



රාජ්‍ය පරිපාලන, පළාත් සභා සහ පළාත් පාලන අමාත්‍යාංශය
 பொது நிர்வாக, மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
 Ministry of Public Administration, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය
 இணைந்த சேவைகள் பிரிவு
 Combined Services Division
 නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකාව. சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை. Independence Square, Colombo 07, Sri Lanka

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මගේ අංකය } R/8/MO/EB/2025
 எனது இல }
 My No }
 ඔබේ අංකය }
 உமது இல }
 Your No }
 දිනය } 2025.02.25
 திகதி: }
 Date }

කළමනාකරණ සේවා නිලධාරී සේවයේ I ශ්‍රේණියේ සහ II ශ්‍රේණියේ නිලධාරීන් සඳහා කාර්යක්ෂමතා කඩඉම් විභාගය - 2025

උක්ත විභාග සඳහා 2025.02.21 දින සිට 2025.03.14 දින දක්වා අයදුම්පත් කැඳවීම සඳහා වන විභාග නිවේදනය 2025.02.21 වන දින ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රයේ පළ කර ඇත.

(ii) මාර්ගගත (Online) ක්‍රමයට ඒ සඳහා අයදුම්පත් යොමු කිරීම සඳහා ලබා දෙනුයේ සති තුනක කාලසීමාවක් පමණක් බැවින් කිසිදු හේතුවක් මත අයදුම්පත් භාර ගැනීමේ අවසාන දිනය දීර්ඝ නොකරන බැවින් අවධානයෙන් සිටින සිටි පරිදි අයදුම් කිරීමට විභාග අයදුම්කරුවන් කටයුතු කළ යුතුවේ.

(iii) මෙම විභාග 2025 අප්‍රේල් මස ශ්‍රී ලංකා සංවර්ධන පරිපාලන ආයතනයේ අධ්‍යක්ෂ ජනරාල් විසින් පවත්වනු ලබන අතර ප්‍රකාශයට පත් කරන ලද විභාග නිවේදනය මෙහි පහත පළ කර ඇත.

එන්.ශ්‍රී. නිෂාන් මෙන්ඩිස්

ඒකාබද්ධ සේවා අධ්‍යක්ෂ ජනරාල්

முுகாமைத்துவ சேவை உத்தியோகத்தர் சேவையின் தரம் I மற்றும் II இலுள்ள அலுவலர்க்கான விணைத்திறன்காண் தடைப் பரீட்சை - 2025

மேற்குறிப்பிட்ட பரீட்சை தொடர்பாக 2025.02.21 திகதி தொடக்கம் 2024.03.14 வரை விண்ணப்பங்கள் கோருவதற்கான பரீட்சை அறிவித்தல் 2025.02.21 ஆந் திகதியன்று இலங்கை சனநாயக சோசலிசக் குடியரசின் வர்த்தமானி அறிவித்தலில் வெளியிடப்பட்டுள்ளது.

(ii) நிகழ்நிலை (Online) முறையில் அதற்கான விண்ணப்பங்களை அனுப்புதல் தொடர்பாக வழங்கப்படும் காலம் மூன்று வாரங்களேயாகும் மற்றும் எக்காரணங்கொண்டும் விண்ணப்பங்கள் கையேற்கும் இறுதித் திகதி நீடிக்கப்படமாட்டாது என்பதனை அவதானம் செலுத்தி குறித்த வகையில் விண்ணப்பிக்க பரீட்சை விண்ணப்பதாரிகள் நடவடிக்கை எடுக்க வேண்டும்.

(iii) இப் பரீட்சை 2025 ஏப்ரல் மாதம் இலங்கை அபிவிருத்தி நிருவாக நிறுவனத்தின் பணிப்பாளர் நாயகத்தினால் நடத்தப்படுவதுடன் பரீட்சை அறிவித்தல் இத்துடன் வெளியிடப்பட்டுள்ளது.

ஒப்பம் / . என்.யூ. நிஷான் மெண்டிஸ்

இணைந்த சேவைகள் பணிப்பாளர் நாயகம்

Efficiency Bar Examination for officers in Grade I and Grade II of Management Service Officers' Service - 2025

The examination notification for calling applications for the above examinations from 21.02.2025 to 14.03.2025 has been published in the Gazette of the Democratic Socialist Republic of Sri Lanka on 21.02.2025.

(ii) Since only a period of three weeks shall be given for sending online applications and the closing date of applications shall not be extended under any circumstances, applicants should be cautious and apply in the proper manner.

