

MINISTRY OF PUBLIC ADMINISTRATION AND DISASTER MANAGEMENT

2nd Efficiency Bar Examination of the Development Officers' Service - 2017 (11) 2019

1.0 IT is hereby notified that an Efficiency Bar Examination for the officers in Grade II 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 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 II 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.

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
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*.— Following officers, who have been confirmed in the service after completing the first efficiency bar examination with 10 years of active and satisfactory service period are eligible to sit for this examination.

(i) Officers who have been absorbed to Development Officers' service of the Combined Service.

(ii) Officers who have still not been absorbed to the Development Officers' Service but exercised their option for absorption of the combined service.

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 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 travelling 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 :

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>
1. Establishment Code and Procedural Rules	100	02 Hr	01
2. Financial Regulations and Procurement Procedure of Government	100	02 Hr	02

(Part I of the above question papers shall consist of structured questions. All the questions should be answered. Part II shall consist of 08 essay type questions. Only 04 questions should be answered)

16.1 Establishment Code and Procedural Rules

Chapter VI, VII, VIII, XII, XIII, XIV, XVII, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXIII, XLVII, XLVIII and Procedural Rules of Public Service Commission.

16.2 Financial Regulations and Procurement Procedure of Government

Chapters I, II, III, IV, V and procurement procedure of the Government.

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

SECOND EFFICIENCY BAR EXAMINATION OF DEVELOPMENT OFFICERS' SERVICE- 2017 (II) 2019

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) : _____.

(E.g : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

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

(E.g. : 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 appear :

Subject	Subject No.

6.0 Telephone No. :

Mobile :

Fixed :

7.0 Present Post :

7.1 Post : _____.

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

Note - The Appointment No. of the officers who have already absorbed in to the Development Officers' Service begins with code, CS/DOS/A officers who have exercised their option to be absorbed into Development Officers' Service the code begins with code CS/DOS/Absorb.

7.3 Date of absorption in to Grade II/III of Development Officers' Service :_____.

7.4 Date of exercising the option to be absorbed in to the Development Officers' Service :_____.

8.0 8.1 Are you sitting for the examination for the first time? :_____.

8.2 If not, examination fees paid :_____.

8.3 Post office/ sub post office island-wide or any Divisional/ District Secretariat office :_____.

8.4 Receipt Number :_____.

8.5 Date :_____.

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

9.0 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/ sub post office island-wide or any Divisional/District Secretariat office on is affixed above. I hereby agree to abide by the rules and regulations imposed by the Commissioner General of Examination for the purpose of making the decisions on conducting the examination and issuing the results 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 Mr./Mrs./Miss who is an employee of my office and who is personally known to me placed his/her signature in my presence on

_____,
Signature and official stamp
of the Person attesting.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

10.0 *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/ has exercised his/her option to be absorbed in to Development Officers' Service,

(iii) The officer* is eligible to appear for this examination.

* (Delete inapplicable words)

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

Name :_____.

Designation :_____.

Address :_____.

Date :_____.