

First Efficiency Bar Examination for Officers in Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service, Sri Lanka Architects' Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service - 2016 (II) and Second Efficiency Bar Examination for Officers in Sri Lanka Administrative Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service – 2017 (I)

- 01.** It is hereby notified that First Efficiency Bar Examination for the officers in Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service, Sri Lanka Architects' Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service **2016 (II)** and Second Efficiency Bar Examination for the officers in Sri Lanka Administrative Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service – **2017 (I)** shall be held in Colombo during weekends from **2017.05.20 to 2017.07.22** by the Director General, Sri Lanka Institute of Development Administration, under the supervision and direction of Ministry of Public Administration and Management
- 02.** The language test relevant to the Efficiency Bar Examinations which is due to be held in respect of the above services shall be as follows:

Serial No:	Name of the Examination	Code
1.	1 st Efficiency Bar Examination for officers in Sri Lanka Administrative Service	SLAS 1
2.	1 st Efficiency Bar Examination for officers in Sri Lanka Engineering Service	SLES
3.	1 st Efficiency Bar Examination for officers in Sri Lanka Scientific Service	SLSS
4.	1 st Efficiency Bar Examination for officers in Sri Lanka Architects' Service	SLArS
5.	1 st Efficiency Bar Examination for officers in Sri Lanka Accountants' Service	SLAcSI
6.	1 st Efficiency Bar Examination for officers in Sri Lanka Planning Service	SLPS 1
7.	Other services which can apply for the above examination	other
8.	2 nd Efficiency Bar Examination for officers in Sri Lanka Administrative Service	SLAS 2
9.	2 nd Efficiency Bar Examination for officers in Sri Lanka Accountants' Service	SLAcS 2
10.	2 nd Efficiency Bar Examination for officers in Sri Lanka Planning Service	SLPS 2

- 03.** Officers may appear separately for each subject and at different occasions at their discretion. However, it is compulsory to pass the Efficiency Bar Examinations within the prescribed period.
- 04.** This examination shall be conducted by the Director General of Sri Lanka Institute of Development Administration and the candidates shall be bound by the rules and regulations imposed by him with regard to conducting the examination. Candidates shall be subjected to any punishment imposed by the Disciplinary Authority for violation of these rules and regulations.
- 05.** 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. It is possible to commence the filling of application by selecting the relevant examination from the sub menu "Apply Online" at the right side of web site's main page.

Filling of applications is strictly allowed during the period from 8.00 a.m. on **2017.04.12** up to 12.00 midnight on **2017.05.02**

- 06.** Examination Fees - The candidates appearing for the examination for the first time need not to pay the examination fees. At such occasions where a candidate, who has made application, has not sat for the examination even after issuing an admission by Sri Lanka Institute of Development Administration that should be considered as a sitting for the examination.

Officers in Sri Lanka Administrative Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service should pay the examination fee considering that the First Examination Bar Examination as one Examination and Second Efficiency Bar examination as another examination. Accordingly, Rs.1000 should be paid if it is applied for more than one subject of the First Efficiency Bar Examination. Rs.1000 should be paid if it is applied for more than one subject of the Second Efficiency Bar Examination. Rs.500 should be paid if it is applied only for one subject of the First Efficiency Bar Examination and Rs.500 should be paid if it is applied only for one subject of the Second Efficiency Bar Examination.

The Officers in Sri Lanka Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service should pay Rs.1000, if they applying for more than one subject of the First Efficiency Bar Examination and Rs.500 should be paid, if they are sitting for only one subject.

Examination fee shall be paid by any post office all over the island (except sub post offices) to be credited to the "SLIDA" account and the number of the receipt issued shall be indicated in the relevant cages of the application. When filling the application for inland telegraphic money order (format 85) for payment of money to "SLIDA" account, "SLIDA" should be mentioned as the recipient. In the meantime, the code name of the relevant examination shall be indicated at the place for the recipient's address. (The code names should be as mentioned in section 02)

Further, when crediting money to the account, the application shall be filled including the name of the applicant as the remitter and the N.I.C. number of the applicant at the space for the address of the remitter.

07. Getting Admissions for the first Efficiency Bar examination for Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service, Sri Lanka Architects' Service Sri Lanka Accountants' Service and Sri Lanka Planning Service and second Efficiency Bar Examination for Sri Lanka Administrative Service, Sri Lanka Accountants' Service and Sri Lanka Planning Service.

When the application filled online is submitted, the candidate will be issued a confirmation number and the candidate shall keep it for further inquiries. Candidates shall be able to get their admission card of the examination by way of following the instructions indicated in the web page to which the candidate shall have the access once the application duly perfected is sent online. The candidate shall get a printed copy of the admission card and get his signature certified by the respective Head of the Department or a deputy officer authorized by the Head for the purpose. The admission card certified in this manner shall be submitted to the Supervisor of the examination. A copy of admission card certified as for that manner shall be submitted to the Heads of the Departments for the purpose of attaching to the personal file of the candidates.

Note: The private address, place of work and the official address shall be clearly included when filling the application online.

08. Any clarification regarding the process for submitting applications can be obtained through the telephone number 011 - 5980236 of Sri Lanka Institute of Development Administration. Communication can be made through this line from 8.30 a.m up to 4.15 p.m during working days of the week from **2017.04.12** to **2017.05.02**
09. 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- 5980236. Candidates shall not be paid traveling expenses for appearing for the examination.
10. 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 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. The examination will be held in Sinhala, Tamil and English media. If it is found that a candidate has appeared for the examination in a language medium that he/she is not entitled to, the candidature of such applicant shall be cancelled. A candidate shall not be permitted to change the language medium indicated in the application form.
- 12. Scheme of Examination- Subjects and the syllabus of each Efficiency Bar Examination are as follows. Duration of each question paper is three (03 hours). At least forty (40) marks shall be obtained for each subject by a candidate to pass this Efficiency Bar Examination.

12.1 1st Efficiency Bar Examination for officers in Sri Lanka Administrative Service: (Appendix "G" of Sri Lanka Administrative Service Minute published in the Gazette extra ordinary No. 1842/2 dated 23.12.2013)

The officers in Sri Lanka Administrative Service, who have not completed this examination so far, shall be eligible to sit for this examination.

The subjects of the 1st Efficiency Bar Examination are given below.

Serial Number	Subject		Duration	Subject Number
01	Law	Constitutional Law and Administrative Law	03 hours	01 - I
		The Legal Systems of Sri Lanka	03 hours	01 - II
		Criminal Law and Law of Evidence	03 hours	01 - III
02	Administration		03 hours	02- I
03	Economics and Social Science		03 hours	03
04	Financial management and procurement procedure in the public sector		03 hours	04

12.1.1 Law (100 marks)

Three question papers based on the following:

First (I) question paper -

Constitutional Law and Administrative Law (Subject No. 01 - I)

- (i) The structure of the Constitution of Sri Lanka and the Republic Constitution of 1978 with the historical development.
- (ii) The Executive, President of the Republic, Prime Minister, Cabinet of Ministers and Public Service.
- (iii) Administration of Justice.
- (iv) Judicial control over administration.
- (v) Directive Principles of the State Policy and Fundamental Duties.
- (vi) Delegated Legislation
- (vii) Liability of the State and the Public Authorities.
- (viii) Fundamental Rights

Second (II) question paper -

The Legal Systems in Sri Lanka (Subject No. 01-II)

- (i) Administration of Justice
- (ii) The Legal History of Sri Lanka
- (iii) The Organization of the Courts

- (iv) The Courts Ordinance of Sri Lanka(Chapter 6)
- (v) Administration of Justice Act No. 44 of 1971

**Third (III) question paper -
Criminal Law and Law of Evidence (Subject No. 01-III)**

- (i) The Penal Code
- (ii) The Evidence Ordinance.

A candidate shall be required to obtain a minimum of thirty five (35%) of marks in each paper and an average of forty per cent (40%) in order to pass the subject of law.

12.1.2 Administration (Subject No. 02-I- 100 marks)

A question paper based on the following:

- (i) Office and field organization and methods of organization.
- (ii) Following chapters of the Establishment Code
Chapters I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII), Procedural Rules of the Public Service Commission.

12.1.3 Economics and Sociology (Subject No. 03 - 100 marks)

This question paper consists of two parts.

First (I) part – Economics

- (i) Principles of Economics with special reference to theories of Value, Production and Distribution.
- (ii) Money, Production and Distribution.
- (iii) Economic background of Sri Lanka and policies, strategies and programmes relevant to economic development with special reference to the Economic Structure of Sri Lanka.

Second (II) part – Sociology

- (i) Social Structure, Organization and Functions.
- (ii) Human Relationships and Groupings.
- (iii) Kinship, Marriage and the Family.
- (iv) Rural and Urban Society.
- (v) Social Stratification and Differentiations.
- (vi) Social Control.
- (vii) Culture, Religion, Morals and Values.

A candidate shall be required to obtain at least twenty (20) marks for each part to pass the subject of Economics and Sociology.

12.1.4 Financial management and procurement procedure in the public sector (Subject No. 04 – 100 marks)

A question paper based on the following.

