

LIMITED COMPETITIVE EXAMINATION FOR APPOINTMENT TO THE SUPRA CLASS OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE – 2013

Revisions are made to Name of the examination, Section 1. Qualifications, 6. Qualifications, 7. (b) the closing date of application, Section 12, Section 13 and Section 15, of the gazette notification “LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE SUPRA CLASS OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE – 2013” published in the Gazette of Democratic Socialist Republic of Sri Lanka no 1831 dated 04th October 2013 as per the service minute of Public Management Assistants' Service published in the Gazette of Democratic Socialist Republic of Sri Lanka no 1840/34 dated 11.12.2013, as follows. As per the said notification, candidates who have already applied for this examination should not submit applications again.

Name of the examination.

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE SUPRA GRADE OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE – 2013

Section 01.

It is hereby notified that the written examination for appointment of officers to Supra Grade of Public Management Assistants' Service will be held in the three languages, i.e. Sinhala, Tamil and English, by the Commissioner General of Examinations in September 2014

Section 6.

Qualifications:

Following officers attached to the Central Government who have completed a satisfactory service of 05 years immediately preceding 01.07.2013 shall be eligible to sit for this examination.

- (a) Officers in Class I of Public Management Assistants' Service.
- (b) Officers in Class II of Public Management Assistants' Service who have completed at least an active and satisfactory service of not less than 08 years.
- (c) Officers in Class II of Public Management Assistants' Service who have possessed a degree from a university recognized by the University Grants Commission.

Note: “Period of Satisfactory Service” shall mean a period of service during which the officer has earned all increments required to be earned by the officer during that period by way of performing the duty of a Public Officer efficiently and diligently and passing all efficiency bars prescribed and further satisfying all the qualifications prescribed for the confirmation in service and no any punishable offence committed by the officer

“Period of Active Service” shall mean the actual period served by the officer engaged in the duties assigned to him and drawing the salary attached to his post. However, all the periods on No Pay other than Maternity Leave approved by the government shall not be counted for the period of active service.

Section 7 (b) Closing date of application

Applications perfected by candidates should be forwarded through the respective Head of Department to reach the **“Commissioner General of Examinations, Organization and Foreign Examination Branch, Department of Examinations, Po.Box 1503, Colombo”** on or before 14th of July 2014 by Registered Post.

Section 12.

Scheme of examination: Written test will consist of the following subjects.

Question Paper	Duration	Marks
(1) Office management	02 Hours	100
(2) Office systems	02 Hours	100
(3) Establishment procedures and procedural rules	02 Hours	100
(4) Public financial management	02 Hours	100
(5) General paper	1 ½ Hours	100

Section 13.

Syllabus:

Knowledge in the following subjects is expected from the candidates.

(i) **Office Management (Duration 02 hours, Marks 100)**

Organization structure, principles of organization, job analysis and evaluation, leadership, supervision and decision making, communication, public relations, co-ordination and problem solving

(ii) **Office system (Duration 02 hours, Marks 100)**

Principles of office systems, office procedures, records and filing, control and designing of forms, correspondence, control over the use of office equipment, office layout and premises, job description, study on work and systems, work measurement, Manual of Office Operations.

(iii) **Establishments procedures and procedural rules (Duration 02 hours, Marks 100)**

Procedures to be followed in recruitment to the public service, establishments matters of public officers, maintenance of a personal file, delegation of authority in making appointments to the public service, transfers, promotion and

termination of services, welfare and privileges entitled to public officers, the general knowledge on regulations and circulars hitherto issued by the Government will be tested.

(iv) **Public Financial Management (Duration 02 hours, Marks 100)**

Annual Estimates and the responsibilities of an Accounting Officer, financial control, delegation of financial responsibility, receipt of money, accounting and acceptance, payments, custody of public money, imprests and bank accounts, supplies and services, procurement activities, board of survey, audit queries, ledgers used in government offices, summaries of income and expenditure, bank reconciliation and books used in financial management, general knowledge of circulars and regulations hitherto issued on the use of the public finance will be tested.

(v) **General paper (Duration 1 1/2 hours, Marks 100)**

The nature of Public Administration, structure of Public Administration, Public policy and new public reforms, fundamental rights, human rights, Human Rights Commission, Ombudsman, Parliamentary Committee for Public Petitions, office culture, ethics and values, creation of proper office environment and welfare of staff, sociological recognition of official and civil status, obligations of public officers towards the recipients.

Section 15.

Appointments shall be made subject to the general conditions governing the appointments of public service, rules and regulations stipulated in the Public Management Assistants' Service Minute published in the gazette extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11th of December 2013 and any amendment already made and will be made thereto in due course.

On the order of the Public Services Commission,

P.B. Abeykoon
Secretary,
Ministry of Public Administration And Home Affairs

29th of May 2014
Ministry of Public Administration and Home Affairs
Independence Square,
Colombo 07.