

*Exemption from Sinhala :-*

- (a) A pass in the proficiency Examination in Sinhala (Advance Level) of the General Treasury.
- (b) Senior School Certificate (Sinhala)
- (c) Senior School Certificate(English) with Sinhala language or Modern Sinhala or classical Sinhala as a subject;
- (d) Ceylon General Certificate of Education (Ordinary Level) Sinhalese Language Syllabus A or B
- (e) A pass in Grade IV of the proficiency Examination in Sinhala referred to in Treasury circular No. 640 of 23rd, March 1964

*Exemption from Tamil :-*

- (a) A pass in the proficiency Examination in Tamil (Advance Level) of the General Treasury.
- (b) Senior School Certificate (Tamil)
- (c) Senior School Certificate(English) with Tamil language as a subject;
- (d) Ceylon General Certificate of Education (Ordinary Level) Tamil Language Syllabus A or B

(4) Typewriting (Sinhala/Tamil/English) :

This will consist of typing not less than one page of the Establishment Code of the Government of Sri Lanka within a time strictly calculated to secure a speed of 15 words per minute, if the test is held in the Sinhala or Tamil medium and 25 words per minute for the English medium.

*Note :-* (i) The subject is only for those appointed to the General Clerical Service on or after 01.10.1971

(ii) The language medium in which candidate should take this subject will be as indicated below :

- (a) Officers recruited through the Sinhala medium should take the test in the Sinhala medium.
- (b) Officers recruited through the Tamil/English medium and who had exercised the option within one year from the date of appointment to sit the test in language of their medium of recruitment should sit this subject in the medium or in Sinhala.
- (c) Officers recruited through the Tamil/English medium and who had not exercised the option within one year from the date of appointment to sit the test in language of their medium of recruitment should take the test in the Sinhala medium (Attention is drawn to para 5(1)(b) of minute on the General Clerical Service)

(iii) A candidate who has already passed in typewriting in terms of paragraph 5 of the minute on the General Clerical Service will be exempted from the subject.

(iv) Particulars of the test are as laid down in paragraph (i), (ii), (iv), (x) of appendix D to the minute on the General Clerical Service.

(v) This is only a qualifying test and no marks are assigned to the subject.

The Time table of the examination will be as follows :-

9.00 a.m – 11.00 a.m.	Regulations Procedure and office systems (Two hours)
12.00 Noon – 0 1.30 p.m.	Accounts (1 1/2 hours)
2.00 p. m. – 3.00 p. m.	Sinhala./ Tamil(written paper)
3.45 p.m.	Type writing (Sihala/Tamil/English)

04.2 Shroff's Service : Scheme of Examination and Time Table –

The subjects of the examination and the marks assigned to each subject are given below :- In all written papers, marks will be deducted for bad hand writing and mistakes in spelling Candidates whose writing is illegible are liable to be disqualified.

(01) Mathematics (One and a half hour paper) 100 marks  
This question paper consists of 2 parts

Part (i)-Designed to test the accuracy and speed in adding and or subtracting, a series of figures, (not exceeding 7 digits) appearing in 6 to 8 vertical and horizontal columns. (15 minutes duration)

Part (ii)-The paper will consist of arithmetical problems. This will especially consist of problems of bank transactions.

(02) Book-keeping (two hour paper) 100 marks

(a) A question paper of fundamental Book-keeping to test the knowledge and capacity of Book-keeping with regard to Shroffs. Application of fundamental principles of Double Entry Book-keeping as applied to a sole Trade in Trading Business; practical use of Books of prime entry and other subsidiary Books, *i.e.* Ledger, Journals, Column Cash Book, petty Cash Book and other subsidiary books including Control Ledgers, Bank Reconciliation, corrections of errors, Extracting Trial Balance, Preparing and presenting a Trading Profit and Loss Account and balance Sheet including simple adjustment for prepayments, accruals, depreciation, provisions, reserves, etc.

(b) Basic knowledge on commerce and banks,

*N.B. :* To qualify in these subjects candidates will be required to obtain a minimum of 33 percent marks in each of these subjects and an aggregate of 40 percent of the total marks in both papers.