- (i) Financial Control in Sri Lanka;
 - Constitutional Provisions Relating to the Management of Public Finance
 - Parliamentary Control over Public Finance
 - Meaning of Fund
 - The 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
 - Powers and Functions of the Treasury
 - Warrants and Imprest Authority
 - Auditor General, his powers and functions
 - Committee on Public Accounts (COPA)
 - Committee on Public Enterprises (COPE)

- (ii) Appointment of Accounting Officers, Chief Accounting Officers and Revenue Accounting Officers, their powers and functions/ accountability and nature of accountability
- (iii) Internal Audit
- (iv) Public Expenditure Planning and Management.
 - Identification of Organizational objectives and functions
 - Identification of Public policies, goals, targets and Work programmes
 - Planning and appraisal of development Projects and programmes and prioritization of them
 - Formulation and finalization of Annual Estimates of revenue and expenditure
- (v) Variations of Approved Estimates of Expenditure:
 - Application of Virement Procedure
 - Management of Public Sector cadres and salaries
 - Total Cost Estimates and Revisions
 - Supplementary Estimates
- (vi) Losses and waivers of government properties
- (vii) Miscellaneous accounting matters
- (viii) Delegation of functions for financial Control
- (ix) Custody of public money and Bank Accounts Procedure
- (x) Government Procurement Process
 - Government Procurement Manual
 - Government Procurement Guidelines

12.2 First Efficiency Bar Examination for the officers in Sri Lanka Engineering Service (Schedule “iii” of Sri Lanka Engineering Service Minute, Published in the Gazette extraordinary No.1836/6 dated 11.11.2013)

The officers in Sri Lanka Engineering Service, who have not completed this examination so far, shall be eligible to sit for this examination.

Subjects of the First Efficiency Bar Examination are as follows.

Serial No.	Subject	Duration	Subject Number
01	Administration	03 hours	02- II
02	Financial Systems	03 hours	05- I
03	Department/ establishment methodologies	Since this examination is conducted by the Head of the Institution, particulars in this regard are not published in this notification.	

The minimum marks required to pass each subject is 40.

12.2.1 Administration (Subject No - 02-II -100 marks)

A question paper prepared in relation to the functions of Engineering Service based on **Volume I of the Establishments Code published in 1985** and all the chapters in Volume II of the Establishments Code published in 1999 and the Procedural Rules of Public Service Commission (subjected to timely revisions).

12.2.2 Financial systems (Subject No – 05-I - 100 marks)

A question paper prepared in relation to the functions of Engineering Service based on all the chapters in Financial Regulations published in 1992 except chapter IX and X and criteria for national procurement guidelines (subjected to timely revisions)

12.3 First Efficiency Bar Examination for the officers in Sri Lanka Scientific Service (Appendix 4 of Sri Lanka Scientific Service Minute, Published in the Gazette extraordinary No. 1877/27 dated 28.08.2014) and

First Efficiency Bar Examination for the officers in Sri Lanka Architects' Service (Appendix 4 of Sri Lanka Architects' Service Minute, Published in the Gazette extraordinary No. 1877/28 dated 28.08.2014)

Subjects of these examinations are as follows.

Subject	Duration	Subject Number
Financial Systems	03 hours	05- II
Administration	03 hours	02- III
Departmental regulations	Since this examination is conducted by the Head of the Institution, particulars in this regard are not published in this notification.	

12.3.1 Financial Systems (Subject No - 05-II - 100 marks)

A question paper based on the following.

- (i) Financial control in Sri Lanka;
 - Constitutional Provisions Relating to Public Financial Management
 - Parliamentary Control over Public Finance
 - Definition of Fund
 - Consolidated Fund and its function
 - Object and Methodologies of Appropriation
 - Contingent Fund
 - Other Funds and their functions
 - State Revenue
 - Powers and role of the Finance Minister
 - Powers and role of the General Treasury
 - Warrants and Imprest Authority
 - Powers and role of the Auditor General
 - Committee on Public Accounts (COPA)
 - Committee on Public Enterprises (COPE)

- (ii) Appointment of Accounting Officer, Chief Accounting Officers on State Revenue, their powers and role/accountability and the nature of their responsibilities.

- (iii) Internal Audit

- (iv) Planning and Management of Public Expenditure
 - Identification of Organizational Objectives and Functions
 - Identification of Public Policies, objectives, Targets and Programmes
 - Planning of Development Projects and Programmes and Prioritizing the evaluation.
 - Preparation of annual estimate on income and expenditure and taking final decisions.

- (v) Making changes of Approved Estimates
 - Implementation of Weerakoon Procedure
 - Management of cadre and salaries of public sector
 - Total Cost Estimates and making Revisions to the same
 - Supplementary Estimates

- (vi) Losses and omissions of state properties
- (vii) Various accounting activities
- (viii) Entrusting tasks for financial management
- (ix) Custody of public finance and Procedure of bank accounts
- (x) Government Procurement Process
 - Code of Procurement Procedure Government
 - Procurement Guidelines of the Government

Note: The candidate shall be required to obtain at least 40% marks for the subject.

