

<i>Ministry</i>	<i>Department</i>	<i>Grade</i>
	Textile Industries	General Manager, Manager Assistant, Technician, Industrial Assistant, Economic Assistant.
Health		Hospital Secretary, Planning and Programme officer, Public Health Inspector, Registered and Assistant Medical Practitioner
Provincial Councils and Local Government	Provincial Council	Assistant Commissioner (Departmental) Local Government Clerical Officers, Translators, Shroff, Stenographer, Typist, Store Keepers.
Commerce and Consumer Affairs	Measurement Units Standard and Services	Inspector of Weight and Measures Price control inspector.
Agriculture	Agriculture Agrarian Services	Agricultural Instructor, Assistant Commissioner (Departmental) Divisional Officer.
Justice and Judicial Reforms	Supreme Courts legal Draftsman	Stenographer, Translator, Publication Assistant
Transport	Motor Traffic	Motor Traffic Inspector
Irrigation	Irrigation	Planning Assistant
Central Region Development		Development Officer, Rural Development Officer, Senior Supervisor, Senior Rural Development Assistant Rural Development Assistant.
Cultural Affairs	Cultural Affairs	Cultural Officers
Education	National Museum	Superintendent of Hostel
Media and Information	Information Government Printer	Press Officer, Proof Reader,
Postal	Postal	Postal combined Services Officers in the Salary Scale of T-3-5-1 and T-3-4, Unified Postal Service, Postal Service Officer BI
Fisheries and Aquatic Resources	Fisheries and Aquatic Resources	Fisheries Assistant
Cooperative		District officer (Inspector of societies)
Food		Food Control Inspector (Former food and price control Inspector.)

(d) An officer in any of the following combined Services of the Provincial Public Service :-

Clerical : Stenographers ; Typists ; Shroffs ; Book-Keepers ; Translators ; Store Keepers, Librarians.

(c) An officer in any of the following grades of the Provincial Public Service :-

Revenue Inspector ; Labour and Welfare Officer ; Weights and Measures Inspector ; Relief Officer ; Staff Assistant ; Secretary Charity Commissioner's Department Colombo Municipal Council ; Proof Reader ; Management Service Office ; Local Government Officer.

Appendix 'C'

(SYLLABUS OF THE FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS APPOINTED TO CLASS III OF THE SRI LANKA ADMINISTRATIVE SERVICE REFERRED TO IN PARAGRAPH 12(I)

01. The First Efficiency Bar Examination will consist the following subjects :-

- (i) Law
- (ii) Administration
- (iii) (a) Economics or (b) Sociology
- (iv) English

An officer may take up the subjects of the First Efficiency Bar Examination one and the same occasion or on separate occasions. Each paper will be of three hours Duration.

02. *Scheme of Examination :*

(1) *Law (consist of 3 papers) :*

Paper I - Constitutional Law and Administrative Law

- (i) the Structure of the Constitution of Sri Lanka with historical Development and the second Republic Constitution.
- (ii) The Executive, President of the Republic, Cabinet of Ministers and the Prime Minister, Central Government Department and the Public Service.
- (iii) Administration of Justice.
- (iv) Judicial control over Administration.
- (v) Directive Principles of the State Policy and fundamental Duties.
- (vi) Delegated Legislation.
- (vii) liability of the State and the Public Authorities.
- (viii) Fundamental Rights.

II. *Paper II - The Legal System of Sri Lanka*

- (i) The legal history of Sri Lanka
- (ii) The organization of the Courts
- (iii) The Courts Ordinance (Chapter 6)
- (iv) The Act of No. 44 of 1971 Administration of Justice.

III. *Paper III - Criminal Law and Evidence Law*

- (i) The Penal Code
- (ii) The Evidence Ordinance.

Note : A candidate will be required to obtain 35% in each paper and an average of 40%.

(2) Administration ; One paper based on following ;

- (i) Office and field organization and methods ;
- (ii) The Establishment code Chapters :-
I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII.

Note : A candidate will be required to obtain 40 percent.

(3) (a) *Economics* - One paper based on the following :-

- (i) Principles of economic with special reference to the theories of Value, Production and Distribution
- (ii) Money, Production and Distribution ;
- (iii) Economic Structure of Sri Lanka.

Note : A candidate will be required to obtain 40%.

(b) *Sociology* - One paper based on the following (with special reference to Sri Lanka).

- (i) Social Structure, organization and functions ;
- (ii) Human relationships and groupings ;
- (iii) Kinship, marriage and the family ;
- (iv) Rural and Urban society ;
- (v) Social stratification and differentiation ;
- (vi) Social Control ;
- (vii) Culture, religion, morals and values.

Note : A candidate will be required to obtain 40%.

(4) English - A paper on English Language at higher Level.

SRI LANKA ADMINISTRATIVE SERVICE EFFICIENCY BAR EXAMINATION
ENGLISH LANGUAGE

SYLLABUS

Objective

The objective of this examination is to assess the English language competence of the officers, in the Sri Lanka Administrative Service.

