



MINISTRY OF PUBLIC SERVICES, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

Third Efficiency Bar Examination for the Officers in Grade I of Sri Lanka Technological Service - 2019 (2021) (Three Months Certificate Course on Management)

IT is hereby notified that the aforesaid course shall be commenced from May 2021 as a weekend course to be conducted on Saturdays for 15 weeks, by the Faculty of Management Studies and Commerce, University of Sri Jayawardhanapura as per the Minute of Sri Lanka Technological Service published by the *Gazette Extra Ordinary* of the Government No. 1930/12 dated 01.09.2015.

2. (i) This course shall be conducted in English medium at the Faculty of Management Studies and Commerce of the University of Sri Jayawardhanapura and a final examination will be held for each subject at the end of the course. On the results of the said examination the passing of the course is determined and the applicants who have passed this course are treated as completed the Efficiency Bar Examination mentioned above. The applicants shall be subjected to the rules and regulations imposed by the Dean of the Faculty with regard to selection of officers for the course, conducting the course, conducting the examinations and issuing the results, issuing certificates and granting concessionary periods for the course. They shall be subjected to any punishment imposed by the University of Sri Jayawardhanapura and provisions of the Establishments Code for violation of the rules and regulations imposed by the University.

(ii) You shall be informed with regard to the relevant rules and regulations and the course by the University of Sri Jayawardhanapura at the beginning of the course.

03. The specimen application for this course is published at the end of this notification. Applicants should prepare their own applications according to the specimen. In case where the officer belongs to the Sri Lanka Technological Service under the Central Government, application of such officer shall be sent through the Head of the Department and in the meantime the officers of Sri Lanka Technological Service under the Provincial Public Service shall send their applications through the Secretary of the Provincial Public Service Commission in the Provincial Council where they serve. The applications should be sent through registered post to **Dean, Faculty of Management Studies and Commerce, University of Sri Jayawardhanapura, Gangodawila, Nugegoda** on or before 27th of April 2021. "*Third Efficiency Bar Examination for the Officers in Grade I of Sri Lanka Technological Service - 2019(2021)*" shall be indicated on the top left-hand corner of the envelope in which the application is forwarded. The Dean is empowered to reject the applications received after the closing date of applications without any inquiry.

04. *Identity.*– Candidates shall be required to prove their identity to the satisfaction of the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura. For this purpose, one of the following documents shall be kept at the possession of the applicants at the beginning and also during the course in order to submit on requirement.

- (a) The National Identity Card
- (b) Office Identity Card issued by the respective institution

Or

A document issued by the respective institution to prove the identity.

05. *Application :*

- (i) Applications should be prepared in a paper of A4 size. The application could be typewritten, but it should be filled in correctly and legibly in candidate's own handwriting. At the occasions where it is specially mentioned, the applications shall be filled in the language medium specially mentioned. Special attention should be paid to the name of the officer, since the name is used as it is indicated in the application at all occasions within the course duration. If the said particulars are changed within the course duration, it should be informed to the Dean, Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura in writing along with the recommendations of the Head of the Department.
- (ii) Please indicate the title of the examination appearing in the specimen in English language as well, on both Sinhala and Tamil application forms. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. 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 notification and further it would be advisable to keep a photocopy of the completed application form.
- (iii) Two stamp size colour photographs of the applicant taken recently shall be produced and one of the same should be pasted in the cage on the top right hand corner of the first page of the application and the other photograph shall be attached to the application.

06. *Course fee and examination fees :*

- i. The officers appearing for this course shall credit Rs. 17,500 to the Current Account of the Faculty Development Fund of the Faculty of Management Studies and Commerce of the University of Sri Jayawardhanapura No. 097100140002229 at Peoples' Bank, Gangodawila Branch. The receipt obtained by the candidate depositing the relevant amount either by a cheque issued by the employer of the applicant or by a bank draft shall be submitted to the Dean of the Faculty of Management Studies and Commerce of

the University of Sri Jayawardhanapura before the date informed by the Course Coordinator. Institutional charges, printing fees, examination fees, allowances for resource providers and charges for coordination are included in the above amount.

- (ii) If the officers who are unable to complete the examination of the course at the First occasion wish to sit for the examination at the consequent sittings, they are required to pay an exam registration fee of Rs. 1,000/- and an examination fee of Rs. 2,000/-. When making these payments, the instructions of the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura shall be followed.
- (iii) Under no circumstances, the course fee shall be refunded. The examination fee shall not be allowed to transfer in respect of any other examination or course or officer.

07. *Requirements to apply for the course :*

- (i) All the officers shall pass the third Efficiency Bar examination for officers in Grade I of Sri Lanka Technological Service before the lapse of five (05) years from the date of promotion to Grade I.
- (ii) In addition to the officers in Grade I, the officers who have passed the second efficiency bar examination are also able to complete the course prescribed for the third efficiency bar.

Note.– Kindly note to pay the attention of the Head of the Department regarding the seniority of each officer and the matters indicated in Para.7 i and 7 ii above.

08. *Selection for the course.*– When officers are selected for the course, priority shall be given depending on the order of the seniority of the appointment of the officers who were promoted to Grade I of Sri Lanka Technological Service.

