

*Note-*

- (1) A training period served prior to the permanent appointment to a post or served as a precondition appointment to a post will not be reckoned as a part of the qualifying period of 05 years mentioned in Paragraph 'b' above, temporary/casual periods of service prior to a permanent appointment to a post will be also be not reckoned for purposes of the 5 year qualifying period.
  - (2) All motor vehicle drivers in the Public Service will be permitted to sit this competitive examination irrespective of their salary scales provided they fulfill the remaining qualifications.
  - (3) Candidates should have passed the General Certificate of Education (Ordinary Level) Examination with passes in 06 subjects including Language/Literature and Arithmetic/Pure Mathematics/Elementary Mathematics/Common Arithmetic.
2. The subjects for the examination and the marks allocated for each subject are as follows :

<i>Subjects</i>	<i>Marks</i>	<i>Duration</i>
1. General Knowledge	100	2 Hours
2. Aptitude Test	100	1 Hour
	200	

*Note:*

1. The papers will be designed to test the aptitude and the ability of a candidate to perform his official duty.
  2. Marks will be deducted in each paper for illegible handwriting and spelling mistakes.
  3. Candidates should secure at least 40% of the marks allocated for each subject. Appointment will be made purely in order or merit depending on the number of vacancies available.
3. *Medium*— Candidates may, at their option , appear for this examination in a single language only.

#### APPENDIX IV

COMPUTER WORD PROCESSING FOR OFFICERS IN CLASS III OF CENTRAL PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE

*(vide Paragraph 5:1 of the Minute)*

#### **Computer Test** (Duration 1 1/2 hours) –

This test is meant to assess the following abilities of the candidate :

##### **1. Basic concepts of Information Technology :**

A. Basic parts of Computer and their importance.

B. Hardware and Soft-ware

System Software  
(eg.- Operating Systems)

Application Software

Knowledge and skills expected.

- (a) Systematically switching on and shutting down a computer.
- (b) Existence of Directories and files in a computer.
- (c) Opening of computer files and Directories and also opening a file in a Directory, deleting, copying and copying of files to another Directory. Moving a folder from one directory to another and renaming.
- (d) number of files in a directory, size of a file, software needed to open a file and details regarding opening and updating a file.
- (e) Formatting a file.

## **2. Work Processing :-**

- (a) Method to open a software, starting a new file, retrieving a file, saving a file, closing software and using multiple file simultaneously.
- (b) types of menus and their uses, text fields, Moving the Curses navigation in a document.
- (c) Editing a document, selecting parts, blocking, cutting and moving and numbering pages.
- (d) Aligning Paragraphs, choosing fonts, and word processing using fonts, spelling, indenting, Tab setting, Searching, Checking Spelling and Grammar and setting of Columns.
- (e) Page setting, inserting page, breaks, setting of header and footer, print preview printing.
- (f) Inserting tables, inserting Columns and rows, deleting, copying, pasting, splitting and managing and using macros.
- (g) Saving a file in the right directory and retrieving files, renaming files, deleting files.
- (h) mail merging, mail labeling, preparation of letters and using queries with criteria for formatting of letters.
- (i) Creation, operating and working with micros.

## **3. Spreadsheets :**

- (a) Opening a workbook, moving, naming, renaming, deleting and closing work sheets.
- (b) Entering data to a worksheet, entering formulas, mathematical operations and saving work sheets.
- (c) Number formatting, using currencies, percentages, dates and type-setting, changing the appearance and size of letters, bolding, columnning and inserting comas.
- (d) Copying and moving data and copying formulas, absolute and relative references.
- (e) Columns and vengers selecting Vengers, adjusting the width and height of rows and columns, hiding and unbinding, inserting columns and rows, deleting, data sorting.
- (f) Creation, categorization, editing, moving and printing of graphics.
- (g) Inserting header and footer, inserting page break, print preview, setting of margins.
- (h) Financial functioning, mathematical and trigonometric functions, look up references.
- (i) opening new and existing macros, copying and operating macros.

## **4. Presentations and using pictures.**

- (a) Opening software, preparing new presentation, opening an existing presentation using menus, creating slides, editing and importing new slides, presentation and saving.
- (b) Inserting and changing titles to slides, deleting, copying, pasting and moving titles.
- (c) inserting effects; editing, indenting, changing of font sizes and shapes of titles.

