 Applications for the examination can strictly be made online through www.slida.lk, the official website of Sri Lanka Institute of Development Administration. A User Account should be created through “Apply for Examinations” that appears on the top of the Home Page of the website or directly through the link <https://examinationportal.slida.lk/> and then the relevant application for the examination can be completed.

Filling out applications is strictly allowed during the period from **8.00 a.m. on 10.10.2025 up to 12.00 midnight on 31.10.2025.**

- 5.1 The cities proposed as examination centers for this examination, along with their corresponding city codes, are listed below.

<i>Town</i>	<i>Town No.</i>
Colombo	01
Gampaha	02
Kaluthara	03
Kandy	04
Matale	05
Nuwaraeliya	06
Galle	07
Matara	08
Hambantota	09
Kurunegala	10
Puttalam	11
Anuradhapura	12
Polonnaruwa	13
Kegalle	14
Ratnapura	15
Badulla	16
Monaragala	17
Trincomalee	18
Batticaloa	19
Ampara	20
Vavuniya	21
Mannar	22
Mullaitivu	23
Kilinochchi	24
Jaffna	25

If the required minimum number of applicants is not reached for any of the above-mentioned cities, the examination center in that city will be cancelled, and applicants will be allocated to a center in a nearby city. The requested city cannot be changed thereafter.

6.0 i. *Examination Fees* - The officers applying for the examination for the first time need not pay the examination fees. However, Rs.250/- should be paid for each subject at subsequent applying of the examination :-

ii. The examination fees should be credited to the following account :-

Name of the Account -	Ministry of Public Administration, Provincial Councils and Local Government
Account Number	- 310100119027430
Bank	- Peoples' Bank, Bambalapitiya Branch

iii. The number of the receipt provided relevant to the said payment should be included in the application and a photograph of the receipt should be uploaded in the relevant place of the application.

iv. Further, the applicant's name and national identity card number should be mentioned in the place of the payer and the code of the relevant examination should be mentioned in the place of the reason for depositing the money when filling the bank slip related to the payment made by you. The officers who make online payment should also indicate the above particulars in the receipt they receive.

(Code names should be indicated as mentioned in Section 03)

7.0 When filling out the application online, it is compulsory for the applicant to have an active e-mail address and mobile phone number (One e-mail address can be used strictly for one User Name when applying). Once the application is submitted online, a message of acknowledgment of receipt will be sent to the email address and mobile number.

As soon as the exam admission cards are issued, you will be notified on the same through SMS to the mobile number you have provided. Then the admission card should be downloaded by login into your User Account.

It is the responsibility of the applicant to keep the mobile number and e-mail address, which are the ways of contacting the application, indicated in the application active until the end of the examination process. It should be noted that applicants are also responsible for any inconvenience caused by changing their mobile phone number and email address.

8.0 If any technical issue arises regarding the process of submitting the application online, please contact the Technical Division of the Sri Lanka Institute of Development Administration at 011-4513368 or 011-4513366 for inquiries, and for all other inquiries, please contact the Combined Services Division of the Ministry of Public Administration, Provincial Councils and Local Government at 011- 2691062, 011- 2696211 (Extension – 156/ 606) from 8.30 a.m. to 4.30 p.m. on weekdays from 10.10.2025 to 31.10.2025.

9.0 Heads of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. Candidates shall not be paid traveling expenses for appearing for the examination.

10.0 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, one of the following documents should be submitted to the supervisor :-

- i. The National Identity Card
- ii. Valid Passport
- iii. Valid Sri Lankan Driving License

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 media. Candidates should sit the examination in the language medium in which they sat the examination for recruitment to the relevant service or in one of the official languages. The officers who joined the service without sitting for a competitive examination can also sit for this examination in the language medium of their education or in one of the official languages. Candidates shall not be allowed to change the language medium of examination mentioned in the application form.

12.0 Officers may appear separately for each subject and at different occasions at their discretion.

13.0 The results of the examination will be issued by the Director General of the Sri Lanka Institute of Development Administration to the Director General of Combined Services who will then publish them on the web site of the Ministry of Public Administration, Provincial Councils and Local Government. Recommendations on confirmations and promotions of officers should be made by the heads of departments based on those results.

14.0 Scheme of examination: Subjects and the syllabus of each Efficiency Bar Examination are as follows-

14.1 First Efficiency Bar Examination prescribed for the Development Officers' Service – 2024(II)

14.1.1 Qualifications - Only the development officers belonging to the Combined Service can apply for this examination. The officers who have received an appointment to Grade III of the Development Officers' Service, the officers who have been absorbed into the Development Officers' Service and those who have not been absorbed into the Development Officers' Service but have exercised their option to be absorbed into the service are eligible to appear for this examination.

14.1.2 Syllabus

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cutoff marks</i>
Office Systems	01	100	01 hour	40%
Accounting Systems	02	100	01 hour	40%
Computer Test	03	100	02 hours	40%

❖ Office Systems

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 shall consist of structured and semi-structured questions. All the questions should be answered.)

❖ Accounting Systems

It is expected to test candidate's knowledge in basic accounts adopted in government office, functions of cash control books.

(This paper shall consist of structured and semi-structured questions. All the questions should be answered.)

❖ Computer Test

- (i) Basic Concepts of Information Technology
- (ii) Windows Operating System
- (iii) File Management
- (iv) Word Processing

Basic skills, screen familiarization, editing texts, aligning text, fonts and attributes, indenting paragraphs, paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, thesaurus, working with columns, page setup, printing documents, creating tables, sorting texts, 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) Database

Basic skills of introduction

Creating and using a database
Forms
Linked forms, popup forms
Dialog and message boxes
Queries
Sorting
Obtaining reports
Working with macro

- (vii) Presentation/ Illustration
Basic skills, editing, formatting
Applying designs
inserting images, clip art and graphs
slide transition and effects, animations, using presentation tools,
Preparing masters
printing slides and notes
- (viii) Internet
Introduction to Internet, World Wide Web,
How to Navigate, Internet Practical
- (ix) E-mail
Introduction, basic skills, receiving e-mails, sending e- mails,
replying, using attachments, creating and using nick names, composing messages

(This paper shall consist of multiple-choice, structured and semi-structured questions. All the questions should be answered.)

14.2 Second Efficiency Bar Examination prescribed for the Development Officers' Service – 2024(II)

14.2.1 Qualifications - The officers in Grade II of the Development Officers' Service belonging to the Combined Service are eligible to sit for this examination. Further -

- (i.) The officers who have been absorbed into the Development Officers' Service of the Combined Service; and
- (ii.) The officers who have not been absorbed into the Development Officers' Service of the Combined Service but exercised their option for absorption are also eligible to sit for this examination.

14.2.2 Syllabus

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cutoff marks</i>
Establishments Code and Procedural Rules	04	100	02 hours	40%
Financial Regulations and Procurement Procedure of the Government	05	100	02 hours	40%

(Part I of the above question papers shall consist of structured questions. All the questions should be answered. Part II shall consist of 08 essay type questions. Only 04 questions should be answered.)

❖ Establishments Code and Procedural Rules

Chapters VI, VII, VIII, XII, XIII, XIV, XVII, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXIII, XLVII, XLVIII of the Establishments Code and Procedural Rules of the Public Service Commission

❖ Financial Regulations and Procurement Procedure of the Government

Chapters I, II, III, IV, V and Procurement Procedure of the Government

14.3 Third Efficiency Bar Examination prescribed for the Development Officers' Service – 2024(II)

14.3.1 Qualifications - The officers in Grade I of the Development Officers' Service belonging to the Combined Service are eligible to sit for this examination

14.3.2 Syllabus

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cutoff marks</i>
Project Management	06	100	03 hours	40%

❖ **Project Management**

- i. Defining a project
- ii. Project Management
- iii. Project cycle
- iv. Preparation and analysis of a project
- v. Project evaluation
 - * Payback period
 - * Net present value
 - * Internal rate of return
 - * Cost Benefit Ratio
 - * Annual Average Return Ratio
- vi. Project organization
- vii. Adopting shadow price

15.0 Decision of the Director General of Combined Services shall be the final decision with regard to the provisions not mentioned in this notification.

16.0 In the event of any inconsistency between the Sinhala, Tamil and English texts 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,
02nd of October 2025.