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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

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No. 1419/3 - MONDAY NOVEMBER 14, 2005

(published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE SRI LANKA ADMINISTRATIVE SERVICE

THE following Minute on the Sri Lanka Administrative Service Supersedes the Minute dated 27th May, 1988 published in the Gazette Extraordinary No. 509/7 of 7th June, 1988 of the Democratic Socialist Republic of Sri Lanka.

By order of the PSC,

H. D. L. GUNAWARDANE,
Secretary,
Public Service Commission.

Public Service Commission,
No. 46, Vauxhall Street,
Colombo 02.
28th October, 2005.

1. *Effective Date.*—Subject to the salary scales in Section (3) being effective from 1st January, 2005, this Minute shall come into force on 1st January, 2005 without prejudice to any action taken or purported to be taken in terms of the provision of the Minute on the Sri Lanka Administrative service of 27th May, 1988, published in the Gazette Extraordinary No. 509/7 of 7th June, 1988, and subsequent amendments made thereto from time to time and published in the Government Gazette of the Democratic Socialist Republic of Sri Lanka.

2. *Definition.*—The term “Cadet” shall mean a person recruited under provisions of this Minute who is undergoing induction training.

The term “Gazette” shall mean the Government Gazette of the Democratic Socialist Republic of Sri Lanka.

The term “Minute” shall mean the present Minute of the Sri Lanka Administrative Service.

The term “Prescribed Date” shall mean the date on which this minute comes into operation.

The term “Public Service Commission” or the PSC shall mean the Public Service Commission appointed in terms of the Article 54 of the Constitution of the Democratic Socialist Republic of Sri Lanka.

The term "Related Field" shall mean a field approved by the Secretary.

The term "Secretary" shall mean the Secretary to the Ministry of which the subject of Public Administration is assigned.

The term "Service" shall mean the Sri Lanka Administrative Service.

the term "Sri Lanka Institute of Development Administration or SLIDA shall mean the Sri Lanka Institute of Development Administration established under the Act, No. 09 of the 1982.

3. *Structure, Salary Scales and Cadre.*—

- (1) The service shall consist of public officers appointed to any of the Classes of the Service enumerated below :

- <i>Special Grade</i>	
Salary Scale per annum :	Rs. 345,600 — 8 x 12,360 — 444,480
- <i>Class : I</i>	
Salary Scale per annum :	Rs. 276,540 — 10 x 11,880 — 395,340
- <i>Class : II</i>	
Salary Scale per annum :	Rs. 214,980 — 10 x 7,740 — 5 x 8,580 — 273,360
- <i>Class : III</i>	
Salary Scale per annum :	Rs. 157,500 — 15 x 3,780 — 214,200

1st Efficiency Bar before completion of 3 years in Class III

2nd Efficiency Bar before completion of 6 years in the Class III.

- (2) The approved cadre should be as follows :

(a) Special Grade	-	200
(b) Class I	-	507
(c) Class II	-	635
(d) Class III	-	1059

Note.—The cadre may be varied from time to time according to the needs of the Public Service.

- (3) The number of appointments/promotions made to any Class or Grade, other than to Class III, shall be the number of vacancies which existed on 31st December of the previous year and 30th June of that year. The number of appointments made in any year to Class III shall be the number of vacancies which existed on 30th June of the same year.

4. *Method of Appointment.*—Appointment to any class in the service shall be done only under the schemes enumerated in this Minute.

5. *Recruitment to Class III by Competitive Examination.*—Recruitment to Class III shall be only by competitive Examination. This examination will be held annually.

(1) Recruitment to 80% of the vacancies in Class III of the service will be made by the Public Service Commission on the results of a Competitive Examination as prescribed in the Minute, conducted by the Commissioner General of Examinations. Details of this examination are set out in Appendix 'A'.

(a) A person will be eligible to sit the Competitive Examination if he/she -

- (i) is a citizen of Sri Lanka.
- (ii) is a graduate of University recognised by the University Grants Commission.
- (iii) has not attained the age of 28 years on the closing date of applications.
(However, temporarily the age limit shall be 30 years for three years from the effective date of this Minute)
- (iv) is of excellent moral character and sound constitution.

(2) Recruitment to 20% of the vacancies in Class III of the service will be made by the Public Service Commission on the results of a Limited competitive Examination as prescribed by the Minute, conducted by the Commissioner General of Examinations. The services from which officers may apply to sit for this examination and the details of the examination are set out in Appendixes B and B1.

(a) An officer will be eligible to sit the Competitive Examination if he/she -

- (i) has completed 10 years of active service in any of the services given in Appendix B1 or has in the case of graduates, completed five years.
- (ii) has not been punished and has earned all the increments within the 5 years immediately preceding the closing date of the applications.

6. *Restriction on Eligibility :*

- (1) No person shall sit the Competitive Examination either in terms of Sub-Sections 5(1) or 5(2) on more than two occasions.
- (2) No person who is ordained in any religious order shall sit the examination.

7. *Method of Application.*—Method of application for the examination will be notified in the Gazette.

8. *Date of Qualification.*—A qualification required for an examination for appointment to the service shall be deemed to have obtained only if-

- (1) a person has successfully completed in every respect the qualifications required as per Section 5 by the closing date of applications.
- (2) the effective date of the Degree Certificate shall be the closing date of applications or a date prior to the closing date of applications.

9. *Training.*—Training will be an on-going process of equipping the Service cadres from entry throughout their career path enabling them to perform responsibilities professionally and effectively. Training will fall into two categories, namely induction training and in-service training.

(1) *Induction Training :*

- (a) Induction training is a course leading to a Diploma in Public Administration arranged by the Secretary and conducted by the Director/SLIDA or any other higher training or educational institute. This training certificate will be required for the confirmation in the service.

