

Part I - Objective questions (40 marks)

The five duties and other routine work to be utilized as Ibadath

- a. Tharahath and Najis
- b. Arkanul Islam
- c. Other Ibadath

Answers should be given for all questions in this section

1. a. To give short answers - Ten questions - 10 marks
- b. Multiple questions - Five questions - 05 marks
- c. Filling blanks - Five questions - 05 marks

Part II - Structured questions (40 marks)

To understand that Islam is complete way of life

- a. Ibathuth (kalima, Sala, Zanat, Sawm and Hajj)
- b. Other Ibathathes
- c. Muamalath (Business)
- d. Munakahath (Family Life)
- e. Jinayath (Penal)

Out of the four questions in this section answers may be given for any two subjects. Every question has been grouped as a, b, c, d, five marks will be given for each part of the questions (4 x 5 = 20).

Part III - Essay type questions (40 marks)

To have an understanding relating to the advantages of Farlu, Sunnath and Ibadath and its philosophy and to act accordingly.

- a. Ibatha
- b. Muamalath (Business)
- c. Munakahath (Family Life)
- d. Jinayath (Penal)

Out of the four questions in this section answers may be given for to preferred questions. For every question answers should be given in an essay type structure to enable the assessment of Knowledge and concepts. Twenty marks will be given for each question.

Third Paper - Seera and Tareek

This question paper consists of three parts.

Part I - History of Prophet Muhammed (Sal) and other histories

- a. Religious position during the period of Jahiliyya
- b. Life History of Holy Prophet Muhammed (Sal)
- c. Dedication of Sahabs (Companians) for Islam
- d. Periods of Umaiyah and Abbasiya
- e. Muslim contribution towards Modern Civilization

All candidates should answer the questions in this section. This question consists of three parts.

- a. To give short answers - 10 question - 10 marks
- b. Multiple questions - 05 questions - 05 marks
- c. Filling of blanks - 05 questions - 05 marks (Total Marks- 20)

Part II structured question (40 marks)

Knowledge relating to the contribution of Holy Nabi (Sal) and his Alikula Faur Rashidu.

- a. Prophet (Sal)
- b. Madina Life of Holy Prophet (Sal)
- c. Al - Kulapaurrasidoon
- d. Contribution of Imams belonging to various fields

Out of the four questions in this part answers should be given for any two questions. Every question has been grouped as a, b, c, and d, Marks will be given at the rate of 05 mark for each part (5 x 4 = 20)

Part III Essay type Questions - 40 marks

Understand the Islamic Social - political requirements introduced by Holy Nabi (Sal)

- a. Life History of Holy Prophet (Sal)
- b. Contribution of Al -Kulapaurrasideen
- c. History of Sri Lankan Muslims

Out of the questions in this section answers should be given for any two questions Twenty Marks will be given for each question. (Total Marks - 5 x 20 = 100)

Fourth Paper - Al Aklaq (Islamic Ethics)

This Question Paper consists of three parts

Part I - Structured questions - 20 marks

- a. Attention drawn in Islam for a code of Ethics
- b. Thakwa
- c. Charity
- d. Athil

Candidates should answer all four questions in this section. 20 Marks will be given at the rate of five marks for each question.

Part II - Less structured questions - 40 marks

- * Aklaq an Iman
- * Murakaba and Warau
- * Ethics related to social relationship
- * Time Managements and Control of Senses

Out of the questions this section answers should be given for two questions Every question has been grouped as a, b, c, and d. (05 marks will be given for each part (5 x 4= 20)

Part III - Essay related questions - 40 marks

- * Promotion of human loving kindness through Islamic ethics
- * Introducing favourable concepts through Ibadath
- * Kindness towards living beings
- * Islamic Jurisprudence
- * Ethics of Youth

Out of the questions in this section answers should be given only for two questions Forty marks will be given for both questions at the rate of twenty marks for each question.

