

Procedure of recruitment for Grama Niladharies - Segment I - Multi duty,  
Non technical - of the Ministry of Public Administration and Home Affairs.

01. Institutions involved:

- |     |   |                  |
|-----|---|------------------|
| 1.1 | Department : N/A<br>Reference no : N/A  | Date: N/A        |
| 1.2 | Ministry: Ministry of Public Administration and Home Affairs.<br>Reference no: HAF-3-RECRU-09-001 | Date: 14.08.2013 |
| 1.3 | Approval of posts by Director General of Management Services:<br>Reference no: DMS/0039/V-IV      | Date: 29.04.2014 |
| 1.4 | Recommendations of the Director General of Establishments<br>Reference no: EST/RECRU/03/7014      | Date: 26.04.2012 |
| 1.5 | Recommendations of the Salaries and Cadres commission:<br>Reference no: NSCC/2/3/1/3/20           | Date: 07.07.2010 |
| 1.6 | Approval of the Cabinet of Ministers:<br>Reference no: CP/ 10/2840/427/126- I                     | Date: 23.02.2011 |
| 1.7 | Approval of the Public Service commission-Amendment<br>Reference no: PSC/EST/3/1/56/2012          | Date:02.12.2014  |

02. Particulars of the Appointing Authority:

- 2.1 Appointing Authority : Secretary of the Ministry of Public Administration and Home Affairs to whom the power was vested by the Public Service Commission

03. Particulars of officer category

- 3.1 Officer Category: Management Assistant Non technical Multi Duty – Segment I  
3.2 Grades: III,II,I  
3.3 General definition of functions assigned.

Collection of economical, social, and cultural information of the people living in the Division, identification of the development needs of these sectors analyzing such information, and performing as the officer for implementation of development programmes within the division, whilst coordinating Ministries, Departments and other Institutions under the supervision and control of the Divisional Secretary in order to satisfy the above needs, and also performing as the officer for the maintenance of social welfare activities, whilst performing duties within the division as the officer for the purpose of implementation of powers and responsibilities vested in by various Acts, Laws and Regulations and as a peace officer for the purpose of implementation of powers vested in by the Criminal Code in order to protect the law and order within the Grama Niladhari Division.

3.4 Entrusting Tasks:- Tasks are not entrusted based on grades and any of the tasks prescribed for this service category shall be entrusted to any officer in any Grade, on the service requirement based on the seniority and merit by the Head of the Department

04. Nature of the post: Permanent and pensionable. Contributions should be made to the Widows / widowers and orphans pension.

## 05. Salaries:

5.1 Salary Code no: M.N.2-2006A

5.2 Salary Scale: Rs 13990-10x145-11x170-6x240-14x320-23230

5.3 Initial salary relating to the Grade System:

Grade	Initial Salary step	Initial Salary Point (Rs.)
Grade III	Step 01	Rs. 13990
Grade II	Step 12	Rs. 15610
Grade I	Step 23	Rs. 17550

## 06. Post/posts included under the officer category.

6.1 Approved name of the post, approved number of the post and the duties assigned to them.

Approved name of the post	Grade to which the post is approved	Approved number of posts	Duties
Grama Niladhari III,II and I	III, II and I	14022	<p>I Performing as a peace officer for the purpose of implementation of powers vested in by the Criminal Code.</p> <p>II Performing as an officer for the purpose of implementing powers imposed by various ordinances and regulations and as an officer for reporting to the courts regarding instances where such provisions are violated.</p> <p>III Collection of economic, social and cultural information within the division with necessary updating, and provision of this information to the government and other institutions, when required, under the instructions of the Divisional Secretary.</p> <p>IV. Coordination and implementation of the social, economic and cultural development programs of the government within the division.</p> <p>V. Maintenance of social welfare activities within the Division.</p> <p>VI. Maintenance of official diary of Grama Niladhari as a legal document</p> <p>VII. Maintenance of a proper Grama Niladhari Office within the division by keeping a well organized filing system, inventory and other legal documents.</p> <p>VII. Ensuring commitment for the service during every day (24 hours) of the week except his day-off. (Grama Niladhari is entitled to a day-off per week.</p> <p>IX. Satisfying the needs of general public whilst remaining at the office during the time prescribed by the Secretary and further performing field duties during rest of</p>

