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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1840/34 - 2013 දෙසැම්බර් මස 11 වැනි බදාදා - 2013.12.11  
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PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE PUBLIC MANAGEMENT ASSISTANTS' SERVICE

FOLLOWING Minute of the Public Management Assistants' Service is hereby substituted without any prejudice to any action taken or purported to be taken in terms of the Minute of the Public Management Assistants' Service dated 01 January 2004 published in the *Gazette Extraordinary* No: 1372/23 dated 24 December 2004 of the Democratic Socialist Republic of Sri Lanka to be effective from 1<sup>st</sup> January 2004 and subsequent amendments made thereto from time to time.

On the order of the Public Service Commission

K.V.P.M.J.GAMAGE,  
Director General of Combined Services,  
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07.  
11th December, 2013.

**1. Effective Date :** This service minute shall come in to effect from 2<sup>nd</sup> April 2013

**2. Appointing Authority**

Management Assistant Non- technical Multi duty-segment I service category- (Grade III, II, I)  
Director General of Combined Services who is empowered by the Public Service Commission  
Management Assistant - Supra Grade – service category (Supra Grade)  
Public Service Commission

**3. Particulars of the Service Category**

3.1 Service Category: Management Assistant Non- technical Multi duty-  
segment I – service category  
Management Assistant -Supra Grade – service category



3.2 Grades :Management Assistant Non- technical Multi duty-  
Segment I

Grade III  
Grade II  
Grade I

Management Assistant - Supra Grade : Supra Grade

The Supra Grade shall consist of a scheduled cadre outside the cadre of Grade III, II and I. Appointments to this grade shall be made through a selection process based on the vacancies existing in the cadre (Posts of Supra grade are indicated in Annex 01)

3.3 Entrusting Functions:

Functions shall not be entrusted on the grade basis and the Head of the Department/ Institution shall entrust any function out of the functions entrusted to this service category to an officer in any grade on exigency of service, based on the seniority and merit.

#### 4. Role of the service:

Functions, which are not technical, but multi-functional in nature and for which specific skills other than the technical skills are required out of the tasks which are supportive or facilitating to the tasks of officers in executive, management and administrative levels of the institutions, shall be entrusted to the officers belonging to this service. Accordingly, the employees belonging to this service shall perform duties out of the tasks of this category which are determined precisely.

#### 5. Salary

5.1 Salary code number: Grade III, II and I MN – 2-2006-A  
Supra Grade MN – 7-2006-A

5.2 Salary Scale: Structured Grades of III, II and I  
Rs.13,990 -10 x 145 – 11 x 170 – 6 x 240 – 14 x 320 – 23,230

Supra Grade  
Rs. 20,030 – 11 x 365 – 18 x 500 – 33,045

5.3 Initial salary step applicable to grade system:

MN – 2 – 2006 – A

<i>Grade</i>	<i>Salary step</i>	<i>Salary Point</i>
III	Step 01	Rs. 13,990
II	Step 12	Rs. 15,610
I	Step 23	Rs. 17,550

MN – 7-2006-A

<i>Grade</i>	<i>Salary step</i>	<i>Salary Point</i>
Supra Grade	Step 02	Rs. 20,395

**6. Post/ posts belonging to Service category:**

6.1 Approved posts and number of approved posts (Shall be as per the approval given by the Director General of Management Services)

<i>Approved Designations</i>	<i>Grade to which the post is approved</i>	<i>Salary Code</i>	<i>Number of the Approved Posts</i>
Public Management Assistants'	Public Management Assistants' Service Grade III/II/I	MN – 2-2006-A	29912
Administrative Officer/Registrar	Public Management Assistants' Service (Supra Grade)	MN – 07-2006-A	782

6.2 Combined number of officers -29912

For the purpose of promotions from grade to grade, all the grades *i.e* III, II and I shall be treated as belonging to the Combined Number of Officers.

6.3 Nature of the post in service – Permanent and Pensionable.

**7. Method of recruitment**

7.1 Recruitment Ratio

<i>Stream</i>	<i>Percentage</i>
Open	70%
Limited	30%

Note :- A number of vacancies of not more than 30% of total vacancies shall be filled by way of promotion of employees in primary grade of the public service on the results of the Limited Competitive Examination conducted by the Commissioner General of Examination on behalf of the Director General and an interview for verification of qualification.

If the number of persons eligible for appointment on the results of that examination is less than 30% of the vacancies, the difference between the 30% and the number of persons eligible for appointment will be met from the persons eligible at the Open Competitive Examination.

