

MINISTRY OF PUBLIC ADMINISTRATION AND MANAGEMENT

1st Efficiency Bar Examination of Development Officers' Service - 2015 (I) 2017

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 months of February 2018 as per provisions of Para 10 of approved service minute of Development Officers' Service published in the *Gazette Extraordinary* of the Democratic Socialist 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 Kilinochchi. 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 applicants or any other reason and direct the applicants to an examination center located at the town of the candidate's second preference of towns or a nearby town. Further, if a sufficient number of applicants have not applied to locate an examination centers in all the proposed towns or most

of the towns, action shall be taken by the Commissioner General of Examinations to conduct the examination strictly in Colombo. 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/towns indicated.

<i>Town</i>	<i>Town No.</i>
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 applicants will be bound by the rules and regulations imposed by him with regard to the same.

- (ii) The rules and regulations for applicants 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 and officers who have exercised their option to be absorbed in to Development Officers' Service, but not been absorbed, will become qualified to apply 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. For the convenience of separating the applications of the officers in public officers in each Provincial Public Service and officers in other institutions who apply for this examination, the Code no. should be entered when indicating the relevant service or institution in the title of the application. Accordingly the Code no. of the officers in the Combined Services is 10. This number should be indicated in the service station you belong to on the top right hand.

4.1 Schedule 01 - The Provincial Code list is as follows :

<i>Province</i>	<i>Code</i>
Western Province	01
Central Province	02
Southern Province	03
Northern Province	04
Eastern Province	05
North Western Province	06
North Central Province	07
Uva Province	08
Sabaragamuwa Province	09

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 applicant 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 and Foreign Examinations Branch, Department of Examinations, P. O. 1503, Colombo** on or before **04th of December 2017**. 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 applicants.- Applicants 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 identity cards 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 identity cards may be cancelled at the discretion of the Commissioner - General of Examinations. All applicants 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, applicants will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations.

- 7.0 (i) 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 and the other paragraphs on the other pages. 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 applicant to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and the application is perfected accurately including all the particulars and the prescribed examination fee has been paid and the relevant particulars are

included in the application and the receipt is affixed and further it would be advisable to keep a photocopy of the completed application form.

- (ii) Penalty for furnishing false information.- Application should be perfected very carefully with correct information. If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/her candidature is liable to be cancelled at any state prior to, during or after the examination.

- (iii) Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 500 for the whole examination or for more than one subject and Rs. 250 for one subject should be paid at any post office/sub post office island-wide to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. It is kindly informed that no fee shall be charged in addition to the examination fee. Under no circumstances the examination fee shall be refunded. It will not be allowed to transfer the fee paid for this examination in favour of another. Further, stamps or money orders are not accepted for examination fees.

8.0 The Commissioner General of Examinations shall issue copies of the time table and admission cards to the officers who have sent the applications on or before the closing date, which are perfected accurately along with the receipt obtained by paying the examination fee on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. 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 an applicants does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination or for a post.

9.0 The signature of the applicant placed on the application and admission card shall have been attested by the Head of the Institution or an officer authorized by him.

10.0 The admission card in which the signature have been attested should be produced to the supervisor of the examination center on the first day of the examination.

11.0 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.

12.0 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.

13.0 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 para - 10 of Development Officers' Service minute).

14.0 For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.

15.0 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 applicants who have passed the exam will be published in

the Government Gazette of Democratic Socialist Republic of Sri Lanka.

16.0 *Examination Procedure.*—Applicants should sit for a written examination, which will consist of the following subjects.

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

16.1 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.

16.2 Accounting Systems

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

16.3 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 macros

(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.

17.0 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 and Management,
Independence Square,
Colombo 07,
20th of October, 2017.

(For Office use only)

SPECIMEN APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION OF DEVELOPMENT OFFICERS' SERVICE - 2015(I)2017

(Only the officers in Class III of Development Officers' Service, who belong to Combined Services and officers who have exercised their option to be absorbed into Development Officers' Service are eligible to apply as per this examination notification)

Town	Town No.
1.	
2.	

(Indicate the town in which you intend to sit the examination according to your preference as per Section 2.0 of the *Gazette* notification) (This cannot be altered subsequently)

The service to which you belong
(Please refer the note of para 4.0 of the *Gazette* Notification carefully before filling this section)

Language medium of examination

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the box)

1.0 1.1 Name in Full (In block capitals) : _____.

(Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with initials at the end (In block capitals) : _____.

(Eg. : GUNAWARDHANA, H. M. S. K.)

1.3 Name in Full (In 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 Gender : Female - 1 ☐
Male - 0 ☐

(Indicate the relevant number in the cage)

4.0 N. I. C. No. :

5.0 Subject/s to which you sit for :

Subject	Subject No.

6.0 Present Post :

6.1 Post : _____.

6.2 Number of the letter of appointment CS/DOS/ : _____.

6.3 Date of appointment to Class III of Development Officers' Service/Date of exercising the option to be absorbed into the Development Officers' Service : _____.

7.0 7.1 Are you sitting the examination for the first time ? : _____.

7.2 If not, examination fees paid : _____.

7.3 Post office/Sub post office :_____.

7.4 Receipt Number :_____.

7.5 Date :_____.

One edge of the receipt should be affixed so as not to be detached
(It is advisable to keep a photocopy of the receipt)

8.0 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 and it is not necessary to pay the examination fee since I am sitting for the examination for the first time/the receipt issued on payment of examination fee of Rs. to the post office on is affixed above. I agree to abide by the decisions made by the Commissioner General of Examinations on conducting of the examination and all the provisions of the Examination Act.

_____,
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 M.r/Mrs./Miss who is an employee of my office and who is personally known to me placed his/her signature in my presence on Since he/she is sitting for the examination for the first time it is advisable to exempt him/her from the examination fee/has paid the examination fee and the receipt has been affixed.

_____,
Signature and official stamp of the person attesting.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

9.0 Certificate of the Head of the Department :

I, certify that,

- (i) The information furnished above were verified and,
 - (ii) The officer belongs to the Combined Service/have exercised their option to be absorbed in to Development Officers Service,
 - (iii) The officer* has/has not appeared for the examination previously,
 - (iv) The officer has appeared for the examination previously and *he/she has affixed the receipt of the fees for the relevant examination,
 - (v) *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 :_____.