			<p>the time within the divisions.</p> <p>X. Performing duties entrusted properly in addition to the above by the Divisional Secretary, any other Ministry, Department, Statutory Institutions or Provincial Councils in relation to the division.</p>
Supra Grade of Grama Niladharies (Admin.)		331	<p>I. Supervision of Grama Niladharies in the Divisional Secretary's Division on the instructions of Divisional Secretary.</p> <p>II. Calling summarized report monthly on the duties of Grama Niladharies and submitting his observations and recommendations to the Divisional Secretary after reviewing the problems on the performance of duties through the reports collected.</p> <p>III. Taking action to forward the reports to be prepared by the Grama Niladhari and other applications to relevant institutions without delay.</p> <p>IV. Identification, coordination and organization of training programs for Grama Niladharies within the division.</p> <p>V. Making arrangements to cover up the duties of Grama Niladharies when they obtain leave.</p> <p>VI. Organization of common division day and field division day</p> <p>VII. Obtaining official diaries of Grama Niladharies, stationeries, circulars and forms required by Grama Niladharies from relevant parties to Divisional Secretariat and distributing them properly to Grama Niladhari Offices and further taking action to enhance their common facilities.</p> <p>VIII. Performing duties entrusted properly in addition to the above by the Divisional Secretary, any other Ministry, Department, Statutory Institutions or Provincial Councils in relation to the division under the supervision of Divisional Secretary.</p>

6.2 Combined Number of Officers: 14022

For the purpose of promoting from grade to grade ,Grade III, II and I are considered as belonging to combined number of officers.

## 7. Method of Recruitment

### 7.1 Recruitment Percentage

Stream	Percentage
Open	100%
Limited	Not relevant
Merit	Not relevant

### 7.2 Open Schemes of Recruitment

7.2.1 Grades to which recruitment is made :- Grade III

7.2.2 Qualifications:-

7.2.2.1 Educational Qualifications

(A) I. Should have passed the GCE O/L in Six Subjects with credit passes to at least 4 subjects at one sitting including credit passes for one subject from Sinhala/Tamil as the first language

II. Mathematics

or

(B) I. Should have passed National Certificate of General Education in six subjects at one sitting with four passes at least in Grade “B” including First language

II. Mathematics

or

(C) I. Should have passed GCE O/L Examination in six subjects at one sitting with credit passes for at least four subjects including one subject from Sinhala/Tamil as the first language

II. One subjects out of Arithmetic, Commercial Arithmetic, Elementary Mathematics or Pure Mathematics

And

(D) Should have passed all the subjects at the GCE A/L Examination (Except Common Paper and English Language Test). It is sufficient to pass in three subjects under old syllabus.

7.2.2.2 Vocational Qualifications :- Not relevant

7.2.2.3 Experience :- Not relevant

7.2.2.4 Physical Fitness :- Should be of physically and mentally fit to perform duties entrusted to the post of Grama Niladhari

#### 7.2.2.5 Other :

- i. Should be either a citizen of Sri Lanka or person entitled to the rights of a citizen.
- ii. Should not be a person ordained in any religion
- iii. Should not have been convicted of a criminal offence at a court and further should be of sound moral character.
- iv. Should not be a person who has been dismissed from public service, from the service of state corporation or statutory institutions, vacated the post or a person who has been sent on retirement due to inefficiency.
- v. Should not be a person declared as bankrupt.
- vi. Should not have been ordained in any religious sect.
- vii. Permanent Residence – The candidate should have resided at least three years within the Divisional Secretary's Division to which he seeks to be appointed during the six years immediately preceding the closing date of applications. Further, it should be confirmed by one of the following certificates.
  - i. An extract from Voters Registers
  - ii. A certificate issued by Grama Niladhari and countersigned by Divisional Secretary

#### 7.2.3. Age :

7.2.3.1. Minimum limit :- 21 years

7.2.3.2. Maximum limit :- 30 years

#### 7.2.4. Method of Recruitment :

##### 7.2.4.1. Written Test

Subjects	Duration (hours)	Maximum Marks	Pass Marks
Language competency	2 ½ hours	100	40
Aptitude	1 hour	100	40

Scheme of the written examination and the syllabus are attached in annex I

7.2.4.1.1. Conducting Authority :- Commissioner General of Examination

##### 7.2.4.2. Structured Interview

Main topics to which marks are allocated	Maximum Marks	Minimum Marks for selection
Leadership	20	N/A
Sports Skills	10	
Language Proficiency	10	

Computer Skills	05	
Skills proven at the interview	05	
Total	50	

Note:-

I. The detailed marking scheme of the interview within the maximum marks allocated for each area mentioned in the above table, shall be approved by the Appointing Authority

7.2.4.2.1 Appointing Authority of the Panel of Structured Interview :- Secretary, Ministry of public Administration and Home Affairs

7.2.4.3. General Interview :- No marks are allocated

7.2.5. Method of calling for applications: by a notification published in the government gazette.

7.2.6. Recruitment

7.2.6.1 A number of candidates equivalent to the number of vacancies existing in each divisional secretary's division, out of those who become qualified securing highest marks at the written examination at the level of each divisional secretary's division shall be called before an interview board appointed by the Secretary and accordingly those who become qualified at the interview shall be selected for a training with a view to fill the vacancies existing in the respective division.

7.2.6.2 The three-months training program shall be conducted under the supervision of the District Secretary. At the end of the training, the participants who are recommended by the District Secretary to the effect that they have successfully completed the training shall be appointed to Grade III of Grama Niladhari Service by the District Secretary. Only an allowance determined by the District Secretary with the concurrence of general treasury shall be paid during the period of training but the participants have no rights for leave. Further, the candidates shall prove 80% of attendance during the training period and they are required to secure 50% of the marks to pass in the written test conducted under training program. The period of training shall not be counted for the period of service but it can be made relevant for the calculation of pension subject to the provisions of the Pensions Minute.

7.2.6.3 In case where there are several candidates who have secured the same marks for one or several vacancies, the Secretary shall reserve that right to fill such vacancy or vacancies.

7.3. Limited Recruitment – N/A

7.4. Recruitment of Merit – N/A

## 8. Efficiency Bar Examinations

### 8.1

State the type of the efficiency bar	After how many years is the efficiency bar due	Nature of the efficiency bar Written Test/Vocational Test Certificate Course/Others
1 <sup>st</sup> Efficiency Bar	3 years after appointment to Grade III	Written Test
2 <sup>nd</sup> Efficiency Bar	3 years after appointment to Grade II	Written Test
3 <sup>rd</sup> Efficiency Bar	5 years after appointment to Grade I	Written Test

Syllabus - For 1<sup>st</sup> Efficiency Bar Examination – Annex 2

For 2<sup>nd</sup> Efficiency Bar Examination – Annex 3

For 3<sup>rd</sup> Efficiency Bar Examination – Annex 4

8.2 How often are the efficiency bars held – at least once a year

8.3 Who is the authority conducting the tests relating to the efficiency bars

1<sup>st</sup> and 2<sup>nd</sup> Efficiency Bar Examinations – By an institution approved by the Secretary of the Ministry of Public Administration and Home Affairs

## 9. Proficiency in official languages.

### 9.1

Grade	Proficiency to be gained
01. Official language	Level 2 (the officers who entered the service in a language medium other than the official language shall obtain the prescribed level in language proficiency during the period of probation.
02. Second Official Language	Shall obtain the proficiency at level 2 as per Public Administration Circular No: 07/2007.

## 10. Promotions in Grades

### 10.1 Promotion to Grade II from Grade III

#### 10.1.1 In terms of average performance

##### 10.1.1.1 Requirements to be fulfilled

- a. Shall have been confirmed in the appointment
- b. Shall have completed 10 years service in Grade III and earned 10 increments relevant to the grade as at the date on which the officer become eligible for promotion.
- c. Shall have proved the performance at the satisfactory level or above during the ten years period immediately preceding the date of promotion as per the approved scheme of performance appraisal.
- d. Shall have completed five years satisfactory service during the period of five years immediately preceding the date of promotion.
- e. Shall have acquired the proficiency at level 2 in Second Official Language
- f. Shall have passed the relevant efficiency bar examination.

