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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE PUBLIC MANAGEMENT ASSISTANTS' SERVICE

ON the order of the Public Service Commission following Minute on Public Management Assistants' Service is published in substitution for the Minutes on Government Shroffs' Service effective from 21st February, 1969 published in the *Government Gazette Extraordinary* No. 14842 of 21st February, 1969, General Clerical Service effective from 01st October, 1971 published in the *Government Gazette Extraordinary* No. 14977/9 of 29th September, 1971, Government Stenographers' Service effective from 19th May, 1972 published in the *Government Gazette Extraordinary* No. 15011 of 19th May, 1972, Government Typists' Service effective from 20th May, 1972 published in the *Government Gazette Extraordinary* No. 15011/2 of 20th May, 1972, Government Book-keepers' Service effective from 30th November, 1979, published in the *Government Gazette Extraordinary* No. 65 of 30th November, 1979, Store-keepers' Service effective from 01st February, 1984, published in the *Government Gazette Extraordinary* No. 301/2 of 11th June, 1984.

JAYAMPATHI P. HETTIARACHCHI,
Director General of Combined Services.

Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07,
15th December, 2004.

Minute of the Public Management Assistants' Service

1. *Title of the Minute* : This Minute shall be known as the Minute on the Public Management Assistants' Service.
 - 1.1 The Public Management Assistants' Service shall henceforth be effective in lieu of the General Clerical Service, Government Typists' Service, the Government Stenographers' Service, the Government Book-keepers' Service, the Government Shroffs' Service and the Government Store-keepers' Service which presently belong to the Combined Service.

- 1.2 This Minute shall come into effect without prejudice to any action taken or purported to be taken in terms of the following Service Minutes and any amendments to such Minutes made from time to time.
- A. The Minute on the Government Shroffs' Service published in the *Government Gazette Extraordinary* No. 14842 of 21st February, 1969 effective from 21st February, 1969.
 - B. The Minute on the General Clerical Service published in the *Government Gazette Extraordinary* No. 114977/9 of 29th September, 1971 effective from 01st October, 1971.
 - C. The Minute on the Government Stenographers' Service published in the *Government Gazette Extraordinary* No. 15011 of 19th May, 1972, effective from 19th May, 1972.
 - D. The Minute on the Government Typists' Service published in the *Government Gazette Extraordinary* No. 15011/2 of 20th May, 1972 effective from 20th May, 1972.
 - E. The Minute on the Government Book-keepers' Service published in the *Gazette of the Democratic Socialist Republic of Sri Lanka* No. 65 of 30th November, 1979, effective from 01st April, 1975.
 - F. The Minute on the Government Store-keepers' Service published in the *Government Gazette Extraordinary* No. 301/2 of 11th June, 1984 effective from 01st February, 1984.

1.3 This Minute shall come into force from 01.01.2004.

2. *Definition* :—

- 2.1 The term “ Minute ” shall mean the Minute on the Public Management Assistants' Service.
- 2.2 “ Secretary ” shall mean the Secretary to the Ministry in-charge of the subject of Public Administration.
- 2.3 “ Director General ” shall mean the Director General of Combined Services.
- 2.4 “ Service ” shall mean the Public Management Assistants' Service.
- 2.5 “ Commission ” shall mean the Public Service Commission.
- 2.6 “ Period of satisfactory service ” shall mean the period of service immediately preceding the date of application for promotion during which all increments falling within the period have been earned and no punishment suffered for any offence committed during such period (other than warning or severe warning).
- 2.7 “ Period of active service ” shall mean the actual period served by the officer engaged in the duties assigned to him and drawing the salary attached to his post, subject to public requirements or/and matters of public policy.
- 2.8 The “ Gazette ” shall mean the *Gazette* published by the Democratic Socialist Republic of Sri Lanka.

3. *Structure* : This Service shall comprise officers appointed to Class III and appointed on promotion to Class II, Class I and the Supra Class on the following salary scales :

4. *Annual Consolidated Salary Scale* : The new salary scales effective from 01.01.2004 corresponding to the salary scales prevailing as at that date shall be as follows :

Supra Class : TA 3.8.2—Rs. 105,120—16 x 2,460—144,480

TA 3.6.1— *Class I*—Rs. 87,300—6 x 1,560—13 x 2,460—128,640.

Class II—Rs. 78,720—3 x 1,320—15 x 1,560—106,080.

Class III—Rs. 69,480—15 x 1,320—4 x 1,560—95,520.

5. *Efficiency Bar* :—

5.1 Officers in Class III should pass an Efficiency Bar Examination before the expiry of 03 years from the date of appointment to that Class. An officer on passing a practical test in the use of the computer (Appendix IV) and an Efficiency Bar Examination (Appendix XI) conducted by the Commissioner General of Examinations on behalf of the Director General, will be considered to have completed the Efficiency Bar Examination.

5.1.1 Where computer facilities cannot be readily provided, an officer should pass a test in typewriting as determined by the Secretary to the Line Ministry (Appendix IV). This provision however shall apply only for three years from the effective date of the Minute.

5.1.2 The officers who hold the Computer Operators' Licence issued by the National Apprentice and Industrial Training Authority as well as the officers who hold certificates on computer based practical and theoretical knowledge issued by accredited institutes of the Tertiary Education and Vocational Education Commission qualitatively similar or higher than the Computer Operators' Licence will be exempted from this examination. The courses so recognized and a list of the institutions conducting such courses will be published in the *Gazette Notification* calling applications for the Efficiency Bar Examination.

5.2 The officers in Class II should before the expiry of 06 years from the date of appointment, pass an Efficiency Bar Examination conducted by the Commissioner General of Examinations on behalf of the Director General (Appendix XII) and should have satisfied the requirement of the second language as prescribed in Section 5.2.1.

5.2.1 The second language means an official language other than the medium in which the officer entered the service. A pass in the Sinhala/Tamil Language as an optional subject at the General Certificate of Education (Ordinary Level) Examination or the Certificate in the Advanced Language Training Programme for Public Servants conducted by the Department of Official Languages under the All Island Language Training Programme will be sufficient for exemption from the second language test.

6. *Cadre* : The cadre shall be shown under the respective Heads and Programmes in the Annual Estimates.

7. *Control* : Subject to the general provisions, the Service shall be under the control of the Commission/Secretary/Director General.

8. *Recruitment to Class III*

8.1 *Open Competitive Examination* :

8.1.1 Seventy percent (70%) of the vacancies in Class III of the Service shall be filled by appointment on the results of an Open Competitive Examination conducted by the Commissioner General of Examinations on behalf of the Director General and an interview to check eligibility.

8.1.2 *Eligibility*—

- (a) Should be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- (c) Should be of good character.
- (d) Should fulfill the following educational qualifications.

1. Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects at one sitting with credit passes in :—
 - i Sinhala/Tamil/English Language ;
 - ii Mathematics and
 - iii Two other subjects and
2. A pass in all subjects at the General Certificate of Education (Advanced Level) Examination (other than the common General Paper) at one sitting.

A pass in 3 subjects under the old syllabus at one sitting would be sufficient.

8.1.3 *Method of Application* : The method of application and particulars of the examination shall be as published in the *Gazette* (Appendix II).

8.2 *Limited Competitive Examination*

8.2.1 Not more than thirty percent (30%) of the vacancies in Class III of the Service shall be filled by promotion of Minor Employees in the Public Service through a Competitive Examination conducted by the Commissioner General of Examinations on behalf of the Director General, and an interview to check eligibility.

8.2.2 If the number of persons eligible for appointment on the results of that examination is less than 30% of the vacancies, the difference between the 30% and the number of eligible for appointment will be met from the persons eligible in the Open Competitive Examination.

8.2.3 *Eligibility* : Minor Employees in the Public Service as specified in Appendix III to this Minute are eligible to apply.

8.2.4 *Method of Application* : The method of application for the Limited Competitive Examination and the particulars of the syllabus shall be as published in the *Gazette* (Appendix III).

9. *Confirmation in the Post* :

9.1 An officer appointed to Class III of the Service will be subject to probation for a period of 3 years. On passing the Efficiency Bar Examination conducted by the Commissioner General of Examinations and on fulfilling the requirements in 5.1, provided the Head of the Department is satisfied that the officer's work, conduct and attendance are satisfactory, and provided, on a report made to the Director General to that effect at the end of the 3 years, the Director General is satisfied, the officer will be confirmed in his post.

NOTE : Provisions in Chapter II of the Establishment Code will apply in respect of the period of probation.

9.2 All appointments will be made subject to the condition that the physical fitness of the appointee to serve in any part of the Island shall be proved by a medical examination.

10. *Training* : All officers appointed to the Service shall undergo an initial training of not less than three (03) months.

11. *Promotion to Class II :*

11.1 Officers in Class III of the Service will be appointed on promotion to Class II—

- (a) on the results of an examination for promotion of officers in Class III of the Service ; or
- (b) on completion of a prescribed period of service.

11.2 *Examination for Promotion :* Promotion to Class II will be made on the results of a written examination conducted by the Commissioner General of Examinations on behalf of the Director General. (The regulations and the syllabus for the examination for promotion to Class II are given in Appendix V)

11.2.1 *Eligibility :* Officers in Class III of the Service confirmed in their appointments and having four years of active and satisfactory service are eligible to sit this examination.

11.2.2 The examination for promotion to Class II will be held every year by the Commissioner General of examinations on behalf of the Director General. The date of passing the promotion examination and the date of completion of five years of satisfactory active service, whichever comes first, will be reckoned as the date of candidate successful in the examination qualified for promotion to Class II.

11.2.3 *The Method of Application :* The method of application shall be as published in the *Gazette*.

11.3 Promotion on completion of the prescribed period of service.

11.3.1 Officers who have completed fifteen (15) years of active satisfactory service and five (5) years of satisfactory service in Class III of the Service as at that date and confirmed in the Service will be appointed on promotion to Class II. (Application should be made as per specimen in Appendix VI).

12. *Promotion to Class I :*

12.1 Officers in Class II will be appointed on promotion to Class I—

- (a) on the results of an examination conducted for officers in Class II of the Service or
- (b) on completion of a prescribed period of service.

12.2 *Examination for Promotion :* Promotion to Class I will be made on the results of a written examination conducted by the Commissioner General of Examinations on behalf of the Director General. (The regulations and syllabus for the examination for promotion to Class I are given in Appendix VII).

12.2.1 *Eligibility :* Officers who have completed ten (10) years of active service and five years of satisfactory service in Class II of the Service as at that date and have passed the Efficiency Bar Examination in Class II will be eligible to sit this examination. The date of the examination will be reckoned as the date a candidate who has passed the examination qualifies for promotion to Class I of the Service.

12.2.2 *The Method of Application :* The method of application shall be as published in the *Gazette*.

12.3 *Promotion on completion of the prescribed period of service :* Officers who have completed fifteen (15) years of active service in Class II and five years of satisfactory service as at that date and have passed the Efficiency Bar Examination in Class II will be appointed, on promotion to Class I. (Applications should be made as per specimen form in Appendix VIII)

13. *Promotion to Supra Class :*

13.1 Appointments to the Supra Class will be made—

- (a) on the results of a Limited Competitive Examination conducted by the Commissioner General of Examinations on behalf of the Commission ; or
- (b) by promotion on merit based on the results of a competitive examination as well as seniority in service and experience.

13.2 *Limited Competitive Examination :* Appointments to not more than 35% of the vacancies in the Supra Class will be made on the results of a Limited Competitive Examination. Appointments will be given to eligible candidates after their eligibility is checked by a Board of Interview appointed by the Commission.

13.2.1 *Eligibility :*

- (a) Officers in Class I of the Service ;
- (b) Officers in Class II who have completed a minimum of 8 years' active service ; and
- (c) Officers in Class I and Class II who are graduates

who have completed the period of satisfactory service are eligible to sit this examination.

13.2.2 *Method of Application :* The method of application shall be as published in the *Gazette*. (Particulars of the examination are given in Appendix IX of the Minute).

13.3 *Promotion on Merit :* 65 percent of the vacancies in the Supra Class will be filled by promotion on merit. For this purpose the order of priority will be determined on the aggregate of marks secured by the candidate in an Aptitude Test conducted by the Commissioner of Examination on behalf of the Commission and the marks awarded by a Board appointed by the Commission on the basis of seniority and experience. The candidates will be required to present themselves for interview by a Board appointed by the Commission to scrutinize their qualifications. No marks will be awarded at this interview.

13.3.1 *Eligibility :* Officers who have completed a minimum of 5 years active and satisfactory service in Class I as at the prescribed date will be eligible.

13.3.2 *Method of Application :* A circular calling applications will be issued by the Director General of Combined Services on behalf of the Commission. (Particulars of the examination are given in Appendix X of the Minute).

14. Absorption of serving officers in the Services herein mentioned, into the Public Management Assistants' Service.

14.1 All serving officers who are in Class II B, Class II A, Class I and the Supra Class in the Government Shroffs' Service, the General Clerical Service, the Typists' Service, the Book-keepers' Service and the Store-keepers' Service and all officers who are in Grade II, Grade I and the Supra Grade of the Government Stenographers' Service will, on declaration of their option, be absorbed in to the Public Management Assistants' Service from the date this Minute comes into effect. (Appendix XIII)

14.2 The absorption process will take effect as follows :—

| <i>Present Grade</i> | <i>Proposed Grade</i> |
|---------------------------|-----------------------|
| 11 'B' of the Service | Class III |
| II 'A' /II of the Service | Class II |
| I of the Service | Class I |
| Supra Class | Supra Class |

Note.—Officers who have completed 07 years in Class II B as at the date of absorption into the Service will be promoted to Class II of the Service with effect from the date they complete 10 years in that grade, provided they have fulfilled the qualifications.

14.3 *Interim Provisions.*—In respect of serving officers a grace period of 3 years from the effective date of this Minute, will be granted for the application of the provisions of the Minute, during which period they should acquire the qualifications stipulated in the new Minute. Here qualifications consist in passing the Efficiency Bar Examination, the examination in the second language and the test in the use of the computer. the officers who have already passed the Efficiency Bar Examination in Class II need not fulfill the requirement with regard to the second language.

14.4 Officers entitled to appointment to a pensionable post, who do not opt for absorption into the Public Management Assistants' Service will be entitled to the privileges under Sections 2 and 7 of the Minute on Pensions. An officer who does not opt to be absorbed into the new service should furnish a declaration to that effect, to the Appointing Authority through his Head of Department, before the lapse of 03 months from the date on which the new Minute is published in the *Gazette*. Accordingly the officer will be retired on the hypothetical salary, with all due increments he would have received, had he been in his former service on the day he exercised his option or the last day he reported for work, whichever day comes later. This procedure will cease to operate from the date 03 months after the date that the new Minute is published in the *Gazette*. Any officer who has failed to exercise his option within the 03 months will be subject to compulsory retirement.

14.5 Absorption and conversion of salaries shall be implemented as applicable from the effective date of this Minute. Salary conversion shall be made on a step by step basis.

15. Any right, privilege or entitlement enjoyed by an officer in his previous service will not be denied to him due to any change in the designation on absorption into the Service.

16. *Language Proficiency.*—Every officer shall be subject to the rules and regulations now in force and that may be enacted in the future for the implementation of the Official Language Policy, as embodied in Chapter 4 of the Constitution.

