

My No: R/8/EB/ICTS/3(III)/2016

Ministry of Public Administration and Management
Independence Square,
Colombo 07.

24th of June 2016

To Secretaries of Ministries,
District Secretaries/ Government Agents,
Heads of the Departments.

Efficiency Bar Examinations for Officers in Grade III of Class 3, Grade II of Class 3, Grade I of Class 3, Grade II of Class 2 and Grade I of Class 2 of Sri Lanka Information and Communication Technology Service - 2016

- 1.0 It is hereby notified that Efficiency Bar Examinations for the officers in Grade III of Class 3, Grade II of Class 3, Grade I of Class 3, Grade II of Class 2 and Grade I of Class 2 of Sri Lanka Information and Communication Technology Service will be held in Colombo from 16th to 17th July 2016, by the Director General of Sri Lanka Institute of Development Administration, under the supervision of Ministry of Public Administration and Management.
- 2.0 (a) These examinations shall be held as per the provisions of the Minute of Sri Lanka Information and Communication Technology Service published in the Gazette Extra Ordinary No. 1894/26 dated 26.12.2014.
- (b) If there are officers who have not passed the Efficiency Bar examination, because no prescription has been made either in the procedure of recruitment of the previous post or in the letter of appointment in respect of the Efficiency Bar, they shall pass the Efficiency Bar examination prescribed for the Grade of the relevant Class within a concessionary period of three years from the date on which this Service Minute has been published in the Gazette Notification.
- 3.0 Efficiency Bar Examinations which are due to be held in respect of the above services will be as follows:

Serial No:	Name of the Examination	Code
1.	Efficiency Bar Examination for officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3III
2.	Efficiency Bar Examination for officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3II
3.	Efficiency Bar Examination for officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3I
4.	Efficiency Bar Examination for officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service	SLICT 2II
5.	Efficiency Bar Examination for officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service	SLICT 2I

- 4.0 The candidates will be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration with regard to this examination. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules.
- 5.0 Application can be submitted online for this examination and accordingly candidates can fill their applications by way of opening the sub menu “Examination” from the main menu of the www.slida.lk, which is the official website of Sri Lanka Institute of Development Administration.

Filling of applications is strictly allowed during the period from 8.00 a.m on 25th of June 2016 up to 12.00 midnight on 08th of July 2016.

- 6.0 **Examination Fees** - The officers appearing for the examination for the first time need not pay the examination fees. However, for subsequent sittings officers shall pay Rs. 500/- for more than 1 subject and they are required to pay Rs. 300/- if they sit for only for one subject. Examination fee shall be paid by any post office all over the island (except sub post offices) to be credited to the “SLIDA” account and the number of the receipt issued shall be indicated in the relevant cages of the application. When filling the application for inland telegraphic money order (format 85) for payment of money to “SLIDA” account, “SLIDA” should be mentioned as the recipient. In the meantime, the code name of the relevant examination shall be indicated at the place for the recipient’s address. (The code names should be as mentioned in section 03)

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

- 7.0 When the application filled online is submitted, the candidate will be issued a confirmation number and the candidate shall keep it for further inquiries. Candidates shall be able to get their admission card of the examination by way of following the instructions indicated in the web page to which the candidate shall have the access once the application duly perfected is sent online. The candidate shall get a printed copy of the admission card and get his signature certified by the respective Head of the Department or a deputy officer authorized by the Head for the purpose. The admission card certified in this manner shall be submitted to the Supervisor of the examination.
- 8.0 Any clarification regarding the process for submitting applications can be obtained through the telephone number 011 - 5980236 of Sri Lanka Institute of Development Administration. Communication can be made through this line from 8.30 a.m up to 4.30 p.m during working days of the week from 27th June 2016 up to 08th July 2016.
- 9.0 Heads of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If it is required to get their candidature confirmed, it can be done through the telephone number 011- 5980236. Candidates shall not be paid traveling expenses for appearing for the examination.
- 10.0 Identity of Candidates - Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor.
- (i) The National Identity Card issued by the Department of Registration of Persons.
 - (ii) A valid Passport

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

- 11.0 The examination will be held in Sinhala, Tamil and English media. The officers shall sit for this examination in the language medium in which they have sat for the examination for entering into the relevant service or in an official language. The officers who have joined the service without a competitive examination shall sit for this examination in the language medium of education or an official language. Candidates shall not be allowed change language medium applied initially.
- 12.0 The officers may, on their discretion can appear for each subject of the examination at different sittings.
- 13.0 The results of the examination shall be published in the web site of the Ministry of Public Administration and Management by the Director General of Combined Services once the results are issued by the Director General of Sri Lanka Institute of Development Administration. The relevant Heads of Departments shall make recommendations for confirmation of service and promotions of the officers according to the results.
- 14.0 Scheme of Examination: Subjects and the syllabus of each Efficiency Bar Examination for the officers are as follows.

14.1 Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 8 of the service minute). The officers shall be in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

Subject	Subject No.	Marks	Duration	Cut - off marks prescribed for a pass
1. Establishments Code	01	100	01 hour	40
2. Financial Regulation	02	100	01 hour	40

14.1.1 Establishments Code (Subject No- 01)

It is expected to measure the basic knowledge of the public officer on the Establishments Code and Procedural Rules of Public Service Commission. The question paper consists of questions for short answers and structured questions. All the questions shall be answered.

14.1.2 Financial Regulations (Subject No- 02)

It is expected to measure the basic knowledge of the officer on Financial Regulations and Store management and the understanding on the activities related to cash control registers. The question paper consists of questions for short answers and structured questions. All the questions shall be answered.

