

(b) *Comprehension*.—The candidate will be given a set of passages. In the case of some of the passages, the candidate will be presented with a set of alternative statements, one of which fits the content of the passage best. He would be required to pick the most appropriate statement. In the case of other passages, questions will be set to test the manner in which the candidate is liable to grasp the meaning of the passages.

(c) *Case Study*.—A paper designed to test the candidate's power of constructive thinking and problems solving ability. The candidate will be presented with one or more situations posing a problem or problems to which solutions are required.

On the order of Public Service Commission,

S. C. MANNAPPERUMA,
Secretary,
Ministry of Public Administration and
Home Affairs.

Ministry of Public Administration and
Home Affairs,
Torrington Square,
Colombo 07,
14th September, 2004.

Specimen Form of Application

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE SRI LANKA ADMINISTRATIVE SERVICE—CLASS II GRADE II

(for office use only)

Medium of Exam

Sinhala — S, Tamil — T, English — E (right the applicable letter in the cage)

1. (i) Last Name with Initials (Mr./Mrs./Miss) : _____.
(in English Block Capital)
- (ii) Names denoted by Initials : _____.
(in Block Capital)
- (iii) National Identity Card No. :

2. (i) Official Address (any change of address should be communicated at once) : _____.
(in Block Capital)
- (ii) Private Address : _____.
3. (i) Sex
Male — M, Female — F (right the applicable letter in the cage)
- (ii) Nationality : _____.

4. State the medium of the examination or oral test through which you became eligible to enter the Service/Grade :—
_____.

5. (i) Your service with grade referred to in para. 5 of the *Gazette Notification* with Class, Grade or Segment (if any). If you have served in more than one eligible Service/Grade should be mentioned with dates :—
_____.

(a) Present Post : _____.
Service (Public Service / Provincial Public Service) :—
_____.
Grade : _____.
Class / Segment : _____.
Date of Appointment : _____.
Date of Confirmation of the Post : _____.

(b) Other services (if any) you claim eligibility :—

| Name of Service/ Grade | Date of Appointment | Date of Confirmation | Period of service From...To... |
|------------------------|---------------------|----------------------|--------------------------------|
| (1) | | | |
| (2) | | | |
| (3) | | | |
| (4) | | | |
| (5) | | | |

(ii) Total period of permanent and continuous service as at 31.12.2001 in the Services/Grades referred to in para. (5) of the *Gazette Notification* :—
_____.

6. (i) The years in which you have sat the Limited Competitive Examination for Recruitment to the Sri Lanka Administrative Service :—

- | | |
|-------------|------------|
| (i) | (iv) |
| (ii) | (v) |
| (iii) | (vi) |

(ii) The years in which you have sat the Open Competitive Examination for Recruitment to the Sri Lanka Administrative Service :—

- | |
|-------------|
| (i) |
| (ii) |
| (iii) |

7. Paste cash receipt securely.

8. Certificate by candidate :

I declare that during the five years preceding 31.12.2001, I have earned all increments (excluding those conditional to passing service or Departmental Examinations) and that I have not been subject to any form of disciplinary punishment (excluding warning) for any offence committed during those five years.

I declare that I am eligible to sit this Limited Competitive Examination and that to the best of my knowledge and belief the information given in this is true and that I have affixed the receipt No. dated being payment of the examination.

I also agree to be bound by the rules governing examinations and any decision that may be taken to cancel my candidature prior or during or after the examination if it is found that I am ineligible according to the regulations of this examination.

Date : _____.

_____,
Signature of Candidate.

9. The certificate of the Head of the Department :

It is hereby certified that Mr./Mrs./Miss who is submitting this application has earned all salary increments during the period of 5 years prior to 31.12.2001 (except the increments which require passing of service or department tests), he/she not subjected to any disciplinary punishment (except warnings), the particulars furnished in this application have been found correct accordingly to available reports, he/she is eligible to sit for this examination as per regulation stipulated in this *Gazette Notification* and that he/she signed this application before me.