Time Table : 9.30 a.m. to 11.00 a.m. – Mathematics  
11.15 a. m. to 13.15 p.m. – Book Keeping

04.3 Book-Keeper's Service:

*Scheme of Examination :-* Marks will be deducted for bad hand writing and mistakes in spellings. Candidates whose writing is illegible are liable to be disqualified.

This examination consists of three question papers :

(I) Accounting systems – Two hour paper - 100 marks

A question paper with reference to the following sections in order to evaluate the knowledge and experience of the candidates in Book-keeping computing figures horizontally and vertically accurately and speedily and Accountancy.

- (a) Knowledge in double entry Book-keeping Books of Prime Entry, Journal, Columned Cash Book and Ledger;
- (b) Bank Accounts, Bank Transactions, Preparation of Bank reconciliation;
- (c) Types of errors on marking entries in books and their rectifications, suspense Accounts and its closing;
- (d) Knowledge in discounts, interests, Bad debts, Provisions, Reserves and sinking fund, Accounting Procedures;
- (e) Accounting Procedure in single entry system and incomplete entries.
- (f) Bill of exchange Accounts and Agency Accounts;
- (g) Knowledge of control Accounts, Receipts and Payments Accounts, Income and Expenditure accounts;
- (h) Trial Balance, Accounting Procedure regarding accrued income and expenditure Production account of sole Trade, preparation of Trading Account and profit and Loss Accounts, Preparation and Interpretation of Balance Sheets;
- (i) General Knowledge in Accounting and Commercial Terminology.

(II) Financial Regulations — Two hour paper – 100 marks

(1) Government Funds and their control :

- (i) Consolidated Funds and their control :
- (ii) How they are instituted;
- (iii) Parliamentary and Treasury Control.

(2) Allocation of funds from the consolidated Funds:

- (i) supplies services and special legal services;
- (ii) procedure regarding the Estimates :—
  - (a) Recurrent Expenditure and capital Expenditure;
  - (b) New proposals;
  - (c) Token provisions;
  - (d) Collective Provisions;
  - (e) Appropriations Act;
  - (f) Presentation of Supplementary Estimates;
  - (g) Imprest authority.
  - (h) Warrants.

(3) Consolidated Fund Revenue

- (i) Interpretation of Revenue;
- (ii) Form of Government Revenue, estimates;
- (iii) Preparation of Government Revenue, estimates and Presentation of the same to the Treasury.

(4) Activities under Advance Accounts;

- (i) Types of Advance Accounts
- (ii) Scope and limits of Advance Accounts;

- (iii) Variation of Limits
- (iv) Creation of New Advanced Accounts;
- (v) Accounting Records to be maintained;
- (vi) Capital Expenditure pertaining to advance Accounts;
- (vii) Annual final accounts and Balance sheets of Advance accounts;
- (viii) Winding up of advanced Accounts.

(5) Control of Government Finance :

- (i) Accounting Officer, Chief Accounting Officer and Chief Accounting Officer on Government Revenue;
- (ii) Accountability and Powers;
- (iii) Delegation of Powers;
- (iv) Internal Audit ;
- (v) Government Revenue Accounts and Annual Appropriation Accounts;
- (vi) Function of the Auditor General , Treasury and public Accounts committees.
- (6) Losses and Waivers.
- (7) Deposit Accounts.
- (8) Procedure in regard to the Custody of Government Funds, Board of Survey, Imprest Bank Accounts and Dishonored Cheques.
- (9) Procurement of Supplies and Services.
- (10) Tender Contracts and deviation from Tender Procedure.

*Note :* To qualify in these subjects, candidates will be required to obtain a minimum of 33 percent of the marks in each of these papers and an aggregate of 40 percent of the marks in both papers.

(III) Language (Sinhala/Tamil) :

- (a) A written paper of 1 1/2 hours duration – 100 marks
- (b) Viva Voce Test – 100 marks

The written paper will include exercise on :-

- (i) Comprehension of simple prose passage;
- (ii) One or more of the following forms of composition, description, dialogue and letter writing;
- (iii) Translation of :-
  - (a) Sentences into Sinhala/Tamil;
  - (b) A simple prose passage into English;
- (iv) Meaning, functions and relation of words, phrase and sentences, errors etc.

*Note :-* (I) The examination in this subject will be of such a standard as to test whether the candidate has a working knowledge of the language.

