

The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

No. 509/7 - TUESDAY, JUNE 07, 1988.06.07

(Published by Authority)

PART 1 : SECTION (1) - GENERAL

Government Notifications

Minute of the Sri Lanka Administrative Service

THE following Minute on the Sri Lanka Administrative Service is published in substitution of the Minute dated 1st December, 1982 published in the Gazette Extra ordinary No. 221/16 of 3rd December, 1982, of the Democratic Socialist Republic of Sri Lanka.

D.B.I.P.S. Siriwardhana

Secretary

Ministry of Public Administration

Ministry of Public Administration

Independence Square

Colombo 7

27th May 1988.

Effective Date

1. Subject to the salary scales in paragraph 3, being effective from 1st January, 1988 this Minute shall come into force on 7th September, 1978, without prejudice however to any action taken or purported to be taken in terms of the provisions of the Minute on the Sri Lanka Administrative Service of 10th August, 1978 published in the Gazette Extraordinary No. 330/7 of 16th August, 1978, and substituted by the Minute of 11th June, 1980, published in the Gazette Extraordinary No.93/5, dated 17th June, 1980 and as amended by the Minute of 1st December, 1982 published in the Gazette Extraordinary No. 221/16 of 3rd December, 1982, and substituted further by the amendment of 8th March, 1985 published in Gazette Extraordinary No. 340/7 of 12th March, 1985 and also by the amendment of 27th January, 1987 published in the Gazette Extraordinary No. 439/3 of 1st February, 1987 of the Democratic Socialist Republic of Sri Lanka.

Definition

2. (a) The term "Minute" shall mean the Minute of the Sri Lanka Administrative Service
(b) The term "Secretary" shall mean the Secretary to the Ministry to which the subject of Public Administration is assigned.
(c) The term "Service" shall mean the Sri Lanka Administrative Service.

Structure, Salary Scales and Cadres

3. The service shall consist of Public Officers appointed to Class II Grade II and promoted to Class II Grade I by the amalgamation of Class II Grade I and Class II Grade II and by the promotion of officers to Class I from Class II grade I in the following numbers and with the following scales:-

Class I

Salary Scale per annum - With effect from 1.1.1989 Rs. 72,000 - 10 x 3,600 - Rs. 108,000

Class II Grade I

Salary Scale per annum - With effect from 1.1.1989 Rs. 55,200 - 7 x 2,400 - 72,000.

Class II Grade II

Salary Scale per annum - With effect from 1.1.1989 Rs. 36,000 - 15 x 1,200 - 54,000

(1st Efficiency Bar before Rs. 38,400 2nd Efficiency Bar before Rs. 45,600)

Note - New consolidated Salary Scales and Salary Steps given in this minute should be computed as per Appendix IV of Public Administration Circular No. 387 in respect of the year 1968.

The approved cadre should be as follows :

- (a) Class I 191
- (b) Amalgamated Class II, Grade II and Class II, Grade I 1603

Note - The Cadre may be varied from time to time according to the needs of the government.

Methods of Appointment

4. Appointments to Class II, Grade II shall be -

- (a) On the results of an Open Competitive Examination,
- (b) On the results of a Limited Competitive Examination; and
- (c) by promotion on merit

Appointments to Class II, grade II Open Competitive Examination

- 5. (a) Appointments to not more than 60% (sixty) of the vacancies in Class II Grade II of the Service will be made by the Secretary on the results of an Open Competitive Examination as prescribed by him, and to be conducted by the Commissioner of Examinations on his behalf and an interview. Details of this Examination are set out in Appendix 'A'.
- (b) The number to be appointed at any one time will be decided by the Secretary.

Eligibility

6. A person will be eligible to sit the Open Competitive Examination if he,

- (a) is a citizen of Sri Lanka and
- (b) has obtained a degree of recognised University or has passed any professional Examination deemed by the Secretary to be of at least equivalent standard, and
- (c) has attained the age of 22 years and has not attained the age of 26 years, on the last day of the month preceding the months in which the closing date for applications occurs,
- (d) is of excellent moral character, of sound constitution and possessed of good eyesight.

(He will be required to undergo a medical examination if selected for appointment)

Method of application

7. Method of application for the examination and the fees required will be notified in the Gazette of the Democratic Socialist Republic of Sri Lanka.

Training

8. An Officer appointed to the Service on the results of the Open Competitive Examination will be required to undergo training for a period of 3 years, of which the first year will be at the Sri Lanka Institute of Development Administration. At the end of the first year he will be subject to a test. And if he fails this test, his appointment is liable to be terminated.

Limited Competitive Examination

9. Appointment to not more than 20% (twenty) of the vacancies in Class II Grade II of the Service will be made by the Secretary on the results of a Limited Competitive Examination as prescribed by him, and to be conducted by the Commissioner of Examinations on his behalf and an Interview. Details of this examination are set out in Appendix 'B'.

Eligibility

10. A person will be eligible to sit the limited Competitive Examination if either he.

- (a) (i) is a confirmed public officer in the following services/grades, and
- (ii) has not less than 10 years continuous permanent service in any one or more of such services/grade, and or
- (b) (i) is a confirmed public officer in the following services/grades, and
- (ii) has obtained a degree of a recognised University or has passed any professional examination deemed by the Secretary to be of at least equivalent standard, and
- (iii) has not less than 5 years continuous permanent service in any one more of such services/grades.

Services/Grades

General Clerical Service, Stenographers' Service, Typists' Service, Shroffs' Service, Book Keepers' Service and Translators' Service which are under the control of the Secretary, Ministry of Public Administration and parallel service/grades in the Local Government Service.

Method of Application

11. The Method of application for the Examination and the fees required will be notified in the Gazette of the Democratic Socialist Republic of Sri Lanka.

Training

12. An Officer appointed in to the Service on the results of the Limited Competitive Examination will be required to undergo such training as the Secretary may decided.

Restrictions on Eligibility

13. (a) No person shall sit the Open Competitive Examination on more than three occasions.
- (b) No person shall sit the Limited Competitive Examination and the Open Competitive Examination on more than seven occasions altogether.

Promotion on merit.

14. Appointment to not more than 20% (twenty) of the vacancies in Class II Grade II, of the Service will be made by the Secretary by promotion on merit on the result of an Interview.

Eligibility

15. Eligibility is limited to Public Officers who -
 - (a) are in the following Services and Grades:
 - (b) have, in the case of those in 20 to 56 categories, reached the new consolidated salary point of Rs. 28,200 up to a date determined by the Secretary.
 - (c) have a satisfactory record of service, and
 - (d) have not been punished for any act of dishonestly, or other act of misconduct involving moral turpitude, at any time in their career.

Category :

- (1) Supra Class of the Railway Clerical Service
- (2) Supra Class of the Local Government Clerical Service
- (3) Supra Class of the Government Typist's Service
- (4) Supra Class of the Government Stenographers' Service
- (5) Supra Class of the General Clerical Service
- (6) Supra Class of the Health Clerical Service
- (7) Supra Class of the Divisional Officer-Agrarian Service
- (8) Translators' Service Class I
- (9) Land Officer
- (10) District Land Officer - Land Commissioner's (Departmental)
- (11) Progress Assistant - Office of the Cabinet of Ministers
- (12) Progress Assistant - Highways
- (13) Hospital Secretary (Special Grade)
- (14) Assistant Director - Social Services (Departmental)
- (15) Assistant Commissioner for Development of Marketing (Departmental)
- (16) Assistant Commissioner of Labour (Departmental)
- (17) Assistant Commissioner of Agrarian Services (Departmental)
- (18) Assistant Commissioner of Local Government (Departmental)
- (19) Assistant Commissioner of Co-operative Development (Departmental)
- (20) Superintendent, Rehabilitation of the Disabled, Social Welfare Institution
- (21) Management Service Officer (only those who have ten years permanent and continuous service in any of the categories)
- (22) Textile Technologist
- (23) Industrial Assistant
- (24) Office Assistant - Rubber Control Department
- (25) Senior Authorised Officer; Department of Immigration & Emigration

- (26) Senior Rural Development Assistant
- (27) House Master and House Mistress, Department of Probation and Child Care Service
- (28) Labour Officer - Class I
- (29) Officer in Class I of the Divisional Officer - Agrarian Services
- (30) Colonization Officer, Grade I
- (31) Officer in Class I of the Railway Clerical Service
- (32) Officer in Class II of the Translators' Service
- (33) Officer in Class I of the Local Government Translator's Service
- (34) Officer in Class I of the Local Government Typist's Service
- (35) Officer in class I of the Local Government Stenographers' Service
- (36) Officer in Class I of the Local Government Clerical Service
- (37) Officer in Class I of the Local Government Shroffs' Service
- (38) Officer in Class I of the Government Typists' Service
- (39) Officer in Class I of the Government Stenographers' Service
- (40) Social Service Officer, Class I
- (41) Inspector of Co-operative Societies in Class I
- (42) Officer in Class I of the Shroffs' Service
- (43) Officer in Class I of the General Clerical Service
- (44) Officer in Class I of the Health Clerical Service
- (45) Officer in Class I of the Postal Clerical Service
- (46) Head Master and Head Mistress of Department of Probation and Child Care Services
- (47) Divisional Marketing Officer - Marketing Department.
- (48) District Officer - Co-operative Development
- (49) Officer in Grade I of the former Non-Graduate Translators' Service
- (50) Hospital Secretary

(Only if on a new consolidated salary scale with an initial of not less than Rs. 25,200 per annum and having increments of not less than Rs. 600 per annum with 10 years permanent and continuous service in that service)

- (51) Investigating Officer - Department of Import and Export Control
- (52) Investigating Officer - Department of Local Government
- (53) Investigating Officer - General Treasury
- (54) Rural Development Assistant
- (55) Officer in Class I of the Government Store Keepers' Service
- (56) Workers' Representative in Administration Assistant Secretaries to Ministries (Non .S.L.A.S) only Public Officers who were eligible to be considered for appointment to Class II Grade II of the S.L.A.S. by promotion on merit.

- (c) An officer will be considered to have a satisfactory record of service only if he has received on the due date all the increments falling within the 5 years immediately preceding the date determined for eligibility for promotion and has not suffered any punishment whatsoever (except a warning) in respect of any offence committed during the same 5 years)

Method of application

16. Application should be made when called for by a circular to be issued by the Secretary.

Training

17. An officer appointed to the Service, by promotion on merit, will be required to undergo such training as the Secretary may decide.

Appointments to Class II Grade I

- 18 (a) A confirmed officer in Class II Grade II of the Sri Lanka Administrative Service who has completed 10 years satisfactory service on the service as on 11.03.1987 and thereafter, and who has satisfied the following requirements will be promoted to Class II grade I of the Service with effect from 11.03.1987 or the day he will satisfy these requirements to make himself eligible for such promotion.
- (i) has passed or has been exempted from the 1st and 2nd Efficiency Bar Examination on the due date.
 - (ii) has passed or has been exempted from the 2nd Language.
 - (iii) in the case of such an officer only who is appointed to the service on or after 1st June, 1982 has successfully completed the General Management Course conducted by the Sri Lanka Institute of Development Administration.
 - (iv) has earned on the due date all; the increments during the period of 5 years prior to his becoming eligible for promotion.
 - (v) has not been subject to a disciplinary punishment for any offence committed during a period of 5 years prior to his becoming eligible for promotion.
- (b) Heads of Departments should forward with their recommendations, through the Secretaries to the Ministries concerned, the applications of officers who satisfy the requirements in para (a) above. (The application should be prepared in accordance with the instructions contained in Public Administration Circular No. 371 of 28.5.1987 and 3/88 of 21.1.1988.