(iii) These examinations shall be conducted by the Director General of Sri Lanka Institute of Development Administration in April 2025 and the examination notification, which has been published, is given below.

Sgd/ N.U. Nishan Mendis
Director General of Combined Services

Efficiency Bar Examination for officers in Grade I and Grade II of Management Service Officers' Service - 2025

- 1.0 Efficiency Bar Examination for officers in Grade I and Grade II of Management Service Officers' Service - 2025 (paragraph 08 of the service minute) shall be held at the district level in April 2025 by the Director General of the Sri Lanka Institute of Development Administration, under the supervision of the Ministry of Public Administration, Provincial Councils and Local Government.
- 2.0 This examination shall be held as per the interim provision 15 in Para. 08 of the Minute of the Management Service Officers' Service published in the Gazette Extra Ordinary No. 1840/34 dated 11.12.2013 in accordance with the provisions in Annex 05 and 06.
- 3.0 The Efficiency Bar Examinations, which are due to be held in respect of each Grade of the above - mentioned service, shall be as follows:

Serial number	Name of the examination	Code
01.	Efficiency Bar Examination for officers in Grade I of Management Service Officers' Service - 2025	MSO - I
02.	Efficiency Bar Examination for officers in Grade II of Management Service Officers' Service - 2025	MSO - II

- 4.0 The candidates shall be bound by the rules and regulations imposed by the Director General of the Sri Lanka Institute of Development Administration with regard to this examination. Candidates shall be subjected to any punishment imposed by the Disciplinary Authority for violation of these rules and regulations. It is expected that the basic information such as name, national identity card number, email address, and telephone number will be entered correctly when applying. Accordingly, it should be noted that applicants should bear the responsibility for not receiving an admission, not being able to appear for the examination or not being issued the examination results due to entering incorrect information.
- 5.0 Applications for the examination can strictly be made online through www.slida.lk, the official website of Sri Lanka Institute of Development Administration. A User Account should be created through "Apply for Examinations" that appears on the top of the Home Page of the website or directly through the link <https://examinationportal.slida.lk/> and then the relevant application for the examination can be completed.

The online application should strictly be filled out in English.

Filling the applications is strictly allowed during the period from 8.00 a.m. on 21.02.2025 up to 12.00 midnight on 14.03.2025.

- 6.0 i. Examination Fees - The officers applying for the examination for the first time need not pay the examination fees. However, Rs.250/- should be paid for each subject at subsequent applying of the examination.
- ii. The examination fees should be credited to the following account.
Name of the Account - Ministry of Public Administration, Provincial Councils and Local Government
Account Number - 310100119027430
Bank - Peoples' Bank, Bambalapitiya Branch
- iii. The number of the receipt provided relevant to the said payment should be included in the application and a photograph of the receipt should be uploaded in the relevant place of the application.
- iv. Further, the applicant's name and national identity card number should be mentioned in the place of the Payer and the code of the relevant examination should be mentioned in the place of the reason for depositing the money when filling the bank slip related to the payment made by you. The officers who make online payment should also indicate the above particulars in the receipt they receive.

(Code names should be indicated as mentioned in Section 03)

- 7.0 When filling out the application online, it is compulsory for the applicant to have an active e-mail address and mobile phone number (One e-mail address can be used strictly for one User Name when applying). Once the application is submitted online, a message of acknowledgment of receipt will be sent to the email address and mobile number.

After the deadline for sending applications, the admission card will be issued and you will be notified on the same through SMS to the mobile number you have provided. Then the admission card should be downloaded by login into your User Account.

It is the responsibility of the applicant to keep the mobile number and e-mail address, which are the ways of contacting the application, indicated in the application active until the end of the examination process. It should be noted that applicants are also responsible for any inconvenience caused by changing their mobile phone number and email address.

- 8.0 If any technical issue arises regarding the process of submitting the application online, please contact the Technical Division of the Sri Lanka Institute of Development Administration at 011-5980263/ 011-5980264 and 011-5980236 for inquiries, and for all other inquiries, please contact the Recruitment and Examinations branch of the Combined Services Division of the Ministry of Public Administration, Provincial Councils and Local Government at 011-2681237 (Extension - 606/603/600) from 8.30 a.m. to 4.30 p.m. on weekdays from 21.02.2025 to 14.03.2025.

- 9.0 If it is required to get their candidature confirmed, it can be done through the telephone number 011- 5980263 or 011-5980264. Candidates shall not be paid traveling expenses for appearing for the examination.

