

First Efficiency Bar Examination & Second Language Test for Officers in Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service - 2013 (II)
Second Efficiency Bar Examination for Officers in Sri Lanka Administrative Service - 2013 (II)

01. It is hereby notified that First Efficiency Bar Examination and Second Language Proficiency Test for the officers in Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service and Second Efficiency Bar Examination for the officers in Sri Lanka Administrative Service will be held in Colombo during weekends from 18th January 2014 to 02nd February 2014, by the Director, Sri Lanka Institute of Development Administration, under the supervision and direction of Ministry of Public Administration and Home Affairs.
02. Efficiency Bar Examinations and Second Language Proficiency Tests which are due to be held in respect of the above services will be as follows:

Serial No:	Name of the Examination	Code
1.	1 st Efficiency Bar Examination and Second Language Proficiency Test for officers in Sri Lanka Administrative Service	SLAS 1
2.	1 st Efficiency Bar Examination and Second Language Proficiency Test for officers in Sri Lanka Engineering Service	SLES
3.	1 st Efficiency Bar Examination and Second Language Proficiency Test for officers in Sri Lanka Scientific Service	SLSS
4.	1 st Efficiency Bar Examination and Second Language Proficiency Test for officers in Sri Lanka Architects' Service	SLArS
5.	2 nd Efficiency Bar Examination for officers in Sri Lanka Administrative Service	SLAS 2

03. Officers may appear separately for each subject and at different occasions at their discretion. However, it is compulsory to pass the Efficiency Bar Examinations within the prescribed period.
04. This examination will be conducted by the Director of Sri Lanka Institute of Development Administration and the candidates will be bound by the rules and regulations imposed by him with regard to the same. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules and regulations.
05. Applications for the examination can strictly be made online through www.slida.lk, the official web site of the Sri Lanka Institute of Development Administration. It is possible to commence the filling of applications for examination selecting the relevant examination by way of opening the sub menu "Examinations" from the main menu of www.slida.lk. Filling of applications is strictly allowed during the period from 8.00 a.m. on 13.12.2013 up to 12.00 midnight on 03.01.2014.

06. **Examination Fees** - The candidates appearing for the examination for the first time need not pay the examination fees.

For subsequent sittings, officers should pay the examination fee in the following manner.

Officers in Sri Lanka Administrative Service should pay the examination fee considering that the First Efficiency Bar Examination and Second Language Proficiency Test as one examination and Second Efficiency Bar Examination as another examination. Accordingly, Rs. 1000/- should be paid if it is applied for more than one subject of the First Efficiency Bar Examination and Second Language Proficiency Test. Rs. 1000/- should be paid if it is applied for more than one subject of the Second Efficiency Bar Examination. Rs. 500/- should be paid if it is applied only for one subject of the First Efficiency Bar Examination and Rs. 500/- should be paid if it is applied only for one subject of the Second Efficiency Bar Examination.

The officers in Sri Lanka Engineering Service, Sri Lanka Scientific Service and Architects' Service should pay Rs. 1000/-, if they are applying for more than one subject of the First Efficiency Bar Examination and Rs. 500/- should be paid, if they are sitting for only one subject. Examination fee should be paid by any post office all over the island (except sub post offices) to be credited to the SLIDA account and the number of the receipt issued should be indicated in the relevant cages of the application. When filling the application for inland telegraphic money order for payment of money to SLIDA account, "SLIDA" should be mentioned as the recipient. In the meantime, the code name of the relevant examination should be indicated at the place for the recipient's address. (The code names should be as mentioned in section 02)

Further, when crediting money to the account, the application should be filled including the name of the applicant as the remitter and the N.I.C. number of the applicant at the space for the address of the remitter.

07. When the application filled online is submitted, the candidate will be issued a confirmation number and the candidate should keep it for further inquiries. Candidates will be able to get their admission card of the examination by way of following the instructions indicated in the web page to which the candidate will have the access once the application duly perfected is sent online. The candidate should get a printed copy of the admission card and get his signature certified by the respective Head of the Department or a deputy authorized by the Head for the purpose. The admission card certified in this manner should be submitted to the Supervisor of the examination.
08. Any clarification regarding the process for submitting applications can be obtained through the telephone number 011 - 5980236 of Sri Lanka Institute of Development Administration. Communication can be made through this line from 8.30 a.m up to 4.30 p.m during working days of the week from 13.12.2013 up to 03.01.2014.
09. Head of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If the applicants need to get their candidature confirmed, it can be done through the telephone number 011-5980236. Candidates will not be paid traveling expenses for appearing for the examination.

10. Identity of Candidates - Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor.
- (i) The National Identity Card issued by the Department of Registration of Persons.
 - (ii) A valid Passport

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Director of Sri Lanka Institute of Development Administration.

11. The examination will be held in Sinhala, Tamil and English media. If it is found that a candidate has appeared for the examination in a language medium that he/she is not entitled to, the candidature of such applicant will be cancelled.
12. Scheme of Examination: Subjects and the syllabus of each Efficiency Bar Examination are as follows.

12.1 1st Efficiency Bar Examination and Second Language Proficiency Test for officers in Sri Lanka Administrative Service (Appendix "C" of Sri Lanka Administrative Service Minute published in the Gazette No: 1419/03 dated 14-11-2005)

The subjects of this examination are given below.

Serial Number	Subjects	Duration	Subject Number
01	Constitutional Law and Administrative Law	03 hours	01
02	The Legal Systems of Sri Lanka	03 hours	02
03	Criminal Law & Evidence Law	03 hours	03
04	Administration	03 hours	04
05	Economics	03 hours	05
06	Sociology	03 hours	06
07	English	03 hours	07

12.1.1 Constitutional Law and Administrative Law (Subject No. 01)

A question paper based on the following:

- (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 Departments 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

12.1.2. The Legal Systems in Sri Lanka (Subject No. 02)

A question paper based on the following:

- (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

12.1.3. Criminal Law and Evidence Law (Subject No. 03)

A question paper based on the following:

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

Note: A candidate will be required to obtain 35% of marks for each of the subjects mentioned under 12.1.1., 12.1.2. and 12.1.3. above and an average of 40% of the total marks allocated for the 03 subjects.

12.1.4. Administration (Subject No. 04)

A question paper based on the following:

- (i) Office and Field Organization and Methods;
- (ii) Procedural rules published by the Public Service Commission, in the Gazette extra ordinary of the government No. 1589/30 dated 20.02.2009 and following chapters of the Establishment Code (Chapters 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 at least 40% of marks for this subject.

12.1.5. Economics (Subject No 05)/ Sociology (Subject No. 06)

Candidates are required to sit only for one subject out of Economic & Sociology.

12.1.5.1. Economics (Subject No 05)

A paper based on the following:

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

Note:- A candidate will be required to obtain at least 40% of marks for this subject.

12.1.5.2. Sociology (Subject No 06)

A question 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 Differentiations;
- (vi) Social Control;
- (vii) Culture, Religion, Morals and Values.

Note:- A candidate will be required to obtain at least 40% of marks for this subject.

12.1.6. English (Subject No 07)

The syllabus for this subject will be as follows.

(i) 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

(ii) ENGLISH GRAMMER

A suitable level of proficiency on the following forms of grammar in the Spoken and 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

(iii) 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

(iv) READING SKILLS

Candidate's ability to comprehend a printed text, infer meaning and verbs l/ 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 a at least of 40% of marks for this subject.

12.1.7 Second Language Test

These examinations consist of two parts as written test and oral test. Only the candidates who pass the written test shall be called for the oral test corresponding to the relevant subject. The subjects of the written test are as follows.

Subject	Duration	Subject Number
Second Language Test - Sinhala	02 hours	13
Second Language Test - Tamil	02 hours	14
Second Language Test - English	02 hours	15

Note:- The second language in respect of an officer who becomes eligible to be appointed in Sinhala medium shall be Tamil Language. The second language in respect of an officer who becomes eligible to be appointed in Tamil Medium shall be Sinhala Language. In the meantime, an officer who becomes eligible to be appointed in English Language is required to pass Sinhala & Tamil Language Tests.

12.2. First Efficiency Bar Examination for officers in Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service.

Subjects of these examinations are as follows.

Subject	Duration	Subject Number
Financial Systems	03 hours	12
Administration	03 hours	04

12.2.1 Financial Systems (Subject No: 12)

A question paper consisting of questions based on following facts.

- Financial Regulations of Government of Sri Lanka - Volume I (Except Chapter X)
- Estimates of the current year. Eg. Preparations of estimates, votes, financial systems and appropriation acts.

Note: Candidates are required to secure at least 40% of marks for this subject.

12.2.2 Administration (Subject No: 04)

A question paper consisting of questions based on following facts.

- Office and Field Organization and Methods;

- (ii) Procedural rules published by the Public Service Commission, in the Gazette extra ordinary of the government No. 1589/30 dated 20.02.2009 and following chapters of the Establishment Code (Chapters VI,VII,IX,XI,XXIII,XXV,XXVI,XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII).

Note: Candidates are required to secure at least 40% of marks for this subject.

12.2.3 Second Language Test

This examination consists of two parts as written test and oral test. Only the candidates who pass the written test shall be called for the oral test corresponding to the relevant subject. The subjects of the written test are as follows.

Subject	Duration	Subject Number
Second Language Test - Sinhala	02 hours	13
Second Language Test - Tamil	02 hours	14
Second Language Test - English	02 hours	15

Note:- The second language in respect of an officer who becomes eligible to be appointed in Sinhala medium shall be Tamil Language. The second language in respect of an officer who becomes eligible to be appointed in Tamil Medium shall be Sinhala Language. In the meantime, an officer who becomes eligible to be appointed in English Language is required to pass Sinhala & Tamil Language Tests.

12.3 The Second Efficiency Bar Examination for officers of Sri Lanka Administrative Service (Appendix "D" of Sri Lanka Administrative Service minute published in gazette No: 1419/03 dated 14-11-2005)

This Examination will consist of the following subjects;

Serial No.	Subjects	Duration	Subject No.
01	Economics and Social Policy (with special reference to Sri Lanka).	03 hours	08
02	The Process of Development Administration (with special reference to Sri Lanka);	03 hours	09
03	Management and Organization.	03 hours	10
04	Public Sector Financial Management	03 hours	11

12.3.1 Economics and Social Policy (with special reference to Sri Lanka):- (Subject No 08)

A 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 a at least of 40% of marks for this subject.

12.3.2 The Process of Development Administration (with special reference to Sri Lanka):- (Subject No 09)

A paper based on the Institution of Development Administration, their working and their inter-relationships with special reference to:-

- (i) The Machinery of Government in Sri Lanka;
- (ii) The constitutional background of the machinery of Government in Sri Lanka;
- (iii) Provincial Councils and Local Government;
- (iv) People's Organizations;
- (v) Public Corporations.

Note: A Candidate will be required to obtain at least 40% of marks for this subject.

12.3.3 Management and Organization; (Subject No 10)

A paper based on the following

- (i) The principles of management and organization;
- (ii) The application of these principles to problems and issues in the public sector.
- (iii) Modern tools and techniques of management.

Note: A Candidate will be required to obtain at least 40% of marks for this subject.

12.3.4 Public Sector Financial Management (Subject No 11)

A question paper based on the following

- (i) 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
- (ii) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their Powers and Function
- (iii) Internal Audit
- (iv) Public Expenditure Planning and Management;
Identification of Organizational Objectives and Functions
Identification of Government Policies, Goals Targets and the Work Development Programmes

- Planning and Appraisal of Development Projects and Programmes and
Prioritization of them
Formulation and Finalization of Annual Estimates of
Revenue and Expenditure
- (v) Variations of Approved Estimates of Expenditure
Application of Virement Procedure
Management of Public Sector Cadres and Salaries
Total Cost Estimates and Revisions
Supplementary Estimates
- (vi) Losses and Waivers of Govt. Properties
- (vii) Miscellaneous Accounting Matters
- (viii) Delegation of Functions for Financial Control
- (ix) Custody of Public Money and Bank Accounts Procedure
- (x) Govt. Procurement Procedure
Procurement of Goods, Services and Works
Composition, Appointment, Power 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 at least 40% of marks for this subject.

13. The timetable of the examination is as follows.

SR. No	Name of The Examination	Subject	Subject No.	Date	Time
01	1 st Efficiency Bar Examination for Officers in Sri Lanka Administrative Service	Constitutional Law and Administrative Law	01	18.01.2014	9.00 - 12.00
		Legal Systems of Sri Lanka	02	18.01.2014	13.00 - 16.00
		Criminal Law and Evidence Law	03	19.01.2014	9.00 - 12.00
		Administration	04	19.01.2014	13.00 - 16.00
		Economics	05	25.01.2014	9.00 - 12.00
		Sociology	06	25.01.2014	9.00 - 12.00
		English	07	25.01.2014	13.00 - 16.00
02	1 st Efficiency Bar Examination for Officers in Sri Lanka Engineering Service	Financial Systems	12	26.01.2014	9.00 - 12.00
		Administration	04	19.01.2014	13.00 - 16.00
03	1 st Efficiency Bar Examination for Officers in Sri Lanka Scientific Service	Financial Systems	12	26.01.2014	9.00 - 12.00
		Administration	04	19.01.2014	13.00 - 16.00
04	1 st Efficiency Bar Examination for Officers in Sri Lanka Architects' Service	Financial Systems	12	26.01.2014	9.00 - 12.00
		Administration	04	19.01.2014	13.00 - 16.00
05	Second Language Test	Second Language Proficiency	13	02.02.2014	14.00 - 16.00

	for officers of Sri Lanka Administrative Service, Sri Lanka Engineering Service, Sri Lanka Scientific Service and Sri Lanka Architects' Service	Test - Sinhala			
		Second Language Proficiency Test - Tamil	14	02.02.2014	9.00 - 11.00
		Second Language Proficiency Test - English	15	02.02.2014	11.30 - 13.30
06	2 nd Efficiency Bar Examination for Officers in Sri Lanka Administration Service	Economic & Social Policy	08	26.01.2014	9.00 - 12.00
		The Process of Development Administration	09	26.01.2014	13.00 - 16.00
		Management and Organization	10	01.02.2014	9.00 - 12.00
		Public Sector Financial Management	11	01.02.2014	13.00 - 16.00

14. Exemptions from the requirement of passing the subjects relevant to Efficiency Bar Examinations will be made in the following manner.

Examination	Subject	Qualifications required to be exempted
1 st Efficiency Bar Examination and Second Language Test for Officers in Sri Lanka Administrative Service	Constitutional Law and Administrative Law	Should be a Barrister, Advocate in a Supreme Court, Graduate in Law from a University
	Legal Systems of Sri Lanka	
	Criminal Law and Evidence Law	
	Economics/Sociology	Should be a holder of a Special Degree in Economics or Sociology
	Second Language Test - Sinhala Second Language Test - Tamil	(i) Should have passed the first language or second language at G.C.E. (O/L). (ii) Should have successfully completed a basic or higher language course of the Department of Official Languages. (iii) Should have successfully completed a language course of Department of Official Languages at preliminary or higher level. (iv) Should have passed the optional Sinhala or Tamil subject at G.C.E.

		(O/L)
	Second Language Test - English	Should have obtained an ordinary pass or above for English language at G.C.E. (O/L).

Note: Officers who have been recruited on or after 02.01.2012 are not required to sit for the Second Language Proficiency Test mentioned in this Examination Notification in order to acquire proficiency in other official language according the provisions of their letters of appointment, but they should acquire the proficiency in other official language as per the provisions of Public Administration Circular no. 07/2007.

15. Issuance of results: The results of all the candidates who have applied/ sat for this examination shall be published in the web site of the Ministry of Public Administration and Home Affairs. It is not allowed to apply for re-scrutinizing the results of the examination.
16. Any matter not referred to herein will be decided by Secretary to the Ministry of Public Administration and Home Affairs.

P.B. Abeykoon
Secretary
Ministry of Public Administration
and Home Affairs

28th of November 2013
Ministry of Public Administration and Home Affairs
Independence Square
Colombo 07