14.2 Efficiency Bar Examinations for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 9 of the service minute). The officers shall be in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

Subject	Subject No.	Marks	Duration	Cut - off marks Prescribed for a pass
1. Office systems and procedure	03	100	02 hours	40
2. Information and Communication Technology	04	100	03 hours	40

14.2.1 Office systems and procedure (Subject No- 03)

It is expected to measure the knowledge of the candidates on the office systems applied in public offices and ability to apply them. The question paper consists of structured questions. All the questions shall be answered.

14.2.2 Information and Communication Technology

It is expected to test the knowledge of the candidates on the wider application of ICT and the common concepts ICT in public offices. (The method of application of ICT in government organizations. The papers will be consisted following ICT areas such as adequate knowledge on Computer Networks and Data Communication, knowledge on General Purpose Software and Specific Application Software, Knowledge on Data Security and Backing up SW, Basic measure to enhance availability of computer systems and Data security)

This paper consist of two parts.

Part I – A multiple choice question paper. Duration is 01 hour. (40 marks)

Part II - Structured question paper. Duration 02 hours. (60 Marks)

14.3 Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 10 of the service minute). The officers shall be in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

Subject	Subject No.	Marks	Duration	Cut-off marks prescribed for a pass
1. Information and Communication Technology (Written Test)	05	50	01 hour	20
2. Information and Communication Technology (Practical Test)	06	50	01 hour	20

14.3.1 Information and Communication Technology – Written Test (Subject No. 05)

- I. Application of software for office activities and knowledge in this regard
- II. Knowledge in computer networking
- III. Knowledge in identification and rectification of errors in computer Software/ Hardware

This question paper consists of questions for short answers and essay type questions. All the questions shall be answered.

14.3.2 Information and Communication Technology – Practical Test (Subject No. 06)

- I. Practical knowledge in using software for office activities
- II. Practical Knowledge in computer networking
- III. Practical knowledge in identification and rectification of errors in computer Software/ Hardware

14.4 Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule 11 of the service minute). The officers shall be in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

Subject	Subject No.	Marks	Duration	Cut – off marks prescribed for a pass
1. Establishments Code	07	100	02 hours	40
2. Financial Regulations	08	100	02 hours	40

14.4.1 Establishments Code (Subject No. 07)

It is expected to test the general knowledge of the officer on provisions in Establishments Code/ Procedural rules of the Public Service Commission and his/her ability to apply his/ her knowledge practically. This paper shall be prepared based on Chapters of Volume I and Volume II of the Establishments Code and Procedural rules of the Public Service Commission. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

14.4.2 Financial Regulations (Subject No. 08)

It is expected to test basic knowledge and understanding of the candidate on Government Financial Regulations and the purposes of various registers and log books maintained in public office and basis knowledge of store keeping. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

- 14.5 Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule 12 of the service minute). The officers shall be in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

Subject	Subject No.	Marks	Duration	Cut – off marks prescribed for a pass
1. Office Systems and procedure	09	100	02 hours	40
2. Information and Communication Technology and e-government	10	100	03 hours	40

14.5.1 Office Systems and procedure (Subject No. 09)

It is expected to test the knowledge of the candidate on office systems applied in government offices and also to test the ability to apply the same. This question paper consist of multiple choice questions, questions for short answers and structured type questions. All the questions shall be answered.

14.5.2 Information and Communication Technology and e-government (Subject No. 10)

This question paper shall be designed to cover the following subject fields.
This question consists of two parts.

- (a) Information and Communication part of the paper consists of basic elements of IT project life cycle such as systems analysis, systems design, software development, testing user acceptance testing and related areas of Algorithms, HTML, XHTML, php, Data and Information Security, Disaster Recovery, systems, Intellectual Property Rights and Software licensing, Free and Open Source Software, and web 2.0.
- (b) e-Government part of the paper consist of system of application of ICT in government organizations, application of ICT to enhance the efficiency in delivery of public services, Technology requirements for e-Government systems, basic elements of ICT

Part I - A multiple choice question paper. Duration is 01 hour. (40 marks)

Part II - A question paper consisting of structured essay type questions. Duration is 02 hours. (60 marks)

(All questions shall be answered)

The time table for each subject of each examination is as follows;

Serial No.	Name of the examination	Subject	Subject No.	Date	Time
01	Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service	Establishments Code	01	2016.07.16	9.00 a.m - 10.00 a.m
		Financial Regulations	02	2016.07.16	10.30 a.m - 11.30 a.m
02	Efficiency Bar Examinations for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service	Office Systems and procedure	03	2016.07.16	9.00 a.m - 11.00 a.m
		Information and Communication Technology	04	2016.07.16	12.00 noon- 3.00 p.m
03	Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service	Information and Communication Technology (Written Test)	05	2016.07.17	9.00 a.m - 10.00 a.m
		Information and Communication Technology (Practical Test)	06	2016.07.17	10.30 a.m - 11.30 a.m
04	Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service	Establishments Code	07	2016.07.16	9.00 a.m - 11.00 a.m
		Financial Regulations	08	2016.07.16	11.30 a.m - 1.30 p.m
05	Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service	Office systems and procedure	09	2016.07.16	9.00 a.m - 11.00 a.m
		Information and Communication Technology and e-government	10	2016.07.16	12.00 noon - 3.00 p.m

15.0 The decision of the Director General of Combined Services shall be the final on any matter not referred to in this Combined Services Circular.

Sgd / K.V.P.M.J. Gamage
 Director General of Combined Services
 Ministry of Public Administration and Management

24th of June 2016
 Ministry of Public Administration and Management
 Independence Square
 Colombo 07