**1st EFFICIENCY BAR EXAMINATION FOR OFFICERS
IN THE DEVELOPMENT CO-ORDINATORS' SERVICE
IN THE MINISTRY OF PUBLIC ADMINISTRATION
AND HOME AFFAIRS — 2004**

IT is hereby notified that the Efficiency Bar Examination for Development Coordinators appointed by the then Secretary of the Ministry of Public Administration and Home Affairs in terms of paragraph 8 : 3 of the circular letter No. BDAI/29/A of 25.07.2000 of the Secretary to the Ministry of Finance and Planning pertaining to attachment of Graduate Trainees recruited for the promotion of priority activities of Government to permanent posts will be held by the Commissioner General of Examinations in December 2004 in Colombo. The candidates will be bound by the rules and regulations imposed by the Commissioner General of Examinations regarding the examination. They will be subject to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations. The rules and regulations for candidates have been separately printed in the *Gazette* Notification.

02. The specimen application form for this examination has been appended at the end of this notification. The applications prepared by candidates as per the said specimen should be sent by registered post through the respective Heads of Department to reach the Commissioner General of Examinations, Organization and Overseas Examinations Branch, Department of Examination of Sri Lanka, Pelawatta, Battaramulla on or before 11th of October, 2004. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. The applications received after the closing date will be rejected.

03. *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 acceptable.

- (a) National Identity Card issued by the Commissioner of Department of Registration of Persons.
- (b) A valid Passport.
- (c) A valid Identity Card issued by the Postal Department.

04. *Application.* - Applications should be prepared on a paper of A4 size in duplicate and Nos. from 1 - 5 should appear on the first page of the application form. The application may be type-written but it should be filled in correctly and legibly by the candidate's own handwriting. It should be prepared in the language in which the candidate intends to sit the examination itself.

- (i) The candidates appearing for the examination for the first time need not pay any examination fee. However, for subsequent sittings they are required to affix stamps to the value of Rs. 90 in the case they offer the whole examination and stamps to the value of Rs. 50 in the case they offer only one subject. The stamps should be duly cancelled by placing the signature of the candidate and the date. It is not allowed to transfer the examination fee to any other examination.

- (ii) Candidates will not be permitted to change the language of examination indicated in the application form. Provided there are candidates for each medium, the examination will be conducted in all the three languages of Sinhala, Tamil and English and candidates are required to answer all the question papers of the examination in one and the same language.

05. The Commissioner General of Examinations will issue an Admission card and the Time-table to all officers who have submitted applications. The candidates should produce their Admission cards to the Supervisor of the examination and without such Admission card they will not be permitted to sit for the examination. If an officer 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, Organization and Overseas Examination Branch, Department of Examinations of Sri Lanka, Pelawatta, Battaramulla, informing him that he has received the Admission card and giving the 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 of the application form.

06. Requests from candidates who fail to satisfy requirement in paragraph (05) above will not be considered subsequently.

07. The officers may appear for each subject in different sittings separately however candidates must obtain a minimum of 40% of marks for each question paper for a pass.

08. Release of the results of the examination.- The results of the officers will be released to the Secretary, Ministry of Public Administration and Home Affairs.

09. Scheme of Examination.- The Efficiency Bar Examination for Development Co-ordinators will consist of 03 question papers as follows:

- i. Question paper I - Office Management - Duration (03 hours)
- ii. Question paper II - Accounting Systems in Government Offices - Duration (03 hours)
- iii. Question paper III - English Language - Duration (1 1/2 hours)

Annex I

First Efficiency Bar Examination :-

- 1. Question paper 1 :- Office Management (3 hours duration)

This question paper will be designed in relation to the provisions of the Establishments Code in order to ascertain knowledge of officers regarding rules and regulations and circular instructions applicable in office management. Knowledge of provisions indicated in chapters I, II, IV, V, VII, IX, XII, XV, XXIII, XXVI, XXVII, XXX, XXXII, XXXIII and subject knowledge required to maintain official activities efficiently will be assessed.