12.3.2 Administration (Subject No - 02-III - 100 marks)

A question paper is based on the following.

(i) Following chapters of the Establishment Code
Chapters I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII

(ii) Procedural Rules of Public Service Commission published in the Gazette extraordinary No. 1589/30 dated 20.02.2009.

Note: The candidate shall be required to obtain at least 40% marks for the subject.

12.4 First Efficiency Bar Examination for the Officers of Sri Lanka Accountants' Service: (The appendix 03 of the Service Minute of Sri Lanka Accountants' Service published on the Gazette Extraordinary dated 10.09.2010 and No: 1670/33)

The officers in Sri Lanka Accountants' Service, who have not completed this examination so far, shall be eligible to sit for this examination.

Subjects of the First Efficiency Bar Examination are as follows

Serial No	Subject	Duration (Hours)	Subject No
01.	Government Financial Procedures	03 Hours	06
02.	Law and Management	03 Hours	07
03	Administration	03 Hours	02- IV
04	Report writing and Presenting Information to Management	03 Hours	08

12.4.1 Government Financial Regulations (Subject No. 06) (100 marks)

Candidates will be tested on the application of Financial Regulations and Treasury Circulars in government transactions, financial regulations/procedures as they relate to revenue, expenditure, foreign aid, annual and supplementary estimates, public debt, supplies, tenders, imprests and advances, financial sanctions, the account of the Island, functional and economic classifications, programme and performance budgeting, functions of the Minister of Finance, The General Treasury, the Ministry of Planning, The Secretaries, the Auditor General and the Public Accounts Committee.

12.4.2 Law and Management (Subject No 07) (100 marks)

Law - Definition of Law
Legal Systems of Sri Lanka
Courts Systems of Sri Lanka
Law of Contract
Law of Agency
Sale of goods
Hire purchase
Negotiable instruments
Guarantee of Securities
Insurance

Management - Introduction to Management
Functions and skills of Managers
Planning process and setting organizational levels
Organization Structure
Human resource Management
Performance evaluation
Promotion

Motivation
 Leadership
 Communication
 Decision Making
 Conflict resolution
 Change Management Conflicts Management Time Management
 Quality Circles and Production and Result
 Management ethics and responsibilities

12.4.3 Administration (Subject No: 02-IV) (100 marks)

Chapters of the Establishments Code. VII, IX, XI, XII, XV, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII

Public Service Commission rules and procedure volume I-VI

12.4.4 Report writing and presenting information to the Management (Subject No: 08) (100 marks)

Importance of accuracy, of timeliness and of perfection of management information. Dealing with reference information
 Periodic and ad-hoc reports
 Writing minutes of meetings and notes
 Structure of management reports
 Important results that should be highlighted
 Interpretation of results
 Suggesting variations
 Use of statistical name systems in data analysis
 Comparison of Performance
 Use of ratios and percentages in management reports
 Diagrammatic representation
 Listening to Professional talks and lectures
 Reporting lectures through speech
 Panel discussions
 Seminar abilities
 Delivering a speech

Note: The candidate shall be required to obtain at least 40% marks for the subject to pass.

12.5 First Efficiency Bar Examination for the Officers in Grade III of Sri Lanka Planning Service: (The appendix C Service Minute of the Sri Lanka Planning Service published on the Gazette Extraordinary dated 10.09.2010 and no 1670/32)

The officers in Sri Lanka Planning Service, who have not completed this examination so far, shall be eligible to sit for this examination.

Subjects of the First Efficiency Bar Examination are as follows

Serial No	Subject	Duration (Hour)	Subject No
01	Planning concepts, Methodology and Planning Institutions	03	09
02	Economic Analysis and statistics	03	10
03	Project Planning, Implementation Monitoring and Evaluation	03	11
04	Institutional Regulations and Public Sector Financial Methods	03	12
05	English Language	03	13

12.5.1 The examination should be passed within the prescribed time period as per the provisions in the Service Minute and the Letter of Appointment and an officer is allowed to appear for all the papers at one sitting or different sittings for each subject.