- (b) During the period of induction training, the cadets will be required to acquire the strategies and skills of management, linguistic skills in the two official languages and the link language (English), and to be introduced to the development trends in social, economic and cultural environment in which they would function as managers.
- (c) During the period of induction training, the cadets shall be attached to SLIDA and shall come under its administrative supervision and control.
- (d) Any cadet who entered through the scheme in Sub-Section 5(1) and who fails the final test at the end of the induction training will be discontinued. Any cadet who entered through the scheme in Sub-Section 5(2) and who fails the final test at the end of the induction training will be reverted to his/her earlier position in the Public Service.

(2) *In-Service Training* :

- (a) In-service training will provide for continuing professionalization of officers. This training shall address professional needs at four levels of administrative responsibility and career advancement needs.
 - (i) Training needs at Front-line Management level - This relates to the officers in Class III. There shall be five courses approved by the Secretary.
 - (ii) Training needs at Middle Management level - This relates to the officers in Class II. There shall be three courses approved by the Secretary.
 - (iii) Training needs at Senior Management level - This relates to the officers in Class I. There shall be three courses approved by the Secretary.
 - (iv) Training needs at Policy level - This relates to the officers in Special Grade.
- (b) All officers of the SLAS are required to undergo a minimum of two weeks of training during a calendar year.
- (c) Besides the formal training programmes referred to in the previous Sections, the Secretary will arrange for SLIDA to conduct workshops, seminars and lectures on subjects relevant to the Service.

10. *Confirmation* :

- (1) An officer appointed to class III of the service on the results of the Open Competitive Examination shall be on probation for a period of three years. He/She will be confirmed at the end of this period provided that He/She has passed the First Efficiency Bar Examination and completed the language proficiency and if his/her service and conduct have been satisfactory during the above period.
- (2) An officer appointed to Class III of the service on the results of the Limited Competitive Examination will be subject to an acting period of one year. The officer will be confirmed at the end of the year as an officer in the SLAS if his/her service and conduct have been satisfactory during the above period. However these officers are required to pass the First Efficiency Bar Examination before reaching the 3rd salary increment.

11. *Language Proficiency* :

- (1) An officer appointed to the Service will be required to pass an examination in his/her second Language within Six years from the date of appointment. An officer who has passed the optional language question paper in the relevant language subject at the GCE(O/L) Examination or approved equivalent will be exempted from the requirement of passing the test in the subject of his/her second language.

- (2) In the case of an officer who qualified for appointment to the Service in Sinhala, the Second Language will be Tamil and for on who qualified for appointment to the service in Tamil, the second language will be Sinhala. In the case of an officer who qualified for appointment to the Service in English, he/she will be required to pass language proficiency test in both Sinhala and Tamil.

12. *Efficiency Bars :*

- (1) An officer appointed to Class III of the Service is required to pass the First Efficiency Bar Examination within three years from the date of appointment to the Service. The Syllabus for this examination is in Appendix C.
- (2) An officer in Class III of the Service is required to pass the Second Efficiency Bar Examination within six years from the date of appointment to the Service. The Syllabus for this examination is in Appendix D.

Note.—EB Examinations will be held twice a year.

13. *Appointments to Class II :*

- (1) An Officer to be promoted to Class II either on the basis of (2) or 3 (a) of this section shall have satisfied the following requirements.
- (i) passed the First and Second Efficiency Bar Examinations on the due dates ;
 - (ii) secured the necessary Second Language qualification ;
 - (iii) earned on the due dates all the increments during the period of 5 years prior to his/her becoming eligible for promotion ;
 - (iv) not been subjected to a disciplinary punishment for any offence committed during the period of 5 years immediately prior to his/her becoming eligible for promotion ;
 - (v) successfully completed and adequate number of training programmes as required in sub-section 9(2) a(i) ;
 - (vi) obtained ratings above “satisfactory” in his/her Annual Performance Appraisal Reports during the period of five years prior to his/her becoming eligible for Class II promotion.
- (2) Appointments to 80% of the vacancies in Class II in any one year will be made by the PSC from those candidates who obtain not less than 50% of the total marks in a competitive Examination. This is limited to confirmed officers in Class III of the Service who have completed not less than 6 years of service in that Class.

The method of application for the examination will be notified in the Gazette.

- (3) (a) Appointments to 20% of the vacancies in Class II in any one year will be made by the PSC on the recommendation of a Selection Board appointed by the PSC for this purpose. A confirmed officer in Class III of the Service who has completed 10 years of satisfactory service in that class as on the last day of the month immediately preceding the month in which the application close will be eligible to be considered for appointment to Class II of the Service.
- (b) An officer will be eligible to be promoted to class II under the provisions of Sub-section 13.3(a) if he/she has successfully completed a postgraduate diploma course approved by the PSC in the area of Public Administration/Management/Public Policy/Economics and Social Development or an equivalent qualification acceptable to the PSC from a recognized University or Institution in addition to the requirements stipulated in subsection 13(3) (a).

- (4) The applications of officers who satisfy the requirements in sub section (13)(1) above, should be forwarded with the recommendations of the Head of Department, through the Secretary of the relevant Ministry. Applications shall be prepared in accordance with the instructions issued by the Ministry of Public Administration.

14. *Appointments to Class I—*

- (1) Appointments to vacancies in Class I of the service will be made by the PSC by promoting officers in Class II of the Service who shall have satisfied the following requirements.
- (a) Completed at least seven years of satisfactory service in Class II ;
- (b) Obtained ratings above “Satisfactory” level in his Annual Performance Appraisal Reports during the period of five years prior to his/her becoming eligible for promotion to Class I ;
- (c) Successfully completed the required number of training programmes as required under Sub Section 9(2) (a) (ii).
- (d) Should have obtained a post Graduate degree, at Master’s level, in the areas of Public Administration/ Management/Public Policy/Economic and Social Development or on equivalent qualification acceptable to the PSC.
- (2) Recommendations for appointments to this class will be made after an interview by a Board consisting of the Secretary and two other Ministry Secretaries appointed by the PSC. The Board shall base its recommendations strictly on seniority and merit. For this purpose, the Board shall interview officers in Class II in a number close to but not exceeding twice the number of vacancies.

