

**Sri Lanka Engineering Service, Sri Lanka Architecture's Service and Sri Lanka Scientific Service**

<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
04	Financial Systems	3
05	Administration	3

04(b)

**Names of Examinations**

Sri Lanka Administrative Service	First Efficiency Bar Examination	01
Sri Lanka Administrative Service	Second Efficiency Bar Examination	02
Second Language Test		03
Sri Lanka Accountants' Service	First Efficiency Bar Examination	01
Sri Lanka Accountants' Service	Second Efficiency Bar Examination	02
Sri Lanka Scientific Service	First Efficiency Bar Examination	01
Sri Lanka Architectures' Service	First Efficiency Bar Examination	01
Sri Lanka Police Service	First Efficiency Bar Examination	01
Sri Lanka Engineering Service	First Efficiency Bar Examination	01

05. Exemption from the requirement of passing Efficiency Bar Examination :

<i>Sri Lanka Administrative Service</i>	<i>Subject</i>	<i>Qualifications to be exempted</i>
First Efficiency Bar Examination	Law	Being a Barrister of Law, an Advocate or Attorney-at-law in the Supreme Court of Sri Lanka, a Graduate in law from a University
	Economic/Social Science	Being a graduate in Economics or Social Science (Special)
	English	Passing the English subject in the Training Programme for Cadets conducted by the Sri Lanka Institute of Development Administration
Second Efficiency Bar Examination	Management and Organisation	Certificate of Public Administration awarded by Sri Lanka Institute of Development Administration
Second Language Test	Sinhala/Tamil/English	Passing a Test in a sufficient standard

<i>Sri Lanka Accountant Service</i>	<i>Subject</i>	<i>Qualification to be exempted</i>
Second Efficiency Bar Examination	36 Management Accountancy 37 Public Finance Management 38 Management and Organisation	Diploma in Public Finance Management conducted by Sri Lanka Institute of Development Administration  ; or  Higher Diploma in Computer Programming conducted by Business Management Institution  ; or  Post-Graduate Diploma in Accountancy, Commerce, Management Public Administration, Business Administration Computer Science/ Master of Arts/PH.D  ; or  Passing the final examination in one of the following: Institute of Chartered Accountants, Institute of Chartered Management Accountants, Chartered Association of Certified Accountant, British Computer Association Australian Computer Association  ; or  Any other similar qualification recognized by the Board

6. Arrangements will be made by the Commissioner General of Examination to enable the candidates to answer all the subjects in Sinhala, Tamil or English other than the question papers relating to languages.

7. If any candidate is later found to have sat in a medium in which he is not entitled to sit, his candidature will be cancelled.

8. Application should be prepared according to the annexed form on a paper of A4 size. From number 01 to 05 should be included into the front page. Candidates appearing for both examination Should submit separate applications in respect of each examination.

9. Application should be sent through the respective Head of Department by registered post to reach the following address on or before 08th May, 2005. Application received after the prescribed date will be rejected.

Commissioner General,  
Department of Examination,  
Battaramulla, Pelawatta.

10. If a candidate does not receive his admission card, he should communicate without delay with the commissioner General of Examinations, (Telegraphic Address "Exams" Battaramulla) informing him that he has not received the admission form and giving following information :

- (1) Name of Examinations :\_\_\_\_\_.
- (2) Full Name of the candidate :\_\_\_\_\_.
- (3) Postal Address :\_\_\_\_\_.
- (4) Post Office, Registration Number and Date of Dispatch :\_\_\_\_\_.

11. Subsequent correspondence by candidates who fail to comply with the requirements as laid down in paragraph 10 above will not be entertained.

12. The attention of all candidates is invited to Circular No. SE 274 of 29.06.1971 issued by the Commissioner General of Examinations regarding the use of identity cards. It is the responsibility of candidates to prove their identity through any of the following identity card at the Examination Hall :

- (i) National Identity card,
- (ii) Valid Passport,
- (iii) Postal Identity Card issued by the Post Master General,
- (iv) A certified copy of photograph.

13. Examination fee will be as follows :

- (a) First sitting (whole examination or part there of) free of charge ;
- (b) Each subsequent sitting –

	<i>Rs. Cent.</i>
Complete examination	115.0
One Subject	75. 0
Oral Test	75.0

The fees should be paid in revenue stamps duly cancelled by the candidate with his signature thereon.

D. DISANAYAKE,  
Secretary,  
Ministry of Public Administration,  
and Home Affairs.

Ministry of Public Administration  
and Home Affairs,  
Independence Square,  
Colombo 07,  
08th April, 2005.

#### **Sri Lanka Administrative Service**

#### **Appendix “C”**

(a) The 1st Efficiency Bar Examination for officers of the Sri Lanka Administrative service will comprise the following subjects:-

- (1) Law ;
- (2) Financial System;
- (3) Administration ;
- (4) (a) Economics ; or  
(b) Sociology ;
- (5) English.

#### ***Scheme of Examinations*** **(1) Law**

#### ***Syllabus ;***

- (a) The constitutions of Sri Lanka Candidates will be expected to be familiar with the following in Acts and Orders in Council (including Amendments) :  
The Ceylon (Constitution and Independence) Orders in Council 1946 and 1947 (Chapter 379) ;  
The Citizenship Act, No. 18 of 1948 (Chapter 349) ;  
The Ceylon (Parliamentary Elections) Orders in Council 1846 (381) ;  
The Constitution of the Democratic Socialist Republic of Sri Lanka.
- (b) The Legal Systems of Sri Lanka and the Organisation of the courts. Candidates will be expected to be familiar with the Court Ordinance (Chapter 6) and the Court of Appeal Act, No. 44 of 1971.
- (c) The Penal Code and the Evidence Ordinance (Chapters 19 and 14).

**Note.**—Candidates will be required to obtain a minimum of 33,1/3 percent of the marks in each subject in law and an average of 40 percent for a pass.

## (2) Financial Systems

### Syllabus :-

- (a) The Financial Regulations of the Government of Sri Lanka part 1 (Except Chapter X) ;
- (b) The Estimates of the Current Year *e.g.*-Their Arrangement the Heads of Revenue ; the Finance and Appropriation Acts.

**Note.**—A Candidate will be required to obtain 40 percent of the total marks for a pass.

## (3) Administration

### Syllabus :-

- (a) Office and Field Organization and Methods ;
- (b) The Establishment Code (Chapters I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII).

**Note.**—A candidate will be required to obtain 40 percent of the total marks for a pass.

## (4) (a) Economics

### Syllabus :-

- (a) Principles of Economics with special reference to the theories of Value, Production and Distribution;
- (b) Money Banking and Finance of International Trade;
- (c) The Economic Structure of Sri Lanka.

**Note.**— A candidate will be required to obtain 40 percent of the total marks for a pass.

## (4) (b) Sociology

### Syllabus :-

- (a) Social Structure, Organisation and Operation ;
- (b) Human Relationship and Groupings ;
- (c) Kinship, Marriage and the Family ;
- (d) Rural and Urban Society ;
- (e) Social Structure and Differentiations ;
- (f) Social Control ;
- (g) Conceptions of Culture, Religion, Morals and Values.

**Note.**—Candidates will be required to obtain 40 percent of the total marks for a pass.

## (5) English

### Syllabus :-

### Contents –

- (a) **Grammar.**— The following areas will be tested :

- (1) The Verb Forms all the principal tenses of English *e.g.*— the Present Simple Tense, the Simple Past, the Future, the Present Perfect, etc. ;
- (2) Nouns, Countable, Uncountable ;
- (3) Pronouns ;
- (4) Adjective Degrees of Comparison ;
- (5) Adverbs of Frequency, Work order phrases and sentences ;
- (6) Prepositions ;
- (7) Determiners ;
- (8) Question Words ;
- (9) Model Auxiliaries, Can, Could, May, Might, Should, Must, Ought to ;
- (10) The Definite Article ;

(Contd.)