Scheme of Examination

12.5.2 Planning concepts, Methodology and Planning Institutions (Subject No -09)

- i. National Objectives and priorities and planning policy framework and programmes for their achievement.
- ii. Methodology for National Planning, Major problem areas in Planning, Public participation and mobilization of resources etc.
- iii. Nature and sources of data for National Planning. Collection of data, Presentation of interpretation and analysis, field supervision and investigations demographic concepts, economic projections and policy analysis

12.5.3 Economic Analysis and statistics (Subject No 10)

- i. Principles of economics with special emphasis on the theories of production and distribution
- ii. Finance, Banking Systems, International Financial Methods and Trade
- iii. Analysis of monetary, Monetary Trade and Tariff Policies
- iv. Economic structure of Sri Lanka
- v. Review of the Economy
- vi. Assessment of technically skilled and unskilled manpower and other resources including foreign aid and their utilization.
- vii. Economics and Social incidents.
- viii. Economic Analysis and Basis statistical concepts and methods used in Planning
- ix. Principles of Benefit/Cost Analysis.

12.5.4 Project Planning, Implementation, Supervision and Monitoring (Subject No 11)

- i. Planning, Identification and defining Projects and Project Planning Policies, theories, selection of location, Estimation of technology and cost and benefits, Technical, financial and economic analysis.
- ii. Project Implementation and operation/supervision, proper and timely implementation of projects and programmes, Preparation of detailed operational plans and implementation schedules, coordination of monitoring and progress control and follow up action.
- iii. Evaluation of Projects, Assessment of effectiveness of projects and programmes analysis of benefits in relation to costs.

12.5.5 Institution Regulations and Financial Methods of the Public Sector(Subject No: 12)

- i. Government Financial Regulations. Volume 1(except Chapter X)
- ii. Chapters vii,ix,xi,xii,xv,xxiii,xxv,xxvi,xxvii,xxviii,xxix,xxx,xxxi,xxxii,xxxiii,xLvii,xLviii
Chapters I to VI of the Public Service Commission procedure and rules.
- iii. Financial Control of Sri Lanka.– Statutory Provisions relating to Public Finance Management, Parliamentary Control over Public Finance, Consolidated Fund and its operation, Aim of Appropriation and Appropriation Methods, State revenue, powers and function of Minister of Finance, powers and the function of the Treasury, Warrant and Imprest Authority, Auditor General, his powers and function, Public Expenditure Committee, Public Enterprises Committee.

- iv. Appointment of Accounting Officers, Chief Accounting Officers and Accounting officers of State Revenue their powers and function.
- v. Planning and Management of State Expenditure, Identification of Objectives and Functions of Organizations, Preparation of Annual Estimates and Expenditure and taking final decisions, Effecting changes in the approved Estimates of Expenditure, Implementation of Virement Procedure, Management of Cadres in the Public Sector, Supplementary Estimates.
- vi. Government Procurement Procedure. – Procuring Goods, Services and Work, Composition of Tender Boards and Technical Evaluation Committees, Powers and Function of Appointment, Tender Evaluation Procedure, Management of Foreign Funded projects.

12.5.6 English Language (Subject No: 13)

- i. A written examination in English Language will be held to test the academic and professional knowledge of English of candidates in relation to subject of Planning, Development and Management.

12.6 Second Efficiency Bar examination for the officers in Sri Lanka Administrative Service: (Appendix “h” of the Service Minute of Sri Lanka Administrative Service published in the Gazette extra ordinary No. 1842/2 dated 23.12.2013)

The officers in Sri Lanka Administrative Service, who have not completed this examination so far, shall be eligible to sit for this examination.

The subjects for this examination are as follows;

Serial No.	Subject	Duration	Subject No.
01	Economic and Social Policy (With special reference to Sri Lanka)	03 hours	14
02	Process of Development Administration (With special reference to Sri Lanka)	03 hours	15
03	Use of information and communication technology for management	03 hours	16
04	Proficiency in the link language	03 hours	17

12.6.1 Economic and social policies (With special reference to Sri Lanka) (Subject No. 14) (100 marks)

This question paper is based on matters affecting the formulation of economic and social policies using principles of Economics and Social Sciences in the context of recent economic, social and political history of Sri Lanka.

Note: The candidate shall be required to obtain at least 40% marks for this subject.

12.6.2 Process of Development Administration (With special reference to Sri Lanka) (Subject No. 15) (100 marks)

This question paper is based on the functioning and inter-relationships of institutions entrusted with the responsibility of development administration with special reference to matters mentioned below:

- (i) State machinery of Sri Lanka
- (ii) Constitutional background of the state machinery of Sri Lanka
- (iii) Provincial Councils and local government institutions
- (iv) People’s organizations
- (v) Public corporations

Note: The candidate shall be required to obtain at least 40% marks for this subject.

12.6.3 Use of information and communication technology for management (Subject No: 16)

This is a practical test conducted by the Sri Lanka Institute of Development Administration to test the knowledge of the applicant on following subject areas.