Appointments to Class I

19. Appointments to vacancies in Class I of the service will be made by promotion by the Secretary of officers in Class II Grade I of the Service. Recommendations for appointments to this Class will be made after an interview by a Board consisting of the Secretary, and two other Secretaries appointed by him. The Board shall base their recommendations strictly on seniority and merit. for this purpose the Board shall interview such number of officers in Class II Grade I as does not exceed three times the number of vacancies to be filled.

Confirmation

20. An officer appointed to Class II Grade II of the Service on the results of the Open Competitive Examination will be on probation for a period of three years. He will be conformed at the end of this period provided he has passed -
- (a) the First Efficiency Bar Examination, and
 - (b) the prescribed Proficiency Test in Sinhala, (An officer who qualified for appointment to the Service in Sinhala will be exempt from this test).

Note - If at the end of three years an officer has not passed this Test, his appointment is liable to be terminated.

Language Proficiency

21. (a) An officer appointed to the Service will be required to pass an examination in the 2nd Language or be exempted there from before promotion over the 2nd Efficiency Bar.
- (b) In the case of an officer deemed an “Old Entrant” for the purposes of the Official Language Policy, the 2nd Language will be Tamil for a Sinhalese Officer and Sinhala for a Tamil Officer.
- (c) In the case of an officer deemed a “New Entrant” for the purposes of the Official Language Policy the 2nd Language will be Tamil or English for one who qualified for appointment to the service in Sinhala and Sinhala for one who qualified for appointment to the Service in Tamil or English.
- (d) A Sinhalese or a Tamil Officer deemed an “Old Entrant” for the purposes of the Official Language Policy will be exempted from an examination in the 2nd Language (viz. Tamil or Sinhala respectively), provided he passes an examination in Sinhala or Tamil respectively, of the standard of the G.C.E. (Ordinary level).
- (e) An officer who qualified for appointment to the Service in Tamil or English and is deemed to be a “New Entrant” for the purposes of the Official Language Policy, will be exempted from an examination in the 2nd Language, provided he has passed the Grade III Proficiency Test in Sinhala prescribed in Treasury Circular NO. 701 of 4th September, 1966, or has been exempted therefrom.

Efficiency Bars

22. (a) An officer appointed to Class II Grade II of the Service on the results of the Open Competitive Examination is required to pass the 1st Efficiency Bar Examination before he reaches the salary point of Rs. 38,400. The Syllabus for this Examination is in Appendix ‘C’.
- (b) An officer appointed to Class II Grade II of the Service by promotion on merit will be exempted from the 1st Efficiency Bar Examination.
- (c) Before an officer in Class II Grade II of the Service reaches the salary point of Rs. 45,600 he should have passed the 1st and 2nd Efficiency Bar Examinations. The Syllabus for the latter examination is set out in Appendix ‘D’.
- (d) An officer in Class II Grade II or Class II Grade I of the Service, will be exempted from the 2nd Efficiency Bar Examination on reaching the age of 45 years.

Seniority

23. Seniority in Class II Grade II, on confirmation in the case of officers appointed on the results of the Open Competitive Examination, and on appointment in the case of officers appointed on the results of the Limited Competitive Examination, will normally be governed by their order of merit in the Examination.

Salary Points

24. (a) An officer appointed on the results of the Limited Competitive Examination or by promotion on merit will be placed on the salary point of Rs. 48,000 on completion of six years satisfactory service in the Service provided he has passed the 2nd Efficiency Bar Examination and the 2nd Language Examination or has been exempted therefrom.
- (b) An officer appointed on the results of the Open Competitive Examination will be placed on the salary point of Rs. 48,000 on completion of six years satisfactory service in the Service, provided he has passed the two Efficiency Bar Examination and the 2nd Language Examination or has been exempted therefrom.
- (c) Any incremental credit given to an officer in terms of the above provisions will not affect the seniority of officers in the service.

Transfer and Posting

25. (a) An officer of the Service is transferable and is liable to be posted to any part of the Island.
- (b) In transferring or posting an officer of the Service, the appropriate authority will take into consideration any specialised knowledge, training and experience of an officer in particular fields with a view to making the best use of such knowledge, training and experience.
- (c) The post enumerated under Class I, Class II Grade I and Class II grade II of the Schedule to the Minute, will normally be held by officers in Class I, Class II Grade I and Class II Grade II of the Service respectively.
- (d) Transfers of officers of the Service to posts enumerated in the Schedule to the Minute will be made as follows:
- (i) A transfer between Ministries will be made by the Secretary;
- (ii) A transfer between Departments within the same Ministry will be made by the Secretary concerned, with intimation to the Secretary.
- (iii) A transfer within the same Department will be made by the Head of the Department concerned. Where an officer is to be transferred as Additional Head or Deputy Head or Deputy Head of Department, such a transfer will be informed when ever a transfer involving a change of post of station is made.
- (e) The Cabinet of Ministers or the Secretary, as the case may be, however, reserves the right to appoint any public officers to any of the posts enumerated in the Schedule referred to in sub-paragraph (c) above. In the case of the Secretary he should consult the Secretary to the Ministry in which the officer is serving and the Secretary to the Ministry to which the post is attached.

