

Efficiency Bar Examination for officers in Class 3, Grade III of Sri Lanka Information and Communication Technology Service – 2013

- 1.0 It is hereby notified that an Efficiency Bar Examination for officers in Class 3, Grade III of Sri Lanka Information and Communication Technology Service will be held in Colombo on 03rd May 2014, by the Director General of Sri Lanka Institute of Development Administration, under the supervision and direction of Ministry of Public Administration and Home Affairs.
- 2.0 Details of the candidates relevant to this examination are stipulated in Section 7.2 of Schedule 5 of Sri Lanka Information and Communication Technology Service Minute published in Gazette extra ordinary No. 1631/20 dated 09.12.2009.

It is not required to sit for this examination if the officers have passed the efficiency bar examinations with the subjects of Establishments Code and Financial Regulations relevant to the post which has been held before absorption to Sri Lanka Information and Communication Technology Service.

- 3.0 This examination will be conducted by the Director General of Sri Lanka Institute of Development Administration and the candidates will be bound by the rules and regulations imposed by him with regard to the same. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules and regulations.
- 4.0 Application should conform to the specimen appended hereto. Applicants should prepare their own applications according to the specimen. Applications prepared thus should be sent by registered post through the respective Heads of Departments to **Director General, Sri Lanka Institute of Development Administration, 28/10, Malalasekera Mawatha, Colombo 07** to reach him on or before 31st March 2014. Name of the examination should be clearly indicated in top left-hand corner of the envelope in which the application is forwarded to Director General of Sri Lanka Institute of Development Administration. Applications received after the closing date will be rejected.
- 5.0 **Applications** - Applications should be prepared in a paper of A4 size in such a manner that Para Nos. 1.0 to 4.0 appear on the first page and the remaining on the second page. The application could be typewritten, but it should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to send photocopies of the application. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing in the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

Examination Fees - The candidates appearing for the examination for the first time need not pay the examination fees. However, for subsequent sittings, officers should pay Rs. 500/- for the whole examination and further they are required to pay Rs. 300/- if they sit only for one

subject. The examination fee should be credited to Account No: 02323278 operated in the name of Director General, Sri Lanka Institute of Development Administration at Bank of Ceylon, Independence Square branch and the receipt obtained should be affixed to the application. (It is advisable to keep a photo copy of the receipt). Under no circumstances, the fee will be transferred in respect of any other examination.

6.0 Director General, Sri Lanka Institute of Development Administration will issue copies of the time table and admission cards to all candidates whose applications have been received. Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates will not be allowed to sit the examination without such admission cards.

If the admission card is not received on or after 25th April 2014 steps should be taken to notify the Sri Lanka Institute of Development Administration. You may take action to obtain the admission card by sending a letter to Sri Lanka Institute of Development Administration along with a certified photocopy of the application form, photo copy of the bank receipt and receipt of registration. In case of applicants outside Colombo, letter should contain a fax number to which the admission card should be sent. Further, inquiries made at later occasions by the candidates who fail to forward above documents will not be entertained.

7.0 Head of Departments should grant duty leave for the officers who are issued admissions by the Director General of Sri Lanka Institute of Development Administration enabling them to sit the examination. Traveling allowances will not be paid.

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.

8.0 The examination will be held in Sinhala, Tamil and English media and the officers shall sit for this examination in the language medium in which they sat the examination to enter the relevant service or in an official language. Officers who have joined the service without facing a competitive examination, shall sit for the examination in the language medium in which they have studied or in an official language. The language medium of examination indicated initially shall not be allowed to change subsequently.

9.0 The officers may appear for each subject separately or at different sittings on their preference. However, it is required to obtain at least 40% from the total marks allocated for each subject for a pass.

10.0 The results of the examination will be issued to the candidates through Heads of Departments by the Director General of Combined Services once they are issued Director General of Combined Services by the Sri Lanka Institute of Development Administration. Action will be taken to publish the names of the candidates who pass the examination in the Gazette of the Democratic Socialist Republic of Sri Lanka.

11.0 Scheme of Examination: The candidates shall sit for a written test consisting of the following subjects.

Subject	Subject Number	Marks	Duration
1. Establishments Code	01	100	01 hour
2. Financial Regulations	02	100	01 hour

11.1 Establishments Code (Subject Number – 01)

It is expected to test knowledge and understanding of the candidate on procedure rules and provisions of Establishments Code.

Part I – This consists of questions which require short answers. The questions should be answered in the question paper itself. All the questions should be answered (25 marks)

Part II – This consists of structured essay type questions. Three questions out of the four questions shall be answered. (75 marks)

11.2 Financial Regulations (Subject Number – 02)

It is expected to test basic knowledge and understanding of the candidate on financial regulations and the purposes of various registers and log books maintained in public offices and knowledge of store keeping. This question paper shall consist of two parts.

Part I - This consists of questions which require short answers. The questions should be answered in the question paper itself. All the questions should be answered. (25 marks)

Part II - This consists of structured essay type questions. Three questions out of the four questions shall be answered. (75 marks)

12.0 The decision of the Director General of Combined Services shall be the final in respect of any matter regarding which provisions have not been made in this examination notification.

K.V.P.M.J. Gamage
Director General of Combined Services
Ministry of Public Administration and
Home Affairs

20th February of 2014

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07

5.0 Language medium in which you intends to sit for the examination:

Sinhala-2 ,Tamil-3 ,English-4

(Indicate the relevant number in the cage. It is not allowed to change the language medium subsequently)

6.0 Subject/ subjects you intend to sit at this occasion (Refer Para. 11.0 of the Gazette Notification)

Serial No.	Subject	Subject Number

7.0 7.1 Are you appearing for the examination for the first time?.....

7.2 If not, indicate following particulars regarding the examination fees.

Amount paid :

Date of payment :

Branch of Bank of Ceylon :

It is compulsory to paste the receipt of the examination fee so as not to be detached.

Declaration of the candidate

I declare that the information given above is true and I am eligible to sit for the examination in the language medium mentioned above. I certify that I have affixed the receipt issued by the bank on the payment of examination fee. Further, I agree to be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration in respect of conducting the examination.

.....
Signature of candidate

Date:

Certification of the Head of the Department

I hereby certify that Mr/ Mrs/ Miss whose details are given here is eligible to sit for this examination in the language medium mentioned in 5.0.

I hereby certify the signature of the candidate.

Signature and designation of Head of Department

Date:-----