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The Gazette of the Democratic Socialist Republic of Sri Lanka

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(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

			PAGE				PAGE
Posts - Vacant	-	Examinations, Results of Examinations &c.	...		3

IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All Notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such Notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after three months from the date of publication.

All Notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* Notices for publication in the weekly *Gazette* of 09th January, 2009 should reach Government Press on or before 12.00 noon on 26th December, 2008.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2009.

Rules and Instructions for Candidates

"All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968."

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for practical and oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination hall other than a member of the Examination hall staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the index number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. If should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination hall. Breach of this rule is a punishable act.

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12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination hall. Should the Supervisor so requires each candidate is bound to declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your index number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Depart. of Examinations,
 Commissioner General of Examinations.
 Pelawatta, Battaramulla.

Examinations, Results of Examinations &c.

EFFICIENCY BAR EXAMINATION AND SECOND LANGUAGE TEST FOR THE OFFICERS IN SRILANKA ADMINISTRATIVE SERVICE, SRILANKA ACCOUNTANTS' SERVICE, SRI LANKA SCIENTIFIC SERVICE SRILANKA ENGINEERING SERVICE, SRILANKA POLICE SERVICE AND SRILANKA ARCHITECTURES' SERVICE - 2008

EFFICIENCY Bar Examination and the Second Language Test for Officers in the above mentioned Services will be held in Colombo and Jaffna in April 2009.

02. Time Tables will be prepared enabling the candidates to sit for the both Efficiency Bar Examination at the same time.

03. *Syllabus* :

<i>Service</i>	<i>Efficiency Bar Examinations</i>	<i>Date and Number of the Gazette Notification</i>	<i>Appendix relevant to the Syllabus</i>
Sri Lanka Administrative Service	First Efficiency Bar Examination	14.11.2005 1419/3	'C'
	Second Efficiency Bar Examination	- Do -	'D'
	Second Language Test	- Do -	'E'
Sri Lanka Accountants Service	First Efficiency Bar Examination	27.07.2001 1194/26	'B'
	Second Efficiency Bar Examination	- Do -	'D'

Officers are allowed to sit for the subjects of the Efficiency Bar Examinations at one sitting or different occasions, if they wish so.

However officers are required to pass the Efficiency Bar Examination within the prescribed period. Action will be taken to conduct Oral Tests for the officers who sit for the Second Language Test at one centre.

04. (a) Subjects prescribed for the Efficiency Bar in each Service are as follows :

Sri Lanka Administrative Service

<i>First Efficiency Bar Examination</i>			<i>Second Efficiency Bar Examination</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>	<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
01	Constitutional Law and Administrative Law	3	20	Economics and Social Politics (with Special reference to Sri Lanka)	3
02	The Legal System of Sri Lanka	3	21	Systems relating to Development Administration (with special reference to Sri Lanka)	3
03	Criminal Law and Evidence Law	3	22	Management and Organization	3

<i>First Efficiency Bar Examination</i>			<i>Second Efficiency Bar Examination</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>	<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
			23	Public Sector Financial Management	3
05	Administration	3		Officer in other services mentioned in this notification can also apply for the 2nd Language Test, if they wish so.	
06	Economics	3			
07	Social Science	3			
08	English	3			
	Second Language Test				
09	Sinhala (Written)	2			
10	Tamil (Written)	2			
11	English (Written)	2			
12	Sinhala (Oral)				
13	Tamil (Oral)				
14	English (Oral)				

Sri Lanka Accountant Service

<i>First Efficiency Bar Examination</i>			<i>Second Efficiency Bar Examination</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>	<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
30	Government Financial Procedures	3	36	Management Accountancy	3
31	Law and Management	3	37	Public Financial Management	3
32	Administration	3	38	Management and Organisation	3
33	Reports writing and presenting information to Management	3		Second Language Test Officers who apply for this test please see under Sri Lanka Administrative Service for subjects and subject numbers	

Sri Lanka Police Service

<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
80	Criminal Procedure Code & Evidence Ordinance	3
81	Penal Code and Police Ordinance	3
	Officer who apply for the Second Language - Please See under Sri Lanka Administrative Service for subjects and subjects numbers.	

Sri Lanka Engineering Service, Sri Lanka Architecture's Service and Sri Lanka Scientific Service

<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
04	Financial Systems	3
05	Administration	3

04(b) Names of Examinations

Service	Names of Examinations	
Sri Lanka Administrative Service	First Efficiency Bar Examination	01
Sri Lanka Administrative Service	Second Efficiency Bar Examination	02
Sri Lanka Administrative Service	Second Language Test	03
Sri Lanka Accountants' Service	First Efficiency Bar Examination	01
Sri Lanka Accountants' Service	Second Efficiency Bar Examination	02
Sri Lanka Scientific Service	First Efficiency Bar Examination	01
Sri Lanka Architectures' Service	First Efficiency Bar Examination	01
Sri Lanka Police Service	First Efficiency Bar Examination	01
Sri Lanka Engineering Service	First Efficiency Bar Examination	01

05. Exemption from the requirement of passing Efficiency Bar Examination

<i>Sri Lanka Accountant Service</i>	<i>Subject</i>	<i>Qualification to be exempted</i>
Second Efficiency Bar Examination	36 - Management Accountancy 37 - Public Finance Management 38 - Management and Organization	Diploma in Public Finance Management conducted by Sri Lanka Institute of Development Administration; or Higher Diploma in computer programming conducted by Business Management Institution; or Post graduate Diploma in Accountancy, Commerce, Management Public Administration, Business Administration Computer Science/ Master of Arts/ph.d; or passing the final examination in one of the following Institute of Chartered Accountants, Institute of Chartered Management Accountants Chartered Association of Certified Accountant, British Computer Association, Australian Computer Association, or Any other similar qualification recognized by the Board.

6. Arrangements will be made by the commissioner General of Examination to enable the candidates to answer all the Subjects in Sinhala, Tamil or English other than the question papers relating to languages.
7. If any candidate is later found to have sat in a medium in which he is not entitled to sit, his candidature will be cancelled.
8. Application should be submitted in the specimen appended and in such a way that nos. 1-7 appears on the 1st page. The application form should be filled by own handwriting. Applications that do not comply with the specimen or that have not been completed properly will be rejected without notice. It is advisable to keep a photocopy of the application forwarded to the Department of Examinations with the candidate for future reference in making any inquiries with regard to the admission cards.

9. Application should be sent through the respective Head of Department by registered post to reach the following address on or before 30th January 2009. Application received after the prescribed date will be rejected.

Commissioner General,
Organization and Foreign Examination Branch,
Department of Examinations Sri Lanka,
Pelawatta - Battaramulla.

10. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. The Department of Examinations should be informed of it by a letter of inquiry along with the certified photocopy of the application form, receipt of registration and, in case of applicants outside Colombo, a Fax number to which the admission card should be sent.
11. Subsequent correspondence by candidates who fail to comply with the requirements as laid down in paragraph 10 above will not be entertained.
12. The attention of all candidates is invited to Circular No. SE 274 of 29.06.1971 issued by the Commissioner General of Examinations regarding the use of identity Cards. It is the responsibility of candidates to prove their identity through any of the following identity card at the Examination Hall.
- (i) National Identity Card,
(ii) Valid Passport.
13. Examination fee will be as follows :
- (a) First sitting (Whole examination or part there of) free of charge :
(b) Each subsequent sitting

Rs. cts.

Complete Examination	115.00
One Subject	75.00
Oral Test	75.00

The fees should be paid in revenue stamps duly cancelled by the candidate with his signature thereon.

D. Dissanayake,
Secretary,
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 07.
02nd January 2009.

Sri Lanka Administrative Service Appendix 'C'

- (a) The 1st Efficiency Bar Examination for officers of the Sri Lanka Administrative Service will comprise the following subjects :

- (1) Law
(2) Administration
(3) (a) Economics : or
(b) Sociology :
(4) English

Scheme of Examinations

(1) Law (consist of 3 papers)

Syllabus :-

Subject No. 01 - 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.

Subject No. 02 - 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.

Subject No. 03 - 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) Subject No. 05 - 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) Subject No. 06 - 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) Subject No. 07- 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%.

