

*Financial Systems.*—This paper shall be as follows :

- (a) Part I — questions in tots (25 marks).
- (b) Part II — The purpose of this paper is to test the knowledge and understanding of the candidate in matters such as financial control as practiced in Ministries and Government Departments, custody of money, income and payments, budgetary estimates, and supplies, works and services — 50 marks.
- (c) Part III — Fundamentals of store-keeping and stores verification —25 marks.

*Note :*—The use of calculators will not be allowed in answering tots. Duration 15 minutes only.

*General Paper :*—This paper will consist of two parts.

- (i) Reading and understanding a statement or a report of a discussion and preparing an article or a report.
- (ii) Assessment of the candidate's ability in understanding and analyzing events in contemporary society.

*Note :—* (i) The candidate should answer these papers in the same language medium in which they sat the Competitive Examination for entry into the Service. Those who have been recruited without a Competitive Examination should answer these papers in the same language medium in which they qualified for entry into the Service.

- (ii) For a pass in this examination, candidates should obtain a minimum of 33 percent of marks in each subject and an average of 40% of the total marks in all three subjects in one and the same examination.

These regulations and provisions are liable to be changed as required. For the syllabus and full particulars of the examination, the candidates should refer to the *Gazette Notifications* published by the Secretary from time to time.

## APPENDIX VI

### Specimen Form of Application for Promotion of Officers in Class III of the Public Management Assistants' Service to Class II on Completion of the Prescribed Period of Service

- (1) Name with initials : Mr. /Mrs. / Miss :\_\_\_\_\_.
- (2) Names denoted by the initials :\_\_\_\_\_.
- (3) Date of Birth :\_\_\_\_\_.
- (4) Date of entry into the Service :\_\_\_\_\_.
- (5) Number of the letter of appointment to the Combined Service :\_\_\_\_\_.
- (6) Date of confirmation in Service :\_\_\_\_\_.
- (7) Date of passing the Efficiency Bar Examination and the index number :\_\_\_\_\_.
- (8) Date of completion of the period of 15 years' service :\_\_\_\_\_.
- (9) Name of the present office :\_\_\_\_\_.

I request that I be promoted to Class II of the Public Management Assistants' Service with effect from .....

\_\_\_\_\_,  
Signature of the Applicant.

Date :\_\_\_\_\_.

*Director General of Combined Services :*

I hereby declare that Mr. /Mrs. / Miss ..... who is serving in this office—

- (i) has completed 15 years of active service as at .....
- (ii) has not taken half pay/no pay leave during such period of 15 years ;
- (iii) has not been inflicted any punishment during that period (other than warning).;
- (iv) has no disciplinary action pending against him/her and that no disciplinary action is contemplated against him/her ;
- (v) and that he/she has been confirmed in his/her appointment with effect from .....
- (vi) I certify that he/she has passed the efficiency Bar Examination in Class III.

This officer has completed a satisfactory period of service and I therefore recommend that he/she be promoted to Class II of the Service with effect from .....

\_\_\_\_\_,  
Head of the Department.

Date :\_\_\_\_\_.

*Note :—*If any of the requirements from I to VI above have not been fulfilled they should be specified.

## APPENDIX VII

### Regulations and Syllabus of the Examination for Promotion of Officers in Class II of the Public Management Assistants' Service to Class I

(vide paragraph 12.2 of the Minute)

The subjects for this examination, the marks allocated for each subject and the syllabus are given below : —

01. *Scheme of Examination.*— Candidates should sit a written qualifying examination which shall consist of the following subjects :

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>
(i) Establishments Procedure	100	1 1/2 Hours
(ii) Public Financial Management	100	1 1/2 Hours
(iii) Case study	100	1 Hour
(iv) General Paper	100	1 Hours
	400	

*Establishments Procedure.*— A practical knowledge of the subjects contained in Volumes I and II of the Establishment Code will be required.

