

#### MINISTRY OF HOME AFFAIRS

## Efficiency Bar Examination for Officers in Grade I of Grama Niladhari Service - 2018

1.0 IT is hereby notified that an Efficiency Bar Examination for the officers in Grade I of Grama Niladhari Service will be held by the Commissioner General of Examinations, in the month of November 2018 as per the approved service minute of Grama Niladhari Service, and the applications are hreby called for the same.

2.0 This examination for officers in Grade I of the Grama Niladhari Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Rathnapura and Kilinochchi. Examination will be held only in the towns determined for the purpose. The list of relevant towns and town numbers are given in the table below. 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. Any centre mentioned above can be cancelled due to insufficiency of candidates and the candidates can be directed to a nearby centre.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Rathnapura	13
Kilinochchi	14

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 I of Grama Niladhari Service as per the Procedure of Recruitment effective from 29.09.2010 are eligible to appear for this examination.
- 5.0 Examination Procedure.— Candidates should sit for a written examination, which will consist of the following subjects:—

Subject	Marks	Duration	Subject No.
1. Office systems, General conduct and discipline	100	1 1/2 hours	01
in the Public Service			

- Subject Related Studies 100 1 1/2 hours 02 and Professional Knowledge
  - 5.1 Office Systems, General conduct and Discipline in the Public Service

### Office Systems:

This paper is intended to test the candidate's knowledge of office systems adopted in government offices and Grama Niladhari Offices and his/her ability of practical application of the knowledge.

General conduct and discipline in the Public Service:

The candidates' knowledge on delegation of power on disciplinary matters according to the regulations of Public Service Commission, termination of service, regulations with regard to sending on retirement and provisions in Chapter XLVII and XLVIII in Volume II of the Establishments Code on general conduct and disciplinary procedures and circulars issued at present in relation to the above will be tested.

This paper consists of two parts

Part I- A paper of multiple-choice questions, duration is 30 minutes. (25 marks)

- Part II- A paper consisting of 03 semi structured essay type questions. All 03 questions should be answered. Duration is 1 hour (75 marks)
- 5.2 Subject related studies and Professional Knowledge:

The knowledge of the officers on duties entrusted to Grama Niladharies by various rules and regulations, Ministries, Departments, Provincial Councils and other statutory institutions of the government shall be tested and further a case study will be given to the candidate on matters relevant to the subjects.

- Part I- A paper of multiple-choice questions, duration is 30 minutes. (25 marks)
- Part II- A paper consisting of 03 semi structured essay type questions. All 03 questions should be answered. Duration is 01 hour (75 marks)
- 6.0 The examination will be held only in Sinhala and Tamil medium and candidates should answer question papers 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, both papers should be answered 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.
- 7.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. The final date of the year of holding Examination on which the candidate to complete the examination passing all the subjects shall be treated as the date of passing the Efficiency Bar Examination.
- 8.0 The results of the examination will be issued by the Commissioner General of Examination to me and action will be taken to notify the applicants the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.
- 9.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidates him/ her self. Applications should be sent by the Registered post through Divisional Secretary of their Divisional Secretariat Division to reach the Commissioner- General of Examinations, Department of Examinations Organization and Foreign

**Examinations Branch, P.O. Box 1503, Colombo,** on or before 27th August 2018. 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 will be rejected. Incomplete applications, too, will not be accepted.

10.0 *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, along with the admission card issued by the Department of Examinations on which the signature has been certified should be submitted to the supervisor.

- (i) The National Identity Card issued by the Department of Registrations of Persons.
- (ii) A valid Passport.
- (iii) A valid Driving License.

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.

11.0 Applications.- Applications should be prepared in a paper of A4 size in such a manner that Para Nos. 1.0 to 6.0 appear on the first page and 6.0 and 7.0 on the second 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 not to sent 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 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 complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

12.0 Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sitting, Rs. 400/= for the whole examination and Rs. 200/= for only one subject should be paid at any Post/ Sub Post Office island-wide to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained in favor of the applicant should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. The fee paid for this examination will not be refunded under any circumstance. It will not be allowed to transfer the fee paid for this examination in favor of another.

13.0 The Commissioner- General of Examinations will issue copies of the time table and admission cards to all candidates whose duly perfected applications have been received a long with the receipt of the examination fees, if any issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications 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. 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 Organization and Foreign Examination Branch, Department of Examinations in the manner specified in the advertisement. It would be advisable to send a request letter to the Department of Examinations with the following, certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of a fax number to which the admission card should be sent. It would be advisable to keep a photocopy of the letter of request.