09. Particulars of all the officers who have submitted applications shall be included in the data base maintained by the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura and only one group consisting of 400 persons shall be selected per year for the course. The list of names of the applicants who are selected for the course shall be published on the official web site of the Ministry of Public Services and it will be informed to the officers selected by the University of Sri Jayawardhanapura. **The university is not bound to reinform the same to the applicants who do not participate in the course after that and action shall be taken considering it as an opportunity granted to an officer.**

10. *Syllabus of the course :*

<i>Serial No.</i>	<i>Syllabus</i>	<i>Number of credits</i>	<i>Credit Hours</i>
01	Public Finance Management	02	30
02	Human Recourse Management (Basic theories)	02	30
03	Conflict Management (Practical application of the theories on Conflict Management in achieving the goals and objectives of the organization)	02	30
	Organizational Behavior	02	30
05	Project Report A research paper either on an issue in the professional field of candidate or the professional field itself	02	30
		10	150

11. The decision of the Secretary of the Ministry of Public Services, Provincial Councils and Local Government shall be the final with regard to any matter not referred to herein.

12. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

J.J. RATHNASIRI,
Secretary,
Ministry of Public Services, Provincial Councils and
Local Government.

Ministry of Public Services, Provincial Councils and
Local Government Independence Square,
Colombo 07,
10th March, 2021.

(The *Gazette* Notification and the specimen application can be downloaded at www.pubad.gov.lk)

SPECIMEN APPLICATION

Affix a stamp size
photograph here

(Official use only)

THIRD EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN GRADE I OF SRI LANKA TECHNOLOGICAL SERVICE - 2019 (2021)
(THREE MONTHS CERTIFICATE COURSE ON MANAGEMENT)

01. (a) Name with Initials: (Indicate the initials at the end of the name) :
(In English block capital letters) eg. GUNAWARDHANA M.G.B.S.K.
(b) Name in Full:
(In English block capital letters)
(c) Name in Full:
(In Sinhala/Tamil)
02. Indicate whether you belong to Provincial Public Service, if not to which public service you belong
- (Public Service - 10/ Western Provincial Public Service - 01/ Central Provincial Public Service - 02/ Southern Provincial Public Service - 03/ Northern Provincial Public Service - 04/ Eastern Provincial Public Service - 05/ North Western Provincial Public Service - 06/ North Central Provincial Public Service- 07/ Uva Provincial Public Service - 08/ Sabaragamuwa Provincial Public Service- 09)
03. Designation (In English Block Letters):.....
04. Sub Department/ Division to which you belong:
(In English Block Letters) :
(In Sinhala/ Tamil) :
05. Department to which you belong:
(In English Block Letters):
(In Sinhala/ Tamil) :

06. Official Address:

(In English block capital letters) :

(In Sinhala/Tamil) :

07. (i) Personal Address:

(In English Block Letters) :

(In Sinhala/ Tamil) :

(ii) District of residence:

08. E-mail:

09. Telephone Number:

Official

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Personal

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10. Gender:

Male - M

Female - F

(Indicate the relevant letter in the cage)

11. National Identity Card:

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(Affix a copy of the national identity card signed by the candidate to the effect that it is a true copy)

12. (a) If you are an officer in Grade I of Sri Lanka Technological Service,

(i) Date of promotion to Grade I :

Year :

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 Month :

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 Day :

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(ii) Active service period in Grade I as at 27.04.2021

Years :

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 Months :

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 Days :

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(Submit the copy of the letter of promotion to Grade I certified to the effect that it is a true copy, as an attachment)

(b) If you are an officer in Grade II of Sri Lanka Technological Service,

(i) Date of promotion to Grade II:

Year :

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 Month :

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 Day :

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(ii) Active service period in Grade II as at 27.04.2021 :

Years :

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 Months :

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 Days :

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(iii) Date on which you passed the second efficiency bar examination:

Year :

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 Month :

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 Day :

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(Submit the copy of the results sheet of the second efficiency bar examination issued by the Head of the Department, which has been certified by the candidate to the effect that it is a true copy, as an attachment.)

I declare that the foregoing particulars are correct and I am bound by the rules and regulations imposed by the Dean of the Faculty of Management Studies and Commerce, University of Sri Jayawardhanapura with regard to conducting the course, examination and issuing results and the provisions specified in the Establishments Code and the application has been prepared in conformity with the specimen application.

.....
Signature of the Candidate

Date :

Attestation of the Signature

I hereby certify that Mr./ Mrs./ Miss who is an officer working at my office and is known to me personally placed his/ her signature before me on.....

.....,
Signature of the Attester and official stamp.

Date :.....

Certification of the Head of the Department

I hereby certify that the particulars mentioned in paragraphs 01 to 12 are accurate and the candidate is an officer of Sri Lanka Technological Service who is eligible to follow this course as per the note in paragraph 07 and subject to the provisions in para 08 and 09 and it is possible for the Department to pay the prescribed course fee.

.....,
Signature of the Head of the Department and
Official Stamp.

Date :.....

Check List :

1. A copy of the National Identity Card signed by the candidate to the effect that it is a true copy is attached.
2. A stamp size photograph is affixed on the top right hand corner of the application.
3. A stamp size photograph is attached with the application.
4. Copy of the letter of promotion to Grade I certified to the effect that it is a true copy is attached.

or

Submit the copy of the results sheet of the second efficiency bar examination issued by the Head of the Department, which has been certified by the candidate to the effect that it is a true copy is attached.