17. *Matters not provided for in the Minute.*—Matters not provided for in the Minute shall be determined by the Commission.

APPENDIX I

(vide paragraph 13 of the Minute)

SCHEDULE

| | | |
|------------------------|---|---|
| Administrative Officer | — | President's Office |
| Administrative Officer | — | Prime Minister's Office |
| Administrative Officer | — | Office of the cabinet of Ministers |
| Administrative Officer | — | Auditor-General's Department |
| Administrative Officer | — | Office of the Leader of the House |
| Administrative Officer | — | Office of the Chief Government Whip |
| Administrative Officer | — | Office of the Leader of the Opposition |
| Administrative Officer | — | Department of the Commissioner of Elections |
| Administrative Officer | — | Office of the Judicial Service Commission |
| Administrative Officer | — | Office of the Parliamentary Commissioner for Administration (Ombudsman) |
| Administrative Officer | — | Office of the Public Service Commission ; and |

the post of Administrative Officer in all Ministries and Departments under them, (except the Department of Health, Department of Railways and the Department of Posts) and of Divisional Secretariats, belong to the Supra Class of the public Managements Assistants' Service.

APPENDIX II

Open Competitive Examination for recruitment to Class III of the Public Management Assistant's Service

(vide paragraph 8 : 1 : 3 of the Minute)

1. Selection to the Service will be on the results of a Competitive Examination. The subjects for the examination and the marks allocated for each subject are given below. Marks will be deducted for illegible handwriting and spelling mistakes.

The Examination will consist of two papers :

| | <i>Marks</i> | <i>Duration</i> |
|------------------------|--------------|-----------------|
| 1 Language proficiency | 100 | 1 1/2 Hours |
| 2 Aptitude | 100 | 1 Hour |

1. Language Proficiency.—This paper will consist of questions to test the candidate's ability of expression, comprehension, spelling and knowledge in the application of simple rules of grammar.

Aptitude.—This paper will consist of question to test the candidate's skill at numbers, power of reasoning and general intelligence.

(These papers will be designed to test the aptitude and ability of the candidate to perform his official duties.)

Despite this being a Competitive Examination, candidates are expected to secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks of the Examination. Appointment will be made strictly in the order of the marks secured, depending on the number of vacancies set apart to be filled on the results of the Competitive Examination.

2. (a) Recruitment to the Service will be strictly on a representative basis. A fixed number of vacancies will be set apart for each district in proportion to its population and in terms of Public Administrative Circular No. 15/90. Only the applicants from a particular district will be entitled to complete for the vacancies to be filled in that district.
- (i) If the posts so allocated to a particular district are not absorbed by the district, that number of vacancies will be re-distributed among the adjoining districts within the province.
 - (ii) If the total number of posts to be filled is small and the district's population basis cannot be applied, selection will be made in the order of merit.
 - (iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for selection.
- (b) Eligibility for inclusion in a district. At least one of the following requirements should be fulfilled by a candidate to complete for the vacancies in any district.
- (i) The candidate should have been born in the district ; or
 - (ii) he should have been a permanent resident of the district at least for three continuous years within the five years immediately preceding the last date to fulfill the eligibility qualification for the examination ; or
 - (iii) he should have received his secondary school education within the district for five continuous years.

- Note.*— (1) If the father/mother of any candidate has been employed in a transferable service of the Government or of a Provincial Public Service or of a State Corporation, then such candidate will be permitted to choose his own, or his father's / mother's place of birth as his district.
- (2) No candidate will be allowed to complete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it shall remain irrevocable.
- (3) The above provisions are liable to be changed from time to time and such amendments will be published in the *Gazette* by the Secretary.

APPENDIX III

Limited Competitive Examination for Minor Employees in the Public Service for Appointment to Class III of the Public Management Assistant's Service

(vide paragraph 8 : 2 of the Minute)

- (1) This examination is conducted for Minor Employees in the Public Service subject to the following conditions.
- (a) They should hold permanent appointment in the Public Service and should have been confirmed in their posts.
 - (b) They should have completed at least 05 years of continuous and satisfactory service in a permanent appointment immediately prior to the prescribed date which fact should be certified by the Head of the Department.

Note :—(1) A training period served prior to the permanent appointment to a post or served as a precondition for appointment to a post will not be reckoned as a part of the qualifying period of 05 years mentioned in Paragraph ‘b’ above. Temporary/casual periods of service prior to a permanent appointment to a post will also not be reckoned for purposes of the 5 year qualifying period.

(2) All motor vehicle drivers in the Public Service will be permitted to sit this Competitive Examination irrespective of their salary scales provided they fulfil the remaining qualifications.

(c) Candidates should have passed the General Certificate of Education (Ordinary Level) Examination with passes in 6 subjects including Language/Literature and Arithmetic/Pure Mathematics/Elementary Mathematics/Commercial Arithmetic.