14.0 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.

15.0 The candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination on conducting the examination. He/She is liable to a punishment imposed by the Commissioner General of Examination for breach of these rules and if a candidates is found to be ineligible in accordance with the relearn regulations, his/her candidature is liable to be cancelled at any stage prior to during or after the examination. And my decision shall be the final in respect of any matters related to this subject which in not provided for in this notification.

16.0 If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil and English mediums, the notification in Sinhala medium shall prevail and thus, action will be taken accordingly.

S. T. KODIKARA, Secretary, Ministry of Home Affairs.

Ministry of Home Affairs, Independent Squire, Colombo 07, 12th July, 2018.

2.4 District and the Divisional Secretariat to which

**Specimen Form of Application** 

			(For office use only)			the officer is attached :———. (In Sinhala/ Tamil)
			ON FOR OFFICERS IN ARI SERVICE - 2018	3.0		National Identity Card No. :  Sex :-
		Town	Town No.		3.2	Female - 1
	First Choice	1.				Male - 0
	Second Choice	2.				(Indicate the relevant number in the cage.)
you choic this i	wish to sit for the	e examination No .2.0 in e changed su	per of the town in which on, in the order of your the <i>Gazette</i> notification, bsequently)			Year : Month : Date :  Subject/s you offer on this sitting (Refer Para. 5.0 of the <i>Gazette</i> Notification):
Si Ta (Ii	nhala -2	ant number	in the cage, this is not y)			Index No. Subject Subject No. 01. 02.
1.0	(Eg. HERA KUMA GU 1.2 Last Name V (In English I	TH MUDIY NAWARDH  With initials a  Block Capita	nt the end :———.	t	5.2 5.3 5.4 V.B.— he Pe	Grade:———.  Post:———. Date of appointment to the relevant Grade:——. Telephone No.:———.  The receipt of the examination fee obtained from Post/ Sub Post Office in favour of the applicant ld be affixed here firmly:
	1.3 Name in full (In Sinhala/					
2.0	sent :		lmission card should be	F I	Post/s Date :	ipt No. :
	officer is atta	ached :	t number to which the dule I) (In English Block	a r t	ım el nediu he ru	lare that the above particulars are true and that I ligible to appear the examination in the language um indicated above. Further, I agree to be bound by ules and regulations issued by the Commissioner-tral of Examinations regarding this examination.
	2.3 Divisional S number to wh	nich the officer	nd Divisional Secretariat is attached:——.	f	And I ìrst si	I affirm that I sit for the said examination as my sitting/ I have paid the relevant examination fee and eccipt has been affixed hereto.
	(Indicate as J Capitals)	per the Scheo	dule I) (In English Block	Date	:	Signature of candidate.

# Certification of the Divisional Secretary

I certify that Mr/Mrs/Miss
Grama Niladhari, who works at Gama Niladhari Division of
in Divisional secretary's Division of
and

- (i) has placed his/her signature in my presence;
- (ii) have checked the details provided above;
- (iii) the officer is eligible to sit for this examination :
- (iv) the officer is exempted from the examination fee since the first sitting/the recepit of the prescribed examination fee is affixed here (Delete inapplicable words)

Divisional Secretary's	Number of the	Relevant
Division	Divisional	Number and
	Secretary's Division	District
Meerigama	1212	
Minuwangoda	1215	Gampaha
Wattala	1218	
Ja-Ela	1221	
Gampaha	1224	
Attanagalla	1227	
Dompe	1230	
Mahara	1233	
Kelaniya	1236	
Biyagama	1239	

Signature and official stamp	of	the
Divisional Secretary.		

Name :	—.	
Designation :—		—.
Address:	—.	
Date:	_	

### SCHEDULE I

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Colombo	1103	
Kolonnawa	1106	
Kaduwela	1109	
Homagama	1112	
Hanwella	1115	Colombo
Padukka	1118	
Maharagama	1121	0 1
Sri Jayawardanapura	1124	
Kotte		
Thimbirigasyaya	1127	
Dehiwala	1130	
Rathmalana	1131	
Moratuwa	1133	
Kesbewa	1136	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Negombo	1203	Gampaha
Katana	1206	
Divulapitiya	1209	0 2

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Panadura Bandaragama Horana Ingiriya Bulathsinghela Madurawala Millaniya Kalutara Beruwala Dodangoda Mathugama Agalawatta Palindanuwara Walallawita	1303 1306 1309 1310 1312 1315 1318 1321 1324 1327 1330 1333 1336 1339	Kalutara  0 3