7.2 Recruitment under Open Stream

7.2.1 Grade of Recruitment: Grade III

7.2.2 Qualifications:

7.2.2.1 Educational Qualifications

(a) Shall have passed 06 subjects with credit passes for four subjects including Sinhala /Tamil / English and Mathematics at the G.C.E. (Ordinary Level) Examination at one sitting.

And

(b) Shall have passed all the subjects in G.C.E. (Advanced Level) at one sitting (except the General paper). Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.

7.2.2.2 Professional Qualifications : Not Applicable

7.2.2.3 Experience : Not Applicable

7.2.2.4 Physical Fitness

All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.

7.2.2.5 Other

(i) Candidates shall be of excellent character

(ii) Shall have satisfied each and every way the qualifications, required for the recruitment to the post, mentioned from 7.2.2.up to 7.2.3 on the prescribed date as per the notification/ Gazette.

7.2.2.5.1 Recruitment to the service shall strictly be on a representative basis. A fixed number of vacancies shall be set apart for each district in proportion to its population. Only the applicants from a particular district shall be entitled to compete for the vacancies to be filled in that district.

(i) At the instances where it is not possible to fill the number of vacancies allocated to a particular district by the qualified candidates applied for the same district, that number of vacancies shall be re-distributed among all the adjoining districts, in proportionate to the population of such districts.

(ii) If the total number of posts to be filled is few and the district's population basis cannot be applied, selection shall be made in the order of the merit.

(iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for selection.

7.2.2.5.2 Eligibility for inclusion in a district.

At least one of the following requirements shall be fulfilled by a candidate to compete for the vacancies in the district.

(i) The candidate should have been born in the district, or

(ii) He shall have been a permanent resident of the district at least for three continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination, or

(iii) He shall have received secondary school education within the district for five continuous years.

Note (i) If the father/mother of any candidate has been employed in a transferable service of the government or of a Provincial Public Service or of a State Corporation, then such candidate shall be permitted to choose his father's/mother's place of birth as his district.

(ii) No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, when competing under Section 7.2.2.5.2 above, it shall remain irrevocable.

7.2.3 Age

7.2.3.1 Minimum age limit 18 years

7.2.3.2 Maximum age limit 30 years

7.2.4 Method of Recruitment: Open Competitive Examination

7.2.4.1 Written Examination

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Language Proficiency	100	40
Aptitude	100	40

(Annex 02)

7.2.4.1.1 Authority for conducting Examination: The Commissioner General of Examination

7.2.4.2 Professional Test : Not applicable

7.2.4.3 Structured Interview: Not applicable

7.2.4.4 General Interview (No marks shall be allocated)

7.2.5 Method of calling for applications: Applications shall be called through an advertisement published in the Gazette in all three languages.

7.3 Recruitment under limited stream:

7.3.1 Grade of Recruitment: Grade III

7.3.2 Qualifications

7.3.2.1 Educational qualifications

Shall have passed G C E O/L Examination in not less than 06 subjects including Language/ Literature and Arithmetic/ Pure Mathematics/ Elementary Mathematics/ Commercial Arithmetic with credit passes for two subjects at one sitting.

7.3.2.2 Professional Qualifications: Not applicable

7.3.2.3 Experience

Shall have completed at least a continuous and satisfactory service of 05 years immediately preceding the prescribed date, which fact shall be certified by the Head of the Department. (A training period covered by a candidate prior to the appointment to a certain post on permanent basis or a training period which shall have to be completed as a condition for appointment to a certain post on permanent basis shall not be considered for the 05 years period for satisfying above qualifications. Further the period of service under casual/temporary basis completed by a candidate before his appointment to a certain post on permanent basis shall not be considered for the 05 years period for satisfying above qualifications.)

7.3.2.4 Physical Fitness

All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.

7.3.2.5 Other:

(i) Shall be officers who are holding permanent posts in public service and receiving the salary at primary level under salary codes of PL category and officers receiving salary under salary code MN-01-2006 A as per Public Administration Circular No. 06/2006

(ii) Candidates shall be of excellent character

(iii) Shall have satisfied all the qualifications required for recruitment to the post as at date prescribed in the Gazette notification

7.3.3. Method of Recruitment: Limited Competitive Examination

7.3.3.1 Written Examination

<i>Subjects</i>	<i>Maximum marks</i>	<i>Pass mark</i>
Language ability and Qualifying Test for Management Assistants	100	40
Aptitude	100	40

(Annex 03)

7.3.3.1.1 Authority for conducting Examination: The Commissioner General of Examination

7.3.3.2. Professional test : Not applicable

7.3.3.3 Structured interview: Not applicable

7.3.3.4 General interview: (No marks shall be allocated)

7.3.4 Method of calling for applications: Applications shall be called through an advertisement published in the Gazette in all three languages.

## 8. Efficiency Bar

8.1

<i>Efficiency Bar</i>	<i>At what point the limit for passing the Efficiency Bar expires (number of years)</i>	<i>Nature of the Efficiency Bar Written/Professional/ Certificate courses/ other</i>
1 <sup>st</sup> Efficiency Bar	After three years from the date of recruitment to Grade III	Written (Annex 04)
2 <sup>nd</sup> Efficiency Bar	After three years from the date of promotion to Grade II	Written (Annex 05)
3 <sup>rd</sup> Efficiency Bar	After five years from the date promotion to Grade I	Written (Annex 06)

8.2 The Efficiency bar Examination shall be conducted twice every year.

8.3 Authority for conducting Examination: The Commissioner General of Examination

## 9. Language Proficiency

9.1

<i>Language</i>	<i>Proficiency to be satisfied</i>
Official Language	Officers who have been appointed to service in a language other than any official language shall acquire proficiency in one of the official languages before confirmation in the service.
Other Official Language	Proficiency at the relevant level shall be acquired as per Public Administration Circular 07/2007 and other circulars issued subsequently.

## 10. Grade Promotions

### 10.1 Promotion from Grade III to Grade II

#### 10.1.1 Employees who prove average performance

##### 10.1.1.1 Qualifications to be satisfied

- (i) Shall have been confirmed in the post
- (ii) Shall have completed an active and satisfactory period of service for at least 10 years in Grade III of the service category and earned 10 salary increments
- (iii) Shall have proved a performance at satisfactory level or above during the period of 10 years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iv) Shall have completed a satisfactory service of five years immediately preceding the date of promotion.
- (v) Shall have passed the relevant Efficiency Bar Examination on due date.
- (vi) Shall have obtained the proficiency in other language at the relevant level.

##### 10.1.1.2 Method of Promotion

When officers who have satisfied the required qualifications make a request for promotion to Grade II by using the form given in annex 07, the promotion shall be made to be effective from the date on which the employee satisfied qualifications after verifying these qualifications by the Director General.

### 10.2 Promotion from Grade II to Grade I

#### 10.2.1. Employees who prove average performance

##### 10.2.1.1 Qualifications to be satisfied

- (i) Shall have completed an active and satisfactory period of service for at least 10 years in Grade II of the service category and earned 10 salary increments.
- (ii) Shall have proved a performance at satisfactory level or above during the period of 10 years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iii) Shall have proved a satisfactory period of service within 05 years immediately preceding the date of promotion.
- (iv) Shall have passed the relevant efficiency bar examination on due date

##### 10.2.1.2 Method of Promotion

When officers who have satisfied the required qualifications make a request for promotion to Grade I by using the form given in annex 08, the promotion shall be made to be effective from the date on which the employee satisfied qualifications, after verifying these qualifications by the Director General.

### 10.3 Promotion to Supra Grade

#### 10.3.1 Promotion on the Limited Competitive Examination

##### 10.3.1.1 Qualifications to be satisfied

- (a) (i) Shall be an officer of Grade I in Service  
or
- (ii) Shall be an officer in Grade II who has completed at least an active and satisfactory service period of not less than 08 years  
or

- (iii) Shall be an officer in Grade II of the service who has obtained a degree from a University recognized by the University Grants Commission
- (b) Shall have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.

#### 10.3.1.2 Method of Promotion

Appointments to a number of vacancies of not more than 35% of the total vacancies in Supra Grade shall be made on the results of a limited competitive examination. The candidates who have satisfied the qualifications shall be appointed after verifying their qualifications by an interview board appointed by the Public Service Commission. The interview shall strictly be for examination of the certificates by which the qualifications of the candidates are proved and no marks shall be allocated in this regard. (Syllabus and the marking scheme is given in Annex 09)

#### 10.3.2 Promotion on Merit

##### 10.3.2.1 Qualifications to be satisfied

- (i) Shall be an officer who have completed an active and satisfactory service period of at least five (05) years in Grade I as at prescribed date.
- (ii) Shall have completed satisfactory service period of five (05) years immediately preceding the date of promotion.

##### 10.3.2.2 Method of Promotion

Appointments equivalent to 65% of the total vacancies in Supra Grade shall be made on merit. For this purpose, priority shall be determined on the order of the aggregate of marks of an Aptitude Test conducted by the Commissioner General of Examination on behalf of the Public Service Commission and marks allocated on the basis of seniority and experience by the board appointed by the Commission. Candidates shall appear for an interview held by a board appointed by the Commission for verification of qualifications. No marks shall be allocated at that interview. (Annex 10)

Note-

The date of promotion of the officers, who are unable to pass the efficiency bar on due date for the purpose of promotion under average performance, shall be delayed by a period similar to the period obtained by the officer for passing the same.

**11. Appointment to posts** : Not applicable

#### **12. Conditions applicable to the service:**

##### 12.1 Conditions for confirmation in service

12.1.1 An officer appointed to Grade III of service by an open competitive examination shall be subjected to a probation period of three years. If the Head of the Department is satisfied himself to the effect that the officer has passed the first efficiency bar examination conducted by the Commissioner General of Examinations and that the work, conduct and attendance of the officer are satisfactory, it shall be informed to the Director General by the end of the three years and thereafter the appointment of the officer shall be confirmed if the Director General is satisfied in this regard.

12.1.2 An officer recruited to Grade III of the service by the limited competitive examination shall be subjected to an acting period of one year from the date of appointment. The appointment of the officer shall be confirmed if the appointing authority is satisfied that the officer's work, conduct and attendance during the period of acting are satisfactory. However, such officer shall complete first efficiency bar within three years from the date of appointment.



12.13 Every appointment is given subject to the condition that the appointee should be ready to serve in any part of the island and further to prove by a medical test that the officer is physically fit for the service in any part of the island .

### 13. Definitions and Interpretations

- 13.1 The term “Service Minute” shall mean the Minute on the Public Management Assistants’ Service.
- 13.2 “Secretary” shall mean the Secretary to the Ministry in charge of the subject of Public Administration.
- 13.3 “Director General” shall mean the Director General of Combined Services.
- 13.4 “Service” shall mean the Public Management Assistants’ Service.
- 13.5 “Commission” shall mean the Public Service Commission.
- 13.6 “Period of Satisfactory Service” shall mean a period of service during which the officer has earned all increments required to be earned by the officer during that period by way of performing the duty of a Public Officer efficiently and diligently and passing all efficiency bars prescribed and further satisfying all the qualifications prescribed for the confirmation in service and no any punishable offence committed by the officer
- 13.7 “Period of Active Service” shall mean the actual period served by the officer engaged in the duties assigned to him and drawing the salary attached to his 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.
- 13.8 The “Gazette” shall mean the Gazette published by the Democratic Socialist Republic of Sri Lanka.

### 14. Absorption in to Grade System:

Methodology for absorption of officers serving at present to new grade system is given in Annex 11.

### 15. Interim Provisions

1. Efficiency Bar Examination relevant to Grade III
  - (i) Officers who have not completed the efficiency bar prescribed for officers in Grade III in the service minute implemented before the new service minute is enforced, but either passed or been exempted from one or several subjects of the examination i.e (1) Office Systems (2) Accounting Systems and (3) Computer Test shall be exempted from the subjects of the Efficiency Bar Examination on the basis of subject by subject prescribed by this service minute for the officers in Grade III.
2. Efficiency Bar Examination relevant to Grade II
  - (i) Officers who have not completed the efficiency bar prescribed for officers in Grade II in the service minute implemented before the new service minute is enforced, but either passed or been exempted from one or both subjects of the examination i.e (1) Office Systems (2) Accounting Systems shall be exempted from the subjects of the Efficiency Bar Examination on the basis of subject by subject prescribed by this service minute for the officers in Grade II.
  - (ii) Officers who have been promoted to Grade II before the effective date of this service minute shall pass the efficiency bar examination prescribed for Grade II before the lapse of six years from the date of promotion to Grade II.
3. Efficiency Bar Examination relevant to Grade I
  - (i) Officers who have earned five salary increments on completion of an active and satisfactory service of five years after promotion to Grade I before the implementation of this service minute shall be exempted from the requirement of passing the efficiency bar examination prescribed for Grade I under this service minute.

- (ii) A period of concession of five years from the effective date of this service minute shall be given to the officers, who have not earned five salary increments on completion of an active and satisfactory period of five years from the date of promotion to Grade I, even though they have been promoted to Grade I before the implementation of this service minute, to pass the relevant efficiency bar examination prescribed for Grade I under this service minute.

16. Matters not provided for in the Minute shall be determined by the Public Service Commission.

#### Annex 01

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
1.	Presidential Secretariat	Administrative Officer	3
2.	Prime Minister's Office	Administrative Officer	1
3.	Secretariat for Senior Ministers	Administrative Officer	1
4.	Office of the Cabinet of Ministers	Administrative Officer	1
5.	Office of the Public Service Commission	Administrative Officer	2
6.	Judicial Service Commission	Administrative Officer	1
7.	National Police Commission	Administrative Officer	1
8.	Commission to investigate Allegations of Bribery or Corruption	Administrative Officer	1
9.	Office of the Finance Commission	Administrative Officer	1
10.	National Education Commission	Administrative Officer	1
11.	Human Rights Commission of Sri Lanka	Administrative Officer	1
12.	Attorney General's Department	Administrative Officer	3
13.	Department of Legal Draftsman	Administrative Officer	1
14.	Office of the Leader of the House of Parliament	Administrative Officer	1
15.	Office of the Chief Government Whip of Parliament	Administrative Officer	1
16.	Office of the Leader of the Opposition of Parliament	Administrative Officer	1
17.	Department of Election	Administrative Officer	4
18.	Department of Auditor General	Administrative Officer	3
19.	Ombudsman	Administrative Officer	2
20.	Ministry of Finance & Planning	Administrative Officer	1
21.	Department of National Planning	Administrative Officer	1
22.	Department of Fiscal Policy	Administrative Officer	1
23.	Department of External Resources	Administrative Officer	1
24.	Department of National Budget	Administrative Officer	1
25.	Department of Public Enterprises	Administrative Officer	1
26.	Department of Management Services	Administrative Officer	1
27.	Department of Trade, Tariff & Investment Policy	Administrative Officer	1

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
28.	Department of Public Finance	Administrative Officer	1
29.	Department of Inland Revenue	Administrative Officer	3
30.	Department of Sri Lanka Customs	Administrative Officer	4
31.	Department of Excise	Administrative Officer	2
32.	Department of Import and Export Control	Administrative Officer	1
33.	Department of Treasury Operation	Administrative Officer	1
34.	Department of State Accounts	Administrative Officer	1
35.	Department of Valuation	Administrative Officer	1
36.	Department of Census and Statistics	Administrative Officer	1
37.	Department of Project Management & Monitoring	Administrative Officer	1
38.	Ministry of Justice	Administrative Officer	1
39.	Department of Government Analyst's	Administrative Officer	1
40.	Office of the Secretary Labour Tribunals	Administrative Officer	1
41.	Ministry of Parliament Affairs	Administrative Officer	1
42.	Ministry of Port & Highways	Administrative Officer	3
43.	Ministry of Telecommunication & Information Technology	Administrative Officer	1
44.	Ministry of Transport	Administrative Officer	1
45.	Department of Sri Lanka Railways	Administrative Officer	3
46.	Department of Motor Traffic	Administrative Officer	3
47.	Ministry of Mass media & Information	Administrative Officer	1
48.	Department of Government Information	Administrative Officer	1
49.	Department of the Government Printer	Administrative Officer	4
50.	Ministry of Civil Aviation	Administrative Officer	1
51.	Ministry of Postal Services	Administrative Officer	1
52.	Ministry of Economic development	Administrative Officer	3
53.	Department of National Zoological Gardens –Dehiwala	Administrative Officer	1
54.	Department of National Zoological Gardens - Pinnawala	Administrative Officer	1
55.	Department of National Botanical Gardens	Administrative Officer	1
56.	Department of the Commissioner General of Samurdhi	Administrative Officer	1
57.	Ministry of Agriculture	Administrative Officer	1
58.	Department of Agriculture	Administrative Officer	37
59.	Ministry of Coconut Development & Janatha Estate Development	Administrative Officer	1
60.	Ministry of Agrarian Services & Wildlife	Administrative Officer	1