15. *Appointments to Special Grade.—*

- (1) Appointments to the vacancies in Special Grade of the Service will be made by the PSC by promoting officers in Class I of the service who satisfy the following requirements.
- (a) Have completed five years of satisfactory service in Class I of the service ;
- (b) Have successfully completed the required number of training courses as set out in Sub Section 9(2) (a) (iii) ;
- (c) Have obtained ratings above “satisfactory” level in the Annual Performance Appraisal Reports during the period of five years prior to their becoming eligible for promotion to the Special Grade ;
- (d) Have fulfilled the requirements in Sub-Section 14(1) (d).
- (2) Recommendations for appointment to Special Grade will be made after assessment by a Selection Board of three members approved by the PSC. In addition, the marking scheme, based on both seniority and merit, shall be approved by the PSC. For this purpose, the Board shall interview officers in Class I in a number close to but not exceeding three times the number of vacancies.

16. *Transfers and Postings.—*Every officer of the Service is transferable and is liable to be transferred to any part of the country. The Secretary, with the approval of the Public Service Commission, shall formulate a scheme of transfer which will take note of the special aptitude of the individual officer his/her previous experience and training as well as the further experience required for the officer’s future development.

17. *Transitional Arrangement.*—

(a) Present scheme of promotion of Class II of the service will be remain up to 31.12.2005.

(1) The promotion scheme enumerated in section 14 and 15 shall be fully operative after four years from the date of publication of the minute in the government *gazette*.

(2) However, during the intervening four years, the promotions will be made in the following manner.

(a1) 50% of the promotion to class II : An officer who completes 10 years service in the Class II Grade II during the transitional period will be eligible to be promoted to a vacancy in Class II if he/she ;

(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 sitting for the Second Language examination.

(iii) has successfully completed the General Management Course conducted by the Sri Lanka Institute of Development Administration.

(iv) has earned on the due dates all the increments during the period of 5 years prior to his/her becoming eligible for promotion.

(v) has not been subject to any disciplinary punishment for any offence committed during a period of 5 years immediately prior to his/her becoming eligible for promotion.

(a2) Appointments of the 10% of the Class II will be promoting under the section (13.3).

(a3) Appointments to 40% of the vacancy of the class II under the section (13.2) of the minute.

(b) *Promotion to Class I.*—An officer who is absorbed into the Class II of the Service under sub paragraph 18(iii) of this Minute will be eligible to be promoted to the vacancies in Class I of the Service strictly on seniority and merit if he/she

(i) has earned on the due dates all the increments during the period of 05 years prior to his/her becoming eligible for promotion ;

and

(ii) has not been subject to a disciplinary punishment for any offence committed during a period of 5 years immediately prior to his becoming eligible for promotion.

Recommendations for promotion to this Class will be made after an interview by a Selection Board approved by the PSC. For this purpose, the Board shall interview such in a number not exceeding three times the number of vacancies to be filled.

(c) *Promotion to Special Grade.*—An officer will be absorbed into Class I of the Service on the effective date of this Service under para. 18(ii) of the Minute. The vacancies in the Special Grade will be filled in the following manner :-

(i) 80% of the posts will be filled by promoting officers who have completed 5 years service in Class I during the interim period and who obtained qualifications under sub-para 14(1)(d) or 19(1)(b) on seniority and merit of this Service if :

- (a) they have earned all increments during the preceding 5 years prior to becoming eligible for promotion,
 - (b) they have not been disciplinary dealt with during the preceding 5 years,
 - (c) their work and conduct is good as reflected in the Annual Performance Appraisal Reports of such officers.
- (ii) 20% of the posts will be filled by promoting officers who have completed 10 years service in Class I during the interim period and who fulfilled the requirement under sub-para 14(1) (b) and 19(1) (b) of this Minute, if ;
- (a) they have earned all increments during the preceding 5 years,
 - (b) they have not been disciplinary dealt with during the preceding 5 years,
 - (c) their work and conduct is good as reflected in the Annual Performance Appraisal Reports of such officers.

Note 1 :

An officer who has already been appointed to the post in the Special Grade will be considered for the vacancies mentioned in 17(c)(i) without 5 years service in Class I, if he or she has obtained the qualifications mentioned in 14(1) (d) of this Minute.

Note 2 :

An officer who has already been appointed to a post in the Special Grade without the qualifications mentioned in 14(i) (d) or 19(i) (b) of this Minute will be considered for the post mentioned in sub-para 17(c) (ii) during the interim period.

For this purpose a board consisting of 3 members appointed by the Public Service Commission shall interview such numbers of officers not exceeding thrice the number of vacancies to be filled.

18. *Absorption of Serving Officers into the new class Structure of the Sri Lanka Administrative Service.*—Officers in the service on the prescribed date shall be absorbed into the reconstituted of the Sri Lanka Administrative Service in the following manner :

- (i) Into the Special Grade of the Service :

According to the Section 17 (c)

- (ii) Into Class I of the Service :

All officers who are on the prescribed date in Class I of the Sri Lanka Administrative Service. If number of officers to be absorbed exceeds the approved cadre, the number shall be absorbed in supernumerary basis.

- (iii) Into Class II of the Service :

All officers who, on the prescribed date, are in Class II Grade I of the service.

- (iv) Into Class III of the Service :

All officers who, on the prescribed date, are in Class II Grade II of the Service.