Date of Qualification

26. A qualification required for an examination for appointment to the service shall be deemed to have been obtained only if -
- (a) a person has successfully completed in every respect, the examination or examinations required for the qualification, by the last day of the month preceding the month in which the closing date for applications occurs, and
 - (b) the official certificate in respect of the qualification or an official document acceptable to the Secretary in lieu of such a certificate, is produced at the Interview.

Option to retire

27. An officer who was in the Service on 1st July, 1978, will on application, be given the option to retire from the Service under Section 7 of the Minute on Pensions, such option to be exercised within 5 years from that date and provided the Secretary is satisfied that he was adversely affected by the provisions of this Minute to such an extent as to justify the grant of such concession.

Matters not provided for

28. Any matter not provided for in this Minute will be determined by the Cabinet of Ministers.

SCHEDULE

Class I

Additional Commissioner of Title Settlement
Additional Conservator -Forests
Additional Director, Budget
Additional Director of Combined Services
Additional Director, Department of Textile Industries
Additional Director of Establishments
Additional Director of External Resources
Additional Director Fiscal Policy
Additional Director of Industrial Development and Regulation
Additional Director, National Planning
Additional Director (Planning and Project Development) Ministry of Local Government, Housing and Construction
Additional Director (Regional Development) Ministry of Plan Implementation
Additional General Manager of Railways (Administration)
Additional Land Commissioner
Commissioner for Development of Marketing
Commissioner of Agrarian Services
Commissioner of Ayurveda
Commissioner of Commodity Purchase
Commissioner of Co-operative Development and Registrar or Co-operative Societies
Commissioner of Kandyen Pessantry Rehabilitation

Commissioner of Internal Trade
Commissioner of Labour
Commissioner of Local Government
Commissioner of Motor Traffic and Registrar of Motor Vehicles
Commissioner of Mosques and Muslim Charitable Institutions
Commissioner of National Housing
Commissioner of Official Language
Commissioner of Probation and Child Care Services
Commissioner of Registration of Persons
Commissioner of Title Settlement
Controller of Immigration and Emigration
Controller of Imports and Exports
Director, Budget
Director, Civil Aviation
Director, (Development), Ministry of Lands and Land Development
Director, Finance
Director for Marketing and Export Promotion of Handicrafts
Director, Industrial Development and Regulations
Director (Manpower Planning), Ministry of Plan Implementation
Director, Materials and Manpower Resources
Director, National Planning
Director of Combined Services
Director of Credit Councils
Director of Cultural Affairs
Director of Establishments
Director of Information
Director of Land Development
Director of Local Government Service
Director of Pensions
Director of Rural Development
Director of Small Industries
Director of Social Services
Director of Sports
Director of Textile Industries
Director (Planning), Planning Ministry of Rural Industrial Development
Director (Plan Implementation)
Director (Planning), Ministry of Local Government, Housing and Construction
Director (Planning), Ministry of Mahaweli Development
Director Public Enterprises
Director Public Sector Management
Director Women's Bureau of Sri Lanka
Food Commissioner
Government Agents
Land Commissioner
Post Master General
Principal Collector of Customs
Rubber Controller
Secretary, Education Service Committee
Secretary Public Service Commission
Senior Assistant Secretaries

Class II, Grade I

Additional Government Agents
Chief Administrative Officer, Survey Department
Chief Administrative Officer, Department of Telecommunications
Deputy Collector of Customs
Deputy Commissioner of Agrarian Services
Deputy Commissioner of Ayurveda
Deputy Commissioner (Administration) Department of Buddhist Affairs
Deputy Commissioner of Commodity Purchase
Deputy Commissioner of Co-operative Development
Deputy Commissioner for Development of Marketing
Deputy Commissioner of Elections
Deputy Commissioner of Food
Deputy Commissioner of Internal Trade
Deputy Commissioner of Labour
Deputy Commissioner of Land
Deputy Commissioner of Local Government
Deputy Commissioner of Motor Traffic
Deputy Commissioner of National Housing
Deputy Commissioner of Probation and Child Care Services
Deputy Commissioner of Registration of Persons
Deputy Controller of Immigration and Emigration
Deputy Controller of Imports and Exports
Deputy Director (Administration), Buildings Department
Deputy Director, Budget
Deputy Director of Census and Statistics
Deputy Director of Civil Aviation
Deputy Director of Combined Services
Deputy Director of Credit Councils
Deputy Director (Minor Irrigation Works), Department of Agrarian Services
Deputy Director (Administration) Department of Agriculture
Deputy Director (Administration), Department of Animal Production and Health
Deputy Director Artline & Marketing, Department of Small Industries
Deputy Director (Administration), Department Small Industries
Deputy Director (Planning & Handcrafts), Department of Small Industries
Deputy Director of Establishments
Deputy Director, External Resources
Deputy Director, Excise Department
Deputy Director, Fiscal Policy
Deputy Director, Hindu Religious & Cultural Affairs & Tamil Language Implementation
Deputy Director of Highways
Deputy Director, Industrial Development and Regulation
Deputy Director of Information
Deputy Director of Irrigation (Administration)
Deputy Director of Land Development
Deputy Director of Local Government Service
Deputy Director of Marketing & Export Promotion of Handicrafts
Deputy Director of Materials and Manpower Resources
Deputy Director of (Arts & Crafts), Ministry of Cultural Affairs

Deputy Director (Publication and Literary Activities) Ministry of Cultural Affairs
Deputy Director (Administration), Ministry of Fisheries
Deputy Director (Regulation & Extension Service), Ministries of Fisheries
Deputy Director (Administration), Ministry of Health
Deputy Director (Development), Ministry of Lands and Land Development
Deputy Director (Project Development), Ministry of Local Government, Housing and Construction
Deputy Director (Planning), Ministry of Rural Industrial Development
Deputy Director, National Planning
Deputy Director of Pensions
Deputy Director (Plan Implementation)
Deputy Director, Public Enterprises
Deputy Director, Public Sector Management
Deputy Director of Regional Development
Deputy Director of Rural Development
Deputy Director of Social Services
Deputy Director, Women's Bureau of Sri Lanka
Deputy Surveyor-General (Administration)
Director, Sri Lanka School of Social work Landing Surveyor, Customs
Principal, School of Co-operatives, Polgolla
Secretary, Co-operative Employees' Commission
Secretary, Local Government Service Advisory Board
Secretary, Local Government Service Disciplinary Board
Secretary, Scientific Service Board
Senior Assistant Commissioner of Agrarian Service
Senior Assistant Commissioner of Co-operative Development
Senior Assistant Commissioner of Food
Senior Assistant Commissioner of Labour
Senior Assistant Commissioner of Motor Traffic
Senior Assistant Controller of Imports and Exports
Senior Assistant Controller of Rubber
Senior Assistant Director (Administration, Ministry of Fisheries)
Senior Assistant Director of Social Services

Class II Grade II

Additional Landing Surveyor, Customs
Administrative Officer, Ceylon Government Railway
Administrative Officer, Police Department
Administrative Officer, Surveyor Department
Assistant Commissioner of Agrarian Services
Assistant Commissioner of Ayurveda
Assistant Commissioner of Commodity Purchase
Assistant Commissioner of Co-operative Development
Assistant Commissioner (Administration) Department of Buddhist Affairs
Assistant Commissioner for Development of Marketing
Assistant Commissioner of Elections
Assistant Commissioner of Internal Trade
Assistant Commissioner of Kandyan Pesantry Rehabilitation
Assistant Commissioner of Labour
Assistant Commissioner of Local Government
Assistant Commissioner of Motor Traffic

Assistant Commissioner of National Housing
Assistant Commissioner of Official Language
Assistant Commissioner of Probation & Child Care Services
Assistant Commissioner of Registration of Persons
Assistant Commissioner of Title Settlement
Assistant Food Controller
Assistant Controller of Immigration and Emigration
Assistant Controller of Imports and Export
Assistant Rubber Controller
Assistant Tea Controller
Assistant Controller, Ministry of Textile Industries
Assistant Director, Budget
Assistant Director Combined Services
Assistant Director of Credit Councils
Assistant Director of Civil Aviation
Assistant Director of Cultural Affairs
Assistant Director (Administration), Department of Agriculture
Assistant Director (Minor Irrigation Works), Department of Agrarian Services
Assistant Director (Administration), Department of Animal Production and Health
Assistant Director (Administration), Department of Buildings
Assistant Director (Administration), Department of Health
Assistant Director (Administration), Department of Machinery and Equipment
Assistant Director (Administration), Department of Minor Export Crops
Assistant Director, Department of Social Services
Assistant Director (Administration), Department of Zoological Gardens
Assistant Director of Economic Affairs
Assistant Director of Engineering Service
Assistant Director of Establishments
Assistant Director of External Resources
Assistant Director of Finance
Assistant Director of Fiscal Policy
Assistant Director of Pensions
Assistant Director (Plan Implementation)
Assistant Director of Project Identification, Ministry of Agricultural Development & Research
Assistant Director of (Administration), Ministry of Fisheries
Assistant Director (Cost Conservation), Ministry of Fisheries
Assistant Director (Coastal Fisheries), Ministry of Fisheries
Assistant Director of Planning and Programming, Ministry of Fisheries
Assistant Director of Regulation and Extension Services, Ministry of Fisheries
Assistant Director of Regulation and Development, Ministry of Fisheries
Assistant Director of (Welfare), Ministry of Fisheries
Assistant Director of Hindu Religious & Cultural Affairs and Tamil Language Implementation
Assistant Director of Information
Assistant Director of Industrial Development and Regulation
Assistant Director of Land Development
Assistant Director of Local Government Service
Assistant Director of Marketing & Export Promotion of Handicrafts
Assistant Director of Materials & Manpower Resources
Assistant Director of (Arts & Crafts), Ministry of Cultural Affairs
Assistant Director of (Publication & Literary Activities) Ministry of Cultural Affairs

Assistant Director of Ministry of local Government, Housing and Construction
Assistant Director of (Manpower Planning), Ministry of Plan Implementation
Assistant Director of (Planning) Ministry of Rural Industrial Development
Assistant Director of (Youth Employment), Ministry of Youth Affairs and Employment
Assistant Director of (Vocational and Technical Training) Ministry of Youth Affairs and Employment
Assistant Director of Muslim Religious and Cultural Affairs
Assistant Director of National Planning
Assistant Director of Regional Development
Assistant Director of Rural Development
Assistant Director of Small Industries
Assistant Director of Sports
Assistant Director of Textile Industries
Assistant Government Agents
Assistant Secretary, Co-operative Employees' Commission
Assistant Secretary, Education Service Committee
Assistant Secretary, Judicial Service Commission
Assistant Secretary, Ministry of Manpower Mobilization
Assistant Secretaries in Ministries
Assistant Secretary, Presidential Secretariat
Assistant Secretary, Prime Minister's Office
Assistant Secretary, Public Service Commission
Assistant Director, Ministry of Youth Affairs and Employment
Chief Administrative Officer, Government Factory
Civilian Administrative Officer, Sri Lanka Air Force
Civilian Administrative Officer, Sri Lanka Army
Civilian Administrative Officer, Sri Lanka Navy
Deputy Fiscal, Colombo
District Land Officer
Divisional Revenue Officer
Land Development Officer
Plan Implementation Officer

“APPENDIX ‘A’”

DETAILS OF THE OPEN COMPETITIVE EXAMINATION FOR APPOINTMENT TO THE SRI LANKA ADMINISTRATIVE SERVICE (Paragraph 5 (a))

- (i) Method of Testing
I. A written examination to be held in two parts.