The focus of the examination is mainly on the candidate's skills of Listening, Speaking, reading, Writing and Grammar.

Scheme of Evaluation

A written examination (a 03 hour paper) conducted by the commissioner General of Examinations Sri Lanka.

Average pass mark is 40%

Content

The following subject areas are suggested for the candidates' reference.

LISTENING AND SPEAKING SKILLS

The candidate should possess the ability to function effectively in the following Language functions.

- * General Greetings and Introductions
- * Giving and Getting information
- * Advising, Suggesting and Expressing Opinions
- * Describing Events and Situations
- * Telephone skills
- * Interviewing skills
- * Meeting
- * Listening and Note Taking skills

ENGLISH GRAMMER

A suitable level of proficiency on the following forms of grammar in the Spoken the Written language is expected from the candidate.

- * Tense and Number
- * Sentences (Simple/Compound/Complex/Compound Complex)
- * Relative Clauses
- * Reported Speech
- * Adjectives and Adverbs
- * Determiners
- * Prepositions

WRITING SKILLS

The knowledge on the modern formats and styles of writing is tested in this area of study.

- * Internal modes of Communication
- * Formal correspondence skills
- * Writing Descriptions/Explanations
- * Summary writing skills
- * Report Writing skills
- * Meeting Minutes/Agendas/Invitations
- * Comprehension

READING SKILLS

Candidate's ability to comprehend a printed text, infer meaning and verbal, written interpretation is expected.

- * Reading and understanding the specific and general meaning of a printed text;
- * Reading and Interpretation (verbal/written)
- * Understanding the cohesion and coherence of a passage.

Appendix 'D'

SYLLABUS OF THE SECOND EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS III OF THE SRI LANKA ADMINISTRATIVE SERVICE REFERRED TO IN PARAGRAPH 12 (II)

1. The Second Efficiency Bar Examination will consist of the following subjects :

- I. Economics and Social Policy (with special reference to Sri Lanka).
- II. The process of Development Administration (with special reference to Sri Lanka)
- III. Management and organization.
- IV. Public Sector Financial Management.

Officers may take up the subjects of the Second Efficiency Bar Examination on one and the same occasion or on separate occasions.

2. *Scheme of Examination :*

- (i) Economic and Social Policy (with special reference to Sri Lanka)
One paper based on the factors which influence the formulation of economic and social policy in Sri Lanka. The application of the principles of Economics and Sociology in recent economical, social and political history of Sri Lanka.

Note: A Candidate will be required to obtain 40%.

- (ii) The process of Development Administration (with special reference to Sri Lanka)
One paper based on the institution of development administration, their working and their inter-relationships with special reference to-

- (a) The Machinery of Government in Sri Lanka ;
- (b) The constitutional background of the machinery of Government in Sri Lanka ;
- (c) Provincial councils and Local Government ;
- (d) People's Organizations ;
- (e) Public Corporations.

Note: A Candidate will be required to obtain 40%.

- (iii) Management and Organization ; one paper based on -

The principles of management and organization ;
The application of these principles to problems and issues in the public sector modern tools and techniques of management.

Note: A Candidate will be required to obtain 40%.

Public Sector Financial Management - One paper based on following.

- (a) Fiscal Governance in Sri Lanka ;
Constitutional Provisions Relating to Public Financial Management
Parliamentary Control Over Public Finance
Meaning of Fund
consolidated Fund and Its operation
Meaning and Methods of Appropriation

Contingencies Fund
Other Funds and their Operation
Government Revenue.
Powers and Functions of the Minister of Finance
Powers and Functions of the Treasury
Warrants and Imprest Authority.
Auditor General, his Powers and Functions
Committee on Public Expenditure
Committee on Public Enterprises

- (b) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their Powers Function.
- (c) Internal Audit.
- (d) Public Expenditure Planning and Management ;
Identification of Organizational Objectives and Functions
Identification of Government Policies, goals Targets and the Work Programmes
Planning and Appraisal of Development Projects and Programmes and Prioritization of them
Formulation and Finalization of Annual Estimates of Revenue and Expenditure
- (e) Variations of Approved Estimates of Expenditure
Application of Virement Procedure
Management of Public Sector Cadres and Salaries
Total Cost Estimates and Revisions
Supplementary Estimates
- (f) Losses and Waivers of Govt. Properties
- (g) Miscellaneous Accounting Matters.
- (h) Delegation of Functions for Financial Control.
- (i) Custody of Public Money and Bank Accounts Procedure
- (j) Govt. Procurement Procedure
Procurement of Goods, Services and Works
Composition, Appointment, Powers and Functions of Tender Boards and Technical Evaluation Committees.
Tender Evaluation Procedure
Management of Donor Funded Projects.

Note: A Candidate will be required to obtain 40%.