19. *Salary of officers on Absorption to the Service.* — The officers absorbed into the reconstitute Sri Lanka Administrative Service in terms of paragraph 18 of this minute will be placed on the corresponding salary scale effective from 01st January, 2005, converted under step-for-step basis on the salary scales given in Section 3 of this Minute, subject to the following conditions ;

- (1) Officers absorbed into the Class I of the Service under Section 18(ii) of the Minute shall satisfy the following requirements during a period of four years from the date of publication of the Minute in the *Government Gazette*.
 - (a) Obtain qualifications required under paragraph 14(1)(d) of this Minute ;
or
 - (b) Submit a written paper on an issue relating to Public Administration, Management, Public Policy, Economic and Social Development, as agreed in advance with the Director/SLIDA in consultation with the Secretary. The officer should make a presentation on the paper before a panel appointed by the Director/SLIDA.
- (2) Officers absorbed into the Class II of the Service under Section 18(iii) of the Minute shall satisfy the following requirements during a period of four years from the date of publication of this Minute in the *Government Gazette*.
 - (a) Completion of Postgraduate Diploma Course in Public Administration/Management/Public Policy/ Economic and Social Development or and equivalent qualifications acceptable to the PSC.
- (3) Officers absorbed into the Class III of the Service under Section 18(iii) of the Minute shall satisfy the following requirements during a period of four years -

Successful completion of four Training Programmes under Paragraph 9(2)(a) (i) of this Minute, including the General management course.

20. *Option to Retire.*—An officer who is in the Service on the prescribed date and who has not reached the age of optional retirement will on application, be given the option to retire from the Service under Section 7 of the Minute on Pensions. Such option shall be exercised within five years from that date, provided that the PSC is satisfied that he/she was adversely affected by the provisions of this Minute to such an extent as to justify the grant of such concession.

21. *Matters not Provided for.*— The PSC shall determine any matter not provided for in this Minute.

Appendix 'A'

DETAILS OF THE OPEN COMPETITIVE FOR APPOINTMENT TO THE CLASS III OF SRI LANKA ADMINISTRATIVE SERVICE {PARAGRAPH 5(1)}

1. *Method of Testing.*—

- (1) A written examination in the following subjects :
 - (a) General Intelligence - Duration 1 hours, 100 marks
 - (b) Essay and Precis - Duration 2 hours, 100 marks
 - (c) General Knowledge - Duration 2 hours, 100 marks
 - (d) Aptitude for management - Duration 2 hours, 100 marks.

All candidates should sit all papers and obtain a minimum of 40% marks in each paper to qualify for the oral test.

(2) *The Structured Oral Test - 100 marks.*— Selection of those to be summoned for the oral Test will be made from among those who have sat all the papers in the written examination. Only those candidates who obtain a minimum of 40% marks in each paper and a sufficiency high aggregate of marks, as determine by the PSC will be eligible to be called for the Oral Test. If there is an adequate number of such persons, twice the number of candidates as there are vacancies will be called for the Oral Test. Marks scored by a candidate in the written papers will not be made available to the Board that conducts the Oral Test. (Marking Scheme will be approved by the appointing authority/PSC as the recruitment stage).

2. The number to be appointed at any one time will be decided by the PSC.

3. *Syllabuses :*

(1) *Written Examination :*

(a) General Intelligence - (Duration 1 hour, and 100 marks) :

To asses the candidate's capacity for comprehension, qualification and preception of time-space relations by measuring the candidate's inferences and responses to problems presented in verbal, numerical and spatial contexts.

(b) Essay and Precis - (Duration 2 hour, and 100 marks) :

To test the candidate's capacity for conceptualization, critical reasoning and his judgment abilities in the development, organization and presentation of ideas and information on an topic/theme chosen by the candidate from a given set of topics/themes ; and the ability to comprehend a fairly complex passage, a piece of written or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(c) General Knowledge - (Duration 2 hours - 100 marks) ;

To test the candidate's awareness and understanding of the social, cultural, educational, scientific political, economic and any other relevant factors operating at the national, regional and global environment of organizations as well as of our soceity.

(d) Aptitude for management - (Duration 2 hours ; and 100 marks) ;

This paper is designed to asses the candidate's aptitude for sound management, as reflected in the candidate's responses to problems and situations requiring diagnosis and decision making, dealing with interpersonal relations, communicating and developing policy and strategy, and managing self.

Appendix 'B'

DETAILS OF THE LIMITED COMPETITIVE FOR APPOINTMENT TO THE SRI LANKA ADMINISTRATIVE SERVICE {PARAGRAPH 5(2)}

1. *Method of Testing.*—

(1) A written examination in the following subjects :

- | | | |
|----------------------------|---|-----------------------------|
| (a) General Administration | - | Duration 3 hours, 100 marks |
| (b) Financial Regulations | - | Duration 3 hours, 100 marks |
| (c) Case Study | - | Duration 2 hours, 100 marks |

All candidates should sit all papers and obtain a minimum of 40% marks in each paper to qualify for the oral test.

- (2) Oral Test - 100 marks.— Selection of those to be summoned for the Oral Test will be made from among those who have sat all the papers in the written examination. Only those candidates who obtain a minimum of 40% marks in each paper and a sufficiently high aggregate of marks, as determine by the PSC will be eligible to be called for the Oral Test. If there is an adequate number of such persons, twice the number of candidates as there are vacancies will be called for the Oral Test.

Marks scored by a candidate in the written papers will not be made available to the Board that conducts the Oral Test. Marking Scheme will be approved by the PSC/Appointing Authority at the recruitment stage.

2. *The number to be appointed at any time will be decided by the PSC.*

3. *Syllabuses :*

(1) *Written Examination*

(a) *General Administration :*

Candidates will be given a paper to test the candidates' knowledge in good office practice and systems, current circular instructions and the Provisions of the Establishments Code. Special reference will be made to Chapters I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII.