Part A - (Compulsory Subjects)

- (i) Comprehension-150-marks-2 hour paper
(ii) Intelligence Test-150-marks-1 hour 15 minutes paper
(iii) General Paper-150-marks-3 hour paper

All candidates should sit Part A. Only those who have attained a satisfactory standard in Part A will be permitted to proceed to sit the papers in Part B.

Part B-(Optional Subjects)

Four papers in optional subjects (at 100 marks each) 400 marks-Four 3 hour papers.

II. A. Interview - 100 marks

Selection of those to be summoned for the interview will be made from those only, who have sat all the papers in Part A as well as all the optional papers in Part B.

Only those candidates who obtain a sufficiently high aggregate of marks, as determined by the Secretary, in Part A and Part B considered together, will be eligible to be called for the interview. If there is an adequate number of such persons, at least twice the number of candidates as there are vacancies will be called for the Interview.

The marks scored by a candidate in the written papers will not be made available to the Interview Board.

2. (a) Syllabuses-(i) Compulsory subjects

Comprehension- This question paper is limited to 2 hours and several short passages will be given to the candidates. Some passages will be given to express the meaning of the passage in one sentence. Questions such as writing explanatory notes to underlined words will also be given. In the case of some of the passages, the candidate will be presented with a set of alternative statements one of which fits the contents of the passage best. The candidate would be required to pick the most appropriate statement. Regarding certain other passages, certain questions will be presented to the candidates and correct answers are expected. These questions will be set to test the manner in which the candidate is able to grasp the meaning of the passage. In addition to this a some what lengthy passage will be given for precis writing.

Intelligence Test - This question Paper is limited to 1 hour and 15 minutes. This is designed to provide an assessment of the candidate's powers of logical reasoning and analysis and ability to draw sound inferences. This question paper will be of the multiple choice type.

General paper- This question paper is limited to 3 hours. This paper is designed to test the candidate's awareness of his environment including the political, social, cultural and economic environment of Sri Lanka matters of current national and international interest as well as scientific and technological developments. Candidates are given a choice to select their questions.

Papers in Optional Subjects- The candidate will be required to select four papers set at a level appropriate to the Bachelor's Degree, from the list of subjects specified below and in any one of the following combinations is except in Law and Mathematics, Vide Note (iii)-

- (i) Two Higher Level papers in one subject and two higher level papers in another one subject.
- (ii) Two Lower level papers in one subject and two Lower Level papers in another one subject.
- (iii) Two Higher Level papers in one subject and two Lower level papers in another one subject.
- (iv) Two Higher Level papers in one subject and two Lower level papers in the same subject as the Higher Level Papers.

Note- In each of the following subjects, there will be two Higher Level papers and two Lower Level papers unless otherwise specified in Note (iii) Note (iv) and Note (v).

Optional Subjects

Subject Number

- 04 Arabic (Higher Level)
- 05 Arabic (Higher Level)
- 06 Arabic (Lower Level)
- 07 Arabic (Lower Level)
- 08 Economics (Higher Level)
- 09 Economics (Higher Level)
- 10 Economics (Lower Level)
- 11 Economics (Lower Level)
- * 12 History (Higher Level)
- *13 History (Higher Level)
- 14 History (Lower Level)
- ** 15 History (Lower Level)
- 16 Islamic Civilisation (Higher Level)
- 17 Islamic Civilisation (Higher Level)
- 18 Islamic Civilisation (Lower Level)
- 19 Islamic Civilisation (Lower Level)
- 20 English (Higher Level)
- 21 English (Higher Level)
- 22 English (Lower Level)
- 23 English (Lower Level)
- 24 Botany (Higher Level)
- 25 Botany (Higher Level)
- 26. Botany (Lower Level)
- 27. Botany (Lower Level)
- 28. Management (Higher Level)
- 29. Management (Higher Level)
- 30. Management (Lower Level)
- 31. Management (Lower Level)
- 32. Christian Civilisation (Higher Level)
- 33. Christian Civilisation (Higher Level)
- 34. Christian Civilisation (Lower Level)
- 35. Christian Civilisation (Lower Level)
- 36. Accountancy (Higher Level)
- 37. Accountancy (Higher Level)
- 38. Accountancy (Lower Level)
- 39. Accountancy (Lower Level)
- ***40 Mathematics
- 41 Greek (Higher Level)
- 42 Greek (Higher Level)
- 43 Greek (Lower Level)
- 44. Greek (Lower Level)
- 45. Zoology (Higher Level)
- 46. Zoology (Higher Level)
- 47. Zoology (Lower Level)
- 48. Zoology (Lower Level)
- ***49 Law

