

8. Experience

Designation	Organization	Address of the Organization	Period	Nature of work done	Reasons for leaving

Certificate of the Head of the Government Department/Ministry/Authority etc.

I hereby forward the application of Mr./Mrs/Miss who is employed in this Department/Ministry/Corporation/Authority/Provincial Council as aand his/her work and conduct are satisfactory/not satisfactory. He can be released from

9. Computer literacy : :.....
(Copies of certificates to be annexed)

10. Have you ever been convicted in any offence in the Court of Law : Yes/No.
(if yes indicate particulars)

Signature of the Head of the Department/Ministry/Corporation/Provincial Council etc.

11. Money Order No.

I do hereby certify that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I am aware that if any particulars contained herein are found to be false or incorrect. I am liable to be disqualified if the detection is made before the appointment and to dismissal from service if the inaccuracy is detected after appointment.

Name :.....

Post :.....

Address :.....

Date :.....

Date :.....

Signature.

.....
Signature of applicant.

06-317

Examinations, Results of Examinations, &c.

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II SEGMENT 'A' OF THE GENERAL CLERICAL SERVICE AND RECOMMENDED OTHER SERVICES/SHROFFS SERVICE/BOOK KEEPERS SERVICE/STORE KEEPERS SERVICE/TYPISTS SERVICE AND GRADE II OF THE STENOGRAPHERS' SERVICE OF THE PUBLIC SERVICE - 2004

IT is hereby notified that an Efficiency Bar Examination for the officers in the following services as per provisions of the approved service minutes will be held by the Commissioner General of Examination on the month of September, 2004.

- (i) Officers in Class II segment 'A' of the General Clerical Service in the Public Service
- (ii) Officers in Class II Segment 'A' of the Shroffs in the Public Service
- (iii) Officers in Class II Segment 'A' of the Book Keepers in the Public Service
- (iv) Officers in Class II Segment 'A' of the Store keepers in the Public Service
- (v) Officers in Class II Segment 'A' of the Typist's Service in the Public Service
- (vi) Officers in Grade II of the Stenographers Service in the Public Service
- (vii) Officers in Class II Segment 'A' of the Railway Clerical Service
- (viii) Officers in Class II Segment 'A' of the Postal Clerical Service
- (ix) Officers in Class II Segment 'A' of the Health Clerical Service

This examination for officers in Class II Segment 'A' of the General Clerical Service and Recommended other Services/Shroffs Service/Book Keepers Service/Store Keepers Service in Public Service will be held in Colombo, Galle, Kandy, Jaffna and Batticaloa. Officers in Class II Segment 'A' of the Typists Service and officers in Grade II of the Stenographers Service will be held in Colombo, Kandy, Jaffna, Batticaloa, Matara, Kurunegala, Rathnapura, Badulla and Anuradhapura. Relevant Towns and Town Numbers are given below.

Town	Town No.
Colombo	01
Galle	02
Kandy	03

<i>Town</i>	<i>Town No.</i>
Jaffna	04
Batticaloa	05
Matara	06
Kurunegala	07
Rathnapura	08
Badulla	09
Anuradhapura	10

A center without Sufficient number of candidates for any service will be cancelled.

02. (i) This examination will be conducted by the Commissioner General of Examinations and the candidates will be bound by the rules and regulations imposed by him.
- (ii) The rules and regulations for candidates have been separately printed in the *Gazette Notification*. Candidates will be subject to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

03. The application for this examination be in the form of specimen appended to this notification and should be prepared by the candidate himself. Applications should be sent by the Registered post through the respective Head of Departments to reach the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla, on or before 15.07.2004. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. The application received after the closing date will be rejected.

The applications of the officers belonging to Provincial Public Service should be forwarded through the Provincial Public Service Commissions and the applications not so forwarded will be rejected.

04. Identity of the Candidates - Candidates will be required to prove their identity at 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.

- (a) A valid Identity Card issued by the Commissioner of the Department of Registrations of Persons.
- (b) A valid Passport.

* The candidature of those who fail to produce any of the above mentioned documents may be cancelled on the discretion of the Commissioner General of Examinations.

05. *Applications.*—Applications should be prepared in a paper of A4 size in such manner that items para 01 to 05 appear on the first page. The application could be typed but it should be filled in correctly and legibly by candidates own handwriting.

The candidates appearing for the examination for the first time need not pay examination fees. However, stamps to the value of Rs. 90 should be affixed for the whole examination for subsequent sittings, and stamps to the value of Rs. 50 should be affixed if only one subject is offered. The stamps should be duly cancelled by placing signature of the candidate and the date. The fees will not be refundable for any reason and the transfer of fees to any other examination will not be allowed.

06. The Commissioner - General of Examinations will issue the Time table and Admission cards to all candidates whose applications have been accepted. The Candidates should produce their admission cards to the supervisor of the examination. Candidates without admission cards will not be permitted to sit for the examination. If a candidate has not received his/her admission card at least seven days before the day of examination, he/she should communicate without delay with the Commissioner General of Examinations, Department of Examinations, Battaramulla (Telegraphic Address "Exams" Battaramulla) informing him that he has not received the Admission Card and giving following information.

- (i) Name of the Examination :———.
- (ii) Full Name of the Candidate :———.
- (iii) Full Postal Address :———.
- (iv) Post Office, Registration Number and Date of Dispatch :———.

07. The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations to enable them to appear for the examination. No traveling expenses will be paid.

08. The candidates should answer both question papers in the language of the examination they sat for the entry to the relevant service or in official language. In case of candidates who entered the service without a Competitive Examination, they should answer both papers in the language medium of their education or in official language. However the Typists and Stenographers recruited in English medium or engaged in Service in English medium should sit for this examination in English medium.

09. The officers may appear separately for each subject at different occasions.

10. Officers who are deemed to be 'new entrants' for the purpose of the official language policy may prepare their application forms in Official Language and fill them up in their own language. However the 'old entrants' may prepare and file their application in official language or in English.

11. *Release of the results of the Examination*.—The results of the officers in Combined Services will be released to the Director General of Combined Services.

12. *Examination Procedure*.—The examination relevant to each service above will consist of the following subjects. The relevant subjects and subject numbers are given below. The subjects offered by the candidates should be indicated in para 5.0 of the application :—

<i>Service</i>	<i>Subject</i>	<i>Subject No.</i>
12.1 General Clerical Service and Recommended Other Services	01. Office Systems and Procedure	01
	02. Accounting Systems adopted in the Government Offices	02
12.2 Shroffs Service	01. Accounting Systems	03
	02. Shroff Systems and Procedure	04
12.3 Book Keepers Service	01. Accounts	05
	02. General Financial Knowledge	06
12.4 Store Keepers Service	01. Store Keeping I	07
	02. Store Keeping II	08
12.5 Typists Service	01. Office Corresponding	09
	02. Typing of Official Letters	10
12.6 Stenographers Service		
(a) First Efficiency Bar Examination	01. Speed test (Sinhala)	11
	02. Speed test (Tamil)	12
	03. Speed test (English)	13
(b) Second Efficiency Bar Examination	01. Stenography and Typing (Sinhala)	14
	02. Stenography and Typing (Tamil)	15
	03. Stenography and Typing (English)	16
	04. Conference test (Sinhala)	17
	05. Conference test (Tamil)	18
	06. Conference test (English)	19
	07. Sinhala Language	20
	08. Tamil Language	21

12.1 General Clerical Service and Recommended other Services :

- (a) Office System and Procedure (a 02 hour paper)
- 100 Marks
- (b) Accounts System adopted in Government Offices.
(a 03 hour paper) - 100 Marks

minimum of 40% marks for each subject should be obtained for a pass.

Syllabus.—Candidates will be expected to have a knowledge of the following :-

(a) *Office System and Procedure :*

- (i) Importance of Office System
- (ii) Principles of Office System;
- (iii) Essential of Filing System;
- (iv) Indexing;
- (v) Method of Storage and Care of Records;
- (vi) Filing Equipment;
- (vii) Systems of Retention and Disposal of Records
- (viii) Handling of Inward and Outwards Mails;
- (ix) Correspondence, Registration, Activities, Management and Follow-up;
- (x) Work Control Charts (*e. g.* Returns, matter due for action on special dates *etc.*);
- (xi) Minuting
- (xii) Report Writing;
- (xiii) Duties of Subject Clerks, Head of Branches and Record-Keepers;
- (xiv) Duty Lists;
- (xv) Procedure of Recording work procedure;
- (xvi) Revision of Forms;
- (xvii) Simplification of Procedures;
- (xviii) Standardization of Correspondence;
- (xix) Dealing with the Public.

(b) *System of Accounts adopted in Government Office :*

- (i) Consolidated fund appropriation Law and Special Law (Section 1 of Chapter 1), Annual Estimates (Section 2, 3, and 4 of Chapter 1) Token Provision (FR 21/230); Warrants (FR 90); Variations to the Annual Estimates (1st Change, Chapter 1; Section 5).
- (ii) Type of Advance Accounts, Limits and variations, Capital Expenditure relating to Advance Accounts (FR 22, 41, 500 to 515);
- (iii) Liabilities including Deferred Liabilities (FR 94 and 447);
- (iv) State Revenue Estimates, State Estimate of revenue collected in Stamps (FR 84 and 494 FR 865-874) Refunds of state Revenue (FR 188,205,229);
- (v) Accounting Officers, Chief Accounting Officers and Revenue Accounting Officers, (FR 124, 125, 127 and 128) Delegation of Function (FR 135 to 144 and 157 Internal Audit (FR 133), Allocation for expenditure (FR 146,208, 449) Appropriation Accounts and Revenue Accounts (FR 150 and 154)