- 10.0 Identity of Candidates - Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, one of the following documents should be submitted to the supervisor.

- i. The National Identity Card
- ii Valid Passport
- iii. Valid Sri Lankan Driving License

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

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

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

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

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

14.1 Efficiency Bar Examination for officers in Grade I of Management Service Officers' Service

14.1.1 When applying for this examination, applicants should pay attention to Section 3 under interim provisions No: 15 of the Minute of Management Service Officers' Service published in the Gazette Extra Ordinary of the Democratic Socialist Republic of Sri Lanka No: 1840/34 dated 11.12.2013 and the concessions notified by the Director General of Combined Services on decisions of the Public Service Commission.

14.1.2 Qualifications – Officers who have been promoted to the posts in Grade I of Management Service Officers' Service are eligible to sit for this examination.

Note - This examination should be passed within 05 years from the date of promotion to Grade I.

14.1.3 Applicants should sit for a written examination that will consist of the following subjects.

Subject	Subject No.	Duration	Marks	Cut off marks
Establishment Procedure and Procedural Rules	01	01 ½ hours	100	40
Public finance management	02	01 ½ hours	100	40
Current trends	03	01 hours	100	40

14.1.4 Establishment Procedure and Procedural Rules

This paper shall consist of two parts and one shall consist of the questions to test the proficiency of the experience gained on the knowledge of fundamentals of office systems, their importance, written communication, documentation and compiling formats and office activities. The other part shall consist of questions to test the knowledge on practical knowledge on matters contained in Volume I and II of the Establishments Code and Volume I of the Procedural Rules of Public Service Commission.

Part I - This is a question paper consisting of multiple choice questions. Duration is 30 minutes. (25 Marks)

Part II - This is a question paper consisting of semi structured essay type questions. Three questions out of four shall be answered. Duration is 60 minutes. (75 marks)

14.1.5 Public finance management

It is expected to test the Candidates' knowledge on the subjects in government departments, offices and ministries such as Financial Control, Custody of public money, revenue and payment, budget estimates, supply and services (basic knowledge on board of survey and store keeping, financial regulations and auditing and basic banking practice)

Part I - This is a question paper consisting of multiple choice questions. Duration is 30 minutes. (25 Marks)

Part II - This is a question paper consisting of semi structured essay type questions. Three questions out of four shall be answered. Duration is 60 minutes. (75 marks)

14.1.6 Current trends

This paper shall consist of a part designed to test the candidates' knowledge on current, local and international events and a part designed to test the candidates' knowledge on new trends on office management, service delivery of public sector and good governance. This question paper shall consist of multiple-choice questions and short answer type questions. (All the questions shall be answered)

14.2 Efficiency Bar Examination for officers in Grade II of Management Service Officers' Service

14.2.1 When applying for this examination, applicants should pay attention to Section 2 under interim provisions No: 15 of the Minute of Management Service Officers' Service published in the Gazette Extra Ordinary of the Democratic Socialist Republic of Sri Lanka No: 1840/34 dated 11.12.2013 and the concessions notified by the Director General of Combined Services on decisions of the Public Service Commission.

14.2.2 Qualifications: Officers who have been promoted to posts in Grade II of Management Service Officers' Service are eligible to appear for this examination.

Note - This examination should be passed within three years from the date of promotion to Grade II.

14.2.3 Applicants should sit for a written examination that will consist of the following subjects.

Subject	Subject No.	Duration	Marks	Cut off marks
Office systems and Procedure	04	02 Hrs	100	40
Accounting Systems adopted in the Government offices	05	02 Hrs	100	40

14.2.4 Office Systems and Procedure

This paper is intended to test the candidate's knowledge of office systems adopted in government offices and his /her ability of practical application of the knowledge. This paper consists of two parts.

Part I - A paper of multiple-choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured essay type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

14.2.5 Accounting Systems adopted in government offices

Candidate's knowledge in Accounting Systems adopted in government offices, books and records controlling Accounts and orders and instructions of the Treasury issued in relation to that and his /her ability of practical application of the knowledge will be tested. This paper consists of two parts.

Part I - A paper of multiple-choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured essay type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

- 15.0 Decision of the Director General of Combined Services shall be the final decision with regard to the provisions not mentioned in this notification.
- 16.0 In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

Sgd/ N.U. Nishan Mendis
Director General of Combined Services,
Ministry of Public Administration,
Provincial Councils and Local
Government

06th of February 2025
Ministry of Public Administration, Provincial Councils
and Local Government,
Independence Square,
Colombo 07.