(2) Subject No. 08 - **English**

Content

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 Informations
- Advising, Suggesting and Expressing Opinions
- Describing Events and Situations
- Telephone Skills
- Interviewing Skills
- Meeting
- Listening and Note Taking Skills

English Grammar

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 in 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

Candidates 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

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

Appendix "D"

Sri Lanka Administrative Service

The Second Efficiency Bar Examination for officers of the Sri Lanka Administrative Service will comprise the following subjects;

- (1) Economics and Social Policy (with special reference to Sri Lanka),
- (2) The Process for Development Administration (with special reference to Sri Lanka),
- (3) Management and Organization,
- (4) Public Sector Financial Management.

SYLLABUS

- (1) Subject No. 20 - **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 the recent economical, social and political history of Sri Lanka.

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

- (2) Subject No. 21 - **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%.

- (3) Subject No. 22 - **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%.

- (4) Subject No. 23 - **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%.

Appendix "B"

SRI LANKA ACCOUNTANT'S SERVICE

First Efficiency Bar Examination

The First Efficiency Bar Examination will comprise of 4 papers of 3 hours each in the following subjects:

Government Financial Procedure:
Law and Management:
Administration:
Report writing and Presenting Information to management.

Officers may take up the subject of the First Efficiency Bar Examination on one and the same occasion or on separate occasions if they so desire.

Candidates will be required to obtain 40 percent in each paper for a pass.

SYLLABUS:-

(1) Government Financial Procedures:- Candidates will be tested on the application of the Government Financial Regulations and Treasury Circulars in respect to Government transaction, financial regulations/procedures as they relate to revenue, expenditure, foreign

aid, annual and supplementary estimate, public debt, procurements, tenders imprests and advances, financial sanctions, the accounts of the island, functional and economic classification, programme and performance budget, functions of the Minister of Finance the General Treasury the Planning Ministry, the Secretaries, the Auditor-General and the Public Accounts Committee.

LAW AND MANAGEMENT

Law:

Definition of Law,
Legal systems in Sri Lanka,
Court system in Sri Lanka,
Law of Contracts,
Law of agency,
Sale of goods,
Hire purchase,
Negotiable instruments,
Guarantee,
Insurance.

Management :

Introduction to management,
Functions and skills of managers,
Planning process and setting organizational levels,
Organizations Structure,
Management of human resources,
Performance evaluation,
Promotion,
Motivation,
Leadership,
Communication,
Decision making,
Problem solving,
Management of change,
Managing conflicts,
Managing time,
Quality circles and productivity,
Management ethics and responsibility.

Administration:- Candidates will be tested on provisions in the Establishment Code Part I and Part II.

Report Writing and Presenting Information to Management;

Importance of timeliness, accuracy, completeness and relevance in relation to management information,
Dealing with reference materials,
Periodic and ad-hoc reports,
Writing minutes and reports of meetings,
Structure of Management reports,
Significant results to be highlighted,
Interpretation of results,
Suggestions to variations,
Use of statistical methods in analyzing data,
Performance comparison,
Use of ratios, percentages in management reports,
Diagrammatic representations,
Listening to professional talks and lectures,
Reporting lectures in speech,
Panel discussions,
Seminar skills,
Delivering a speech,

Appendix "D"

The 2nd Efficiency Bar Examination for officers of the Sri Lanka Accountant's Service will comprise the following subjects:-

- (1) Management Accounting
- (2) Public Finance Management
- (3) Management and Organization

Officers may take up the subjects of the 2nd efficiency bar examination on one and the same occasion or on separate occasions as they so desire. A candidate will be required to obtain minimum of 40 percent of the marks for a pass.

Scheme of Examination

(1) *Management Accounting* : A paper of 3 hour duration.

Syllabus : Control theory in accounting feed back, open and closed loop systems. Types of standard costs ideal basic and correct.

Principles and practice of setting performance standards and value standards revision of standard, consideration of the learning curve and motivation. The analysis significance presentation and investigation of variances and sub-variances, behavioral aspects of control accounting. The budgeting concept, the administration of budgetary control, the budget manual, fixed and flexible budgets, master and subsidiary budgets, budget centers, management participation in budget preparation, involvement and motivation, The Budget period and identification of the principal budget factor.

(2) *Public Financial Management* : A paper of 3 hours duration. Selection of question will not be allowed.