- (i) Importance of the use of information and communication technology for state institutes
- (ii) Data analysis and preparation of reports
- (iii) Data base management and retrieval of information
- (iv) Use of information and communication technology in project management
- (v) Preparation of management information systems

12.6.4 Proficiency in English language (Subject No. 17)

Scheme of Evaluation: Written Examination

Content: The following subject areas are suggested for the candidate's reference:

• Communication Skills

The candidate should possess the ability to function effectively in the following language functions.

- General Greetings and introductions
- Giving and getting Information
- Advising, suggesting and expressing opinions
- Telephone Skills
- Interviewing Skills
- Expression skills
- Listening and Note Taking Skills

• Writing Skills

The knowledge of the modern formats and styles of writing is tested in this area of study.

- Internal Modes of Communication
- Formal Correspondence Skills
- Writing Descriptions/Explanations
- Grammar
- Summary Writing Skills
- Report Writing Skills
- Meeting Minutes/Agendas/Invitations

• Comprehension Skills

Candidate's ability to comprehend a printed text, infer meaning and verbal/ written interpretation is expected.

- Reading and understanding the specific and general meaning of a printed text
- Reading and Interpretation (verbal/written)
- Understanding the cohesion and coherence of a passage

Note: The candidate shall be required to obtain at least 40% marks for this subject.

12.7 Second Efficiency Bar examination for officers in Sri Lanka Accountants' Service:

(Appendix 04 of the Service Minute of Sri Lanka Accountants' Service published in the Gazette extra ordinary No.1670/33 dated 10.09.2010)

The officers in Sri Lanka Accountants' Service, who have not completed this examination so far, shall be eligible to sit for this examination.

The subjects for the second efficiency bar examination are as follows;

Serial No.	Subject	Duration	Subject No.
01	Management Accountancy	03 hours	18
02	Public Financial Management	03 hours	19
03	Management and organization	03 hours	20

12.7.1 Management Accountancy (Subject No. 18) Question paper - duration 03 hours (100 marks)

Candidates are not allowed to select questions on their preference.

Control theory on accounting – Feedback – open and closed. Types of ideal standard costs, principles of performance standards and their application, revision of standards, learning circles and determination of motivation, analysis of variations and sub variations, analysis of significance, presentation and investigation of variances, behavioral aspects of control accounting, concepts of budgeting, administration of budgetary control, the budget manual, fixed and flexible budgets, master and supplementary budgets, budget centers, management participation, intervention and motivation in the preparation of budgets, the budget period and identification of the principal budget factor.

Note: The candidate shall be required to obtain at least 40% marks for the subject.

12.7.2 Public Financial Management (Subject No. 19) Question paper - duration 03 hours (100 marks)

Candidates are not allowed to select questions on their preference.

Role of the Government Accountant.

Knowledge of Constitutional and Legal framework of public finance Institutional framework, Central government, Public corporations, Local Government Institutions, Co-operative movements. etc.

Parliamentary Control, Functions of the Treasury, Ministry of Planning, Estimates Committee, Auditor General, Public Accounts Committee, Consolidated Fund, Problems of Parliamentary Control.

Financial Circle, Preparation of Planning programmes, Preparations of budget, approval of funds, accounting, reporting, monitoring and auditing.

Project evaluation, Service prices and use of statistical data, Payment theory and deciding on the anticipated value.

Cost benefit analysis, discounted cash flow, internal effective ratio, project ranking, economic, financial and management aspects of project formulation and evaluation, successful submission of projects.

Techniques of programming, use of network analysis, allocation of resources, problems of transport, deterioration of resources due to usage or with the passage of time, replacement of resources which do not deteriorate but become useless due to partial usage or due to passage of time, performance budgets, Establishment and use of basic methods, Measurement of performance, types of measurements, selection of units and measurements, types of measurements and analysis of performance.

Programme Budgeting, programme structure, classifications according to functions, Programme work, Expenditure projects and expenditure items, economics and activity related classification.

Financial control systems, level of responsibilities, internal control and financial regulations, internal audit, performance auditing, management auditing, variance analysis, decisions on providing capital budgets, long term planning and its importance, forecasting, risk analysis of accuracy and limitations, decision trees, probability factors.

Demand on capital, issues in estimating earnings and effectiveness of capital investments identify and allocate for risk factors when prioritize and standardize projects. Pay back determinants, calculating of accounting rate of return, net present value and DCF yields, influence of taxation and incentives, investment appraisal, Project Cost control and post audit.

Decisions on capacities , product mix, make or buy, alternative methods of manufacture, shut down problems, Pricing policies and contribution theory, influence of customer demand, patterns, elasticity of demand, Marketing strategy, techniques of evaluation of performance, profitability criteria and ratios.

Analysis of return on Capital, Management of Working Capital.

Financial control of government commercial enterprises, Budgeting, Management reporting, Interpretation of financial statements and the use of financial ratios.