- (d) presentation of designs, deleting, copying and color formatting of slides.
- (e) preparation of images, inserting slip-arts and formatting slides.
- (f) Hyper linking of slides, using slide master and templates.

#### 5. Data Bases

- (a) Using new and existing queries, opening, renaming, copying deleting, saving, sorting queries and using SQL queries.
- (b) Data Sorting, filtering and data table sorting.
- (c) reports, preparation, processing, opening, copying, saving, printing, previewing preparation of address labels and other labels sorting data of reports and calculating sums.

#### 6. E-mail and basic requirements to use E-mail :-

- (a) Opening E-mail software, using menus, using Icons.
- (b) Opening received E-mails, printing, saving received E-mails, cut and copy and blind copy, formatting and checking grammar of message.
- (c) preparation and sending a new E-mail message, sending an attachment.
- (d) replying a message, deleting, saving and sending the same message to another person.
- (e) saving E-mail address as a book, referring the E-mail book for sending messages.

#### 7. Internet

- (a) Basic requirements for internet, Internet service providers, What is internet ? and its uses, Home page, internet supported Language and Domain Naming.
- (b) What is World Wide Web ? Hyper Linking Web pages.
- (c) Surfing the internet Web Browsers, Browsing Web sites, search Engines.
- (d) Making Web sites as, favourites and book marks, downloading information, saving and printing Web pages.
- (e) FTP Telnet.

#### PARTICULARS OF THE TYPING TEST FOR OFFICERS IN CLASS III OF THE PUBLIC MANAGEMENT ASSISTANTS' SERVICE

(vide paragraph 5:1:1 of the Minute)

#### TYPING TEST

(i) For a pass in this test a candidate should have a speed of 15 words a minute in Sinhala or Tamil and Twenty-five words a minute in English with not more than five mistakes per hundred words.

(ii) For purposes of this test, a "word" is defined as a unit of five touches or strokes (impressions) including spacing between words.

*Ex :* The word "පරික්ෂණය" consists of 8 touches or strokes. Therefore, it is counted as 1 3/5 words for purposes of this test. Similarly the word 'department' consists of 10 touches or strokes. Therefore it would be counted as two "words". A space between words is also counted as one touch or stroke.

(iii) This test will be conducted under the supervision of a staff officer and will consist of typing not less than 01 page of the Establishments Code of the Democratic Socialist Republic of Sri Lanka, at a speed of 15 words a minute if the test is held in the Sinhala or Tamil language, and 25 words a minute if it is held in the English language.

(iv) The candidate should type from a copy and not from dictation.

(v) In counting the number of words only the clear impressions of letters and spaces between words and digets will be counted. Punctuation marks should be used as found in the copy. But they will not be taken into account when counting the number of words.

(vi) Even if there be more than one mistake in a unit of five touches (or a word) it will be counted as one mistake. For example if the word “වැටුප්” has been typed as “විටිප්” the number of mistakes will be one only. Similarly ‘time’ has been typed as ‘tune’ it would be counted as one mistake only. If a unit of five touches or a part of such a unit has been omitted it would be counted as one mistake.

(vii) Each error or omission in punctuation will be counted as one mistake.

(viii) Overlapping of letters in typing, leaving no space or leaving more than one space between words (*i.e.* More than one touch on the spece bar) and errors in spelling will be counted as mistakes.

(ix) Correction of mistakes will not be counted as mistakes.

(x) Candidates who do not show a fair standard of competence in spacing and arrangement of candidates who have, by corrections and alterations, unnecessarily disfigured their script, will not be given a pass.

#### APPENDIX V

REGULATIONS AND SYLLABUS OF THE EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS III OF THE CENTRAL PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS’ SERVICE, TO CLASS II

(*vide paragraph 11 : 2 of the Minute*)

(1) Subjects and marks allocated for each subject are given below. Marks will be deducted for bad handwriting and spelling mistakes. Candidates whose handwriting is illegible are liable to be disqualified.

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>
Establishment Procedure	100	2 Hours
Financial Systems	100	2 Hours
General Paper	100	1 Hour

*Establishment Procedure.*— this paper is designed to test the knowldege of the candidate in office procedure covering subjects such as principles of office procedure, importance of office procedures, wirtten communication, filing methods and design of forms, as well as to evaluate the proficiency acquired by the candidate through his experience in office activities. The paper will also consist of a part to test the candidate’s knowledge of the content of Part I of the Establishment Code.

*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 contorl as practiced in Ministries and Government Department, 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.