(b) *Financial Regulations.—*

- (i) The Financial Regulations of the Government Part I (except chapter X).
(ii) The Estimates of the current year - their arrangements, the heads of Revenue, the Finance and appropriation acts.
(iii) Ordinance related to specific accounts maintained in Kachcheries.

(c) *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 situations posing problems to which solutions are required.

Appendix 'B 1'

ELIGIBLE SERVICES UNDER PARAGRAPH 5 (II)

Services or Grades :

(a) An Officer in any of the following combined Services under the control of the Director General of Combined Services :-

Management Assistant Service and Translators, Librarian.

(b) An officers in any of the following Clerical Services :-

Railway, Government Press, Health.

(c) An officer in any of the following Department Grade or who had been in such a grade and subsequently absorbed to a Similar Grade in the Provincial Public Service.

<i>Ministry</i>	<i>Department</i>	<i>Grade</i>
All Ministries		Assistant Secretary (Non SLAS), Public Relation Officer.
Youth Affairs and Sports		Assistant Director (Sports) District Sports Officer, Sports Officer
Finance and Implementation	Policy Planning and Implementation	Project Officer, Statistical Survey Officer, Statistical assistant Plan and Implementation Officer
Public Security law and Order	Emigration and Immigration	Senior Authorized Officer Authorized officer
	Registration of Persons	Assistant Commissioner (Departmental)
Presidential Secretariat	Census and Statistics	Statistics Investigation
Indigenous Medicine	Ayurvedic	Hospital Secretary, Investigation Officer
Social Welfare	Social Service	Assistant Director (Departmental)
		Superintendent of State Home for the aged and infirmed
		Superintendent of Rehabilitation of Disabled institute of Social Welfare Social Service Officer.
	Probation and Child Care	Head Master, Head Mistress, Probation Officer, Warden, House Master, Home Mistress.
Land	Land Commissioner	Land Officer, District Land Officer (Departmental), Land Ytilization, Planning Officer, Kachcheri Surveyor, Colonization officer.
Public Administration and Home Affairs		Grama Niladari
	Official Language	Research Assistant, Translator
Labour		Assistant Commissioner (Departmental)
Small and Rural Industries		Industrial Assistant

<i>Ministry</i>	<i>Department</i>	<i>Grade</i>
	Textile Industries	General Manager, Manager Assistant, Technician, Industrial Assistant, Economic Assistant.
Health		Hospital Secretary, Planning and Programme officer, Public Health Inspector, Registered and Assistant Medical Practitioner
Provincial Councils and Local Government	Provincial Council	Assistant Commissioner (Departmental) Local Government Clerical Officers, Translators, Shroff, Stenographer, Typist, Store Keepers.
Commerce and Consumer Affairs	Measurement Units Standard and Services	Inspector of Weight and Measures Price control inspector.
Agriculture	Agriculture Agrarian Services	Agricultural Instructor, Assistant Commissioner (Departmental) Divisional Officer.
Justice and Judicial Reforms	Supreme Courts legal Draftsman	Stenographer, Translator, Publication Assistant
Transport	Motor Traffic	Motor Traffic Inspector
Irrigation	Irrigation	Planning Assistant
Central Region Development		Development Officer, Rural Development Officer, Senior Supervisor, Senior Rural Development Assistant Rural Development Assistant.
Cultural Affairs	Cultural Affairs National Museum	Cultural Officers
Education		Superintendent of Hostel
Media and Information	Information Government Printer	Press Officer, Proof Reader,
Postal	Postal	Postal combined Services Officers in the Salary Scale of T-3-5-1 and T-3-4, Unified Postal Service, Postal Service Officer BI
Fisheries and Aquatic Resources	Fisheries and Aquatic Resources	Fisheries Assistant
Cooperative		District officer (Inspector of societies)
Food		Food Control Inspector (Former food and price control Inspector.)

(d) An officer in any of the following combined Services of the Provincial Public Service :-

Clerical ; Stenographers ; Typists ; Shroffs ; Book-Keepers ; Translators ; Store Keepers, Librarians.

(c) An officer in any of the following grades of the Provincial Public Service :-

Revenue Inspector ; Labour and Welfare Officer ; Weights and Measures Inspector ; Relief Officer ; Staff Assistant ; Secretary Charity Commissioner's Department Colombo Municipal Council ; Proof Reader ; Management Service Office ; Local Government Officer.

Appendix 'C'

(SYLLABUS OF THE FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS APPOINTED TO CLASS III OF THE SRI LANKA ADMINISTRATIVE SERVICE REFERRED TO IN PARAGRAPH 12(I))

01. The First Efficiency Bar Examination will consist the following subjects :-

- (i) Law
- (ii) Administration
- (iii) (a) Economics or (b) Sociology
- (iv) English

An officer may take up the subjects of the First Efficiency Bar Examination one and the same occasion or on separate occasions. Each paper will be of three hours Duration.

02. *Scheme of Examination :*

(1) *Law (consist of 3 papers) :*

Paper I - Constitutional Law and Administrative Law

- (i) the Structure of the Constitution of Sri Lanka with historical Development and the second Republic Constitution.
- (ii) The Executive, President of the Republic, Cabinet of Ministers and the Prime Minister, Central Government Department and the Public Service.
- (iii) Administration of Justice.
- (iv) Judicial control over Administration.
- (v) Directive Principles of the State Policy and fundamental Duties.
- (vi) Delegated Legislation.
- (vii) liability of the State and the Public Authorities.
- (viii) Fundamental Rights.

II. *Paper II - The Legal System of Sri Lanka*

- (i) The legal history of Sri Lanka
- (ii) The organization of the Courts
- (iii) The Courts Ordinance (Chapter 6)
- (iv) The Act of No. 44 of 1971 Administration of Justice.

III. *Paper III - Criminal Law and Evidence Law*

- (i) The Penal Code
- (ii) The Evidence Ordinance.

Note : A candidate will be required to obtain 35% in each paper and an average of 40%.

