

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 Differentiation's ;
- (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.
- (11) Cardinals/Ordinals.
- (12) The Passive Construction.
- (13) Relative Clauses.
- (14) If Clauses.
- (15) Reported Speech.
- (16) There is/There are.
- (17) Have/Has

(b) **Vocabulary** :- The vocabulary tested will be that of general modern English with special emphasis on the following fields : Management, Administration and Social and Economic Development.

(c) **Reading** :- Ability to (i) Understand the sense of a passage and the writer's attitude to the subject (ii) Grasp the draft of an argument (iii) Draw Implications from what is written.

(d) **Writing** :- Ability to write Essays, Departmental Reports, Official Letters, Circulars, Minutes, Memos, fill in forms.

(e) **Speech** :- Ability to speak fluently in the following situations :-

- (i) Social English, *e.g.*-Greeting, Introductions, Farewells, Requests, Conveying Information.
- (ii) Speaking over the telephone.
- (iii) Interview skills, Questioning and Answering Orally.
- (iv) Meetings, making speeches, proposing a Vote of Thanks.

(f) **Listening** :- Listening to speeches, lectures, dialogues and conversations and the ability to understand and respond to what is said.

SCHEME OF EXAMINATION

1. Written Examination :- There will be one paper of 3 hours duration.
2. Oral Examination :- The Oral Examination will consist of 2 parts.

The candidate will be expected to perform these tasks :-

- (a) Carry on a conversation ;
- (b) Describe a picture ;

- (c) Read aloud from a passage ;
- (e) Listen to and write down a passage of dictation of about 80 words

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

Appendix “D”

Sri Lanka Administrative Service

- (a) The Second Efficiency Bar Examination for officers of the Sri Lanka Administrative Service will comprise the following subjects ;
 - (1) Economic and Social Policy (with special reference to Sri Lanka).
 - (2) The Process of Development Administration (with special reference to Sri Lanka) ;
 - (3) Management and Organisation.

Syllabus

- (1) Economic and Social Policy (with special reference to Sri Lanka) :-

The questions in this subject will be designed to test candidates knowledge of the factors that affect and influence the process of formulation of economic and social policy in Sri Lanka. Candidates are expected to be aware of the principles of Applied Economics and Applied Sociology as well as of the recent, Economic, Social and Political History of Sri Lanka.

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

- (2) The Process of Development Administration (with special reference to Sri Lanka) :-

Candidates will be expected to have a wide grasp of the Institutions of Development Administration their working and the interrelationship which exist amongst them with special reference to :-

- (a) The Machinery of Government in Sri Lanka;
- (b) The constitutional background of the machinery of Government of Sri Lanka ;
- (c) Local Government ;
- (d) People's Organisations ;
- (e) Organisation of Public Enterprises.

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

(3) Management and Organisation

The question in this subject will be designed to :-

- (a) Assess the candidates grasp of the principles of management and organization,
- (b) The application of these principles to problems and issues in the Public Sector,
- (c) His familiarity with the modern tools and techniques of management.

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

Appendix “B”

Sri Lanka Accountants' Service

First Efficiency Bar Examination:

- (a) The First Efficiency Bar Examination will comprise of 4 papers for 3 hours each in the following subjects :
 - (1) Government Financial Procedure ;
 - (2) Law and Management ;

- (3) Administration :
(4) Report Writing and Presenting Information to Management.
- (b) Officers may take up the subject of the First Efficiency Bar Examination on one and the same occasion or on separate occasions if they so desire.
- (c) Candidates will be required to obtain 40 percent in each paper for a pass.

Syllabus :-

(1) **Government Financial Procedures** :- Candidates will be tested on the application of the Government Financial Regulations and Treasury Circulars in respect to government transaction, financial regulations/procedures as they relate to revenue, expenditure, foreign aid, annual and supplementary estimate, public debt, procurements, tenders imprests and advances, financial sanctions, the accounts of the island, functional and economic classification, programme and performance budget, functions of the Minister of Finance the General Treasury the Ministry of Policy Development and Implementation the Secretaries, the Auditor-General and the Public Accounts Committee.

(2) Law and Management

Law :

Definition of Law,
Legal systems in Sri Lanka,
Court system in Sri Lanka,
Law of Contracts,
law of Agency,
Sale of Goods,
Hire purchase,
Negotiable instruments,
Guarantee,
Insurance,

Management :

Introduction to management,
Functions and skills of managers,
Planning process and setting organizational levels,
Organizations structure,
Management of human resources,
Performance evaluation,
Promotion,
Motivation,
Leadership,
Communication,
Decision making,
Problem solving,
Management of change,
Managing conflicts,
Managing time,
Quality circles and productivity,
Management ethics and responsibility,

03. **Administration** :- Candidates will be tested on provisions in the Establishments Code Part 1 and part II.

04. Report Writing and Presenting Information to Management :

Importance of timeliness, accuracy, completeness and relevance in relation to management information,
Dealing with reference materials,
Periodic and ad-hoc reports,
Writing minutes and reports of meetings,
Structure of Management reports,