Pricing in Public Enterprises :

Accounting plan and its contents, Government reports and Public undertakings.

Note: The candidate shall be required to obtain at least 40% marks for this subject.

12.7.3 Management and Organization (Subject No. 20) Question paper - duration 03 hours (100 marks)

Candidates are not allowed to select questions on their preference.

Questions will be set to test the knowledge of the candidate on management and principles of organization, use of these principles with regard to the problems and issues in the public sector and the knowledge on new management strategies and techniques.

Note: The candidate shall be required to obtain at least 40% marks for this subject.

12.8 Second Efficiency Bar examination for officers in Sri Lanka Planning Service:

(Appendix “d” of the Service Minute of Sri Lanka Planning Service published in the Gazette extra ordinary No 1670/32 dated 10.09.2010)

The officers in Sri Lanka Planning Service, who have not completed this examination so far, shall be eligible to sit for this examination.

12.8.1 The second efficiency bar examination shall consist of the following subjects.

Serial No.	Subject	Duration	Subject No.
04	Techniques of Development Planning	03 hours	21
05	Basic Macro Economics.	03 hours	22
06	Current International Economic and Political Crises and their impact on the Sri Lankan Economy	03 hours	23

12.8.2 The examination should be passed within or before the prescribed period as per the provisions in the Service Minute and the letter of appointment and an officer is allowed to appear for all the subjects at one sitting or subjects separately at several sittings.

12.8.3 It is compulsory to answer all the questions in a question paper.

Syllabus

I. Development Planning Techniques (Subject No. 21) (100 marks)

(I) SWOT Analysis.

(II) Problem Tree.

(III) Logical Framework Analysis.

(IV) Cost Benefit Analysis.

(V) Pay Back Method.

(VI) Net Present Value.

(VII) Internal Rate of Return.

(VIII) Application of Shadow Price.

Note: The candidate shall be required to obtain at least 40% marks for this subject.

II. Basic Macro Economics (Subject No. 22) (100 marks)

(I) National Accounts.

(II) Rate of Economic Growth.

(III) Balanced National Revenue.

(IV) Multiplier Effect.

(V) Inflation.

- (VI) Rate of Interest.
(VII) An Introduction to Public Fiscal Policy.
(VIII) An Introduction to Fiscal Policy.
(IX) Business Circle.

Note: The candidate shall be required to obtain at least 40% marks for this subject.

III. Current International Economic Crises and their impact on Sri Lankan Economy (Subject No. 23)
(100 marks)

Current International Economic Crises and their impact on Sri Lankan Economy.
(Answers have to be given on topics which have a timely relevance to emerging world economic conditions).

Note: The candidate shall be required to obtain at least 40% marks for this subject.

13. The timetable for this examination is as follows.

SR. No.	Name of The Examination	Subject	Subject No.	Date	Time
01	1 st Efficiency Bar Examination for Officers of Sri Lanka Administrative Service	Constitutional Law and Administrative Law	01 - I	2017.05.20	9.00 a.m - 12.00 p.m
		Legal Systems of Sri Lanka	01 - II	2017.05.20	12.30 p.m - 3.30 p.m
		Criminal Law and Evidence Law	01 - III	2017.05.21	9.00 a.m - 12.00 p.m
		Administration	02 - I	2017.05.21	12.30 p.m - 3.30 p.m
		Economics and Sociology	03	2017.05.27	9.00 a.m - 12.00 p.m
		Financial management in the public sector and procurement process	04	2017.05.27	12.30 p.m - 3.30 p.m
02	1 st Efficiency Bar Examination for Officers of Sri Lanka Engineering Service	Financial Systems	05 - I	2017.05.28	9.00 a.m - 12.00 p.m
		Administration	02 - II	2017.05.28	12.30 p.m - 3.30 p.m
03	1 st Efficiency Bar Examination for Officers of Sri Lanka Scientific Service	Financial Systems	05 - II	2017.06.03	9.00 a.m - 12.00 p.m
		Administration	02 - III	2017.06.03	12.30 p.m - 3.30 p.m
04	1 st Efficiency Bar Examination for Officers of Sri Lanka Architects' Service	Financial Systems	05 - II	2017.06.03	9.00 a.m - 12.00 p.m
		Administration	02 - III	2017.06.03	12.30 p.m - 3.30 p.m
05	1 st Efficiency Bar Examination for Officers of Sri Lanka Accountants' Service	Government Financial regulations	06	2017.06.10	9.00 a.m - 12.00 p.m
		Law and Management	07	2017.06.10	12.30 p.m - 3.30 p.m
		Administration	02 - IV	2017.06.17	9.00 a.m - 12.00 p.m
		Report writing and Presenting Information to Management	08	2017.06.17	12.30 p.m - 3.30 p.m

06	1 st Efficiency Bar Examination for Officers of Sri Lanka Planning Service	Planning concepts, Methodology and Planning Institutions	09	2017.06.24	9.00 a.m - 12.00 p.m	
		Economic Analysis and statistics	10	2017.06.24	12.30 p.m - 3.30 p.m	
		Project Planning, Implementation Monitoring and Evaluation	11	2017.06.25	9.00 a.m - 12.00 p.m	
		Institutional Regulations and Public Sector Financial Methods	12	2017.06.25	12.30 p.m - 3.30 p.m	
		English Language	13	2017.07.01	9.00 a.m - 12.00 p.m	
07	2 nd Efficiency Bar Examination for Officers of Sri Lanka Administrative Service	Economic and Social Policy (With special reference to Sri Lanka)	14	2017.07.01	9.00 a.m - 12.00 p.m	
		Process of Development Administration (With special reference to Sri Lanka)	15	2017.07.01	12.30 p.m - 3.30 p.m	
		Use of Information and Communication Technology for management	16	Date of the practical test to be held by shall be informed by the Director General of Sri Lanka Institute of Development Administration after the closing date of applications.		
		Proficiency in the Link Language	17	2017.07.09	12.30 p.m - 3.30 p.m	
08	2 nd Efficiency Bar Examination for Officers of Sri Lanka Accountants' Service	Management Accountancy	18	2017.07.15	9.00 a.m - 12.00 p.m	
		Public Financial Management	19	2017.07.15	12.30 p.m - 3.30 p.m	
		Management and organization	20	2017.07.16	9.00 a.m - 12.00 p.m	
09	2 nd Efficiency Bar Examination for Officers of Sri Lanka Planning Service	Techniques of Development Planning	21	2017.07.16	12.30 p.m - 3.30 p.m	
		Basic Micro Economics	22	2017.07.22	9.00 a.m - 12.00 p.m	
		Current International Economic Crises and their impact on Sri Lankan Economy	23	2017.07.22	12.30 p.m - 3.30 p.m	

14. 14.1 Exemptions from the requirement of passing the subjects of the Efficiency Bar Examination and Second Language Test shall be made in the following manner.

Examination	Subject	Qualifications required to be exempted
1 st Efficiency Bar Examination for officers in Sri Lanka Administrative Service	Law	Should be a Barrister, Advocate in a Supreme Court, A Graduate in Law from a University accepted by University grants commission

Note 1:- The exemption for Sociology or Economics in the First Efficiency Bar shall be made applicable to the officers of Sri Lanka Administrative Service recruited from 01.07.2012 to 23.12.2013 under the Service Minute No. 1419/3 dated 14.11.2005.

14.2 Even though as per the interim provisions 1.5 (b) of Sri Lanka Administrative Service Minute, the officers were required to pass the Efficiency Bar Examination under the provisions of previous service minutes before the effective date of (01.07.2012) of the 15

above Service Minute, the officers who are unable to pass the same as at 31.12.2014 should complete the Efficiency Bar Examination by passing the subjects of the Efficiency Bar Examinations held under the existing service minute which are conforming to the subjects of each Efficiency Bar Examination as per the existed service minute. Corresponding subjects are given in the following table.

Service Minute No. 1419/3 dated 14.11.2005	The New Service Minute No. 1842/2 dated 23.12.2013
Law (First Efficiency Bar Examination)	Law (First Efficiency Bar Examination)
Administration (First Efficiency Bar Examination)	Administration (First Efficiency Bar Examination)
Economics or Sociology (First Efficiency Bar Examination)	Economics and Sociology (First Efficiency Bar Examination)
Financial Management in the Public Sector (Second Efficiency Bar Examination)	Financial Management in the Public Sector and procurement process (First Efficiency Bar Examination)
English (First Efficiency Bar Examination)	Proficiency in the Link Language (Second Efficiency Bar Examination)

15. Issuance of results: The results of all the candidates who have applied/sat for this examination shall be published in the web site of the Ministry of Public administration and management. Publishing of the results in the website of the Ministry shall be considered as an issuance of results to the candidates, according to the circular Number SP/SB/1/13 and dated 13.10.2009 of Secretary to H.E. the President on the e- documents and e-communication. Accordingly, Heads of Departments shall include the relevant copies of the results sheets of the examination published in the website of the Ministry to the personal files of the officers. It is not allowed to re scrutinize the results of the examination.
16. Any matter not referred to herein will be decided by Secretary to the Ministry of Public Administration and Management.
17. In the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail.

J. J. Rathnasiri,
Secretary,
Ministry of Public Administration and
Management.

30th March 2017

Ministry of Public Administration and Management,
Independence Square,
Colombo 07