50. Philosophy (Higher Level)
51. Philosophy (Higher Level)
52. Philosophy (Lower Level)
53. Tamil (Higher Level)
54. Tamil (Higher Level)
55. Tamil (Lower Level)
56. Tamil (Lower Level)
57. Political Science (Higher Level)
58. Political Science (Higher Level)
59. Political Science (Lower Level)
60. Political Science (Lower Level)
61. Pali (Higher Level)
62. Pali (Higher Level)
63. Pali (Lower Level)
64. Pali (Lower Level)
65. Archaeology (Higher Level)
66. Archaeology (Higher Level)
67. Archaeology (Lower Level)
68. Archaeology (Lower Level)
69. Western Classical Culture (Higher Level)
70. Western Classical Culture (Higher Level)
71. Western Classical Culture (Lower Level)
72. Western Classical Culture (Lower Level)
73. Buddhist Philosophy (Higher Level)
74. Buddhist Philosophy (Higher Level)
75. Buddhist Philosophy (Lower Level)
76. Buddhist Philosophy (Lower Level)
77. Buddhist Civilisation (Higher Level)
78. Buddhist Civilisation (Higher Level)
79. Buddhist Civilisation (Lower Level)
80. Buddhist Civilisation (Lower Level)
81. Geography (Higher Level)
82. Geography (Higher Level)
83. Geography (Lower Level)
84. Geography (Lower Level)
85. Geology (Higher Level)
86. Geology (Higher Level)
87. Geology (Lower Level)
88. Geology (Lower Level)
89. Physics (Higher Level)
90. Physics (Higher Level)
91. Physics (Lower Level)
92. Physics (Lower Level)
93. Chemistry (Higher Level)
94. Chemistry (Higher Level)
95. Chemistry (Lower Level)
96. Chemistry (Lower Level)
97. Latin (Higher Level)
98. Latin (Higher Level)

- 99 Latin (Lower Level)
 100 Latin (Lower Level)
 101 Commerce (Higher Level)
 102 Commerce (Higher Level)
 103. Commerce (Lower Level)
 104 Commerce (Lower Level)
 105 Applied Mathematics (Lower Level)
 ****106 Applied Mathematics (Lower Level)
 ****107 Pure Mathematics (Lower Level)
 ****108 Pure Mathematics (Lower Level)
 109. Sociology (Higher Level)
 110. Sociology (Higher Level)
 111. Sociology (Lower Level)
 112. Sociology (Lower Level)
 113. Statistics (Higher Level)
 114. Statistics (Higher Level)
 115. Statistics (Lower Level)
 116. Statistics (Lower Level)
 117. Sanskrit (Higher Level)
 118. Sanskrit (Higher Level)
 119. Sanskrit (Lower Level)
 120. Sanskrit (Lower Level)
 **** 121 Sinhala (Higher Level)
 ****122 Sinhala (Higher Level)
 ****123 Sinhala (Higher Level)
 124 Sinhala (Lower Level)
 125 Sinhala (Lower Level)
 126 Hindu Civilization (Higher Level)
 127 Hindu Civilization (Higher Level)
 128 Hindu Civilization (Lower Level)
 129 Hindu Civilization (Lower Level)
 * Note- (i) 12 History (Higher Level). The candidate should select either paper
 12. I or paper 12. II
 13. History (Higher Level)
 13. I; or
 13. II; or
 13. III;

The candidate should select one of the above three (3) question papers.

** Note- (ii) 15-History (Lower Level)

- 15 I; or
 15 II; or
 15 III;

The candidate should select one of the above three (3) question papers.

*** Note- (iii) There will be no distinction between Higher Level and Lower Level papers in Mathematics and Law. In the case of Mathematics, a candidate is required to sit all four papers specified in the syllabus. In the case of Law, he is required to select four papers from the following eight papers specified as the syllabus in Law.

- (a) Law Obligations
- (b) Law of Persons and Property
- (c) Jurisprudence and Legal Theory
- (d) Criminal Law and Criminal Procedure
- (e) Law of Evidence
- (f) Civil Procedure
- (g) Commercial Law
- (h) Constitutional Law and Administrative Law

**** Note- (iv) There will be no Higher Level Papers in Applied Mathematics and Pure Mathematics.

***** Note- (v) 122, 123, 124 Sinhala (Higher Level)

122

123

124

The candidate should select two of the above three (3) question papers.

(b) Interview - (i) Only those candidates who obtain a sufficiently high aggregate of marks in the written papers in Part A will be eligible to proceed to Part B. If there is a adequate number of such persons at least twice the number of candidates there are vacancies will be called for Part B.

(ii) Each candidate will be interviewed by a Board of five Public Officers including a Secretary to a Ministry as Chairman, appointed by the Secretary. At the interview he will be questioned on matters of general interest. In framing their assessment the Board will attach particular importance to his mental alertness and qualities of leadership.

(iii) The marks scored by a candidate in written papers will not be made available to the Interview Board.

APPENDIX "B"

Details of the Limited Competitive Examination for Appointment to the Sri Lanka Administrative Service (Paragraph 9)

Methods of Testing

1. (a) An examination consisting of written papers in the following subject and an Interview:

Intelligence Test 100 marks - 1 hour Paper

Comprehension 100 marks - 1 1/2 hour paper

Case Study 100 marks - 2 hour paper

(b) Interview 200 marks.

2. (a) Syllabus

Intelligence Test - A paper designed to provide an assessment of the candidate's power of logical reasoning and ability to draw sound inferences from information presented both in a verbal and non-verbal context.

Comprehension - The candidate will be given a set of passages. In the case of some of the passages, the candidate will be presented with a set of alternative statements one of which is the contents of the passage best. He would be required to pick the most appropriate statement. In the case of other passages, questions will be set to test the manner in which the candidate is liable to grasp the meaning of the passages.

Case Study - A paper designed to test the candidate's power of constructive thinking and problem solving ability. The candidate will be presented with one or more situation posing problems to which solutions are required.