- (II) Candidates who satisfy the requirements laid down in Note (i) above will be summoned for the Viva Voce test in this subject . To qualify, such candidates should obtain a minimum of 35 percent of the aggregate marks allotted for the written paper in Sinhala/Tamil and Viva Voce test
- (III) Candidates who answer both question paper, viz. Accounts and Financial Regulations in the Sinhala or

Tamil medium will be exempted from the third subject namely, Sinhala or Tamil.

Candidates who possess any one of the under-mentioned qualifications will also be eligible for exemption from the subject sinhala or Tamil.

*Exemption from sinhala :-*

- (a) A pass in the proficiency Examination (Advance Level) in Sinhala of the General Treasury.
- (b) Senior School Certificate (Sinhala);
- (c) Senior School Certificate (English) with Sinhala Language or Modern Sinhala or Classical Sinhalese as a subject;
- (d) General Certificate of Education (Ordinary Level) Sinhalese Language Syllabus A. or B
- (e) A pass in Grade IV of the Provicency Examination Sinhala referred to in Treasury circular No. 640 of 23rd, March 1964.

*Exemption from Tamil :*

- (a) A pass in the proficiency Examination (Advance Level) in Tamil of the General Treasury.
- (b) Senior School Certificate (Tamil);
- (c) Senior School Certificate (English) with Tamil Language as a subject.
- (d) Ceylon General Certificate of Education (Ordinary Level) Tamil Language Syllabus A. or B.

- (IV) Candidates should answer both papers in the Language medium in which they sat the competitive examination to enter the Book-Keepers service. In case where initial recruitment took place without a competitive examination the medium should be the language in which the officers qualified for entry into the service. Officers belonging to both categories above may at their option answer both papers in Sinhala or Tamil Languages and those who have been recruited in the English medium who are deem to be Old Entrants for the purpose of Official Language Policy may answer each of these two papers as a whole either in Sinhala, Tamil or English.

**04.4 Store-Keepers Service :**

*Scheme of Examination :-* There will be two question papers each of 2 1/2 hours duration

- (1) Store Keeping I
- (2) Store Keeping II based on the syllabus given below. Each paper carries 100 marks, candidates must obtain a minimum of 35 percent marks in each paper for a pass

*Syllabus :*

- (i) *The Store functions* .- The place of Store Keeping in the total supply function. Store Keeping as a service function. Objectives of Store Keeping.
- (ii) *Building layout for Store Keeping*.- Sittings, Constructions and layout of stores buildings and Stock yards, types of

stores, large, small, central unit, open access, sub-stores, work in progress, inflammable items, explosioneries and special items, Security of stores buildigs and stock yards.

- (iii) *Store keeping procedures*.- Receipts checking , inspection preservation maintenance and issue, returns to stores, work in progress, internal layout and space control, control of packages, containers and scrap classification and cataloging stock verification and reconciliation , stock control, location and fixed and flexible packaging and dispatch.
- (iv) *Stock records and store accounts*.- Maintenance of stock records, visible word index, stock books, bin cards, etc., methods of pricing stores, report to management.
- (v) *Protection of items in Stores*.- Preservation and protection of Stores against hazardous conditions, weather, deterioration, fire and theft.
- (vi) State regulations governing the storage and transport of explosive and other dangerous items. Some knowledge of explosive regulations is required.
- (vii) *Stores equipment and mechanical handling*.- The use of bining racking stilling, pallets, trays, tanks and other storage equipment types and use of mechanical handing equipment in store warehouses and stock yards.

**04.5 Typists Service :**

*Scheme of Examination* .- This examination will consist of 2 papers . It includes following

Paper I – Speed Test – 20 minutes

Minimum marks for a pass in 33% Minimum speed for Sinhala /Tamil medium is 25 words per minute and for English medium is 40 words per minute

Paper II- Preparation of a draft letter and typing – 40 minutes duration Minimum marks for pass is 33%

Minimum marks for each subject and 40% of the total number of marks for both papers should be obtained to qualify at the examination.

*Note* .- Candidates recruited through the Sinhala medium must take the examination in the Sinhala medium. Candidates recruited through the Tamil/English medium may take the examination in the Sinhala medium and such candidates who are successful will be obliged to attend to Sinhala Typing as well when required.