(2) Administration ; One paper based on following ;

- (i) Office and field organization and methods ;
- (ii) The Establishment code Chapters :-
I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII
and XLVIII.

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

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

- (i) Principles of economic with special reference to the theories of Value, Production and Distribution
- (ii) Money, Production and Distribution ;
- (iii) Economic Structure of Sri Lanka.

Note : A candidate will be required to obtain 40%.

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

- (i) Social Structure, organization and functions ;
- (ii) Human relationships and groupings ;
- (iii) Kinship, marriage and the family ;
- (iv) Rural and Urban society ;
- (v) Social stratification and differentiation ;
- (vi) Social Control ;
- (vii) Culture, religion, morals and values.

Note : A candidate will be required to obtain 40%.

(4) English - A paper on English Language at higher Level.

SRI LANKA ADMINISTRATIVE SERVICE EFFICIENCY BAR EXAMINATION
ENGLISH LANGUAGE

SYLLABUS

Objective

The objective of this examination is to assess the English language competence of the officers, in the Sri Lanka Administrative Service.

The focus of the examination is mainly on the candidate's skills of Listening, Speaking, reading, Writing and Grammar.

Scheme of Evaluation

A written examination (a 03 hour paper) conducted by the commissioner General of Examinations Sri Lanka.

Average pass mark is 40%

Content

The following subject areas are suggested for the candidates' reference.

LISTENING AND SPEAKING SKILLS

The candidate should possess the ability to function effectively in the following Language functions.

- * General Greetings and Introductions
- * Giving and Getting information
- * Advising, Suggesting and Expressing Opinions
- * Describing Events and Situations
- * Telephone skills
- * Interviewing skills
- * Meeting
- * Listening and Note Taking skills

ENGLISH GRAMMER

A suitable level of proficiency on the following forms of grammar in the Spoken the Written language is expected from the candidate.

- * Tense and Number
- * Sentences (Simple/Compound/Complex/Compound Complex)
- * Relative Clauses
- * Reported Speech
- * Adjectives and Adverbs
- * Determiners
- * Prepositions

WRITING SKILLS

The knowledge on the modern formats and styles of writing is tested in this area of study.

- * Internal modes of Communication
- * Formal correspondence skills
- * Writing Descriptions/Explanations
- * Summary writing skills
- * Report Writing skills
- * Meeting Minutes/Agendas/Invitations
- * Comprehension

READING SKILLS

Candidate's ability to comprehend a printed text, infer meaning and verbal, written interpretation is expected.

- * Reading and understanding the specific and general meaning of a printed text;
- * Reading and Interpretation (verbal/written)
- * Understanding the cohesion and coherence of a passage.

Appendix 'D'

SYLLABUS OF THE SECOND EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS III OF THE SRI LANKA ADMINISTRATIVE SERVICE REFERRED TO IN PARAGRAPH 12 (II)

1. The Second 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.
- IV. Public Sector Financial Management.

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

2. *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 recent economical, social and political history of Sri Lanka.

Note: A Candidate will be required to obtain 40%.

- (ii) The process of Development Administration (with special reference to Sri Lanka)
One paper based on the institution of development administration, their working and their inter-relationships 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) Provincial councils and Local Government ;
 - (d) People's Organizations ;
 - (e) Public Corporations.

Note: A Candidate will be required to obtain 40%.

- (iii) Management and Organization ; one paper based on -

The principles of management and organization ;
The application of these principles to problems and issues in the public sector modern tools and techniques of management.

Note: A Candidate will be required to obtain 40%.

Public Sector Financial Management - One paper based on following.

- (a) Fiscal Governance in Sri Lanka ;
Constitutional Provisions Relating to Public Financial Management
Parliamentary Control Over Public Finance
Meaning of Fund
consolidated Fund and Its operation
Meaning and Methods of Appropriation

Contingencies Fund
Other Funds and their Operation
Government Revenue.
Powers and Functions of the Minister of Finance
Powers and Functions of the Treasury
Warrants and Imprest Authority.
Auditor General, his Powers and Functions
Committee on Public Expenditure
Committee on Public Enterprises

- (b) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their Powers Function.
- (c) Internal Audit.
- (d) Public Expenditure Planning and Management ;
Identification of Organizational Objectives and Functions
Identification of Government Policies, goals Targets and the Work Programmes
Planning and Appraisal of Development Projects and Programmes and Prioritization of them
Formulation and Finalization of Annual Estimates of Revenue and Expenditure
- (e) Variations of Approved Estimates of Expenditure
Application of Virement Procedure
Management of Public Sector Cadres and Salaries
Total Cost Estimates and Revisions
Supplementary Estimates
- (f) Losses and Waivers of Govt. Properties
- (g) Miscellaneous Accounting Matters.
- (h) Delegation of Functions for Financial Control.
- (i) Custody of Public Money and Bank Accounts Procedure
- (j) Govt. Procurement Procedure
Procurement of Goods, Services and Works
Composition, Appointment, Powers and Functions of Tender Boards and Technical Evaluation Committees.
Tender Evaluation Procedure
Management of Donor Funded Projects.

Note: A Candidate will be required to obtain 40%.

Appendix 'E'

SYLLABUS OF THE COMPETITIVE EXAMINATION FOR APPOINTMENT TO CLASS II OF THE SRI LANKA ADMINISTRATIVE SERVICE

1. The Examination will consist of the following subjects :

- I. Case Studies
- II. Socio Economic Trends

2. Procedure of Examination :

I. Case Study - 2 hours duration.

Candidates are expected to answer several questions on one or more complex cases in relation to the areas of project management general management Human resources development and finance management in order to test their logical reasoning creativity, analysis of problems and the ability to arrive at correct decisions and their understanding on utilization of theoretical knowledge practically.

* Three Case studies should be answered.

