

The First Efficiency Bar Examination for Grade III Officers of the Post of Thakshana Sahayake attached to District Secretariat/Government Agent Offices and Divisional Secretariats under the Ministry of Public Administration, Home Affairs and Provincial Councils & Local Government-2019 (2020)

1. In accordance with the provisions available under the approved Recruitment Scheme for Grade III Officers of the post of Thakshana Sahayake, it is hereby notified that the first Efficiency Bar Examination is to be conducted by Department of Examinations in September, 2020 and the applications are invited for that purpose.

2. This examination for Grade III officers of the post of Thakshana Sahayake attached to District Secretariats / Divisional Secretariats, under the Ministry of Public Administration, Home Affairs and Provincial Councils & Local Government will be held only in Colombo by the Commissioner General of Examination.

3. Method of Examination

- a) The examination will be held only in Sinhala and Tamil medium. It will not be allowed to change the language medium applied for at a later stage.
- b) The candidate should answer all questions papers he/she appears for at the examination in one language.

4.

4. I Subjects of the examination:

The examination will consists of two question papers.

1. Office Administration and Establishments Code
2. Financial Regulations

4. III Syllabus

1. Office Administration and Establishments Code

Office Administration and Establishments Code:- By paying attention to the Extra Ordinary Gazette Notification dated 20.02.2009, the question paper consisting questions on Provisions of Establishment Code, Office Practices, and Office Methods/Procedures shall be prepared by the Public Service Commission.

Time: 02 hours.

Total marks 100

Chapter V- - Releasing, reinstatements, and termination of service.

Chapter VIII- Overtime payments, Holidays, Salaries and payments for holidays

Chapter XII- Leave

Chapter XIII- Train warrants

Chapter XIV- Duty visits within the Island

Chapter XIX- Government Quarters

Chapter XLVII- General Conduct and Discipline

2. Financial Regulations:

This question paper will be prepared based on the following chapters of the Financial Regulations.

Time: 02 hours.

Total marks 100

Chapter I- Expenditure and Revenue Estimates, Consolidated Fund Annual Estimates, Changing of Annual Estimates (F.R. 1-68)

Chapter III- Financial Management and Answerability- Chief Accounting Officers, Accounting Officers, Delegation of warrant authority by Revenue Account Officers, Approvals, Certification, Assigning of tasks (F.R. 124 to 147)

4. III The officers, if they prefer, may appear for each subject separately in different sittings. However, in order to obtain a pass, the officer should secure a minimum of forty percent (40%) out of the total marks allocated.

5. Penalties for providing false information

Candidates are liable to be subject to the rules and regulations imposed by the Department of Examinations, with respect to holding the examination. If these rules are violated, he/she will be subject to punishment imposed by the Department of Examinations and even with regard to any matter relevant to this subject which is not provided for by this notice of examination, the decision of the Commissioner General of Examinations shall be final.

6.

6. I Examination chargers

The applicants who sit for this examination for the first time are not required to pay any examination fee. However, for the subsequent sittings, if the officers appear for the complete examination in one sitting the examinations fee would be Rs. 500/- and the examination fee-for one subject would be Rs. 250/-. The examination fee can be paid at any Post Office/Sub-post Office or District Secretariat/Divisional Secretariat to be credited to the revenue head 20-03-02-13 of the Commissioner General of Examination. The receipt issued should be affixed to the relevant cage of the application so as not to be detached. (A photocopy of the receipt so received should be kept for future use.) Examination charges will not be refunded for any reason and no money orders or stamps will be accepted.

6. II Examination Results

The results sheet including the names of the applicants who appeared for the examination will be handed over to the Secretary, Ministry of Public Administration, Home Affairs and Provincial Councils & Local Government.

7. The Head of the Department should grant duty leave for the candidates who sit for this examination for the first time and possess the admission cards issued by Department of Examinations. Travelling expenses will not be paid.

8. Method of Application

- a) Application should be prepared using A4 (21 cmx29 cm) (normal half sheet) size paper with,
- i. Paragraph No. 01 to 05 in the first page,
 - ii. Paragraph No. 06 onwards in the in the remaining pages.
 - iii. The applications that are not in conformity with the specimen application and the incompletely perfected applications will be rejected without any notice. It would be useful for the candidate to keep a photocopy of the said application. Further, the candidate should make sure that application is completed in conformity with the specimen application. If not, the application will be rejected. When preparing the application, the name of the examination in the heading should be mentioned in English language as well in applications prepared in both Sinhala and Tamil languages.
- b) The completed application for the examination should be sent under registered cover to the following address, on or before 14.07.2020.

Commissioner General of Examination,
Organization (Establishment & Foreign Examination) Branch,
Examination Department of Sri Lanka,
P.O. Box 1503, Colombo.

The top left-hand corner of the envelope should be marked **“The First Efficiency Bar Examination for Grade III Officers of the Post of Thakshana Sahayake of the Ministry of Public Administration Home Affairs and Provincial Councils & Local Government- 2019 (2020)”**. Applications received after the closing date of application will be rejected.

- c) The Commissioner General of Examinations will issue admission cards for the candidates who have submitted the accurately completed application together with the relevant receipt for the payment of prescribed examination fee, on or before the closing date of application specified in the notice of examination. A notification will be published in newspapers by the Department of Examination soon after the issuing of admission cards. If there is any applicant, who has not received the admission card at least five (05) days prior to the date of examination specified in the said advertisement, the matter should be inquired from the Organization (Establishment & Foreign Examination) Branch of the Department of Examination. In making such inquires, the name of the examination applied for, full name of the candidate, National Identity Card and the address should be correctly mentioned. If the candidate is a resident outside Colombo, it would be more productive to make the inquiry by forwarding a letter of request together with the above details, to the fax number given in the said notice also mentioning fax number of the candidate for receiving the admission card expeditiously. In making such inquires, in order to substantiate any information inquired by the Department of Examinations, it would also be useful to keep in hand the copy of application kept with you, copy of the receipt issued for the payment of examination fee and the receipt issued when posting the application through registered post. The candidate shall get his/her signature attested and it is the admission card so attested that should be submitted to the Supervisor of the examination hall on the day of examination. Candidates will not be allowed to appear for the examinations without signature attested admission cards.

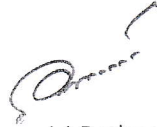
9. The candidates shall prove their identity to the satisfaction of the Supervisor of examination hall, for every subject they appear for within the examination hall. For such purpose any of the following documents will be accepted.

1. National Identity Card
2. A valid Passport
3. A valid Sri Lankan Driving License

Further, the candidates shall expose their identity without covering their face and ears when they enter into the examination hall. Applicants who refuse to do so will not be allowed inside the examination hall. Further, the applicants shall remain with their face and ears uncovered till they leave the examination hall, enabling the examination authorities to identify the applicant.

10. Secretary, Ministry of Public Administration, Home Affairs and Provincial Councils & Local Government will decide on any matter which is not provided for in this notice. All candidates are liable to abide by the general examination rules and regulations stipulated in this gazette notification.

11. In the event of any divergence or inconsistency between language texts in this notice which is published in Sinhala, Tamil and English, action will be taken in accordance with the Sinhala medium text.



J.J. Rathnasiri
Secretary,
Ministry of Public Administration, Home Affairs and
Provincial Councils & Local Government



....., 2020
Ministry of Public Administration, Home Affairs and
Provincial Councils & Local Government.

(For office use only)

The First Efficiency Bar Examination for the Grade III Officers of the Post of Thakshana Sahayake attached to District Secretary/Government Agent Offices and Divisional Secretariats under the Ministry of Public Administration, Home Affairs and Provincial Councils & Local Government- 2019 (2020)

Medium of Examination:

Sinhala - 2

Tamil -3

(Indicate the relevant number in the cage)

(Applicants shall not be allowed to change this at a later stage)

- 1.0 1.1 Nam in full:
(In English Block Capitals)
- 1.2 Name with initials at the end:
(In English Block Capitals) Example: Silva, A.B.
- 1.3 Name in full:
(In Sinhala/Tamil)

02. 2.1 Address to which the admission should be sent:
(In English Block Capitals)
- 2.2 Attached District and the Divisional Secretariat Division:
(In English Block Capitals)
- 2.3 Attached District and the Divisional Secretariat Division:
(In Sinhala/Tamil)

03. 3.1. National Identity Card No:

3.2 Sex: - Female- 1

Male- 0 (Indicate the relevant number in the cage)

3.3 Date of Birth: Year Month: Date:

3.4 Mobile Telephone Number:-

04. The subject/subjects you intend to appear for at the examination (See Paragraph 4.1 of the Examination Notice)

Serial No:	Subject	Subject No:
01		
02		

05. 5.1 Post:
- 5.1 Attached Grade:
- 5.3 Date of Appointment to the relevant Grade:

06. N.B. As specified in the notice of examination, the receipt for the examination fee, obtained from the District Secretariat/Divisional Secretariat in favor of the applicant shall be affixed firmly here so as not to be detached:

Receipt No :
District/Divisional Secretariat :
Post/Sub Post Office :
Date :
Amount in Rupees :

07. I hereby declare that the information furnished above is correct and I am eligible to appear for the examination in the language medium indicated above. I further state that I am liable to be bound by the rules and regulations imposed by the Commissioner General of Examination in regard to holding the examination.

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Date

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Signature of the Applicant

Attestation of the District Secretary/Divisional Secretary

I hereby certify that Mr. / Mrs. / Miss., Thakshana Sahayake Officer attached to District/Divisional Secretariat,

- I. Placed the signature in front of me;
- II. I examined the details furnished above;
- III. The applicant is eligible to appear for the examination and,
- IV. The receipts for the payment of prescribed examination fee have been affixed.

(Write off inapplicable words)

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District Secretary/Divisional Secretary

Signature and Official Stamp

Name:

Post:

Address:

Date: