

Syllabus :

- (1) *Office Management.* – Organization structure, principles of organization, job analysis and evaluation, leadership supervision and decision making, communication, public relations, co-ordination and problem solving.
- (2) *Office Systems.*— Principles of office systems, office procedures, Records and filling, Control and designing of forms, Correspondence, control over the use of office equipment, office layout and premises, job description, work study and methods Study, work measurement and Manual of Office Operations.
- (3) *Establishment Procedure.*— General knowledge of circulars and regulations hitherto issued by the Government on the Procedures to be followed in recruitment to the Public Service, Establishment matters of public officers, Maintenance of a personal file, Delegation of authority in matters relating to appointment, transfer, promotion and termination of service of Public officers, Welfare, Privileges of Public officers and Establishment work, will be tested.
- (4) *Public Financial Management.*— General knowledge of circulars and regulations hitherto issued on the Annual estimates and the responsibilities of an Accounting Officer, financial control, delegation of financial responsibilities, receipt accounting and acceptance of money, payments, custody of public money, imprests and bank accounts, supplies and services, tender procedures, verification of stores, audit queries, ledgers used in government offices, summaries of income and expenditure, Bank reconciliations and Books used in financial management and use of the public funds will be tested.
- (5) *General Paper.*— Nature of Public Administration, structure of Public Administration, Public policies and new public reforms, fundamental rights, Human rights, Human Rights Commission, Ombudsman, Parliamentary committee for Public Petitions, office culture, ethics and values, Creation of proper office environment and welfare of the staff, social recognition of official and civil status, obligations of Public Officers.

APPENDIX X

COMPETITIVE EXAMINATION FOR APPOINTMENT TO THE SUPRA CLASS ON MERIT

(vide paragraph 13.3.1 of the Minute)

Scheme of the Examination :

	<i>Marks</i>	<i>Duration (Hours)</i>
1. Aptitude and case study	100	1 1/2 hours
2. Seniority	60	
3. Experience	40	
Total	200	

The paper on Aptitude and case study shall consist of two parts.

Part I.— All questions will be relevant to Office administration, and the candidate's general knowledge, ability in decision making, logical judgement and knowledge of office administration will be tested. All questions will relate to problems in office administration.

40 marks

Part II.— The Candidates will be required to answer a question on case study in office administration. The question paper will consist of one or several paragraphs.

60 marks

Seniority.— Marks for seniority will be awarded at the rate of 04 marks for each completed year of satisfactory service in class 1 of the service, subject to a maximum 60 marks. A period of service over 06 months but below one year will carry 02 marks. No marks will be awarded for a period below 06 months.

Experience.— Marks will be awarded at the rate of 02 marks for each year of satisfactory service as a supervisory officer in class I, of the service up to a maximum of 40 marks only.

APPENDIX XI

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS III OF THE WESTERN PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE

(*vide paragraph 5 of the Minute*)

1. Officer Should answer two question papers, in the language medium in which they sat the examination for recruitment to the service, or in the official language. Those who have been recruited to the service without a competitive examination should answer the two question papers either in the language medium in which they were educated or in the official language.

2. Officers have the option to sit for the papers in each subject in two different sittings. However, they should secure a minimum of Forty percent (40%) of the total marks prescribed for each subject, for a pass.

3. *Eligibility.*— Officers in Class III will be eligible to sit for this examination.

4. The subjects for the examination shall be as follows :

<i>Subjects</i>	<i>Marks</i>	<i>Duration</i>
Office Systems	100	1 Hour
Accounting Systems	100	1 Hour
Total	200	

Office Systems.— A basic knowledge of the Office Systems practiced in Government Offices and the candidate's ability to apply such knowledge, practical as well as his/her ability to properly understand official documents and to present his/her views and observations in a specific manner through clear and brief minutes, and the ability to draft a letter in terms of the given order, will be tested.

Accounting Systems.— The purpose will be to gauge the candidates knowledge and understanding on the basic books of accounts and financial management used in public offices.

5. For full particulars on the syllabus and the method of application, candidates should refer to the internal circular Notifications published by the Secretary from time to time.

APPENDIX XII

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II OF THE WESTERN PROVINCIAL

PUBLIC MANAGEMENT ASSISTANTS' SERVICE

(vide Paragraph 5 of the Minute)

01. Officers should answer two question papers in the language medium in which they sat for the examination for recruitment to the Service or in the official language. Officers who have been recruited to the Service without a competitive examination should answer the two question papers either in the language medium in which they were educated or in the official language.

02. Officers have the option to sit for the papers in each subject in two different sittings. However, they should secure a minimum of (40%) of the total marks prescribed for each subject, for a pass.

03. *Eligibility.*— Officers should have been appointed to Class II of the service.

04. *Scheme of Examination.*— Candidates should sit for a written Examination which shall consist of the following subjects :

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>
(a) Office Systems and procedure	100	2 Hours
(b) Accounting Systems practiced in Public offices	100	2 Hours
Total	200	

Office Systems and Procedures.— The purpose will be to test the candidate's knowledge in the office systems practised in public offices and his / her ability to apply such knowledge Practically.

Accounting systems Practised in Public Offices.— The purpose will be to test the candidates knowledge in accounting systems practised in the public offices, books used in financial management and financial instructions and orders issued by the Treasury in that respect and the ability to apply such knowledge practically.

For full particulars on the syllabus and the method of application, candidates should refer to the Circular Notifications issued by the Secretary from time to time.

APPENDIX XIII

FORM OF DECLARATION OF OPTION FOR ABSORPTION INTO THE WESTERN PROVINCIAL PUBLIC MANAGEMENT ASSISTANT'S SERVICE IN TERMS OF SECTION 14.4 OF THE MINUTE.

Secretary,
Western Provincial Public Service Commission,
Independence Square,
Colombo 07.

DECLARATION OF OPTION FOR ABSORPTION INTO THE WESTERN PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE

1. Officer's name with initials : Mr/Mrs/Miss : _____.
(Indicate the Name as shown in the letter of appointment)
2. In case the name has been changed, mention the name as changed : _____.
3. Service Grade: _____.
(Indicate the Service to which the Officer belongs) (Indicate Class and Post)
4. Present place of work and address : _____.
5. Permanent private address : _____.
6. Date of Birth : _____. Age as at 01.01.2005 :
..... Years.....months.....days
7. Number of the letter of appointment :
(If the first appointment was to a post in the Combined Service, indicate the number of the letter of absorption into the Provincial Public Service)
8. Services under which the officer has served in the Public Service and in the Provincial Public Service/Grades and Posts / Dates of Promotions : _____.

8.1

	Service	Post, Class and Grade	Duration From To
Indicate in this cage particulars of any service as a Minor Employee			
If the first appointment was to a clerical or parallel service start from this cage.		Date of first appointment Date of confirmation promotion to II A Date of passing/exemption from the efficiency Bar Date of Promotion to Class I Date of Promotion to Supra Class Period of permanent service as at	Date
			Years..... Months.... Days.....

(This form should be prepared to suit your Service, based on the given format.
Only the relevant columns should be filled in)

8.2 Does the letter of appointment/letter of promotion indicate that the appointment is on Super numerary basis? : _____.

8.3 Are you a graduate : _____.
Year of graduation / Effective date: _____.
Are you entitled to the Salary terms of
Public Administration Circular 20/94: _____.
Present Salary Scale : _____.

I, (name in full) presently serving in the Ministry / Department/ Divisional office of the Western Provincial Council, have read and understood the Circular No..... of the Chief Secretary of the Western Province. I express my agreement to be absorbed into the Western Provincial Public Management Assistants' Service and hereby declare my options to be absorbed into the Western Provincial Public Management Assistants' Service, subject to the Service Conditions and Sections of that Service Minute.

Since I do not opt to be absorbed into the Western Provincial Public Management Assistants' Service. I agree to retire under Sub - Section 14.4 of that Service Minute.

Signature of the Officer
Name :

Date : _____.

STATEMENT OF THE HEAD OF DEPARTMENT/HEAD OF THE INSITUATION

I, hereby certify that Mr/Mrs/Miss..... serving in the post of in the office of this Ministry/Department signed the above declaration in my presence at on this.....day of The particulars mentioned by the officer in his/her application are correct according to his/her personal file.

Signature :
Name :
Designation:
(Official Stamp)

Date : _____.