

**Efficiency Bar Examination and the Written Test on Computer Skills
for officers in Class III of Public Management Assistants' Service – 2011(I) (2013)**

- 1.0 It is hereby notified that an efficiency bar examination and a written test on computer skills for officers in Class III of the Public Management Assistants' Service will be held by the Commissioner - General of Examinations, as per the relevant provisions of the approved Service Minutes, in the month of December 2013.
- 2.0 Information on the eligibility of the candidates are furnished in Sections Nos. 5 & 9 of the Public Management Assistants' Service Minute published in the Government Extra Ordinary Gazette No. 1372/23 of 24.12.2004.
- 3.0 This examination for officers in Class III of Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The relevant towns and town numbers are given below. It will not be allowed to change the town applied for subsequently.

<u>Town</u>	<u>Town No.</u>
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

A centre without sufficient number of candidates will be cancelled and the relevant candidates will be directed to the next nearest centre available.

- 4.0 (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him.
- (ii) The rules and regulations for candidates have been separately printed in the Gazette Notification. Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.
- 5.0 The application for this examination should be in the form of specimen appended to this notification. Applicants should prepare the applications themselves according to the specimen. Applications prepared thus should be sent by the registered post

through the respective Heads of Departments to reach the **Commissioner-General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Pelawatte, Battaramulla** on or before 14th October 2013. The name of the examination should be indicated in the top left hand corner of the envelop of the application. Applications received after the closing date will be rejected.

The post and service station of the candidate, at the time he/she applies for the examination will be applicable for all matters relating to examination, and any changes which occur in the past and service station after sending the application will not be considered.

6.0 Identity of the 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) 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 might be cancelled at the discretion of the Commissioner General of Examinations.

7.0 Applications - Applications should be prepared in a paper of A4 size in such a manner that Para Nos. 1.0 to 5.0 appears on the first page. The application could be typewritten but should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised as not to send more than one application or photocopies. 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 on 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 self complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

The candidates appearing for the examination for the 1st time need not pay examination fees. However, the examination fee of Rs. 400/- for the whole examination and the examination fee of Rs. 200/- for a single subject should be affixed for subsequent sittings. This examination fee can be paid to any District of Divisional secretariat in the island to be credited to revenue head 2003-02-13 of the commissioner General of Examination and the receipt should be affixed firmly in the relevant cage. Further it is advisable to keep a photocopy of the receipt. Under any circumstances, the fees will not be refunded or transferred in respect of any other examination.

- 8.0 The Commissioner-General of Examinations 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 is eligible 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 without admission cards will not be permitted to sit for the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations: i.e. receipt of registration and in case of applicants outside Colombo, letter of request, furnishing a fax number to which the admission card should be sent.
- 9.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations to enable them to appear for the examination. No traveling expenses will be paid.
- 10.0 This examination will be held in Sinhala, Tamil & English media. The officers may sit for this examination either in the language medium in which they sat for the entry examination to the service or in one of the official languages. Candidates who entered the service without a competitive examination may sit for the examination in their medium of education or in one of the official languages. The language medium of examination, mentioned originally in the application, cannot be changed subsequently.
- 11.0 Officers may appear separately for each subject at different occasions at their discretion. However they should score at least 40% of the total marks for each subject, for a pass.
- 12.0 Commissioner-General of Examinations will release the results of the examination to the Director General of Combined Services and names of the successful candidates will be published in the gazette of the Democratic Socialist Republic of Sri Lanka.
- 13.0 Examination Procedure - Candidates should sit for a written examination that will consist of the following subjects.

	<u>Subject</u>	<u>Subject No.</u>	<u>Marks</u>	<u>Duration</u>
(i)	Office systems	01	100	01 hrs
(ii)	Accounting Systems	02	100	01 hrs
(ii)	Computer Test	03	100	1 1/2 hrs

13.1 Office Systems (Subject No : 01)

Basic knowledge in office systems adopted in government offices and the ability of practical application of the knowledge will be tested. Further, the candidates' ability of understanding official correspondence, ability of indicating observations/ideas precisely and clearly and the skill of drafting letters as per the instructions given will be tested. This paper will consist of two parts.

Part I - Consists of questions that require short answers. Answers should be provided on the paper itself. Should answer all the questions. (25 marks)

Part II - A question paper of structured essay type. Should answer 03 Out of 04 questions. (75 marks)

13.2 Accounting Systems (Subject No : 02)

Candidates' knowledge in an understanding of basic accounting procedures adopted in government offices and the purposes of books and records on financial control will be tested. Paper will consist of two parts.

Part I - Consists of questions that require short answers. Should provide answers on the paper itself. Should answer all the questions. (25 marks)

Part II- A question paper of structured essay type. Should answer 03 out of 04 questions. (75 marks)

13.3 Test on Computer Skills (Subject No: 03)

Objective of this test is to verify the candidate's skills on the following.

Basic concepts of Information Technology
Windows Operating System
File Management

Word Processing Basic skills, Screen Familiarization, Editing text
Aligning Text, Fonts and Attributes, Indenting
Paragraphs, change of Line Spacing, Tab settings,
Finding and replacing text, Spelling and Grammar,
Thesaurus

Working with columns, Page setup
Printing documents, Creating Tables, Sorting text
File Management
Mail Merging
Working with macros

Spreadsheets Basic skills
Formatting

	Editing Columns and ranges, Insertion and Deletion Sorting data Creating Charts Printing @ Function Working with Macros, File Management
Databases	Introduction, Basic skills Databases-Creation and application Forms Linked forms, Popup forms, Dialog and message boxes Queries Sorting Reports Working with macros
Presentations/ Graphics	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
Internet	Introduction to Internet, World Wide Web, How to Navigate, Practical Internet
E-mail	Introduction, basic skills, receiving mail, sending mail, responding to mails Working with attachments, Creating and using nicknames Composing messages

This paper consists of two parts.

- | | |
|---------|---|
| Part I | consist of 40 questions of MCQ type that require short answers.
Duration 45 minutes (40 marks) |
| Part II | 05 semi structured questions. Duration 45 minutes. (60 marks.) |

Note: As per Section 5:1:2 of Public Management Assistants' Service Minute, officers who possess computer driving licenses awarded by National Apprentice and Industrial Training Authority or an equivalent or a higher certificate issued by institutions recognized by Tertiary Education and Vocational Education Commission, which are published in the web address, www.pubad.gov.lk/web/eservices/images/stories/special_notice/com%28itrelease%2920121_108.pdf of the official website of Ministry of Public Administration and Home affairs, will be exempted from the written test on computer skills. Further, the officers who have obtained the certificate of Computer Application Assistant (NVQ level 3) offered by the National Apprentice and Industrial Training Authority are also exempted from the written test on computer skills.

14.0 The decision of the Director General of Combined Services will be final in any matter not provided for in this notification.

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

Ministry of Public Administration
& Home Affairs
Independence Square
Colombo 07
26th August of 2013.

Specimen Application Form

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(For Office use Only)

Efficiency Bar Examination and the Written Test on Computer Skills for Officers in Class III of Public Management Assistants' Service – 2011(I) (2013)

	Town	Town No.
1.		
2.		

(Indicate the town in which you intend to sit the examination according to your preference as per gazette notification)
(This cannot be altered subsequently)

Language medium of examination

Sinhala - 2
Tamil - 3
English - 4
(Indicate the relevant number in the cage)
(This cannot be changed subsequently)

- 1.0 1.1 Name with Initials:
 (In block capitals) eg: SILVA A.B.
- 1.2 Name in Full :
 (In block capitals)
- 1.3 Name in Full :
 (In Sinhala/Tamil)

- 2.0 2.1 Name and Address of the Office/Department/Institution :
 (In block capitals)
- 2.2 Name and Address of the Office/Department/Institution:
 (In Sinhala/Tamil)
- 2.3 Address to which the admission card should be sent :
 (In block capitals)

- 3.0 3.1 Sex:
 Female - 1
 Male - 0
 (Indicate the relevant number in the cage.)

- 3.2 Date of Birth: Year Month Date

- 3.3 N.I.C No.:

- 4.0 Subject/s you are offering now: (Refer Para No.13.0 of the gazette notification)

Serial No.	Subject	Subject No.
01		
02		
03		

- 5.0 Present Post
- 5.1 Post:
- 5.2 Appointment Letter Number:
- 6.0 6.1 Are you sitting the examination for the first time?
- 6.2 If not, examination fees paid:
- 6.3 District/ Divisional Secretariat:
- 6.4 Receipt Number :
- 6.5 Date :

Please affix the receipt of examination fees paid of Rs. 400/= for whole Examination and Rs 200/= for only one subject. It is advisable to keep a photo copy of the receipt.

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above. The receipt affixed is to the value of Rs..... . I agree to abide by the rules and regulations of this examination imposed by the Commissioner-General of Examinations.

.....
Signature of applicant

Date:

Note: - Candidate should place his/her signature in the presence of his/her respective Head of Department or an officer assigned to sign on behalf of him.

Attestation of Signature

I certify that Mr./Mrs./Miss. who is an employee of my work station and who is personally known to me placed his/her signature in my presence on and further stamps to the value of examination fee have been affixed.

.....
Signature and official stamp of the
person attesting

Name:

Designation:

Address:

Date:

Certificate of the Head of the Department

I certify that,

- (i) The information furnished above were verified and;
- (ii) The officer *has/has not appeared for the examination previously;
- (iii) The officer has appeared for the examination previously and *he/she has affixed the receipt of the fees for the relevant examination
- (iv) *He/She is eligible to appear for this examination.

* (Delete inapplicable words)

.....
Signature and official stamp of the
Head of the Department

Name:
Designation:
Address:
Date: