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EFFICIENCY BAR EXAMINATIONS FOR OFFICERS IN GRADE III OF CLASS I, GRADE II OF CLASS I AND GRADE I OF CLASS I OF SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE - 2017

1.0 IT is hereby notified that Efficiency Bar Examinations for the Officers in Grade III of Class I, Grade II of Class I and Grade I of Class I of Sri Lanka Information and Communication Technology Service will be held in Colombo during weekends on 22nd of July 2017 to 23rd of July 2017, by the Director General of Sri Lanka Institute of Development Administration, under the supervision of Ministry of Public Administration and Management.

2.0 These Examinations shall be held as per the provisions of the Minute of Sri Lanka Information and Communication Technology Service published in the *Gazette Extraordinary* No. 1,894/26 dated 26.12.2014.

3.0 Efficiency Bar Examinations which are due to be held in respect of the above services will be as follows :

Serial No.	*Name of the Examination*	*Code*
1.	Efficiency Bar Examination for Officers in Grade III of Class I of Sri Lanka Information and Communication Technology Service	SLICT I(III)
2.	Efficiency Bar Examination for Officers in Grade II of Class I of Sri Lanka Information and Communication Technology Service	SLICT I(II)
3.	Efficiency Bar Examination for Officers in Grade I of Class I of Sri Lanka Information and Communication Technology Service	SLICT I(I)

4.0 The candidates will be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration with regard to this examination. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules.

5.0 Application can be submitted online for this examination and accordingly candidates can fill their applications by way of opening the sub menu "Examination" from the main menu of the www.slida.lk, which is the official website of Sri Lanka Institute of Development Administration.

Filling of applications is strictly allowed during the period from 8.00 a. m. on 16th of June 2017 up to 12.00 midnight on 03rd of July 2017.

6.0 *Examination Fees*.- The officers appearing for the examination for the first time need not pay the examination fees. However, for subsequent sittings officers shall pay Rs. 500 for more than I subjects and they are required to pay Rs. 300 if they sit for only for 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 03).

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.

7.0 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.

8.0 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 4.30 p. m. during working days of the week from 16th June 2017 up to 03rd July 2017.

9.0 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.

10.0 *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.

11.0 The examination will be held in Sinhala, Tamil and English media. The officers shall sit for this examination in the language medium in which they have sat for the examination for entering into the relevant service or in an official language. The officers who have joined the service without a competitive examination shall sit for this examination in the language medium of education or an official language. Candidates shall not be allowed change language medium applied initially.

12.0 The officers may, on their discretion can appear for each subject of the examination at different sittings.

13.0 The results of the examination shall be published in the web site of the Ministry of Public Administration and Management by the Secretary, Ministry of Public Administration and Management once the results are issued by the Director General of Sri Lanka Institute of Development Administration to the Secretary, Ministry of Public Administration and Management. The relevant Heads of Departments shall make recommendations for confirmation of service and promotions of the officers according to the results.

14.0 *Scheme of Examination*.- Subjects and the syllabus of each Efficiency Bar Examination for the officers are as follows :

14.1 Efficiency Bar Examinations for Officers in Grade III of Class I of Sri Lanka Information and Communication Technology Service (Schedule 13 of the service minute). The officers shall be in Grade III of Class I of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination :

Subject	*Subject No.*	*Marks*	*Duration*	*Cut-off marks prescribed for a pass*
Establishments Code and administration	01	100	03 hours	40
Financial Regulations and Public Sector Financial Management	02	100	03 hours	40
Management and Organization	03	100	03 hours	40

14.1.1 Establishments Code and administration (Subject No. 01)
A question paper based on the following :

(i) Organizing office and field activities and methods of organization.

(ii) The following chapters of the Establishments Code I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII.

(iii) Procedural Rules of Public Service Commission.
This question paper consists of essay type questions.

14.1.2 Financial Regulations and Public Sector Financial Management (Subject No. 02) One question paper based on the following :

(*a*) Fiscal Governance in Sri Lanka, Constitutional Provisions Relating to Public Financial Management, Parliamentary Control Over Public Finance, Meaning of Fund, 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, Warrants and Impress Authority, Auditor General, his powers and Functions, Committee on Public Expenditure, Committee on Public Enterprises.

(*b*) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their powers and functions.

(*c*) Internal Audit.

(*d*) Public Expenditure Planning and Management, Identification of Organizational Objectives and Functions, Identification of Government Policies, Goals, Targets and the Programmes, Planning and Appraisal of Development Projects and Programmes and Prioritization of them, Formulation and Finalization of Annual Estimates of Revenue and Expenditure.

(*e*) Variations of Approval Estimates of Expenditure, Application of Virement Procedure, Management of Public Sector Cadres and Salaries, Total Cost Estimates and Revisions, Supplementary Estimates,

(*f*) Losses and Waivers of Government Properties,

(*g*) Miscellaneous Accounting Matters,

(*h*) Delegation of Functions for Financial Control,

(*i*) Custody of Public Money and Bank Accounts Procedure,

(*j*) Government procurement Procedure, procurement of Goods, Services and Works ; Composition, Appointment, Powers and Functions of Procurement Boards and Technical Evaluation Committees, Procurement Evaluation Procedure, Management of Donor Funded Projects. This question paper shall consist of essay type questions.

14.1.3 Management and organization (Subject No. 03)

One question paper based on following :

(*a*) The principles of management and organization,

(*b*) The application of these principles to problems and issues in the public sector,

(*c*) The modern tools and techniques of management.

This question paper shall consist of essay type questions.

14.2 Efficiency Bar Examinations for Officers in Grade II of Class I of Sri Lanka Information and Communication Technology Service (Schedule 14 of the service minute). The officers shall be in Grade II of Class I of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

Subject		*Subject No.*	*Marks*	*Duration*	*Cut-off marks prescribed for a pass*
Office management		04	100	01 hour	40
E-government concept and Information Technology Management	Question paper I - Multiple Choice Questions	05-I	40	01 hour	16
	Question paper II - Essay type	05-II	60	01 hour	24

14.2.1 Office Management (Subject No. 04)

Providing answers based on a given case in relation to management of human and physical resources of an office in public sector.

14.2.2 E-government concept and Information Technology Management (Subject No. 05)

This question paper shall consist of 02 parts.

(*a*) *Question Paper I - Multiple Choice Questions* :

e-government concepts will consist of evolution of the e-Government system, its' stages, basic elements of e-Government, e-Services and e-Government projects, state Information and Communication Technology Infrastructure, critical success factors of e-Government, e-Government Management Interoperability and Service Oriented Architecture.

(*b*) *Question Paper II - Essay type* :

Information Technology Management will consist of life cycle of Information Technology projects, Importance of each stage and requirement of specific resources, Basic principles of Information Technology management, Information Technology Resources management, Risks of Information Technology projects and minimizing them.

14.3 Efficiency Bar Examinations for Officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 15 of the service minute). The officers shall be in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

Subject		*Subject No.*	*Marks*	*Duration*	*Cut-of marks prescribed for a pass*
Information and Communication Technology Project	Project Report	06-I	60	-	30
	Presentation of the Project Report	06-II	40	30 minutes for the presentation including questions and answers session	20

14.3.1 Project Report (Subject No. 06-I)
Preparation of a project report of not less than Fifteen Thousand (15,000) words related to the subject filed of information and Communication Technology, which can be practically applied to enhance the productivity of offices of public sector in Sri Lanka.

14.3.2 Presentation of Project Report (Subject No. 06-II)
Presentation to the panel of examiners and answering the questions raised by the panel of examiners.

The time table for each subject of each examination is as follows :

Serial No.	*Name of the examination*	*Subject*		*Subject No.*	*Date*	*Time*
01	Efficiency Bar Examinations for Officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service	Establishments Code and administration		01	22.07.2017	9.00 a. m. - 12.00 p. m.
		Financial Regulations and Financial Management in Public Sector		02	22.07.2017	12.30 p. m. - 3.30 p. m.
		Management and organization		03	23.07.2017	9.00 a. m. - 12.00 p. m.
02	Efficiency Bar Examinations for Officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service	Office Management		04	22.07.2017	9.00 a. m. - 10.00 a. m.
		e-government concept and information technology management	Question paper I - MCQ	05-I	22.07.2017	10.30 a. m. - 12.30 a. m.
			Question paper II - Essay type	05-II		
03	Efficiency Bar Examinations for Officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service	Information and Communication Technology Project	Project Report	06-I	Candidates will be informed the time schedule for the submission and the presentation of the project report after the closing date of application by the Director General of Sri Lanka Institute of Development Administration	
			Presentation of the Project Report	06-II		

15.0 Any matter not referred to herein will be decided by Secretary to the Ministry of Public Administration and Management.

16.0 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.

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
01st of June, 2017.