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Thumpane	2103	
Poojapitiya	2106	
Akurana	2109	
Pathadumbara	2112	
Panwila	2115	
Ududumbara	2118	
Minipe	2121	Kandy
Medadumbara	2124	
Kundasale	2127	0 4
Gangawata Korale	2130	
Harispattuwa	2133	
Hataraliyadda	2134	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Yatinuwara	2136	
Udunuwara	2139	
Doluwa	2142	
Pathahewaheta	2145	Kandy
Delthota	2148	
Udapalatha	2151	0 4
Gangaihala Korale	2154	
Pasbage Korale	2157	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Galewela	2203	
Dambulla	2206	
Naula	2209	
Pallepola	2212	Matale
Yatawatta	2215	
Matale	2218	0 5
Ambangaga Korale	2221	
Laggala Pallegama	2224	
Wilgamuwa	2227	
Raththota	2230	
Ukuwela	2233	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Kothmale	2303	Nuwara
Haguranketha	2306	Eliya
Walapane	2309	
Nuwara Eliya	2312	0 6
Ambagamuwa	2315	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Benthota	3103	Galle
Balapitiya	3106	
Karandeniya	3109	
Elpitiya	3112	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Niyagama Thawalama Neluwa Nagoda Baddegama Welivitiya Divithura Ambalangoda Hikkaduwa Gravets Bope Poddala Akmeemana Yakkalamulla Imaduwa Gonapeenuwala	3115 3118 3121 3124 3127 3130 3133 3136 3139 3142 3145 3148 3151 3154	Galle 0 7
Habaraduwa	3157	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Sooriyawewa	3303	
Lunugamwehera	3306	Hambanthota
Thissamaharama	3309	
Hambanthota	3312	0 9

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Ambalanthota	3315	
Angunakolapelessa	3318	
Weeraketiya	3321	Hambanthota
Katuwana	3324	
Okewela	3327	0 9
Beliatta	3330	
Tangalle	3333	
Walasmulla	3336	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Kayts (Island North) Chankanei (Walikamum West) Sandilipay (Walikamum South West) Thelippalei (Walikamum North) Uduvil (Walikamum South) Kopai (Walikamum East) Karaweddi (Wadamarachchi South West) Maruthankerny (Wadamarachchi East) Point Pedro (Wadamarachchi North) Chawakachcheri (Thenmarachchi) Nallur Jaffna Velanai (Island South) Delft Kareinagar	4103 4106 4109 4112 4115 4118 4121 4124 4127 4130 4133 4136 4139 4142 4145	Jaffna  1 0

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Mannar Manthai West Madu Nanaddan Musali	4203 4206 4209 4212 4215	Mannar

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Vavuniya North	4303	Vavuniya
Vavuniya South	4306	İ
Vavuniya	4309	1 2
Vengalacheddikulam	4312	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Thunukkai Manthai East	4403 4406	Mullativu
Pudukuduirippu	4409	Iviuiiativu
Oddusudan	4412	1 3
Maritimepattu	4415	
Welioya	4418	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Pachchilaipalli	4503	Kilinochchi
Kandawalai	4506	
Karachchi	4509	1 4
Punakari	4512	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District	
Koralepattu North	5103		
Koralepattu West			
(Oddamawadi)	5106	Batticaloa	
Koralepattu (Valaichchenai)	5109	1 5	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District		
Eravurpattu Eravurpattu Town Manmunei North Manmunei West Kaththankudi Manmuneipattu Manmunei South West Porativupattu Manmunei South Koralepattu South	5112 5115 5118 5121 5124 5127	Batticaloa		
Koralepattu Central	5142			

Dehiaththakandiya         5203           Padiyathalawa         5206           Maha Oya         5209           Uhana         5212           Ampara         5215           Nawindaweli         5216           Samanthurei         5218           Kalmuna-Tamil         5224           Saindamarudu         5225	Relevant Jumber and District
Karativu         5227           Nindavur         5230           Addalachchena         5233           Eragama         5234           Akkaraipattu         5236           Alayadivembu         5239           Damana         5242           Thirukkovil         5245           Pothuvil         5248           Lahugala         5251	Ampara

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Padavi Sri pura	5303	Trincomalee
Kuchchaveli	5306	
Gomarankadawala	5309	1 7

