

General Paper.— This paper will consist of two parts.

- (i) Reading and understanding a statement or a report of a discussion and preparing an article and / or a report.
- (ii) Assessment of the candidate's ability in understanding and analyzing events in contemporary society.

Note.— (i) The candidate should answer these papers in the same language medium in which they sat for the Competitive Examination for entry into the Service. The officers who have been recruited without a competitive Examination should answer these papers in the same language medium in which they qualified for entry into the Service.

(ii) For a pass in this examination, candidates should obtain a minimum of Thirty-three percent (33%) of marks in each subject and an average of Forty percent (40%) of the total marks in all three subjects in one and the same examination.

These regulations and provisions are liable to be changed as required. For the syllabus and full particulars of the examination, the candidates should refer to the *Gazette* Notifications published by the Secretary from time to time.

APPENDIX VI

SPECIMEN FORM OF APPLICATION FOR PROMOTION OF OFFICERS IN CLASS III OF THE WESTERN PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE TO CLASS I ON COMPLETION OF THE PRESCRIBED PERIOD OF SERVICE

- (1) Name with initials : Mr./Mrs./Miss : _____.
- (2) Names denoted by the initials : _____.
- (3) Date of Birth : _____.
- (4) Date of entry into the Service : _____.
- (5) Number of the letter of appointment to the Provincial Public Service : _____.
- (6) Date of confirmation in appointment : _____.
- (7) Date of passing the Efficiency Bar Examination and the index number : _____.
- (8) Date of completion of the period of 15 years' service : _____.
- (9) Office serving at present : _____

I request that I be promoted to Class II of the Western Provincial Public Management Assistants' Service with effect from _____.

_____,
Signature of the Applicant.

Date : _____.

Secretary,
Western Provincial Public Service Commission,

I hereby declare that Mr./Mrs./Miss is serving in this office and he/she

- (i) has completed Fifteen (15) years of active service as at ;
- (ii) has not taken half pay/no pay leave during said period of Fifteen (15) years ;

- (iii) has not been inflicted any punishment other than warning during that period ;
- (iv) has no disciplinary action pending against the officer and no disciplinary action is contemplated against him/her ;
- (v) has been confirmed in appointment with effect from ; and
- (vi) has passed the Efficiency Bar Examination in Class III.

This officer has completed a satisfactory period of service and I therefore recommend that he/she be promoted to Class II of the Service with effect from

.....
Head of the Department.

Date:.....

Note.— If any of the requirements from I to VI above have not been fulfilled they should be specified.

APPENDIX VII

REGULATIONS AND SYLLABUS OF THE EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS II OF THE WESTERN PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE TO CLASS II

(vide paragraph 12:2 of the Minute)

The subjects for this examination, the marks allocated for each subject and the syllabus are given below : —

01. *Scheme of Examination.*— Candidates should sit for a written qualifying examination which shall consist of the following subjects :

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>
(i) Establishment Procedures	100	1 1/2 Hours
(ii) Public Financial Management	100	1 1/2 Hours
(iii) Case Study	100	1 Hour
(iv) General Paper	100	1 Hour
	400	

Establishment Procedure.— A practical knowledge of the subjects contained in Volumes I and II of the Establishment Code will be required.

Public Financial Management :

- (i) Practical knowledge of the Financial Regulations ;
- (ii) Basic knowledge in Auditing ;
- (iii) Basic Bank Practice ;
- (iv) Basic knowledge of Store-keeping.

Case Study — Candidates are required to answer a multiple choice/eassy type question paper designed to analyze measures to be taken with regard to a problem, in office administration.

General Paper.— This paper is intended to test the general knowledge of the candidate on current affairs, local and foreign.

For full particulars of the examination candidates should refer to the *Gazette* Notifications/Circular Notifications published by the Secretary from time to time.

02. Candidates who secure minimum of 40 marks in each subject and an aggregate of 160 marks or more will be promoted to Class I after scrutinizing the qualifications prescribed in paragraph 12 : 2 : 1 of the Minute.

03. *Medium of the Examination* – The written examination will be held in Sinhala, Tamil and English candidates should answer this paper in the language medium in which they sat the competitive examination for recruitment to the Service. Those who have been recruited to the Service without sitting a competitive examination can answer the papers in the language medium in which they qualified for recruitment.

APPENDIX VIII

SPECIMEN FORM OF APPLICATION

PROMOTION OF OFFICERS IN CLASS II OF THE WESTERN PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE TO
CLASS I ON COMPLETION OF THE PRESCRIBED PERIOD OF SERVICE

(*vide paragraph 12 : 3 of the Minute*)
Part 1

This Part Should be completed by the Officer –

01. (a) Name with initial : _____.
- (b) Names denoted by the initials : _____.
- (c) Previous name : (in the event of a change of name only) : _____.
02. Date of birth : _____.
03. Date of first appointment to the Service : _____.
04. (i) Number of the letter of appointment to the Provincial public Service : _____.
05. Date of promotion to class II of the Service : _____.
06. Present place to work and its address : _____.
07. Date of passing the Efficiency Bar Examination : _____.
08. Date of exemption from the requirement of passing the Second Language and the reference number and date of the relevant letter : _____.

I hereby certify that all information furnished by me above, is true and correct. further I am fully aware that if the above particulars furnished by me are found to be incorrect, my claim for promotion to Class I in terms of this Minute is liable to be disregarded and disciplinary action liable to be taken against me.

Signature of Officer.

Date : _____.

Part II

(Certificate of the Secretary to the Ministry/Head of Department)

Mr/Mrs/Miss:

01. (i) Date of completion of the Efficiency Bar Examination : -

Accounts *Office Systems*

Date of Examination :
Index No.:

or

(ii) Date of exemption from the Efficiency Bar Examination (Indicate the reference number and date of the relevant letter).

(iii) Has/has not fulfilled the requirement of passing the second language. If the requirement has been fulfilled, the reference number and date of the relevant letter.

02. (i) If no pay/half pay leave has been taken, the relevant period/number of days (from the date of appointment/ promotion to Class II of the Provincial Public Management Assistants' Service).

(ii) If any punishment/punishments (other than warnings, have been imposed, give a brief account. (Also indicate the reference number)

03. If the officer has been released for service in a Corporation or a Statutory Board, period of such Service :———

04. Date of completion of Fifteen (15) years in Class II of the Provincial Public Management Assistants' Service :

05. I endorse that as at the officer has completed a period of years of active service in Class II of the Service, and has the period of satisfactory service as at that date and that all of the foregoing particulars are correct according to the personal file. Since the officer has fulfilled all the requirements for promotion to Class I of the Service in terms of the Service Minute, I recommend that he be promoted.

_____,
Signature of the Head of the Institution.
Name :_____,
Designation :_____,
(Official Stamp)

Date : _____,

Appendix IX

REGULATIONS AND SYLLABUS FOR THE COMPETITIVE EXAMINATION FOR PROMOTION TO THE SUPRA CLASS OF THE WESTERN PROVINCIAL PUBLIC
MANAGEMENT ASSISTANTS' SERVICE

(vide Paragraph 13 of the Minute)

Limited Competitive Examination
Scheme of Examination

The Candidate should sit for the following subjects :

<i>Subject</i>	<i>Marks</i>	<i>Duration (Hours)</i>
(1) Office Management	100	02
(2) Office Systems	100	02
(3) Establishment Procedure	100	02
(4) Public Financial Management	100	02
(5) General Paper	100	1 1/2
Total	500	