Role of Government Accountant : Constitutional and legal framework of public finance, Institutional framework, Central Government, Government Corporation, Local Authorities, Co-operative Movement etc.

Parliamentary Control Functions of Treasury, Planning Ministry, Estimates Committee, Auditor General, Public Account Committee, Consolidated Fund, Problems of Parliamentary Control.

The Financial Cycle, Planning, Programming Budgeting, Funding Authorization, Accounting, Reporting, Evaluation and Audit.

Project appraisal, application of shadow prices and statistical data, determination of pay off metric and expected value, cost benefit analysis, discounted cash flow, internal rate of return, ranking of project, economic financial and managerial aspects of projects formulation and appraisal, effective project presentation.

Programming Techniques, applications of network - analysis assignment of resources, transportation, problem, replacement of assets that degenerate with use or passage of time and those which do not but which fall after certain amount of use of time.

Performance budget installation of basic methods, measurement of performance, kind of measure, selecting unit and rooms, systems of measurement and performance analysis.

Performance budget, programme structure, Classification by functions, programmes activities projects and objects of expenditure.

Financial controls Accountability, Internal control and Financial Regulation, Internal Audit, Efficiency Audit, Management Audit.

Pricing in Public Enterprises.

Financial control of Government, commercial enterprises, budgeting management, reporting interpretation of account, the use of financial ratios.

Design and content of accounts and reports of Government and Public undertakings.

Note :-A Candidate will be required to obtain minimum of 40 percent of the total marks for a pass.

(3) *Management and Organization* : A paper of 3 hours duration.

The questions in this subject will be designed to assess the candidate's grasp of the principles of management and organization.

Appendix "E"

Sinhala

The Test in Sinhala will consist of a Written and on oral part.

The written paper will be of two hours duration and will contain question on :

- (i) Grammer,
- (ii) Translation into English of petitions or reports from Headmen or Grama Seva Niladharis' written in different running hands.
- (iii) Traslation into Sinhala from an Official paper of document in English.

The Oral Test will consist of the following :

- (a) Dictation of Official material from English into Sinhala so that the passage can be understood and taken down or written by a Sinhalese,
- (ii) Reading of a petition in Sinhala,
- (iii) *Conversation and Interpretation.* - The purpose of the test will be assess the candidates' power of understanding Sinhala of different classes and of making himself understood both in common conversation and in the usual course of official business.

A candidate is required to obtain 40% marks for each section of the written and oral subject for a pass.

Tamil

The Test in Tamil will consist of a Written and an Oral part.

The written paper which will be of two hours duration and will contain question on :

- (b) Grammer
- (ii) Translation into English of petitions or reports from Headmen or Grama Seva Niladharis written in different running hands.
- (iii) Translation into Tamil from an Official paper or document in English.

The Oral Test will consist of the following :

- (c) Dictation of Official material from English into Tamil so that the passage can be understood and taken down or written by a Tamil
- (ii) Reading of a Tamil petition.
- (iii) *Conversation and Interpretation.* - The purpose of the test will be to assess the candidates' power of understanding Tamil of different classes and of making himself understood both in common conversation and in the usual course of official business.

Note. -A candidate is required to obtain 40% marks for each section of written and oral subject for a pass.

English

A prototype of the question paper is furnished below for the information of candidates :-

Part A

- (a) Fill in the blanks with the correct form of the verb given within brackets :-

During the last war our contry I (be) a British Colony 2 (take) a full part in the war effort. Consequently our tea, rubber and coconut 3 (ship) to Britain at very favouarble prices and the foreign exchange We (4) (earn) 5 (accumulate) as assets. Again during the Korean war in the early fifties our products 6 (fetch) good prices and we 7 (not have) any exchange problem. However, political independence 8 (not given rise) to any effort to 9 (build up) our economy we 10 (be) a nation of consumers goods which 11

(Squander) our foreign exchange on consumer goods which 12 (can produce) locally and incidentally diversified our economy. Over the last decade we 13 (begin) to feel the pinch when our primary products 14 (fail) to command good prices in the world market while our requirements of food both rice and subsidiary food stuffs 15 (rise) in price.

(a) Fill in the blanks with the correct preposition (where necessary)

As Assistant Secretary 16 charge 17 subjects, it was my duty to convene groups of officers dealing 18 different aspects of development work in the Ministry 19 time to time. They discussed 20 various problems that they confronted and which they could not cope 21 on their own. We were thus able to share our experience 22 each other and make concrete proposals 23 the Secretary every month. He in turn put 24 his own plans for discussion 25 these meetings.

(b) Underline the correct letters given within brackets that would complete the spelling of the following words :

26. har ment (rass/as/ass)
27. ember (rass/as/ass)
28. tol (arreance/erance/erence)
29. Par arian (liament/limen/liment)
30. bal ing (let/lat/lot)
31. itin (erary/arary/erarie)
32. Pers (everance/everence/ewerence)
33. bour (geoise/joursie/juwarsy)
34. prolet (ariet/ariat/eriyat)
35. com ate (memorr/emor/memor)

(c) In each of the following statements underline the correct word within brackets :-

36. The inventory was checked by the Board of (Surveillance/Survey/Surveyors)
37. At the enquiry I had to be satisfied that the accused officer has (contradicted/contravened/contaminated) the regulations.
38. Every receipt should have a (counterfoil/counterfeit/counterpane) for the purpose of audit.
39. There was a possibility that the prosecution had (fabricated/fumigated/promulgate) the evidence.
40. (Discrete/Discretionary/Discriminatory) power was given to the Head of the Department under the relevant Act.
41. The Police Party had (laid/lie/lain) in ambush until the bribe taker arrived.
42. The entire staff turned upon (facilitate/infiltrate/felicitate) the watcher on his retirement.
43. In times of national crisis we must avoid (luxuriant/luxurious) habits.
44. Martial music was played over the radio during height of the battle to keep up the (moral/morale/morals) of the people.
45. Candidates are advised to use (Stationary/Stationery) sparingly owing to the acute paper shortage.

(e) Underline the correct phrase in the brackets that means the same as the word or phrase underlined in each sentence :-

46. In good management the boss should, support his staff in their work (back out/back up/back away).
47. The sales and replacement of stock amounted to over Rs. 5,000 (turn out/turn up/turn away)
48. We were warned at the start not to let out work get into arrears (set out/out set).
49. The younger son wasted his farther's wealth in a few years (ran over/ran through)
50. I wanted to see the film, but the queue deterred me from going (put away/put off)

Part B

Read the following passage carefully and then answer the questions set out below :-

Most modern political ideals such, for example, as justice, liberty, constitutional government, and respect for the law or at least the definitions of them, began with the reflection of Greek thinkers upon the institutions of City State, But in the long history of political

thought the meaning of such terms has been variously modified and always that meaning has to be understood in the light of the institutions by which the indicates were to be realized and of the society in which those institutions did their work. The Greek City States was so different from the political communities in which modern men live that it requires no small effort of the imagination to picture its social and political life. The Greek Philosophers were thinking of political practices far different from any that have prevailed commonly in modern word, and the whole climate of opinion in which the work was done was different. Their problems though not without their analogies in the preset, were never identical with modern problems and the ethical apparatus by which political life was evaluated and criticized varied widely from any that now prevails. In order to understand at all accurately what their theories meant it necessary first to realize at least roughly what kind of Institutions they had in view and what citizenship connected as an effect and as an ideal, to the public for whom they wrote. For this purpose the Government of Athens is especially important, partly because, it is the best known, but chiefly because it was an object of special concern to the greatest of Greek Philosophers.

As compared with modern states the ancient City-State was exceedingly small both in area and in population. The numbers were exceedingly uncertain but, a figure somewhat in excess of three hundred thousand would be approximately correct. Such an agrangement of a small territory denominated by a single City was typical off the City State.

In each of the following cases, choose the alternative which in your opinion supports the views expressed in the above passage. Place a tick (right mark) against the correct answer:-

51. Athens is significant for the students of Greek political thought mainly because :-

- (a) It was the most powerful of the Greek City- States ;
- (b) Its ideals had been carefully studied by the Greeks themselves ;
- (c) It had the most ideal form of Government ;
- (d) it is the best known of the Greak City - States ;

52. Greek political thought was concerned with problems :-

- (a) Entirely unrelated to,
- (b) identical with,
- (c) different from analogous but to,

53. The moral and religious basis of Greek political idea is :-

- (a) very similar to modern moral and religious ideas :-
- (b) unknown ;
- (c) very different from modern moral and religious ideas.

54. It is:-

- (a) easy,
 - (b) not at all easy,
 - (c) impossible,
- for a modern man to imagine what life was like in a Greek City-State.

55. In comparison with the ancient Greek City States are:-

- (a) very large,
- (b) very small,
- (c) about the same size.

56. The population of an ancient Greek City States was:-

- (a) much less than 300,000
- (b) over 3 million,
- (c) just over 300,000

57. The City-State of Athens Comprises:-

- (a) a small territory governed by a singly city,
- (b) a large territory governed by a number of cities,
- (c) a small territory with village councils,
- (d) a large territory with a decentralised administration.

58. At different times in the history of the world people:-

- (a) have thought in basically the same way,
- (b) have thought in different ways,
- (c) have contradicted the views of people of the previous generation.

59. Details of political theory are derived from Greek Political thought:-

- (a) because the Greek City States was very similar to modern states,
- (b) in spite of Greek City State being very different from modern States,
- (c) because modern political theorists are students of Greek Philosophy.

60. The meaning of political ideal at the particular moment in European History since the time of the Greeks can be defined only be:-

- (a) relating it to its context,
- (b) tracing it back to its original meaning among the Greeks,
- (c) investigating the meaning of the Greek word for it,
- (d) taking into account only those features in it which have persisted throughout its history.

61. Write sentences using each of the following words so as to bring out its meaning clearly:-

Arbitration, emoluments, etiquette, consolidates hypothetical, retrospective, exigencies, evaluate, review, empower.

Either

62. Write a letter to the Head of an Educational Institute in an English speaking country, setting out the following information in an orderly manner :-

- (i) The equivalence of our examination certificate to the certificate specified in this letter cannot be determined as the examining authorities in Sri Lanka have not been consulted by the institution concerned in that country:-
- (ii) The G. C. E. (Ordinary Level) Credit Pass has been officially equated with an Ordinary Pass in London G. C. E. (Ordinary Level):-
- (iii) The receipt of the letter sent to the Commissioner of Examinations is acknowledged:
- (iv) Any further information in this matter may be obtained from the embassy of the Republic of Sri Lanka in that country.

63. Write a memorandum to the Secretary, Bureau of Standards marking out a case for the adoption of the 24 hour clock in this country starting the advantages of such a measure.

Sri Lanka Engineering Service, Sri Lanka Architecture's Service and Sri Lanka Scientific Service

(1) Subject No. 04

Syllabus:-

- (a) The Financial Regulations of the Government of Sri Lanka Part 1 (Except Chapter X)
- (b) The Estimates of the Current Year e. g. - Their Arrangement the Heads of Revenue; The Finance and Appropriation Acts;

Note:- A Candidate will be required to obtain 40 percent of the total marks for a pass.

(2) Subject No. 05

Refer Subject No. 05 under the Sri Lanka Administrative Service EB1

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DEPARTMENT OF EXAMINATIONS – SRI LANKA

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(vii) Subject No.

[illegible]

08. Designation :_____.
Name of Department :_____.
09. The service to which he belongs, if the officer is in Administrative Service, the date on which he was appointed to such service :_____.
10. If the Officer is not in the Administrative Service to which service he belongs :_____.
11. If the Officer is in the Administrative Service the examination for which he is applying :
(Delete whichever is inapplicable)
(a) First Efficiency Bar Examination (A)
(b) Second Efficiency Bar Examination (B)
(c) Second Language Examination (C)
12. If the Officer is not in the Administrative Service the examination for which he is applying :
(Delete whichever is inapplicable)
13. State whether you have sat this examination previously in whole or in part :_____.
If so state subject and give year and month :

<i>Examination</i>	<i>Subject</i>	<i>Year</i>	<i>Month</i>

I, declare that the above particulars are correct and that I am entitled to sit this examination in the language medium indicated at Para. 4 above.

I, also declare that the stamps affixed to this application are valid and unused before cancellation by me. Further to that, candidates should be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination.

14. Fees paid Rs :

Cage of Stamps

_____,
Signature of Candidate.

Date :_____.

Commissioner General of Examinations,
Forwarded -

I certify that the above mentioned candidates Mr./Mrs./Miss, who is eligible to sit for the examination in the requested medium as, indicated in the paragraph 04.

I attest the candidate's signature.

_____,
Signature of Head of the Department and Designation.

Date :_____.

**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE
"GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA"
EFFECTIVE AS FROM JANUARY 01, 2009**

(Issued every Friday)

1. All Notices and Advertisements are published at the risk of the Advertisers.
2. All Notices and Advertisements by Private Advertisers may be handed in or sent direct by post together with full payments to the **Government Printer, Department of Government Printing, Colombo 8.**
3. The office hours are from 8.30 a.m. to 4.15 p.m.
4. Cash transactions will be from 9.00 a.m. to 3.00 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements, sent direct by post should be accompanied by Money Order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements.
6. To avoid errors and delay "copy" should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale of charges for Notices and Advertisements is as follows from January 01, 2009 :-**

	<i>Rs. cts.</i>
One inch or less	137 00
Every addition inch or fraction thereof	137 00
One column or 1/2 page of Gazette ..	1,300 00
Two columns or one page of Gazette ..	2,600 00

(All fractions of an inch will be charged for at the full inch rate.)

11. The "Gazette of the Democratic Socialist Republic of Sri Lanka" is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.
12. All Notices and Advertisements should reach the **Government Printer, Department of Government Printing, Colombo 8,** as shown in Schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.
13. **REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 2009 :**

***Annual Subscription Rates and Postage**

	Price <i>Rs. cts.</i>	Postage <i>Rs. cts.</i>
Part I :		
Section I	2,080 00	3,120 00
Section II (Advertising, Vacancies, Tenders, Examinations, etc.)	1,300 00	3,120 00
Section III	780 00	3,120 00
Part I (Whole of 3 Sections together)	4,160 00	6,240 00
Part II	580 00	3,120 00
Part III	405 00	3,120 00
Part IV (Notices of Provincial Councils and Local Government) ...	890 00	2,400 00
Part V	860 00	420 00
Part VI	260 00	180 00
Extraordinary Gazette	5,145 00	5,520 00

Subscription to the "Gazette of the Democratic Socialist Republic of Sri Lanka" are booked per periods of not less than 12 months so as to terminate at the end of a calendar year only.

*** Rates for Single Copies (if available in stock)**

	Price <i>Rs. cts.</i>	Postage <i>Rs. cts.</i>
Part I :		
Section I	40 00	60 00
Section II	25 00	60 00
Section III	15 00	60 00
Part I (Whole of 3 Sections together)	80 00	120 00
Part II	12 00	60 00
Part III	12 00	60 00
Part IV (Notices of Provincial Councils and Local Government) ...	23 00	60 00
Part V	123 00	60 00
Part VI	87 00	60 00

***All remittances should be made in favour of the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05, who is responsible for booking subscriptions and for sale of single copies.**

IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Press.

The Government Printer does not accept payments of subscription for the Government Gazette. Payments should be made direct to the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05.

Note.—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer and not by the Superintendent, Government Publications Bureau.

SCHEDULE

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
JANUARY	02.01.2009	Friday	—	19.12.2008	Friday	12 noon
	09.01.2009	Friday	—	26.12.2008	Friday	12 noon
	16.01.2009	Friday	—	02.01.2009	Friday	12 noon
	23.01.2009	Friday	—	09.01.2009	Friday	12 noon
	30.01.2009	Friday	—	16.01.2009	Friday	12 noon
FEBRUARY	06.02.2009	Friday	—	23.01.2009	Friday	12 noon
	13.02.2009	Friday	—	30.01.2009	Friday	12 noon
	20.02.2009	Friday	—	06.02.2009	Friday	12 noon
	27.02.2009	Friday	—	13.02.2009	Friday	12 noon
MARCH	02.03.2009	Friday	—	20.02.2009	Friday	12 noon
	09.03.2009	Friday	—	27.02.2009	Friday	12 noon
	16.03.2009	Friday	—	02.03.2009	Friday	12 noon
	23.03.2009	Friday	—	09.03.2009	Friday	12 noon
	30.03.2009	Friday	—	16.03.2009	Friday	12 noon

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Government Printing,
Colombo 08,
January 01, 2008.