##### 10.1.1.2. Method of promotion

Officers who satisfy the prescribed qualifications shall make their requests for promotion to Grade II to the appointing authority by prescribed application indicated along with the recommendation of the Divisional Secretary and Divisional Secretary. Once such request is received, the Secretary, after verification of qualifications, shall promote the officer with effect from the date on which the officer satisfies qualifications.

#### 10.1.2 In terms of exceptional performance level

##### 10.1.2.1 Requirements to be fulfilled

- a. Shall have been confirmed in the appointment
- b. Shall have completed six years service in Grade III as at the date on which the officer becomes eligible for promotion.
- c. Shall have proved a performance at satisfactory level or above during the period of six years immediately preceding the date of promotion as per the scheme for performance appraisal.
- d. Shall have completed five years satisfactory service during the period immediately preceding the date of promotion.
- e. Shall have acquired the proficiency at level 2 of the Second Official Language
- f. Shall have passed the efficiency bar examination on due date.



### 10.1.2.2.Method of Promotion

Promotions of officers who have passed the written test conducted by Commissioner General of Examination on behalf of the Secretary and have satisfied the requirements mentioned in Section 10.1.2.1, to grade II shall be made by the Secretary to be effective from the date on which they satisfy six years from the date of appointment. Regulations and the syllabus of the examination are attached in Annex 6.

#### Notice

Candidates are required to secure at least 60 marks from the test conducted to grant promotions under exceptional performance. Further, the examination for performance under exceptional performance is held once a year and officer are allowed to sit the examination once only.

However, at the instances where an officer fails to sit the examination for promotion due to reasons beyond his control, such officer shall be allowed to sit the examination held at later occasion. The date of promotion under exceptional performance of such officer shall be the date of passing the same.

## 10.2. Promotion from Grade II to Grade I

### 10.2.1 In terms of average performance

#### 10.2.1.1 Requirements to be fulfilled

- I. Shall have completed an active service of 10 years in Grade II of Grama Niladhari Service as at the date on which the officer becomes qualified for promotion and earned 10 salary increments entitled to the Grade. (The service period beyond the 10 years of the Grama Niladharies appointed to Grade II before 01-01-2006 from the total period of service including the service mentioned in 12.1.3 shall be treated as a service in Grade II.)
- II. Shall have completed a satisfactory service within the 5 years immediately preceding the date of promotion
- III. Shall have proved a performance at average level or above for a period of 10 years immediately preceding the date of promotion as per the approved performance evaluation procedure.
- IV. Shall have passed the relevant efficiency bar examination.

Requests for promotions shall be made by using the relevant specimen form of applications.

#### 10.2.1.1 Method of Promotion

The officers who have satisfied prescribed qualifications shall make their requests for promotions to Grade I to the Secretary in accordance with the prescribed application along with the recommendations of Divisional Secretary and District Secretary. Once such request is received, the Secretary shall promote them to Grade I to be effective from the date on which they become qualified for promotion after verification of qualifications.

Note:- When the promotions are made on average level of performance, the date of promotion of the officers who have not passed the efficiency Bar Examination on due date shall be delayed by an equal period of time he/ she delayed to pass the examination

11. Appointment to the Posts – N/A

12. Conditions outside the general conditions indicated in Procedural Rules of the Public Service Commission.

12.1 The officers who have entered the salary step in which the Efficiency Bar Examination for Grade two should be passed as per the previous recruitment procedure, and have passed the said examination shall be considered as those who have passed the efficiency Bar Examination for Grade II, in this recruitment procedure.

12.2 The period of service, which can be applicable to the Grama Niladhari Service as per previous provisions and the period of not engaged in service where the officers whose service was terminated in 1977 and reinstated in service in 1995 as per the Cabinet Decision No CP/97/0419/05/016, of the officers, who have been absorbed to the posts of Grama Niladhari on completion of prescribed qualifications from the posts of Special Service Officer, Cultivation Officer and Agriculture Extension Officer, as at the date of implementation of this Service Minute is considered as the period of Grama Niladhari service under this recruitment procedure.

12.3 Officers who are recruited at the level of Divisional Secretary's Division are not entitled to obtain transfers to any other Divisional Secretary's Division until they complete 03 years from the date of appointment.

12.4 Subject to the provisions made by the Public Service Commission in Chapter XVIII of the Procedural Rules and will be made in the future the transfers among the Grama Niladhari Divisions in the Divisional Secretary's Division shall be made by the Divisional Secretary, and the transfers among the Divisional Secretary's Division in a District shall be made by the District Secretary. Further, the transfers among the districts shall be made by the Secretary of the Ministry.

13. Definitions which are deviating from the definitions in the Procedural Rules of the Public Service Commission:

Active Period of Service:- Active Period of Service shall mean the actual period served by the officer engaged in the duties assigned to him and drawing the salary attached to his/her post. However, all the periods on No Pay other than Maternity Leave approved by the government shall not be counted for the period of active service.

14. Absorption of officers who are already in service

All the grama Niladharies who are paid salaries under salary scheme MN/01/2006 – A determined by the Public Administration Circular No: 06/2006 as at the date on which the provisions of these scheme are to be effective, shall be absorbed into grading system in the following manner subject to the provisions indicated in Section 4 Chapter VII of the Establishments Code.

#### 14..1 MN-2-Grade III

- I. Officers appointed to the Post in Grade III of Grama Niladhari Service under salary scheme MN01-2006 A after 01-01-2006  
and
- II. Officers who have been recruited to Grade II of Grama Niladhari Service before 01-01-2006 and not completed at least 10 years service or have not earned 10 salary increments shall be absorbed into Grade III of MN- 2.

#### 14.2 MN-2 - Grade II

- I. Officers who have been recruited to Grade II of Grama Niladhari Service before 01-01-2006 and have completed at least 10 years service and have earned 10 salary increments  
and
- II. Grama Niladharies who have completed more than 20 years service in Grade II of Grama Niladhari Service but have not satisfied qualifications prescribed for promotions to Grade I shall be absorbed into Grade II of MN-2

#### 14.3 MN-2 – Grade I

- I. Officers holding the posts in Grade I of Grama Niladhari Service as at the date of absorption.  
and
- II. Officers who have completed 20 years in Grade II of Grama Niladhari Service and have earned 20 salary increments and further have satisfied other service requirements prescribed for promotion to Grade I shall be absorbed into Grade I of MN-2.

### 15. Interim Provisions

15.1 As per the provisions in the recruitment procedure approved on 26.10.2001, only for the officers ,who have been recruited or absorbed in to service before 01.01.2006, shall be granted an opportunity to be promoted to Grade I through a limited competitive examination held only once.

15.2 Officers who have been recruited or absorbed into Grade II on or before 31.12.2002 as per previous recruitment procedures and

1) absorbed into Grade II under Section 14.2 of the Recruitment Procedure effective from 29.09.2010 and

2) promoted to Grade II as per provisions in Section 10.1.1 of the recruitment procedure being absorbed into Grade III under Section II of 14.1 of the recruitment procedure

Shall be promoted to Grade I of the Grama Niladhari Service from the date on which the following qualifications are fulfilled,

1. Having completed an active service period of 15 years
2. Having completed a satisfactory period of 5 years of service immediately preceding the said date
3. Having proved performance at average or above in five (05) years preceding the date of promotion as per the approved performance appraisal procedure

15.3 Officers who have gone beyond the date prescribed to pass the efficiency bar examination relevant to each grade as at 31.10.2014 as per the provisions in the new recruitment procedure, out of the officers who have been recruited or absorbed into Grade II of Grama Niladhari Service before 01.01.2006, shall be exempted from the requirement of passing relevant efficiency bar examination.

15.4 The interim provisions mentioned above shall be effective up to 31.12.2017.

Note

- I. When calculating the service period in Grade II of Grama Niladhari Service for the purpose of promotion/ absorption, the permanent period of service in the posts of Special Service officer, Cultivation Officer and Agricultural extension Officer shall also be included.
- II. At such occasions where the value of the increment received by the officer based on the salary step, on which the officer is placed after the absorption, is lower than the value of the increment received by such officer as at the date of absorption, the difference between the value of previous and new increment shall be paid as an adjustment allowance as personal to the officer. This allowance shall continuously be paid based on the number of salary increment earned until the officer is appointed/ promoted to another grade/post and it shall be treated as a part of the salary for all purposes.

16. The conditions in the procedural rules of the Public Service Commission published by the gazette extraordinary no 1589/30 dated 20.02.2009 and the provisions in the Establishments Code shall be applied for all appointments

17. Matters not provided for in this recruitment procedure shall be determined by the Public Service Commission

Prepared: Signature

(Junior Staff Officer in charge of the Subject)

Name

Designation

Date

Prepared: Signature

(Senior Staff Officer in charge of the Subject)

Name

Designation

Date

Recommended and forwarded.

Signature

Designation

Date

Official Stamp

---

Ref No. HAF-3-RECRU-09-001

It is hereby recommended to approve this scheme of recruitment proposed for Grama Niladhari Service

Signature

Name

Secretary  
Ministry of Public Administration & Home Affairs

Date  
Official Stamp

---

Reference No: This scheme of recruitment for the posts of Grama Niladhari in the Ministry of Home Affairs has been approved by the Public Service Commission/Cabinet of Ministers on

.....

Signature:

Name:

Secretary (Public Service Commission)

## Annex 1

### Model of the Examination

01. Name of the examination : Open Competitive Examination for Recruitment to Grade III of Grama Niladhari Service

02. Particulars of the Examination :

Question Paper	Duration	Total Marks	Cut-off marks
01. Language Proficiency	1 ½ hours	100	40
02. General Knowledge and Aptitude	1 ½ hours	100	40

03. Conducting Authority :

Commissioner General of Examinations or any other government or government affiliated institution determined by the Secretary

04. How often is the examination held?

Examination shall be held whenever the vacancies are reported

05. Syllabus of the examination

Question Paper	Syllabus
01. Language Proficiency	This paper shall consist of subject related questions to test the expression of ideas, comprehension, spelling, language and writing, making a draft from a given letter, preparation of graphs and tables from the given data, summarizing given texts, expressing the idea of several sentences in a single sentence and knowledge on using simple grammar
02. General knowledge and aptitude	This question paper shall consist of subject related questions to test the candidate's awareness and understanding of historical, geographical, social, economic and cultural and information on local and international current news and skill at number, power of reasoning, problem solving and decision making ability

Prepared  
Signature  
Name  
Post  
Date

Prepared  
Signature  
Name  
Post  
Date

Signature  
(Head of the Department)  
Name  
Post  
Date  
Official Stamp

## Annex II

### Model of the Examination

01. Name of the examination : Efficiency Bar Examination for officers in Grade III of Grama Niladhari Service

02. Particulars of the examination :

Question Paper	Duration	Total Marks	Cut-off marks
01. Office Systems and Accounts	2 hours	100	40
02. Case Study and Professional Knowledge	2 hours	100	40
03. Computer Test	1 ½ hours	100	40

03. Conducting Authority : Commissioner General of Examination

04. How often is the examination held : shall be held at least once a year

05. Syllabus of the examination :

Question Paper	Syllabus
(1) I. Office Systems  II. Accounts System	This paper is designed to assess the knowledge and ability of the candidate to apply practically the basic knowledge on office systems applied in Grama Niladhari Office and government offices and to express his ideas/observations precisely by brief and clear notes understanding the official documents and prepare a report on subject related matters  This paper is designed to assess the knowledge and understanding of the candidate on basic accounts and accounts systems, functions on cash books and tender procedures applied in government officers and related to the duties entrusted Grama Niladhari
(2) Case Study and professional knowledge	This paper is designed to test the knowledge of Grama Niladhari on the duties entrusted to him by various acts and regulations, ministries, departments provincial councils and other statutory institutions of the government
(3) Computer Test	Main objective of this test is to assess the ability of the candidates in following fields Basic concepts on information technology Windows Operating System File Management Word Processing Basic skills, screen familiarization, editing texts, Aligning text, fonts and attributes, indenting paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, thesaurus, working with columns, page setup, printing documents, creating tables. Sorting texts, file management, mail merging, working with macros

	<p>Spreadsheets</p> <p>Basic skills, formatting, editing, columns and ranges, insertion and deletion, sorting data, creating charts, printing, @ function, working with macros, file management</p> <p>Internet</p> <p>Introduction to internet, world wide web, how to navigate, internet practical</p> <p>Email</p> <p>Introduction, basic skills, receiving mail, sending mail, responding to mails, working with attachments, creating and using nicknames, composing messages,</p>
--	---

06. Exemption from the computer test

Officers those who have obtained computer operating license awarded by National Apprentice and Industrial Training Authority and those who have obtained certificates (of which the recognition is equivalent or higher to computer operating license) on theory and practical knowledge of computer technology issued by the institutions recognized by Tertiary Education and Vocational Education Commission, shall be exempted from the requirement of passing this computer test.

A list of courses which are recognized and the conducting institutions is published in the gazette notification published for calling applications to the efficiency bar examination.

Prepared  
Signature  
Name  
Post  
Date

Prepared  
Signature  
Name  
Post  
Date

Signature  
(Head of the Department)  
Name  
Post  
Date  
Official Stamp



### Annex III

#### Model of the Examination

01. Name of the examination : Efficiency Bar Examination for Officers in Grade II of Grama Niladhari Service

02. Particulars of examination :

Question Paper	Duration	Total Marks	Cut-off marks
01. Office Systems, Establishment Activities and Procedural Rules	1 ½ hours	100	40
02. Case Study and Professional Knowledge	1 ½ hours	100	40

03. Conducting authority : Commissioner General of Examination

04. How often is the examination held : Shall be held at least once a year

05. Syllabus of the examination :

Question Paper	Syllabus
01. I. Office systems	It is expected to assess the knowledge of the officer on office systems applied at government offices and Grama Niladhari offices and their ability to apply them practically
II. Establishment Activities and Procedural Rules	It is expected to test the knowledge and comprehension of the officer on procedural rules of the Public Service Commission, provisions of Chapter VII, IX, XI, XII, XIV, XV, XVI, XVII, XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII and public administration circulars and circulars of the Public Service Commission which are currently applied.
Case Study and Professional Knowledge	The knowledge of the officers on duties entrusted to Grama Niladharies by various rules and regulations, Ministries, departments, provincial councils and other statutory institutions of the government shall be tested and further a case study will be given to the candidate on matters relevant to the subjects

Prepared  
Signature  
Name  
Post  
Date

Prepared  
Signature  
Name  
Post  
Date

Signature

(Head of the Department)

Name  
Post  
Date  
Official Stamp

## Annex IV

### Model of the Examination

01. Name of the examination : Efficiency Bar Examination for Officers in Grade I of Grama Niladhari Service
02. Particulars of examination :

Question Paper	Duration	Total Marks	Cut-off marks
01. Office systems, general conduct and discipline of public service	1 ½ hours	100	40
02. Case Study and Professional Knowledge	1 ½ hours	100	40

03. Conducting authority : Commissioner General of Examination
04. How often is the examination held : Shall be held at least once a year
05. Syllabus of the examination :

Question Paper	Syllabus
01. I. Office systems	It is expected to assess the knowledge of the officer on office systems applied at government offices and Grama Niladhari offices and their ability to apply them practically
II. General Conduct and Discipline of Public Service	It is expected to assess the knowledge and comprehension of the officers on distribution of disciplinary powers as per the rules of the public service commission, termination of service, rules applied in the retirement, provisions in chapters XLVII and XLVIII in relation to the general conduct and disciplinary procedure in volume II of Establishments Code and circulars issued in relation to the above.
Case Study and Professional Knowledge	The knowledge of the officers on duties entrusted to Grama Niladharies by various rules and regulations, Ministries, departments, provincial councils and other statutory institutions of the government shall be tested and further a case study will be given to the candidate on matters relevant to the subjects

Prepared  
Signature  
Name  
Post  
Date

Prepared  
Signature  
Name  
Post  
Date

Signature

(Head of the Department)

Name  
Post  
Date  
Official Stamp