Note :- minimum 50% marks should be obtained by a candidate.

II. Trends (Socio Economics) - 03 hours duration.

This paper will consist of several question designed in relation with the important events

in the fields of finance economy, commerce politics, internation relations arrangement science and Technology, education Health sports, environment social and culture in the world as well as in Sri Lanka. The wide knowledge of the candidate in these subjects will be tested.

Note: Minimum 50% marks should be obtained by candidates.

SCHEDULE OF SLAS POSTS

SPECIAL GRADE

<i>Post</i>	<i>Ministry/Department</i>
Addl. Secretaries	Presidential Secretariat
Addl. Secretary	Prime Minister's Officer
Addl. Secretary	Cabinet Officer
Addl. Secretary	PSC
Addl. Secretaries	All Ministries
Director General (Administration)	Ministry of Finance and Planning
Director General	Department of Customs
Director General	Department of External Resources
Director General	Department of Fiscal Policy and Economic Affairs,
Director General	Department of National Budget
Director General	Department of National Planning
Director General	Department of Public Finance
Director General	Department of Management Service

<i>Post</i>	<i>Ministry/Department</i>
Director General	Department of Rubber Development
Director General	Combined Service Division of the Ministry of Public Administration
Director General	Corporative Development
Director General	Establishments Division of the Ministry of Public Administration
District Secretaries	Ministry of Public Administration and Home Affairs
Director General	Department of Civil Aviation
Director General	Department of Sports Development
Director General	Rural Development Training Research Institute
Commissioner General	Department of Excise
Commissioner General	Department of Labour
Commissioner General	Department of Agrarian Development
Commissioner General	Department of Samurdhi
Post Master General	Postal Department
Addl. Director General	Department of External Resources
Addl. Director General	Department of National Budget
Addl. Director General	Department of Management Services
Addl. Director General	Department of National Planning
Addl. Director General	Labour and Foreign Employment
Addl. Director General	Department of Public Finance

Provincial Councils

Secretaries	Provincial Ministries
Secretaries	Governor's Office
Secretary	Council Office of the Provinces
Deputy Secretaries	Chief Secretary's Office
Secretary	Provincial Public Service Commission

CLASS 1

<i>Post</i>	<i>Ministry/Department</i>
Senior Assistant Secretaries	Presidential Secretariat
Senior Assistant Secretaries	Prime Minister's Office
Senior Assistant Secretaries	All Cabinet Ministries
Senior Assistant Secretary	Cabinet Office
Senior Assistant Secretary	Public Service Commission
Directors	All Cabinet Ministries
Addl. Directors	All Cabinet Ministries

Heads of Departments

Director	Pension
Director	Information
Director	Hindu Religious and Cultural Affairs
Director	Sports Development
Director	Cultural Affairs
Director	Social Services
Controller	Import and Export Control
Controller	Immigration and Emigration
Commissioner	Upcountry Peasantry Rehabilitation

<i>Post</i>	<i>Ministry/Department</i>
Commissioner	Registration of Persons
Commissioner	Probation and Child Care Services
Commissioner	Poor Relief
Commissioner	Official Languages
Commissioner	Motor Traffic
Commissioner	Land Settlement
Commissioner	Land Commissioner's
Commissioner	Internal Trade
Commissioner	Food Department
Commissioner	Cooperative Development
Commissioner	Buddhist Affairs
Commissioner	Ayurveda
<i>Others</i>	
Secretary	Mediation Board - Justice Ministry
Secretary	Co-operative Employee's Commission
Secretary	Office of the Bribery Commission
Director	Establishment Division of the Ministry of Public Administration
Director	Combined Services Division of the Ministry of Public Administration
Addl. District Secretary	Ministry of Public Administration and Home Affairs
Divisional Secretary	Ministry of Public Administration and Home Affairs
Director	Customs
Director	National Budget
Director	Management Services
Director	External Resources
Director	State Accounts
Director	Fiscal Policy and Economic Affairs
Director	Public Finance
Director	National Planning
Director	Rubber Development
Director	Technical Education and Training
Director	Public Services Training Institute
Director	Sports Development
Director	Census and Statistics
Director	Irrigation
Director - Civil Administration	Sri Lanka Army
Deputy Post Master General	Postal
Deputy Director General	Health
Deputy Director General	Archaeological Department
Commissioner	Labour
Commissioner	Samurdhi
Commissioner	Excise
Commissioner	Agrarian Development
Addl. Deputy Director General	Health
Addl. Commissioner	Land Settlement
Addl. Government Printer	Government Printing Department
Addl. General Manager	Railway
Addl. Commissioner	Land Commissioner's
Addl. Commissioner	Motor Traffic
Addl. Director General	Agrarian Development
Addl. Commissioner General	Labour
Senior Deputy Surveyor General	Survey.

Provincial Councils

Addl. Municipal Commissioner	Colombo MC
Municipal Secretary	Colombo MC and Kandy MC
Charity Commissioner	Colombo MC
Senior Assistant Secretary	Colombo MC
Municipal Commissioner	Sri Jayawardepura Kotte, Moratuwa, Negombo, Dehiwala - Mount Lavinia, Baticaloa, Jaffna, Galle, Kurunegala, Rathnapura, Kandy, Matale MCC
Addl. Municipal Commissioner	Dehiwala - Mount Lavinia MC.