(2) The subjects for the examination and the marks allocated for each subject are as follows :

| <i>Subject</i> | <i>Marks</i> | <i>Duration</i> |
|----------------------|--------------|-----------------|
| 1. General Knowledge | 100 | 2 Hours |
| 2. Aptitude Test | 100 | 1 Hour |
| | <hr/> | |
| | 200 | |

Note :

1. The papers will be designed to test the aptitude and the ability of a candidate to perform his official duties.
2. Marks will be deducted in each paper for illegible handwriting and spelling mistakes.
3. Candidates should secure at least 40% of the marks allocated for each subject. Appointment will be made purely in order of merit depending on the number of vacancies available.

(3) *Medium*.—Candidates may, at their option, appear for this examination in a single language only.

APPENDIX IV

Computer Test for Officers in Class III of the Public Management Assistant’s Service

(vide paragraph 5 : 1 of the Minute)

COMPUTER TEST - (DURATION 1 1/2 HOURS)

This test is meant to assess the following abilities of the candidate :

Basic concepts of Information Technology
Windows Operating System
File Management

World Processing

Basic skills, Screen Familiarization, Editing text
Aligning Text, Fonts and Attributes, Indenting
Paragraphs, change of Line Spacing
Tab settings, Finding and replacing text, Spelling and
Grammar Thesaurus
Working with columns, Page setup

Printing documents, Creating Tables, Sorting text
File Management
Mail Merging
Working with macros

Spreadsheets

Basic skills
Formatting
Editing
Columns and ranges, Insertion and Deletion
Sorting data
Creating Charts
Printing
@ function
Working with Macros, File management

Databases

Introduction, Basic skills
Databases - Creation and application
Forms
Linked forms, Popup Forms, Dialog and message boxes
Queries
Sorting
Reports
Working with macros

Presentations/Graphics

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

Internet

Introduction to Internet, World wide web, How to Navigate
Internet Practical

E - mail

Introduction, basic skills, receiving mail, sending mail, responding to mails
Working with attachments, Creating and using nick names,
Composing messages

Particulars of the Computer Word Processing / Typing test for officers in Class III of the Public Management Assistants' Service

(vide paragraph 5 : 1 : 1 of the Minute)

TYPING TEST

- (i) For a pass in this test a candidate should have a speed of 15 words a minute in Sinhala or Tamil and twenty five words a minute in English with not more than five mistakes per hundred words.

- (ii) For purposes of this test, a 'word' is defined as a unit of five touches or strokes (impressions) including spacing between words.
Ex : The word “පරීක්ෂණය”. consists of 8 touches or strokes. Therefore, it is counted as 1 3/5 words for the purposes of this test. Similarly the word 'department' consists of 10 touches or strokes. Therefore it would be counted as two "words". A space between words is also counted as one touch or stroke.
- (iii) This test will be conducted under the supervision of a staff officer and will consist of typing not less than one page of the Establishments Code of the Democratic Socialist Republic of Sri Lanka, at a speed of 15 words minute if the test is held in the Sinhala or Tamil language, and 25 words a minute if it is held in the English language.
- (iv) The candidate should type from a copy and not from dictation.
- (v) In counting the number of words only the clear impressions of letters and spaces between words and digits will be counted. Punctuation marks should be used as found in the copy, but they will not be taken into account when counting the number of words.
- (vi) Even if there be more than one mistake in a unit of five touches (or a word) it will be counted as one mistake. For example if the word “වැටුප්” has been typed as “විටිප්” the number of mistakes will be one only. Similarly, if 'time' has been typed as 'tune' it would be counted as one mistake only. If a unit of five touches or a part of such a unit has been omitted it would be counted as one mistake.
- (vii) Each error or omission in punctuation will be counted as one mistake.
- (viii) Overlapping of letters in typing, leaving no space or leaving more than one space between words (ie. more than one touch on the space bar) and errors in spelling will all be counted as mistakes.
- (ix) Correction of mistakes will not be counted as mistakes.
- (x) Candidates who do not show a fair standard of competence in spacing and arrangement or candidates who have, by corrections and alterations, unnecessarily disfigured their script, will not be given a pass.

APPENDIX V

Regulations and Syllabus of the Examination for Promotion of Officers in Class III of the Public Management Assistants' Service, to Class II

(vide paragraph 11 : 2 of the Minute)

(1) Subjects and marks allocated for each subject are given below. Marks will be deducted for bad handwriting and spelling mistakes. Candidates whose handwriting is illegible are liable to be disqualified.

| <i>Subject</i> | <i>Marks</i> | <i>Duration</i> |
|-------------------------|--------------|-----------------|
| Establishment Procedure | 100 | 2 Hours |
| Financial Systems | 100 | 2 Hours |
| General Paper | 100 | 1 Hour |

Establishment Procedure.—This paper is designed to test the knowledge of the candidate in office procedure covering subjects such as principles of office procedure, importance of office procedures, written communication, filing methods and design of forms, as well as to evaluate the proficiency acquired by the candidate through his experience in office activities. The paper will also consist of a part to test the candidate's knowledge of the content of Part I of the Establishment Code.

Financial Systems.—This paper shall be as follows :

- (a) Part I — questions in tots (25 marks).
- (b) Part II — The purpose of this paper is to test the knowledge and understanding of the candidate in matters such as financial control as practiced in Ministries and Government Departments, custody of money, income and payments, budgetary estimates, and supplies, works and services — 50 marks.
- (c) Part III — Fundamentals of store-keeping and stores verification —25 marks.

Note :—The use of calculators will not be allowed in answering tots. Duration 15 minutes only.

General Paper :—This paper will consist of two parts.

- (i) Reading and understanding a statement or a report of a discussion and preparing an article or a report.
- (ii) Assessment of the candidate's ability in understanding and analyzing events in contemporary society.

Note :—(i) The candidate should answer these papers in the same language medium in which they sat the Competitive Examination for entry into the Service. Those who have been recruited without a Competitive Examination should answer these papers in the same language medium in which they qualified for entry into the Service.

- (ii) For a pass in this examination, candidates should obtain a minimum of 33 percent of marks in each subject and an average of 40% of the total marks in all three subjects in one and the same examination.

These regulations and provisions are liable to be changed as required. For the syllabus and full particulars of the examination, the candidates should refer to the *Gazette Notifications* published by the Secretary from time to time.

APPENDIX VI

Specimen Form of Application for Promotion of Officers in Class III of the Public Management Assistants' Service to Class II on Completion of the Prescribed Period of Service

- (1) Name with initials : Mr. /Mrs. / Miss :_____.
- (2) Names denoted by the initials :_____.
- (3) Date of Birth :_____.
- (4) Date of entry into the Service :_____.
- (5) Number of the letter of appointment to the Combined Service :_____.
- (6) Date of confirmation in Service :_____.
- (7) Date of passing the Efficiency Bar Examination and the index number :_____.
- (8) Date of completion of the period of 15 years' service :_____.
- (9) Name of the present office :_____.

I request that I be promoted to Class II of the Public Management Assistants' Service with effect from

_____,
Signature of the Applicant.

Date :_____.

Director General of Combined Services :

I hereby declare that Mr. /Mrs. / Miss who is serving in this office—

- (i) has completed 15 years of active service as at
- (ii) has not taken half pay/no pay leave during such period of 15 years ;
- (iii) has not been inflicted any punishment during that period (other than warning).;
- (iv) has no disciplinary action pending against him/her and that no disciplinary action is contemplated against him/her ;
- (v) and that he/she has been confirmed in his/her appointment with effect from
- (vi) I certify that he/she has passed the efficiency Bar Examination in Class III.

This officer has completed a satisfactory period of service and I therefore recommend that he/she be promoted to Class II of the Service with effect from

_____,
 Head of the Department.

Date : _____.

Note :—If any of the requirements from I to VI above have not been fulfilled they should be specified.

APPENDIX VII

Regulations and Syllabus of the Examination for Promotion of Officers in Class II of the Public Management Assistants' Service to Class I

(vide paragraph 12.2 of the Minute)

The subjects for this examination, the marks allocated for each subject and the syllabus are given below : –

01. *Scheme of Examination.*— Candidates should sit a written qualifying examination which shall consist of the following subjects :

| <i>Subject</i> | <i>Marks</i> | <i>Duration</i> |
|----------------------------------|--------------|-----------------|
| (i) Establishments Procedure | 100 | 1 1/2 Hours |
| (ii) Public Financial Management | 100 | 1 1/2 Hours |
| (iii) Case study | 100 | 1 Hour |
| (iv) General Paper | 100 | 1 Hours |
| | ————— | |
| | 400 | |
| | ————— | |

Establishments Procedure.— A practical knowledge of the subjects contained in Volumes I and II of the Establishment Code will be required.

Public Financial Management.—

- (i) Practical knowledge of the Financial Regulations
- (ii) Basic knowledge in Auditing
- (iii) Basic Bank Practice
- (iv) Basic knowledge of Store Keeping

Case study :- Candidates are required to answer a multiple choice/essay type paper designed to analyze measures to be taken relating to a problem in office administration.

General paper :- This paper is intended to test the general knowledge of the candidate on current affairs, local and foreign.

For full particulars about the examination candidates should refer to the *Gazette Notifications* published by the Secretary from time to time.

02. Candidates who secure minimum marks of 40% in each subject and an aggregate of 160 or more marks will be promoted to Class I after scrutinizing the qualifications prescribed in paragraph 12 : 2 : 1.

03. *Medium of the Examination*. - The written examination will be held in Sinhala, Tamil and English. Officers should answer this paper in the language medium in which they sat the competitive examination for recruitment to the Service. Those who have been recruited to the Service without sitting a competitive examination can answer the papers in the language medium in which they qualified for recruitment.

APPENDIX VIII

Specimen form of Application

Promotion of Officers in Class II of the Public Management Assistants' Service to Class I on completion to the prescribed period of service

(vide paragraph 12.3 of the Minute)

Part I - Should be completed by the Officer -

01. (a) Name with initials : _____.
- (b) Names denoted by the initials : _____.
- (c) Previous name : (in the event of a change of name only) : _____.
02. Date of birth : _____.
03. Date of first appointment to the Service : _____.
04. Number of the letter of appointment to the Combined Service : _____.
05. Date of promotion to Class II of the Service : _____.
06. Present place of work and its address : _____.
07. Date of passing the Efficiency Bar Examination : _____.
08. Date of exemption from the requirement of passing the second language and the date and reference number of the letter issued in that respect.

I, hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the above particulars furnished by me are found to be incorrect, my claim for promotion to Class I in terms of this Minute is liable to be disregarded and disciplinary action liable to be taken against me.

Signature of the Officer.

Date : _____.

Part II – Certificate of the Secretary to the Ministry/Head of Department

Mr/Mrs./Miss

01. (i) Date of completing the Efficiency Bar Examination : –

Accounts *Office Systems*

Date of Examination :

Index No. :

or

(ii) Date of exemption from the Efficiency Bar Examination (Indicate the date and reference number of the letter)

(iii) The officer has/has not fulfilled the requirement of passing the second language. If the requirement has been fulfilled, the date and reference number of the letter.

02. (i) If not pay/half pay leave has been taken, the period/the number of days (from the date of appointment/promotion to Class II of the Public Management Assistant's Service)

(ii) If any punishment/punishments (other than warning) have been imposed, give a brief account.

03. If the officer has been released for service in a Corporation or a Statutory Board, period of such service.

04. Date of completion of 15 years in Class II of the Public Management Assistants' Service.

05. I endorse that as at the officer has completed a period of years of active service in Class II of the Service, that he has a period of satisfactory service, that all of the foregoing particulars are correct according to the personal file and that he has fulfilled all qualifications for promotion to Class I of the Service.

Since the officer has fulfilled all the requirements for Promotion to Class I of the Service in terms of the Service Minute, I recommend that he be promoted.

.....

Signature of the Head of the Institution,

Name :

Designation :

(Official Stamp)

Date :

APPENDIX IX

Regulations and Syllabus for the Competitive Examination for Promotion to the Supra Class of the Public Management Assistants' Service

(vide paragraph 13 of the Minute)

Limited Competitive Examination

Scheme of the Examination.– Candidate should sit a written examination which shall consist of the following subjects : –

| <i>Subject</i> | <i>Marks</i> | <i>Duration (Hours)</i> |
|---------------------------------|--------------|-----------------------------|
| (1) Office Management | 100 | 02 |
| (2) Office Systems | 100 | 02 |
| (3) Establishments Procedures | 100 | 02 |
| (4) Public Financial Management | 100 | 02 |
| (5) General Paper | 100 | 1 1/2 |
| | — | |
| Total | 500 | |
| | — | |

Syllabus :

1. *Office Management.*—Organization structure, principles of organization, job analysis and evaluation, leadership supervision and decision making, communication, public relations, co-ordination and problem solving.
2. *Office system.*—Principles of office systems, office procedures, records and filing, control and designing of forms, correspondence, control over the use of office equipment, office layout and premises, job description, work study method study, work measurement, Manual of Office Operations.
3. *Establishments procedures.*—Procedures to be followed in recruitment to the public service, establishments matters of public officers, maintenance of a personal file.

Delegation of authority in making appointments to the public service, transfer, promotion and termination of service, welfare and privileges of public officers.

The general knowledge on regulations and circulars hitherto issued by the Government will be tested.

4. *Public Financial Management.*—Annual Estimates and the responsibilities of an Accounting Officer, financial control, delegation of financial responsibility, receipt of money, accounting and acceptance, payments, custody of public money, imprests and bank accounts, supplies and services, tender procedures, verification of stores, audit queries, ledgers used in government offices, summaries of income and expenditure, bank reconciliation and books used in financial management.

The general knowledge of Circulars and regulations hitherto issued on the use of the public funds will be tested.

5. *General paper.*—The nature of Public Administration, structure of Public Administration, Public policy and reforms, fundamental rights, human rights, Human Rights Commission, Ombudsman, Parliamentary Committee for Public Petitions, office culture, ethics and values, creation of proper office environment and welfare of the staff, social recognition of official and civil status, obligations of public officers.

APPENDIX X

Competitive Examination for Appointment to the Supra Class on Merit

(vide paragraph 13.3.1 of the Minute)

Scheme of the Examination :

| | <i>Marks</i> | <i>Duration</i> |
|----------------------------|--------------|-----------------|
| 1. Aptitude and case study | 100 | 1 1/2 hours |
| 2. Seniority | 60 | |
| 3. Experience | 40 | |
| | — | |
| Total | 200 | |
| | — | |

The paper on Aptitude and case study shall consist of two parts.

Part I.—All questions will relate to problems in office administration, and the candidate's general knowledge, ability in decision making, logical judgement and his knowledge of office administration will be tested.

40 marks

Part II.—The Candidates will be required to answer a question on case study in office administration. The paper will consist of one or several paragraphs.

60 marks

Seniority.—Marks for seniority will be at the rate of 04 marks for each year of satisfactory service, subject to a maximum of 60 marks. A period of service over 6 months but below one year will carry 02 marks. No marks will be awarded for a period below 6 months.

Experience.—Marks will be awarded at the rate of 02 marks for each year of satisfactory service as a supervisory officer in Class I, up to a maximum of 40 marks only.

APPENDIX XI

Efficiency Bar Examination for Officers in Class III of the Public Management Assistants' Service

(vide paragraph 5 of the Minute)

1. Officers should answer two papers, in the language medium in which they sat the examination for recruitment to the service, or in the official language. Those who have been recruited to the service without a competitive examination should answer the two papers either in the language medium in which they were educated or in the official language.
2. Officers have the option to sit the papers in each subject in two different sittings. However they should secure a minimum of 40% of the total marks in each subject, for a pass.
3. *Eligibility.*—Officers in Class III will be eligible to sit this examination.

4. The subjects for the examination shall be as follows :

| <i>Subjects</i> | <i>Marks</i> | <i>Duration</i> |
|--------------------|--------------|-----------------|
| Office Systems | 100 | 1 hour |
| Accounting Systems | 100 | 1 hour |
| Total | 200 | |

Office Systems.—A basic knowledge of the Office Systems practised in a Government office and the candidate's ability to apply such knowledge, as well as his ability to properly understand official documents and to present his/her views/ observations in a specific manner through clear and brief minutes, and the ability to draft a letter in terms of a given order, will be tested.

Accounting Systems.—The purpose will be to gauge the knowledge and understanding of the candidate on the basic books in accounts and financial management maintained in public offices.

5. For full particulars on the syllabus and the method of application, candidates should refer to the *Gazette* Notifications published by the Secretary from time to time.

APPENDIX XII

Efficiency Bar Examination for Officers in Class II of the Public Management Assistants' Service

(*vide paragraph 5 of the Minute*)

OFFICERS should answer two papers in the language medium in which they sat the examination for recruitment to the Service or in the official language. Those who have been recruited to the Service without a competitive examination should answer the two papers either in the language medium in which they were educated or in the official language.

02. Officers have the option to sit the paper in each subject in two different sittings. However they should secure a minimum of 40% of the total marks in each subject, for a pass.

03. *Eligibility.*— Officers appointed to Class II of the Service will be eligible to sit this examination.

04. *Scheme of the Examination.*— Candidates should sit a written examination which shall consist of the following subjects :

| <i>Subject</i> | <i>Marks</i> | <i>Duration</i> |
|--|--------------|-----------------|
| (a) Office systems and procedure | 100 | 2 Hours |
| (b) Accounting systems practiced in government offices | 100 | 2 Hours |
| | 200 | |

Office Systems and Procedures.— The purpose will be to test the knowledge of the candidates in the office systems practised in public offices as well as their ability to apply such knowledge.

Accounting Systems Practised in Public Offices.— The purpose will be to test the knowledge of the candidates in accounting systems practiced in the public offices, books used in financial management and financial intructions and orders issued by the Treasury and the knowledge of their application in practice.

For full particulars on the syllabus and the method of application, candiates should refer to the *Gazette* Notification published by the Secretary from time to time.

APPENDIX XIII

Form of Declaration of Option for Absorption to the Public Management Assistants' Service, in terms of Section 14.4 of the Minute

Secretary, Ministry of Public Administration and Home Affairs,
Director General of Combined Services,
Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07.

DECLARATION OF OPTION FOR ABSORPTION INTO THE PUBLIC MANAGEMENT ASSISTANTS' SERVICE

1. Name of the officer with initials :
.....
(Mr/Mrs/Miss (The name should be as shown in the letter of appointment))

2. In case the name has been changed, mention the name as changed :

3. Service : Grade :
(Indicate the Service to which the officer belongs) (Indicate Class and Post)

4. Name of the present office and address :
.....

5. Permanent Private Address :
.....

6. Date of Birth : Age as at 01.01.2005 Yrs..... months days

7. Number of the letter of appointment
(if the first appointment was to a post in the Provincial Service, indicate the No. of the ltter of absorption to the Combined Service)

8. Service under which the officer has served in the Public Service and or in the Provincial Public Service, Grades and Posts/promotions with dates :

8.1

| | <i>Service</i> | <i>Post, Class and Grade</i> | <i>Duration From - to</i> |
|--|----------------|--|---|
| Indicate in this cage particulars of any service in the Minor Employees' Service | | | |
| If first appointment was to the Clerical or an allied service start from this cage | | Date of first appointment | Date |
| | | Date of confirmation Promotion to II A Date of passing/exemption from the Efficiency Bar Date of promotion to Class I Date of Promotion to Supra Class | |
| | | Permanent Service as at | Yrs Months Days |

(This form should be prepared to suit your service, based on the given format, and only the relevant columns should be filled in)

8.2 does the letter of appointment indicate that the appointment is on a super-numerary basis ?

8.3 Do you hold a degree?

The year of the degree/effective date

Are you entitled to the salary in terms of Public Administration Circular 20/94 ?

Present salary scale :

I, (name in full)
 presently serving in the Ministry / Department / Divisional Office /
 District Secretariat / Divisional Secretariat have read and understood Public Administration Circular No.

I, agree to be absorbed into the Public Management Assistants' Service, and hereby declare my option to be absorbed into the Public Management Assistants' Service subject to the conditions and terms of that Service Minute.

Since I, do not opt to be absorbed into the Public Management Assistants' Service, I agree to be retired in terms of Sub Section 14 : 4 of the Service Minute.

.....
Signature of the Officer.
Name

Date :

I, certify that Mr./Mrs./Miss serving in the post of .
..... in the office of this Ministry/Department signed
the above declaration in my presence at on this day
of The particulars mentioned by the officer in his/her application are true and correct according to
his/her personal file.

Signature :
Name :
Designation :
(Official Stamp)

Date :

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