

1st Efficiency Bar Examination for Officers in Development Officers' Service - 2014(I)

- 1.0 It is hereby notified that an Efficiency Bar Examination for the officers in Grade III of Development Officers' Service will be held by the Commissioner - General of Examinations in the month of November as per provisions of Para 10 of the approved service minute of Development Officers' Service published in the Gazette extraordinary of the Democratic Socialists Republic of Sri Lanka bearing No 1745/11 dated 14.02.2012 revised by the Gazette extraordinary of the Democratic Socialists Republic of Sri Lanka bearing No 1774/31 dated 07.09.2012
- 2.0 This examination for officers in Grade III of the Development Officers' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of relevant towns and town numbers are given below. The Commissioner - General of Examinations reserves the right to cancel any center due to insufficiency of candidates or any other reason and decide an alternative as per the candidate's second preference of towns. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/town indicated.

<u>Town</u>	<u>Town No.</u>
Colombo	01
Kandy	05
Galle	07
Matara	08
Jaffna	10
Mannar	11
Mullaitivu	12
Trincomalee	14
Batticaloa	15
Kurunegala	18
Anuradhapura	19
Badulla	21
Ratnapura	24
Killinochchi	25

- 3.0 (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 with regard to the same.
- (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.

4.0 Eligibility: Officers who have been appointed to posts in Grade III of Development Officers' Service are eligible to appear for this examination.

Note:-Provisions in respect of the applicants in Provincial Development Officers' Service shall be issued by relevant Provincial Public Service Commission in line with this gazette notification.

5.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the Registered post through the respective Heads of Departments to reach the **Commissioner - General of Examinations, Organization & Foreign Examinations Branch, Department of Examinations, P.O.1503,Colombo** on or before **09th Of September** The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date and incomplete applications will be rejected.

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) The National Identity Card issued by the Department of Registrations 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 Commissioner - General of Examinations. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations,

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 appear on the first 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 to send one application and 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 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/herself complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, the applicants need to pay due examination fees

- 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. A notification will be published in newspapers as soon as the admission cards are issued to the 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 stating your full name, address, national identity card number and name of the examination: i.e. certified photocopies of the application form and the receipt kept at your possession. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinations through fax. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall.

Note:- Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination.

- 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, enabling them to appear for the examination. No traveling expenses will be paid.
- 10.0 The examination will be held in Sinhala, Tamil and English languages. Candidates can sit for the examination in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination can sit for the examination in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.
- 11.0 Officers may appear separately for each subject at different occasions at their discretion. However, they should score at least forty percent (40%) of the total marks allocated for each subject for a pass. (For further details, refer annex -01 of Development Officers' Service minute.)

- 12.0 For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.
- 13.0 The Commissioner - General of Examinations will release the results of the examination to the Director General of Combined Services and the lists of names of the candidates who have passed the exam will be published in the Government Gazette of Democratic Socialist Republic of Sri Lanka.
- 14.0 Examination Procedure: Candidates should sit for a written examination, which will consist of the following subjects.

<u>Subject</u>	<u>Marks</u>	<u>Duration</u>	<u>Subject No.</u>
1. Office systems	100	01 Hr	01
2. Accounting Systems	100	01 Hr	02
3. Computer Test	100	02Hrs	03

14.1 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.

14.2 Accounting Systems

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

14.3 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, 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

- (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, clip art and graphs,
 - Inserting images
 - 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,
 - practical Internet
- (ix) E-mail
 - Introduction, basic skills, receiving e-mails, sending e- mails,
 - replying, using attachments, creating and using nick names,
 - composing messages

15.0 This examination notification will be published in Sinhala, Tamil and English languages and in case of any inconsistency among texts, the Sinhala text shall prevail. Any matter not referred to herein will be decided by the Director General of Combined Services.

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.
25th of July 2014

Public Service	10
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Specimen Application Form
First Efficiency Bar Examination of Development Officers' Service- 2014 (I)
(Only the officers in Grade III of Development Officers' Service, who belongs to Combined Services are eligible to apply as per this examination notification)

(Indicate the town in which you intend to sit the examination as per paragraph 2.0 of gazette notification)
(This cannot be altered subsequently)

	Town	Town No.
1.		
2.		

Language medium in which you sit the examination

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

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- 1.0 1.1 Name with Initials at the end:
(In English block capitals)
Ex: GUNAWARDANE,M.G.B.S.K
- 1.2 Name with initials:
(Sinhala/Tamil)
- 1.3 Names denoted by the initials :
(In English block capitals)
- 1.4 Names denoted by the initials :
(Sinhala/ Tamil)

2.0 Place of work and address:

2.1 Name and Address of the Office/Department/Institution:

(In English 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 English block capitals)

3.0 Sex:

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Female - 1

Male - 0

(Indicate the relevant number in the cage.)

4.0

N.I.C No.:

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5.0 Subject/s to which you sit for:

Subject	Subject No.

6.0 Present Post

6.1 Post:

6.2 Appointment Letter Number: CS/DOS/

6.3 Date of appointment to Grade III of Development Officers' Service:.....

7.0 Certification of the Applicant

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above. I agree to abide by the decisions taken by the Commissioner-General of Examinations, and all provisions in the Examination Act in respect of the holding examination.

.....
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, is personally known to me and placed his/her signature in my presence on

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

Date:

Name:

Designation:

Address:

Certificate of the Head of the Department

I certify that,

- (i) The information furnished above were verified;
- (ii) The officer belongs to Combined Services and;
- (iii) *He/She is eligible to appear for this examination.

* (Delete inapplicable words)

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

Date:

Name:

Designation:

Address: