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1034   I කොටස : (IIඅ) ජේදය - ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය - 2024.04.10
PART I : SEC. (IIA) – GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA – 10.04.2024

Examinations, Results of Examinations &c.

MINISTRY OF PUBLIC ADMINISTRATION, HOME AFFAIRS, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

First, Second and Third Efficiency Bar Examinations prescribed for the Development Officers' Service - 2024

1.0   It is hereby notified that the First Efficiency Bar Examination prescribed for the Development Officers' Service, the Second Efficiency Bar Examination prescribed for the Development Officers' Service and the Third Efficiency Bar Examination prescribed for the Development Officers' Service - 2024 (paragraph 10 of the service minute) will be held at the district level in June 2024 by the Director General of the Sri Lanka Institute of Development Administration, under the supervision of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.

2.0   These examinations shall be held as per the provisions of the Minute of the Development Officers' Service No. 1774/31 dated 07.09.2012.

3.0   The Efficiency Bar Examinations, which are due to be held in respect of each Grade of the above-mentioned service, shall be as follows:

Serial number	Name of the examination	Code
01.	1st Efficiency Bar Examination prescribed for the Development Officers' Service - 2024 (For officers in Grade III of the Development Officers' Service)	CSDOS - I
02.	2nd Efficiency Bar Examination prescribed for the Development Officers' Service - 2024 (For officers in Grade II of the Development Officers' Service)	CSDOS - II
03.	3rd Efficiency Bar Examination prescribed for the Development Officers' Service - 2024 (For officers in Grade I of the Development Officers' Service)	CSDOS - III

4.0   The candidates shall be bound by the rules and regulations imposed by the Director General of the Sri Lanka Institute of Development Administration with regard to this examination. Candidates shall be subjected to any punishment imposed by the Disciplinary Authority for violation of these rules and regulations.

5.0   Applications for the examination can strictly be made online through www.slida.lk, the official website of the Sri Lanka Institute of Development Administration. It is possible to commence the filling of the application for the examination by entering "EB Applications" on the web site's Home Page or by directly visiting this link: http://examinationportal.slida.lk/application.
The online application should strictly be filled out in English.

Filling out applications is strictly allowed during the period from **8.00 a.m. on 15.04.2024 up to 12.00** midnight on **17.05.2024.**

6.0   Examination Fees - The officers appearing for the examination for the first time need not pay the examination fees. However, **Rs.250/-** should be paid for each subject at subsequent sittings of the examination.

The examination fee should be paid by any BOC branch all over the island to be credited to "Director General, Sri Lanka Institute of Development Administration," bearing account number 92563132 of the Torrington branch of BOC. The applicant's name, national identity card number and the code of the relevant examination should be mentioned in the bank slip related to the payment made by you, and a photo of it should be uploaded in the relevant space of the application.

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PART I : SEC. (IIA) – GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA – 10.04.2024

If you make the relevant payment online, you should mention your National Identity Card number and the code of the examination relevant to you in the credit details as "description" and upload a photo of it in the relevant space of the application.

(The codes of examinations should be as mentioned in paragraph 03.)

7.0   When filling out the application online, it is compulsory for the applicant to have an active e-mail address and mobile phone number. Once the application is submitted online, a message of acknowledgment of receipt will be sent to the email address and mobile number.

After the deadline for sending applications, the admission card will be sent to the email address you provided.

It should be noted that the admission cards will be sent to the applicant only via email.

8.0   If any technical issue arises regarding the process of submitting the application online, please contact the Technical Division of the Sri Lanka Institute of Development Administration at 011-5980236 or 071-9204320 for inquiries, and for all other inquiries, please contact the Recruitment and Examinations branch of the Combined Services Division of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government at 011-2681237 (Extension - 606/605/600) from 8.30 a.m. to 4.30 p.m. on weekdays from 15.04.2024 to 17.05.2024.

9.0   Heads of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If it is required to get their candidature confirmed, it can be done through the telephone number 011-5980236. Candidates shall not be paid travelling expenses for appearing for the examination.

10.0   Identity of Candidates - Candidates shall 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
       ii.   Valid Passport
     iii.   Valid Sri Lankan Driving License

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

11.0   The examination will be held in Sinhala, Tamil and English media. Candidates should sit the examination in the language medium in which they sat the examination for recruitment to the relevant service or in one of the official languages. The officers who joined the service without sitting for a competitive examination can also sit for this examination in the language medium of their education or in one of the official languages. Candidates shall not be allowed to change the language medium of examination mentioned in the application form.

12.0   Officers may appear separately for each subject and at different occasions at their discretion.

13.0   The results of the examination will be issued by the Director General of the Sri Lanka Institute of Development Administration to the Director General of Combined Services who will then publish them on the web site of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government. Recommendations on confirmations and promotions of officers should be made by the heads of departments based on those results.

14.0   Scheme of examination: Subjects and the syllabus of each Efficiency Bar Examination are as follows.

14.1   First Efficiency Bar Examination prescribed for the Development Officers' Service - 2024

14.1.1 Qualifications - Only the development officers belonging to the Combined Service can apply for this examination. The officers who have received an appointment to Grade III of the Development Officers' Service, the officers who have been absorbed into the Development Officers' Service and those who have not been absorbed into the Development Officers' Service but have exercised their option to be absorbed into the service are eligible to appear for this examination.

14.1.2 Syllabus

Subject	Subject No.	Marks	Duration	Cutoff marks
Office Systems	01	100	01 hour	40%
Accounting Systems	02	100	01 hour	40%
Computer Test	03	100	02 hours	40%

❖   Office Systems

This paper shall be designed to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/observations in clear and brief minutes and the ability of drafting a letter according to an order given to the officer.
(This paper shall consist of structured and semi-structured questions. All the questions should be answered.)

❖   Accounting Systems

It is expected to test candidate's knowledge in basic accounts adopted in government office, functions of cash control books.
(This paper shall consist of structured and semi-structured questions. All the questions should be answered.)

❖   Computer Test

(i)   Basic Concepts of Information Technology
(ii)   Windows Operating System
(iii)   File Management

(iv)   Word Processing
Basic skills, screen familiarization, editing texts, aligning text, fonts and attributes, indenting paragraphs, paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, thesaurus, working with columns, page setup, printing documents, creating tables, sorting texts, file management, mail merging, working with macros.

(v)   Spreadsheets
Basic skills, formatting, editing, columns and ranges, insertion and deletion, sorting data, creating charts, printing, @ function, working with macros, file management

(vi)   Database
Basic skills of introduction
Creating and using a database
Forms
Linked forms, popup forms
Dialog and message boxes
Queries
Sorting

Obtaining reports

Working with macro

(vii) Presentation/ Illustration

Basic skills, editing, formatting

Applying designs

inserting images, clip art and graphs

slide transition and effects, animations, using presentation tools,

Preparing masters

printing slides and notes

(viii) Internet

Introduction to Internet, World Wide Web,

How to Navigate, Internet Practical

(ix) E-mail

Introduction, basic skills, receiving e-mails, sending e- mails,

replying, using attachments, creating and using nick names, composing messages

(This paper shall consist of multiple-choice, structured and semi-structured questions. All the questions should be answered.)

14.2 Second Efficiency Bar Examination prescribed for the Development Officers' Service - 2024

14.2.1   Qualifications - The following officers who have been confirmed in the service after completing the first efficiency bar examination with 10 years of active and satisfactory service period are eligible to sit for this examination.

i.   Officers who have been absorbed into the Development Officers' service of the Combined Service

ii.   Officers who have not been absorbed into the Development Officers' service of the Combined Service but exercised their option for absorption.

Note – The officers who have satisfied all the qualifications mentioned in paragraph 14.2.1 above but have not yet been promoted to Grade II due to administrative matters.

14.2.2 Syllabus

Subject	Subject No.	Marks	Duration	Cutoff marks
Establishments Code and Procedural Rules	04	100	02 hours	40%
Financial Regulations and Procurement Procedure of the Government	05	100	02 hours	40%

(Part I of the above question papers shall consist of structured questions. All the questions should be answered. Part II shall consist of 08 essay type questions. Only 04 questions should be answered.)

❖   Establishments Code and Procedural Rules

Chapters VI, VII, VIII, XII, XIII, XIV, XVII, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXIII, XLVII, XLVIII of the Establishments Code and Procedural Rules of the Public Service Commission

❖   Financial Regulations and Procurement Procedure of the Government

Chapters I, II, III, IV, V and procurement procedure of the government

14.3 Third Efficiency Bar Examination prescribed for the Development Officers' Service - 2024

    14.3.1 Qualifications

> ❖ The following officers who have completed the second efficiency bar examination with 20 years of active and satisfactory service period are eligible to sit for this examination.

>   i.   Officers who have been absorbed into the Development Officers' service of the Combined Service
>   ii.   Officers who have not been absorbed into the Development Officers' service of the Combined Service but exercised their option for absorption.

> ❖ The following officers who have been promoted to Grade II of the previous service under exceptional performance before 01.08.2011 are also eligible to sit this examination.
>   i.   Officers who have been absorbed into the Development Officers' service of the Combined Service
>   ii.   Officers who have not been absorbed into the Development Officers' service of the Combined Service but exercised their option for absorption.

    14.3.2 Syllabus

Subject	Subject No.	Marks	Duration	Cutoff marks
Project Management	06	100	03 hours	40%

> ❖ **Project Management**

>   i.   Defining a project
>   ii.   Project Management
>   iii.   Project cycle
>   iv.   Preparation and analysis of a project
>   v.   Project evaluation
>   * Payback period
>   * Net present value
>   * Internal rate of return
>   * Cost Benefit Ratio
>   * Annual Average Return Ratio
>   vi.   Project organization
>   vii.   Adopting shadow price

15.0 Decision of the Director General of Combined Services shall be the final decision with regard to the provisions not mentioned in this notification.

16.0 In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

<div align="center">

S. ALOKABANDARA,
Director General of Combined Services,
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government.

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Ministry of Public Administration, Home Affairs, Provincial,
Councils and Local Government,
Independence Square,
Colombo 07,
5th of April 2024.

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THE CHITHTHA ADVANCED PSYCHOLOGICAL STUDIES
OPEN INSTITUTE OF SRI LANKA
(Arrangements have been made to incorporate under the Parliament Act, Bill No. 105 of 2022)

GENERAL CERTIFICATE IN APPLIED PSYCHOLOGY - 2024 (MAIN INTAKE)

APPLICATIONS are invited from those who are aspiring to pursue the General Certificate Course in Applied Psychology at the Chiththa Advanced Psychological Studies Open Institute of Sri Lanka. Those who have fulfill the following qualifications can apply to success the first step of becoming Certified Professional Psychological Counsellor through this course or who are interested to pursue their higher studies in Psychology.

Qualification :

G.C.E. (A/L) 3S pass grades in any stream and,

18 years of age on 02/04/2024, of good character and in good health.

Nature of Course : Online (Open and Distance Learning)

Medium : English or Sinhala

Course Duration :

A Six month part time course. Lecture recordings and additional readings links are will be provided meanwhile the lectures which can be viewed at convenient times.

Course Fees and Student Registration Fees : The total course fee is Rs. 12,900.00. While registering for the course, the student registration fee of 900.00 must be paid. Rs. 12,000.00 can be paid at once or Rs. 2,000.00 payable in six monthly instalments.

How to apply for the Course:

By the applicants should send their,
1. National Identity Card Photo/ Passport photo (front and rear sides)
2. G.C.E. (A/L) examination results sheet's photograph,
3. Self coloured clear photograph (for processing online student ID card),

070-419 1660 (WhatsApp)

The last date for enrolling students for the course is : 10/05/2024.

For more information : Can inquire through the phone number 032-3137500 at Office hours from 8.30 a.m. to 4.30 p.m.

Register - Department of Psychology,
The Chiththa Advanced Psychological Studies Open Institute
of Sri Lanka.

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