(b) Interview

- (i) A candidate will be interviewed by a Board of five Public officers appointed by the Secretary. At the interview he will be questioned on matters of general interest. In framing their assessment the Board will attach particular importance to his mental alertness, qualities of leadership and his record of service.
- (ii) Only a candidate who has obtained a sufficiently high aggregate of marks in the written papers will be summoned for the Interview. This aggregate will be fixed at such a level as will enable at least twice the number of candidates as there are vacancies to be summoned for the Interview.
- (ii) The marks scored by a candidate in the written papers will not be made available to the Interview Board.

APPENDIX "C"

(Syllabus of the 1st Efficiency Bar Examination for officers appointed to Class II Grade II of the Sri Lanka Administrative Service referred to in Paragraph 22A.)

1. The 1st Efficiency Bar Examination will consist of the following subjects-

- (i) Law
- (ii) Finance
- (iii) Administration
- (iv) (a) Economics; or
(b) Sociology, and
- (v) English

2. An officer may take up the subjects of the 1st Efficiency Bar Examination on one and the same occasion or on separate occasions.

- 3. (i) An officer who-
 - (a) is a Barrister-at-law; or
 - (b) is an Attorney-at-Law of the Supreme Court of Sri Lanka; or
 - (c) has obtained a Degree in Law of a recognized University, shall be exempted from Law.
- (ii) An officer who has obtained a Degree in Economics or Sociology shall be exempted from Economics or Sociology.

(iii) An officer who has passed the subject of English at the Examination after the training course conducted by the Sri Lanka Institute of Development Administration for new recruits will be exempted from the requirements passing the subject of English.

4. Each paper will be of three hours duration.

5. An officer may on the same occasion sit all the subjects of the 1st Efficiency Bar and all the subjects of the 2nd Efficiency Bar of some subjects of the 1st Efficiency Bar and/or of the 2nd Efficiency Bar Examination.

6. Scheme of Examination

(a) Law:

Three papers as follows - (a) The constitution of Sri Lanka;

(The Ceylon Constitution and Independence); Orders in Council, 1946 and 1947 (c. 379); The Citizenship Act No. 18 of 1948 (c. 349); The Ceylon (Parliamentary elections). Orders in Council, 1946 (c. 381); The Constitution of the Democratic Socialist Republic of Sri Lanka.

(b) The legal System of Sri Lanka and the organization of the Courts; the courts Ordinance (c.6) and the Court of Appeal Act, No. 44 of 1971.

(c) The Penal Code and the Evidence Ordinance (c. 19 and C.14)

Note- A candidate will be required to obtain 33 1/3 per cent in each paper and an average of 40 per cent.

Books recommended: Papers (a) and (b)

The Dominion of Ceylon
by
Jennings and Thambiah

(ii) Finance:

One paper based on following:

(a) The Financial Regulations of the Government-Part I-(except Chapter X).

(b) The Estimates of the current year, e.g. their arrangements; the Heads of Revenue; the Finance and Appropriation Act.

(c) Ordinances relating to specific accounts dealt within kachcheries.

Note- A Candidate will be required to obtain 40 per cent.

(iii) Administration:

One paper based on following:

(a) Office and field organization and method;

(b) The Establishment Code Chapters:-

I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII & XLVIII

Note- A candidate will be required to obtain 40 per cent.

(iv) (a) Economics-One paper based on the following:-

- (a) Principles of Economics with special reference to the theories of Value, Production and Distribution;
- (b) Money, Banking, the Finance of International Trade;
- (c) Economic Structure of Sri Lanka.

Note- A candidate will be required to obtain 40 per cent.

(iv) (b) Sociology-One paper based on the following (with special reference to Sri Lanka)

- (a) Social Structure, organization and functions
- (b) Human relationships and groupings;
- (c) Kinship, marriage and the family;
- (d) Rural and Urban Society;
- (e) Social stratification and differentiation;
- (f) Social control;
- (g) Culture, religion, morals and values.

Note- A candidate will be required to obtain 40 percent.

Appendix “D”

(Syllabus of the 2nd Efficiency Bar Examination for Officers in Class II Grade I of the Sri Lanka Administrative Service referred to in Paragraph 22 (c)

The 2nd Efficiency Bar Examination will consist of the following subjects:

- (i) Economics and Social Policy (with special reference to Sri Lanka);
- (ii) The Process of Development Administration (with special reference to Sri Lanka);
- (iii) Management and Organization

Officers may take up the subjects of the Second Efficiency Bar Examination on one and the same occasion or on separate occasions.

Scheme of Examination

- (i) Economic and Social Policy (with special reference to Sri Lanka)

One paper based on the factors which influence the formulation of economic and social policy in Sri Lanka. The application of the principles of Economics and Sociology in the recent economics, social and political history of Sri Lanka.

Note:- A candidate will be required to obtain 40 percent.

(ii) The Process of Development Administration (with special reference to Sri Lanka)

One paper based on the Institutions of development administration their working and their inter-relationship with special reference to -

- (a) The Machinery of Government in Sri Lanka;
- (b) The constitutional background of the machinery of Government in Sri Lanka;
- (c) Local Government;
- (d) People's Organizations;
- (e) Public Corporations/

Note;- A candidate will be required to obtain 40 percent.

(ii) Management and Organization

One paper based on -

- (a) the principles of management and organization;
- (b) the application of these principles to problems and issues in the public sector;
- (c) modern tools and techniques of management.

Note:- A candidate will be required to obtain 40 percent.

An officer who has successfully completed the induction training course conducted by the Sri Lanka Institute of Development Administration for new recruits to the Sri Lanka Administrative Service will be exempted from the subject "Management and Organization".