_____,
Signature of the Head of Department.

Authorized Officer.

Name : _____.

Designation : _____.

Date : _____.

(Official Stamp)

10-38

My No. : R/8/1/2004.

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS II SEGMENT "A" OF THE GENERAL CLERICAL SERVICE/SHROFFS SERVICE/BOOK KEEPERS SERVICE/STORE KEEPERS SERVICE AND TYPISTS SERVICE OF THE PUBLIC SERVICE TO CLASS I- 2003/2004

A qualifying examination will be held to promote officers in class II "A" of the General Clerical Service/Shroffs' Service/Book Keepers' Service/Store Keepers' Service and Typists' Service in Public Service and those who obtain minimum of 40% marks for each subject at the qualifying examination will be promoted to class I.

It is hereby notified that the examination in General Clerical Service, will be held at the centers in Colombo, Galle, Kandy, Batticaloa, Jaffna and the examination in Shroffs' Service/Book Keepers Service/

Storekeepers, Typists Service in Colombo and Jaffna on January, 2005 by the Commissioner General of Examination. A center without sufficient number of candidates will be cancelled.

02. Eligibility :-

- (i) Should be a confirmed officer in the service he belongs.
- (ii) The Officers possessing more than 10 years service in class II segment "A" of the above services at the closing date of applications after passing this qualifying examination will be promoted to class I of the service from the date of examination provided they possess other qualifications.
- (iii) The officers with 9 years service in Class II "A" at the closing date of applications and possessing other qualifications may sit for this qualifying examination. Those who pass the examination will be promoted to Class I from the date they complete 10 years service in the above services or from the date of the examination which ever occurs later.
- (iv) Should possess five years satisfactory service proceeding the date of promotion.
- (v) Should have passed or been exempted from the Efficiency Bar Examination for Class II "A" of those services as per minutes of those services.
- (vi) The officers who pass the examination without satisfying the above qualifications will be treated as disqualified for promotion to Class I. Public Administration Circular No. 15/92 of 12.03.1992 will apply in this connection.
- (vii) Officers belonging to the Provincial Public Service should forward their applications through the respective Provincial Public Service Commission. Applications which are forwarded deviating such process will be rejected.

03. Scheme of Examinations :- The Examination related to each service will consist of following subjects related to each service.

3.1 General Clerical Service of the combined service.

Qualifying examination will consist of two papers.

- (a) Systems of Accounts (Financial Regulations) - Duration 1 hour and 30 minutes
- (b) Establishments Procedure (Establishment Code) - Duration 1 hour and 30 minutes.

(a) Systems of Accounts (Financial Regulations) -

- (01) Annual Estimates :- Procedure for preparing Annual Estimates and Budgets, New proposals, Preparation submission and passing of Estimates of Expenditure, Alteration in Estimates of Expenditure, Revenue Estimates (FR 1 to 85)
- (02) Authority for Expenditure, Refunds and Waivers :- Warrants and Imprest Authority, Authority for Expenditure and Control of expenditure, Authority for involving in liabilities, Losses and Waivers Miscellaneous (FR 90 to 119)
- (03) Control of Finance and Accounting (FR 124 to 157)
- (04) Receipts :- Acceptance of money, collection of money, Receipt of money (FR 165 to 189)
- (05) Payments :- Responsibility and authority, preparation of vouchers, certification and payment on vouchers, Procedure of making payment by Kachcheries on

- behalf of other Departments and the Treasury, Unpaid Salaries , Transfer payments and payments between Departments (FR 200 to 298)
- (06) Custody of Government Funds, Imprests and Bank Accounts :- Custody of Government Funds, Boards of Survey on counter foil books, money, stamps etc., imprests, Bank Accounts (FR 315 to 396)
- (07) Keeping Accounts :- Keeping Accounts at the Treasury, Departmental Books and Registers, Disposal of errors, Securities to be deposited for Government Contracts and Liquor Rentals, Money collected in the land Settlements Department, Miscellaneous (FR. 410 to 494)
- (08) Advance Accounts :- (FR 500 to 518)
- (b) Establishments Procedure (Establishment Code)
- (01) Scheme of Recruitment and Appointments; Chapter II of the Establishment Code.
- (02) Transfers; Chapter III of the Establishment Code.
- (03) Granting of monthly paid, Temporary, Permanent and Pensionable status; Chapter IV
- (04) Release, Reversion to the previous post and Termination; Chapter V.
- (05) Service Records, Reports and Certificates; Chapter VI
- (06) Salaries; Chapter VII
- (07) Overtime, Holiday and Holiday pay and allowances; Chapter VIII
- (08) Fees ; Chapter IX
- (09) Leave; Chapter XII
- (10) Railway Warrants ; Chapter XIII
- (11) Travel and Duty within the Island ; Chapter XIV
- (12) Travel abroad for study, training or on duty; Chapter XV
- (13) Holiday Travel; Chapter XVI
- (14) Concessionary season tickets; Chapter XVII
- (15) Special concessions and conditions regarding officers suffering from certain types of illnesses; Chapter XXIII
- (16) Salary loans and Advances ; Chapter XXIV
- (17) Channel of Communication; Chapter XXVII
- (18) Administrative Procedures and Systems ; Chapter XXVIII
- 3.2 Shroffs' Service of Combined Service
- This test will consists of three subjects
- (a) Systems of Accounts (Financial Regulations)- Duration 1 hour and 30 minutes (The scheme of examination related to this subject is indicated in 3.1 (a))
- (b) Establishments Procedure (Establishment Code) - Duration 1 hour and 30minutes. (The schem of examination related to this subject is indicated in 3.1 (b))
- (c) Basic Bank Practice (Banking Systems) - Duration 1 hour and 30 minutes
- (d) Basic Bank Practice:
- (1) Procedure of opening an Account in a Bank, necessary documents, various requirements of opening private, statutory, public accounts/ accounts.
- (2) Various categories of Accounts and Current Accounts, Savings Accounts, Fixed Deposit Accounts, Deposit Certificates, Saving Certificates, Children Accounts and Special Accounts.
- (3) Procedure of opening joint and Guardian Accounts, privileges of account holders, Procedure of implementing the account.
- (4) Security procedure of account, use of cheques, regulations on signing , stoppage of payments, procedure of obtaining a cheque book for public institution, custody of cheque books, Electronic bank system and keeping away from such system by Corporation/Public Institution.
- (5) Service on current accounts, statement on account, standing orders, settlement of payments by the bank, clearance, auto clearance and procedure, bank drafts, local and foreign travelling cheques, cards facilities, security facilities.
- (6) Procedure on fixed, deposit and savings accounts.
- (7) Finance Management in the Treasury, Program, obligation and role of Commercial Banks , Accounts on facilities of payments of DST under the new program of Finance Managment.
- (8) Obligation and Privileges of th customer, information, prevention of frauds.
- (9) Regulations on cheques, negotiable documents, endorsement, crossing and various crossings, "Not Negotiable"/the meaning, "Payees Account only", cancellation of Crossings
- (10) Transactions :- Procedure of depositing money, forms to be filled in drawing of money.
- 3.3 Book-keepers' Service of Combined Service.
- This test will consists of three subjects.
- (a) Systems of Accounts (Financial Regulations) - Duration 1 hour and 30 minutes (The scheme of examination related to this subject is indicated in 3.1 (a))
- (b) Establishments Procedure (Establishment Code) - Duration 1 hour and 30 minutes. (The Scheme of examination related to this subject is indicated in 3.1 (b))
- (c) Auditing - Duration 1 hour and 30 minutes.
- (c) Auditing:
- (1) General Auditing concepts and Theory including accountability; need for an audit, scope of audit, types of audit, qualifications and powers of Auditors and authority for audit.
- (2) Functions of the Auditor .—General and salient features of the audit of Government Departments, State Corporations and Local Authorities,Audit of advance Accounts and Funds Accounts.
- (3) Internal Control .— Internal Audit and Internal Check, Internal Control Questionnaires.
- (4) Auditing Standards'
- (5) Types of audit evidence and methods of obtaining audit evidences.

- (6) Auditing of transactions, assets, liabilities, sales, purchases cash receipts and payments and inventory control.
- (7) Auditing of Production and Trade Profit and Loss Account and Balance Sheet.
- (8) Auditing Programmes.
- (9) Role of the Parliamentary Committees on Public Accounts Committee and Public Enterprises and Treasury Notes.
- 3.4 Store Keepers' Service of Combined Service.
This test will consists of three subjects
- (a) Systems of Accounts (Financial Regulations) - Duration 1 hour and 30 minutes (The sheme of examination related to this subject is indicated in 3.1 (a))
- (b) Establishments Procedure (Establishment Code) - Duration 1 hour and 30 minutes. (The sheme of examination related to this subject is indicated in 3.1 (b))
- (c) Stor - Keeping - Duration 1 hour and 30 minutes
- (c) Stor- Keeping
- (01) Stores;
- (02) Store arrangements;
- (03) Store security, protection, conservation and maintenance;
- (04) Estimating;
- (05) Inspection of Stores an obtaining items;
- (06) Warehouse work;
- (07) Issue and distribution of goods;
- (08) Maintaining records;
- (09) Handling stores item;
- (10) Procedure on storing dangerous items;
- (11) Matters relating to store premises;
- (12) Role of Store-Keeper
- (13) Organization of stores work;
- (14) Basic requirements of store-keeping;
- (15) Equipment of handling stores items;
- (16) Utilization of labour for handling stores items;
- (17) Storing Distribution and Transportation of Chemicals, Fuel, Gas and explosives;
- (18) Packaging;
- (19) Forms used at the store-keeping;
- (20) Custody of stores - Depositing security, ect;
- (21) Annual stock taking;
- (22) Procedure on out dated and unserviceable Items;
- 3.5 Typists' Service of Combined Service
This test will consist of two subjects.
- (a) Systems of Accounts (Financial Regulations) - Duration 1 hour and 30 minutes . (The scheme of examination related to this subject is indicated in 3.1 (a))
- (b) Establishments Procedure (Establishment Code) - Duration 1 hour and 30 minutes. (The scheme of examination related to this subject is indicated in 3.1 (b))
04. Candidates should answer question papers related to each service in the language in which they sat the examination to enter the General Clerical Service/Shroffs' Service of the Public Service/Closed Services/Shroffs' Service/ Book Keepers' Service/ Typists' Service or in an official Language. In case where recruitment took place without a competitive Examination such candidates should answer in the language medium in which they obtained their education or in Official Language.
05. (i) A specimen form of application for this examination is published at the end of this notification. Candidates are required to prepare their own application forms strictly in accordance with this specimen form. The application form should be prepared on a paper of A4 size (and not on paper of any other size)
The form may be prepared in a typewriter but should be filled in correctly and legibly in candidate's own handwriting.
- (ii) Officers who are deemed to be "New Entrants" for the purpose of the Official Language Policy should prepare their application forms in 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 in official Language or in English.
- (iii) Candidates who are sitting this examination for the first time need not pay examination fees. Candidates who are sitting this examination for the second time should affix receipt to the value of Rs. 100 on the due place of the applicaton obtained by payment of examination fees to any post office. No refund of examination fees will be made under any circumstance and transfer of fees to another examination will not be allowed.
- (iv) Officers in the Public Service should send their applications through their Heads of Departments by Registered Post to reach the Commissioner - General of Examination, Department of Examinations, Pelawatta, Battaramulla. on or before 02.11.2004. The envelope enclosing the application to the Commissioner-General of Examinations should bear the name of the examination on the top left hand corner. Any application received after the closing date will be rejected.
06. Admission to the Examination :
- (i) The Commissioner-General of Examinations will issue Admission Cards to all candidates who have submitted their applications. Candidates who sit the examination should submit their Admission Cards to the Supervisor of Examinations. They will not be permitted to enter the examination hall or to sit the examination without Admission Cards.
- (ii) Time table will be issued to each candidates alone with the Admission card.
- (iii) Candidates are bound by the rules and regulations prescribed by the Commissioner - General of Examinations for the conduct of the examination and are liable to any punishment imposed by him for a breach of these rules and regulations.
- (iv) Rules and regulations for the candidates are printed at the beginning of this notification.

07. Heads of Departments/Establishments are requested 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.

08. Identification of candidates.— Candidates will be required to prove their indetity in the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any one of the following documents willbe accepted.

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

(b) A valid Passport.

09. If any candidate does not receive an admission card at least seven days prior to the date of examination, should communicate without delay the Commissioner - General of Examinations, Pelawatta, Battaramulla. (The telegraphic Address, "Exams" Battaramulla) informing that he/she has not received the admission card and giving the following particulars.

- (i) Name of the Examination;
- (ii) Name of the Candidate;
- (iii) Postal Address;
- (iv) Name of Post Office, Registration Number and the Date of the application forwarded through the Head Of the Department.

10. Any provision which does not fall under the regulations of this notification will be decided by the Director - General of Combined Services.

JAYAMPATHY P. HETTIARACHCHI,
Director General of Combined Services.

31st August, 2004,
Combined Services Division,
Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07.

SPECIMEN APPLICATION FORM

EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS II SEGMENT "A" OF THE GENERAL CLERICAL SERVICE/SHROFFS SERVICE/BOOK KEEPERS SERVICE/STORE KEEPERS SERVICE AND TYPISTS SERVICE OF THE PUBLIC SERVICE TO CLASS I- 2003/ 2004

(Note - The form should be correctly and legibly filled by candidates' own handwriting)

Part I

Service to which you belonging ☐ ☐
(Indicate 1 if you belong to Public Service or Index No.
2 if you belong to Provincial Public Service) (For Office use Only)

Language medium in which you sit the examination. ☐ Town in which you wish to sit the examination
(Indicate the relevant letter in the cage Sinhala -S, Tamil- T, English - E) (see the Gazette Notification)

1 st choice
2nd choice

1.0 1.1 Name with initials :-----.
(in English block letters)

1.2 Name with initials :-----.
(In Sinhala/Tamil)

1.3 Names denoted by initials :-----.
(In English Block Letters)

1.4 Names denoted by initials :-----.
(In Sinhala/Tamil)

1.5 National Identity Card

No. :

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

1.6 Sex :

Female - F Male - M

☐

2.0 2.1 Address :-----.
(In English Block Letters)

(Address of the present place of work- to send the Admission card)

2.2 Address :-----.
(In Sinhala/Tamil)

3.0 3.1 Indicate the respective number of the service in the relevant cage ☐

- (1) General Clerical Service
- (2) Government Shroffs' Service
- (3) Government Book Keepers' Service
- (4) Government Stor Keepers' Service
- (5) Government Typists' Service

3.2 Date of entry to Class II Segment 'A' of the above service :-----.
(only if the appointment letter has been issued)

3.3 Date of Confirmation in the post and reference number :--
-----.

4.0 Have you changed your name after entry to public service, if so indicate the previous name :-----.

5.0 Date of Birth :-----.

6.0 Are you an old entrant or new entrant for the purpose of official language policy :-----.

7.0 Have you earned all increments during the period of your service? if not, give particulars :-----.

8.0 If you have suffered any punishment whatsoever state particulars in brief :-----.

9.0 If you have been released for service in a Corporation or any Statutory Board, furnish such particulars :-----.

10.0 Have you availed no pay leave for employment abroad or any other purpose, furnish such particulars :-----.

11.0 Indicate weather you are sitting the examination for the first time :-----.

If not,

number of the postal receipt (affixed) :-----.

Issued post Office :-----.

Date :-----.

(Affix the receipt here)