

MINISTRY OF PUBLIC SERVICES, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

1st Efficiency Bar Examination of the Development Officers' Service - 2016(I) 2021

01. 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 **February 2022** as per provisions of Para 10 of the Minute of Development Officers' Service published in the Extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1745/11 dated 14.02.2012 revised by the Extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1774/31 dated 07.09.2012. The application form has been published on the website of the Department of Examinations of Sri Lanka at **www.doenets.lk** through the Online Application (E.B. Exams) interface under "Our Services" and applications can be submitted only online. There are two separate online applications posted on the website for officers appearing for the examination for the first time and for the officers appearing for subsequent terms. Officers should select the relevant online application according to the sitting they appear. Once the application has been submitted online, download it and complete the other parts of the printed copy, Certificate of Applicant, Certificate of Signature and Certificate of Head of Department registered post to reach Commissioner General of Examinations, Institutional Examinations Organization Division Department of Examinations, P.O. Box. 1503, Colombo on or before the closing date of applications. The words "First Efficiency Bar Examination for Development Officers - 2016(I)2021" shall be clearly indicated on the top left-hand corner of the envelop. The closing date of applications is **29th of November 2021**.

Note.- It is compulsory to send the printed copy of the application by post and no complaint that an application has been lost or delayed in post shall be considered. The applicants shall bear losses, which may occur due to their delay in sending applications until the closing date. (it is advisable to keep a copy of the downloaded application)

02. This examination for officers in Grade III of the Development Officers' Service shall be held in Colombo, Kandy, Galle, Jaffna, Trincomalee, Kurunegala, Anuradhapura, Badulla and Ratnapura. 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
Jaffna	04
Trincomalee	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

03.

- (i) This examination shall be conducted by the Commissioner -General of Examinations and the candidates shall 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.

04. *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.- For the convenience of separating the applications of the officers in 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. The responsibility shall not be taken in respect of the issues caused when issuing the results due to not indicating the correct number.**

05. Applicants shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. Any of the following documents shall be accepted for this purpose.

- (i) The National Identity Card,
- (ii) A valid Passport,
- (iii) A valid driving license,

Candidates should enter the examination hall without covering their face and ears in order to prove their identity. Further, any candidate who refuses to assist for proving his/ her identity shall not be allowed to enter the examination hall. The candidates should remain in the examination hall from the time of entering up to leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination. He/She shall be subjected to any punishment imposed by the Commissioner General of Examinations, if such rules and regulations are violated.

06. I. *Applications*. - Online applications shall be perfected in English medium only. Once both the soft copy submitted online and the printout sent through registered post are received by the Department of Examinations, the soft copy and the printout are verified. It shall be informed through SMS to the mobile number used to access the system or through e-mail as to whether the Department accepts/ does not accept the same as a valid application. Download the common instructions sheet prepared for applying for the examination before perfecting the online application. Strictly follow these instructions when perfecting the application. Any change made in the application once a printout is taken shall not be considered as a valid change.
- 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 examinations 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. 250/- for one subject should be paid. Payment of examination fees should be made strictly using the following methods provided by the online system.
- i. Bank Credit Card
 - ii. Bank Debit Card with internet Payment facility
 - iii. Bank of Ceylon Online Banking Method
 - iv. Bank of Ceylon Slip Payment
 - v. Through Post Office

Note.- The instructions on payment through the above methods are published under the technical instructions related to the examination in the website.

The receipt of payment shall be acknowledged through SMS or e-mail. The total examination fee should be paid and applications of the candidates, who have made payments more or less than the prescribed examination fee, shall be rejected. Department of Examinations shall not bear responsibility on the errors that occur when paying the examination fees through the above methods. Under no circumstances the examination fee shall be refunded/ allowed to be transferred in favour of another.

07. 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 news papers 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.

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.

08. 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.

09. 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.

10. The Heads of Departments should approve duty leave for officers, who are sitting for the examination for the first time and 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.

11. 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.

12. 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.)

13. The result sheet of the applicants, who belong to the Combined Service, shall be sent to the Director General of Combined Services, Ministry of Public Services, Provincial Councils and Local Government by the Department of Examinations, Sri Lanka. Action shall be taken to public the names of the applicants, who have passed the examination, in the website of the Ministry of Public Services, Provincial Council and Local Government.

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

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

14.1 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)

14.2 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)

- 14.3 (i) Basic concepts of Information Technology
(ii) Windows Operating System
(iii) File Management
(iv) Word Processing

Basic skills, screen familiarization, editing texts, aligning texts, fonts and attributes, indenting paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, the saurus, 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, inseting 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)

15. 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.

S. ALOKABANDARA ,
Director General of Combined Services.

Ministry of Public Services, Provincial Councils
and Local Government,
Independence Square,
Colombo 07.
13th of October, 2021.