

**MINISTRY OF PUBLIC ADMINISTRATION
AND DISASTER MANAGEMENT**

**1st Efficiency Bar Examination of the
Development Officers' Service - 2015(II)2019**

1.0 IT is hereby notified that an Efficiency Bar Examination for the officers in Grade III of Development Officers' Service shall be held by the Commissioner-General of Examinations in the month of August, 2019 as per provisions of Para 10 of the 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 Socialist 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 shall 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 applicants or any other reason and direct the applicants to an examination center located at the town of the applicant's second preference of towns or a nearby town. Further, if a sufficient number of applicants have not applied to locate 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. The town/towns applied for shall not be allowed to change subsequently.

<i>Town</i>	<i>Town No.</i>
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

3.0 (i) This examination shall 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 applicants have been separately printed in the *Gazette* Notification. Candidates shall be subjected to any punishment imposed by the Commissioner - General of Examinations for violation of these rules and regulations.

4.0 *Qualifications.*— Officers who are appointed to Grade III of Development Service, Officers already absorbed in to the Development Officers' Service and the officers who are not absorbed into Development Officers' Service but have expressed their consent to be absorbed 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. 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 number should be entered when indicating the relevant service or institution in the title of the application. **Accordingly, the Code number of the officers in the Combined Services is 10.** This number should be indicated at top right corner of the application where the words "service station you belong" are indicated. **(the responsibility is not taken for the issues caused by the Non submission of the correct number)**

5.0 The application should be in accordance with the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by registered post through the respective Head of Department to reach the **Commissioner - General of Examinations, Organizations (Institution and Foreign Examination) Branch, Department of Examinations, P.O. 1503, Colombo** on or before **27th of May 2019**. 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 shall be rejected.

6.0 *Identity of the applicants.*– Applicants shall 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,
- (ii) A valid Passport,
- (iii) A valid Driving license.

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 conducting of this examination. Further, applicants shall 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 6.0 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 shall be rejected without notice. Please indicate the title of the examination appearing in 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/her complies with the specimen given in the examination notice and the application is perfected including all the particulars 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

or any Divisional or District Secretariat office to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained thus to the name of candidate 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 shall not be allowed to transfer the fee paid for this examination in favor 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, on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. A notification will be published in newspapers and website of the Department 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 along with the copy of the application form. 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 applicant does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination.

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 has 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 shall be paid.

12.0 The examination shall 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. The language medium of examination applied for shall not be allowed to change 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 shall issue the results of all the applicants, who sit for the examination, to the Director General of Combined Services, Ministry of Public Administration and Disaster Management. The names of the applicants, who have passed the examination, shall be published in the web site of the Ministry of Public Administration and Disaster Management.

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

Subject	Marks	Duration	Subject No.
1. Office Systems	100	01 Hrs	01
2. Accounting Systems	100	01 Hr	02
3. Computer Test	100	02 Hrs	03

16.1 *Office Systems.* – This paper is designed to test the candidate's 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.

(This paper consists of structured, semi structured and essay type questions. All the questions should be answered).

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

(This paper consists of structured and semi structured questions. All the questions should be answered)

- 16.3 (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, Sorting data, creating charts, printing, @ function, working with macros, file management.

- (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

(This paper consists of multiple choice questions, structured and semi structured type questions. All the questions should be answered)

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 shall be determined by the Director General of Combined Services.

K. V. P. M. J. GAMAGE,
Director General of Combined Services.

Ministry of Public Administration and Disaster Management,
Independence Square,
Colombo 07,
09th of April 2019.

(For Office use Only)

SPECIMEN APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION OF DEVELOPMENT OFFICERS' SERVICE- 2015 (II) 2019

(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. :