CLASS II

Senior Asst. Commissioner	Labour
Senior Asst. Commissioner	Fisheries and Aquatic Resources Department
Senior Asst. Commissioner	Co-operative Development
Secretary	National Women's Committee
Secretary	Sri Lanka Scientific Services
Dy. Director	All Cabinet Ministries
Dy. Director	establishment Division of the Ministry of Public Commission
Dy. Director	Combined Services Division of the Ministry of the Public Administration
Dy. Director	Pension
Dy. Director	Public Finance
Dy. Director	External Resources
Dy. Director	Customs
Dy. Director	Fiscal Policy and Economic Affairs
Dy. Director	National Planning
Dy. Director	National Budget
Dy. Director	Management Services
Dy. Director	State Accounts
Dy. Director	Information
Dy. Director	Export Agriculture
Dy. Director	Textile Industries
Dy. Director	Cultural Affairs
Dy. Director	Sports Development
Dy. Director	Rubber Development
Dy. Director	Social Services
Dy. Director	Technical Education and Training
Dy. Director	Irrigation
Dy. Director	Buildings
Dy. Director	Wild Life
Dy. Director	Animal Production and Health
Dy. Controller	Import and Export Control
Dy. Controller	Immigration and Emigration
Dy. Commissioner	Registration of Persons
Dy. Commissioner	Probation and Child Care Service
Dy. Commissioner	Land Settlement
Dy. Commissioner	Land Commissioner's
Dy. Commissioner	Labour
Dy. Commissioner	Internal Trade
Dy. Commissioner	Food
Dy. Commissioner	Excise

<i>Post</i>	<i>Ministry/Department</i>
Dy. Commissioner	Election
Dy. Commissioner	Cooperative Development
Dy. Commissioner	Official Languages
Dy. Commissioner	Commissioner of Motor Traffic
Dy. Commissioner	Commissioner General of Samurdhi
Dy. Commissioner	Buddhist Affairs
Dy. Commissioner	Ayurveda
Dy. Commissioner	Agrarian Development
Dy. Director (Admin.)	Irrigation
Dy. Commissioner	Poor Relief
Dy. Secretary	Public Service Commission
Regional Director	Health Services
<i>Provincial Councils</i>	
Asst. Secretary	Chief Secretaries Office
Asst. Secretary	All Provincial Ministries
Asst. Secretary	Provincial Public Service Commission
Secretary	Provincial Co-operative Employees Commission
Directors	Provincial Departments
Commissioner	Provincial Departments
Municipal Commissioner	Badulla MC, Nuwara Eliya MC
Municipal Secretary	Rathnapura MC
Asst. Municipal Secretary	Colombo MC
Dy. Municipal Commissioner	Sri Jayawardenepura Kotte, Moratuwa, Negombo, Dehiwala, Mount Lavinia MC
Secretary	Kolonnawa, Ampara, Kalmunai, Trincomalee, Vavuniya, Velvetithurai, Point-pedro, Nawalapitiya, Balangoda UC
Secretary	Hingurakgoda, Thamankaduwa PSS
CLASS III	
Director	Department of Health Service
Asst. Secretary	All Cabinet Ministries
Asst. Director	All Cabinet Ministries
Asst. Secretary	Presidential Secretariat
Asst. Secretary	Public Service Commission
Asst. Secretary	Prime Minister's Office
Asst. Secretary	Cabinet Office
Asst. Divisional Secretary	My. of Public Administration and Home Affairs
Asst. District Secretary	My. of Public Administration and Home Affairs
Asst. Director	Establishment Division of the Ministry of Public Administration
Asst. Director	Combined Services Division of the Ministry of Public Administration
Civilian Admin. Officer	Sri Lanka Navy
Civilian Admin. Officer	Sri Lanka Air Force
Chief Admin. Officer	Police Department
Asst. Secretary	Judicial Service Commission
Asst. Contoller	Immigration and Emigration
Asst. Land Commissioner	Land Commissioner's

<i>Post</i>	<i>Ministry/Department</i>
Asst. Director	Textile Industries
Asst. Director	Social Service
Asst. Director	State Accounts
Asst. Director	Sports Development
Asst. Director	Rubber Development
Asst. Director	Public Finance
Asst. Director	Pensions
Asst. Director	National Zoological Garden
Asst. Director	National Planning
Asst. Director	National Museums
Asst. Director	National Budget
Asst. Director	Department of Management Services
Asst. Director	Muslim Religion and Cultural Affairs
Asst. Director	Information
Asst. Director	Hindu Religion and Cultural Affairs
Asst. Director	Fisheries and Aquatic Resources
Asst. Director	Fiscal Policy and Economic Affairs
Asst. Director	External Resources
Asst. Director	Archaeological Department
Asst. Director	Wild Life
Asst. Director	Customs
Asst. Director	Cultural Affairs
Asst. Director	Office of the Bribery Commission
Asst. Director	Agriculture
Asst. Controller	Imports and Exports Control
Asst. Controller	Immigration and Emigration
Asst. Commissioner	Registration of Persons
Asst. Commissioner	Land Settlement
Asst. Commissioner	Labour
Asst. Commissioner	Probation and Child Care Services
Asst. Commissioner	Internal Trade
Asst. Commissioner	Food
Asst. Commissioner	Election
Asst. Commissioner	Cooperative Development
Asst. Commissioner	Commissioner of Motor Traffic
Asst. Commissioner	Commissioner of General of Samurdhi
Asst. Commissioner	Buddhist Affairs
Asst. Commissioner	Ayurveda
Asst. Commissioner	Official Languages
Asst. Commissioner	Agrarian Development
Asst. Director	Civil Aviation
Asst. Secretary	Co-operative Employees Commission

Provincial Councils

<i>Post</i>	<i>Ministry/Department</i>
Deputy Directors	Provincial Department
Deputy Commissioner	Provincial Departments
Asst. Secretaries	Provincial Ministries
Municipal Commissioner	Galle MC
Dy. Municipal Commissioner	Matale, Nuwara-Eliya MCC
Asst. Secretary	Colombo, Kandy MCC
Asst. Charity Commissioner	Colombo MC.
Asst. Commissioner	Sri Jayawardenapura Kotte, Galle
Municipal Secretary	Moratuwa, Negombo, Dehiwala-Mount Lavinia, Jaffana, Kurunegala Nuwara-Eliya MCC

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