2. Question Paper 2:- Accounting Systems n, Government Offices
(3 hours duration)

01. Consolidated Fund Appropriation Law and Special Law (Section 1, chapter 01)
02. Annual Estimates (Section 2, 3 and 4 of chapter 1)
03. Token Provision (F. R. 230) and Block Provision (F. R. 21)
04. Warrants (F. R. 90)
05. Variations to Annual Estimates (Variation 1, Section 5 of chapter 1)
06. Scope of Advance Accounts, Variations to Advance Account, Capital Expenditure relevant to Advance Accounts (F. R. 41 and from 500- 515)
07. Liabilities including deferred liabilities (F. R. 94 and 447)
08. Estimates of Government Revenue :- Annual Return of Revenue recovered in stamps (F. R. 84 and 494) (From F. R. 865 to F. R. 874)
09. Refund of revenue from Government Revenue (F. R. 118, 205 and 229)
10. Accounting Officers, Chief Accounting Officers, Revenue Accounting Officers (F. R. 124, 125, 127, 128)
11. Delegation of Functions (From F. R. 135 to F. R. 144 and F. R. 157)
12. Internal Audit (F. R. 133)
13. Allocation of Provisions for Expenditure (F. R. 146, 208 and 449)
14. Appropriation Accounts and Revenue Accounts (F. R. 150 and 154)
15. Losses and waivers (Section 3 of chapter II and F. R. 156)
16. Custody of Public Money (Chapter VI)
17. Dishonoured Cheques (F. R. 139 and 486)
18. Procedure Payments of Class 2 (Chapter V except section 6)
19. Security and custody of Public Money, Board of Survey, Commercial Books and Imprests and Bank Accounts (Chapter VI)
20. Books and Registers of Government Departments (Section 2, Chapter VII)
21. Deposits (F. R. 260 and section 03 of chapter IX)

22. Supplies custody and verification of shares unserviceable articles (Section 2, 3 and 4 of chapter XIII)

23. Deviation from Contracts and Tender Procedures (Chapter XIII)

03. English Language:- (Duration 1 1/2 hours)

This is a paper designed to asses the English Knowledge required of an officer engaged in development activities in maintaining his duties effectively and improving the quality and productivity of his service.

Accordingly, promotions beyond the Efficiency Bar will be made on the results of and Efficiency Bar Examination to be conducted annually.

The decision of the Secretary to the Ministry of Public Administration and Home Affairs will be final regarding any matter not provided for in the notification.

S. A. EKANAYAKE,
Acting Secretary,
Ministry of Public Administration
& Home Affairs.

Ministry of Public Administration &
Home Affairs.
Colombo 07,
27th August, 2004.

1 st Efficiency Bar Examination for Officers in the Development
Co- ordinators' Service in the Ministry of Public Administration
and Home Affairs - 2004

Index No.
(For office use only)

Medium

Sinhala	S	
Tamil	T	
English	E	

(indicate the relevant letter in the cage)

1. (a) Full Name (Mr. Mrs/Miss) : _____.
(in English Block Capitals)
- (b) Name with initials : _____.
(in English Block Capitals)
- (c) Name with initials : _____.
(in Sinhala)
- (d) Official Address : _____.
(in English) : _____.
(in Sinhala) : _____.

(e) Sex :- Female - F
Male - M

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Note:- The candidate should place his/her signature before his/her Head of Department or by an officer authorized to certify on behalf of him or his Divisional Head.

2. Date of Birth

Age as at 11.10.2004

Years :- Months :- Dates :-

Attestation of Signature

3. Designation :

I hereby certify that Mr./Mrs/Miss who is presently serving in my office is personally known to me and that he/ she placed his/her signature before me on

4. Department to which you belong :

5. Subject/subjects offered:

Signature of the Attestor

1.

2.

3.

Name of the Attestor:

Designation :

Address :

06. Whether the candidate is sitting the examination for the first time :-

(stamps should be affixed for subsequent sittings only)

Certificate of the Head of Department



I hereby certify that the particulars given by the candidate in paragraphs 01 to 06 are correct, he/she has satisfied the qualifications required for the examination and that he/she is eligible to sit for the examination in the medium language indicated by him/her.

07. I hereby declare that the particulars to be cancelled by placing the Signature given by me in the application are correct and I am eligible to appear for this examination in the medium of language indicated above.

Signature of the Head of Department

Signature of Applicant

Designation:-
Date:-

Date :

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