- (a) *Use of Typewriters* .- Candidates should bring their own typewriter for their use at the examination. Candidates are permitted to arrange among themselves to share a typewriter. The number of sharing a typewriter should not exceed four. The candidates concerned shuld make arrangements to share a typewriter in this manner in consultation with the supervisor before the test commences.

(b) Heads of Departments/Institutions will grant permission to Typists sitting for this examination to take their office typewriters to the examination hall. Before this concession is allowed, Heads of Departments/Institutions should obtain a written undertaking from the officers who make use of this concession that they will promptly and safely return the typewriters and they will be responsible for any loss or damage to the typewriters while in their possession.

(c) Normal typewriters should only be used for this examination.

05. *Publication of Results* .— The names of successful candidates will be published in the *Government Gazette*.

06. *Applications* .—

(I)(A) Specimen application form for admission to this examination is appended to this notification. Applicants should prepare in a paper of A4 size containing paragraphs from 01 to 06 on the first page of their applications. (and not on paper of any other size.) This form may be prepared in a typewriter but it should be filled in correctly and legibly by candidates own handwriting.

Officers who are deemed to be “New Entrants” for the purpose of the official Language policy may prepare their application forms in the Official language and fill them up in that language. “Old Entrants” officers however, have the option of preparing their application forms and filling them up either in the Official Language or in English.

(B) Following numbers relevant to Public Service (Combined Service) and each Provincial Public Service should be indicated when filling applications.

<i>Service</i>	<i>No.</i>
Public Service (Combined Service)	01
Western Provincial Public Service	02
Southern Provincial Public Service	03
Central Provincial Public Service	04
North-West Provincial Public Service	05
Sabaragamuwa Provincial Public Service	06
Uva Provincial Public Service	07
North Central Provincial Public Service	08
North East Provincial Public Service	09

However, only the Public Servants should forward applications according to this notification. Officers in Provincial Public Service forward their applications in accordance with the notice issued by each Provincial Public Service Commissions for calling applications.

(C) According to the notice, applications of those who are in Provincial Public Service, should forward their applications through the respective Provincial Public Service Commission and applications forwarded deviating this procedure will be rejected.

(II) The candidates who are sitting this examination for the first time need not pay any examination fees. However in the case of subsequent sittings, their applications should be affix receipt of the value of Rs. 90 on the due place of the application obtained by payment of examination fees to any post office. No refund will be made under any circumstances. Fees paid for this examination cannot be transferred to any other examination.

(III) Applications of the officers in Public Service should be sent to Commissioner-General of Examinations through the Heads of the Departments under which the officer is serving and should be accompanied by certificate of satisfactory service. Heads of Departments must ensure that each application is completed in every respect and that they have signed the certificate appended to the application form. They will forward the applications of eligible candidates by registered post to reach the Commissioner-General of Examinations, Department of examinations., Pelawatta, Battaramulla **on or before 15.02.2005**. Applications received after that date will be rejected. The name of the examination should be indicated at the top left hand corner of the envelope.

(IV) The Commissioner – General of Examinations will issue Admission cards to all candidates whose applications have been received. Candidates presenting themselves for Examination must produce their admission cards to the supervising officer at the examination hall. They will not admitted to the examination hall without these admission cards that he/she has requisite qualifications to sit the examination. If any applicant who has applied for this examination does not receive an admission card at least seven days prior to the date of examination, should bring into the notice of the Commissioner General of Examinations, by the letter or by telegram with giving the following particulars (The telegraphic Address “Exams” Colombo).

- (i) Name of the Examination
- (ii) Name of the Candidate;
- (iii) Postal Address;
- (iv) Name of Post Office from which the application was posted;
- (v) Registration Number and Date of posting the application.

(V) Heads of Departments are required to grant duty leave to officers of their Department who are issued admission cards by the Commissioner General of Examinations to present themselves at the examination. Travelling expenses are not payable.

(VI) Candidates should answer question papers in the language medium in which, they sat the examination to entry to the relevant service or in official language. In case where initial recruitment took place without a Competitive Examination, they should answer papers in the language medium, which the officer studied or in official language.

07. *Identity cards* .— Candidates will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any one of the following documents will be accepted.