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District		
Morawewa Town and Gravets Thambalagamuwa Kanthale Kinniya Muthur Seruvila	5312 5315 5318 5321 5324 5327 5330	Trincomalee		
Verugal/ Echchalampattuwa	5333			

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Giribawa Galgamuwa Ehetuwewa Ambanpola Kotawehera Rasnayakapura	6103 6106 6109 6112 6115 6118	
Nikaweratiya Mahawa Polpithigama	6121 6124 6127	
Ibbagamuwa Ganewatta	6130 6133	Kurunegala
Wariyapola Kobeigane	6136 6139	1 8
Bingiriya Bamunakotuwa	6142 6149	
Maspotha Kurunegala Mallavapitiya	6151 6154 6157	
Mawathagama Rideegama	6160	
Weerambugedara Kuliyapitiya East	6166 6169	•
Kuliyapitiya West Udubaddawa	6172 6175	
Pannala Narammala	6178 6181	
Alawwa Polgahawela Paduwasnuwara East	6184 6187 6190	
Paduwasnuwara West	6193	

Divisional Secretary's	Number of the	Relevant
Division	Divisional	Number and
	Secretary's Division	District
Kalpitiya	6203	
Wanathavilluwa	6206	
Karuwalagaswewa	6209	
Nawagaththegama	6212	
Puttlam	6215	
Mundalama	6218	Puttlam
Mahakumbukkadawala	6221	
Anamaduwa	6224	1 9
Pallama	6227	
Arachchikattuwa	6230	
Chilaw	6233	
Madampe	6236	
Mahawewa	6239	
Naththandiya	6242	
Wennappuwa	6245	
Dankotuwa	6248	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Padaviya Kebithigollewa Medawachchiya Mahawilachchiya Nuwaragampalatha Central Rambewa Kahatagasdigiliya Horoupothana Galenbindunuwewa Mihinthale Nuwaragampalatha East Nachchaduwa Nochchiyagama Rajanganaya Thambuttegama Thalawa Thirappane Kekirawa Palugaswewa Ipalogama Galnewa	7103 7106 7109 7112 7115  7118 7121 7124 7127 7130 7133  7136 7139 7142 7145 7148 7151 7154 7157 7160 7163	Anuradhapura 2 0
Galnewa Palagala	7163 7166	

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Higurakgoda Medirigiriya Lankapura	7203 7206 7209	
Welikanda	7210	Polonnaruwa
Dimbulagala	7212	
Thamankaduwa	7215	
Elahera	7218	

Divisional Secretary's	Number of the	Relevant
Division	Divisional	Number and
	Secretary's Division	District
Mahiyanganaya	8103	
Rideemaliyadda	8106	
Meegahakiula	8109	
Kandaketiya	8112	
Soranathota	8115	
Passara	8118	Badulla
Lunugala	8119	
Badulla	8121	
Hali Ela	8124	
Uwa Paranagama	8127	
Welimada	8130	
Bandarawela	8133	
Ella	8136	
Haputhale	8139	
Haldummulla	8142	

Divisional Secretary's	Number of the	Relevant		
Division	Divisional	Number and		
	Secretary's Division	District		
Bibila	8203			
Madulla	8206			
Medagama	8209			
Siyambalanduwa	8212			
Monaragala	8215	Monaragala		
Badalkumbura	8218			
Buttala	8221			
Wellawaya	8224			
Kataragama	8227			
Thanamalwila	8230			
Sewanagala	8233			

Divisional Secretary's	Number of the		Relev	
Division	Divisional			r and
	Secretary's Division	1	Distr	ict
Eheliyagoda	9103			
Kuruwita	9106			
Kiriella	9109			
Rathnapura	9112			
Imbulpe	9115			
Balangoda	9118	R	athn	apura
Opanayake	9121			ı
Pelmadulla	9124		2	4
Elapatha	9127			1
Ayagama	9130			
Kalawana	9133			
Niwithigala	9136			
Kahawatta	9139			
Godakawela	9142			
Weligepola	9145			
Embilipitiya	9148			
Kolonna	9151			

Divisional Secretary's Division	Number of the Divisional Secretary's Division	Relevant Number and District
Rambukkana	9203	
Mawanella	9206	
Aranayake	9209	
Kegalle	9212	Kegalle  2 5
Galigamuwa	9215	
Warakapola	9218	
Ruwanwella	9221	
Bulathkohupitiya	9224	
Yatiyanthota	9227	
Dehiovita	9230	
Deraniyagala	9233	