*Public Financial Management.*—

- (i) Practical knowledge of the Financial Regulations
- (ii) Basic knowledge in Auditing
- (iii) Basic Bank Practice
- (iv) Basic knowledge of Store Keeping

*Case study* :— Candidates are required to answer a multiple choice/essay type paper designed to analyze measures to be taken relating to a problem in office administration.

*General paper* :— This paper is intended to test the general knowledge of the candidate on current affairs, local and foreign.

For full particulars about the examination candidates should refer to the *Gazette Notifications* published by the Secretary from time to time.

02. Candidates who secure minimum marks of 40% in each subject and an aggregate of 160 or more marks will be promoted to Class I after scrutinizing the qualifications prescribed in paragraph 12 : 2 : 1.

03. *Medium of the Examination*.— The written examination will be held in Sinhala, Tamil and English. Officers should answer this paper in the language medium in which they sat the competitive examination for recruitment to the Service. Those who have been recruited to the Service without sitting a competitive examination can answer the papers in the language medium in which they qualified for recruitment.

## APPENDIX VIII

### Specimen form of Application

#### Promotion of Officers in Class II of the Public Management Assistants' Service to Class I on completion to the prescribed period of service

(vide paragraph 12.3 of the Minute)

Part I – Should be completed by the Officer –

01. (a) Name with initials :\_\_\_\_\_.
- (b) Names denoted by the initials :\_\_\_\_\_.
- (c) Previous name : (in the event of a change of name only) :\_\_\_\_\_.
02. Date of birth :\_\_\_\_\_.
03. Date of first appointment to the Service :\_\_\_\_\_.
04. Number of the letter of appointment to the Combined Service :\_\_\_\_\_.
05. Date of promotion to Class II of the Service :\_\_\_\_\_.
06. Present place of work and its address :\_\_\_\_\_.
07. Date of passing the Efficiency Bar Examination :\_\_\_\_\_.
08. Date of exemption from the requirement of passing the second language and the date and reference number of the letter issued in that respect.

I, ..... hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the above particulars furnished by me are found to be incorrect, my claim for promotion to Class I in terms of this Minute is liable to be disregarded and disciplinary action liable to be taken against me.

\_\_\_\_\_  
Signature of the Officer.

Date :\_\_\_\_\_.

Part II – Certificate of the Secretary to the Ministry/Head of Department

Mr/Mrs./Miss .....

01. (i) Date of completing the Efficiency Bar Examination : –

*Accounts*

*Office Systems*

Date of Examination :

Index No. :

or

(ii) Date of exemption from the Efficiency Bar Examination (Indicate the date and reference number of the letter)

(iii) The officer has/has not fulfilled the requirement of passing the second language. If the requirement has been fulfilled, the date and reference number of the letter.

02. (i) If not pay/half pay leave has been taken, the period/the number of days (from the date of appointment/promotion to Class II of the Public Management Assistant's Service)

(ii) If any punishment/punishments (other than warning) have been imposed, give a brief account.

03. If the officer has been released for service in a Corporation or a Statutory Board, period of such service.

04. Date of completion of 15 years in Class II of the Public Management Assistants' Service.

05. I endorse that as at ..... the officer has completed a period of ..... years of active service in Class II of the Service, that he has a period of satisfactory service, that all of the foregoing particulars are correct according to the personal file and that he has fulfilled all qualifications for promotion to Class I of the Service.

Since the officer has fulfilled all the requirements for Promotion to Class I of the Service in terms of the Service Minute, I recommend that he be promoted.

.....

Signature of the Head of the Institution,

Name :

Designation :

(Official Stamp)

Date :

**APPENDIX IX**

**Regulations and Syllabus for the Competitive Examination for Promotion to the Supra  
Class of the Public Management Assistants' Service**

*(vide paragraph 13 of the Minute)*

*Limited Competitive Examination*

*Scheme of the Examination.* – Candidate should sit a written examination which shall consist of the following subjects : –