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
61.	Department of Agrarian Development	Administrative Officer	10
62.	Department of Wildlife Conservation	Administrative Officer	1
63.	Ministry of Land & Land Development	Administrative Officer	1
64.	Department of Land Commissioner General	Administrative Officer	2
65.	Department of Survey Generals	Administrative Officer	1
66.	Department of Land Use Policy & Planning	Administrative Officer	1
67.	Ministry of Irrigation & Water Resources Management	Administrative Officer	1
68.	Department of Irrigation	Administrative Officer	19
69.	Ministry of Fisheries & Aquatic Resources	Administrative Officer	1
70.	Department of Fisheries & Aquatic Resources	Administrative Officer	1
71.	Ministry of Livestock and Rural Community Development	Administrative Officer	1
72.	Department of Animal Production & Health	Administrative Officer	2
73.	Ministry of Plantation Industries	Administrative Officer	1
74.	Department of Rubber Development	Administrative Officer	4
75.	Ministry of Minor Export Crop Promotion	Administrative Officer	1
76.	Department of Export Agriculture	Administrative Officer	3
77.	Ministry of Water Supply & Drainage	Administrative Officer	2
78.	Ministry of Construction, Engineering Service, Housing and Common Amenities	Administrative Officer	1
79.	Department of Building	Administrative Officer	1
80.	Department of Government Factory	Administrative Officer	1
81.	Department of National Physical Planning	Administrative Officer	1
82.	Ministry of Environment	Administrative Officer	1
83.	Department of Forest	Administrative Officer	7
84.	Ministry of Power and Energy	Administrative Officer	1
85.	Ministry of Petroleum Industries	Administrative Officer	1
86.	Ministry of Industry & Commerce	Administrative Officer	1
87.	Department of Commerce	Administrative Officer	1
88.	Department of Registrar of Companies	Administrative Officer	1
89.	National Intellectual Property Office of Sri Lanka	Administrative Officer	1
90.	Department of Textile Industries	Administrative Officer	1
91.	Ministry of Co-operatives and Internal Trade	Administrative Officer	1
92.	Department of Measurement Unit, Standards & Services	Administrative Officer	1
93.	Department of Food Commissioner	Administrative Officer	1
94.	Department of Co-operative Development	Administrative Officer	1

<b>Serial Number</b>	<b>Institution</b>	<b>Post</b>	<b>Approved Cadre</b>
95.	Co-operative Employees Commission	Administrative Officer	1
96.	Ministry of State Resources & Enterprise Development	Administrative Officer	1
97.	Ministry of Traditional Industries & Small Enterprise Development	Administrative Officer	1
98.	Ministry of Public Administration & Home Affairs	Administrative Officer	8
99.	Department of Pension	Administrative Officer	4
100.	Department of Register General's	Administrative Officer	1
101.	Ministry of Local Government & Provincial Councils	Administrative Officer	1
102.	Ministry of External Affairs	Administrative Officer	2
103.	Ministry of Defence	Administrative Officer	3
104.	Sri Lanka Army (Civil Cadre)	Administrative Officer	4
105.	Sri Lanka Navy (Civil Cadre)	Administrative Officer	2
106.	Sri Lanka Air Force (Civil Cadre)	Administrative Officer	1
107.	Department of Immigration & Emigration	Administrative Officer	2
108.	Department of Registration of Persons	Administrative Officer	2
109.	Department of Police	Administrative Officer	4
110.	Department of Civil Security	Administrative Officer	1
111.	Department of Coast Conservation	Administrative Officer	1
112.	Ministry of Health	Administrative Officer	76
113.	Ministry of Indigenous Medicine	Administrative Officer	1
114.	Department of Ayurveda	Administrative Officer	1
115.	National Institute for Indigenous Medicine – Navinna	Administrative Officer	1
116.	Bandaranayaka Memo. Research Institute	Administrative Officer	1
117.	Ayurveda Hospital- Borella	Administrative Officer	1
118.	Wickramarachchi Ayurveda Hospital – Gampaha	Administrative Officer	1
119.	Ayurvedic Research Hospital –Hambantota	Administrative Officer	1
120.	Ministry of Child Development & Women Affairs	Administrative Officer	1
121.	Department of Probation & Child Care Services	Administrative Officer	1
122.	Ministry of Social Services	Administrative Officer	1
123.	Department of Social Services	Administrative Officer	1
124.	Ministry of Resettlement	Administrative Officer	1
125.	Ministry of Disaster Management	Administrative Officer	1

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
126.	Department of Meteorology	Administrative Officer	1
127.	Ministry of Rehabilitation & Prison Reforms	Administrative Officer	1
128.	Department of Prisons	Administrative Officer	2
129.	Department of Community Based Corrections	Administrative Officer	1
130.	Ministry of Education	Administrative Officer	5
131.	National Colleges of Education	Registrar	18
132.	Department of Examinations	Administrative Officer	2
133.	Department of Education Publications	Administrative Officer	1
134.	Ministry of Higher Education	Administrative Officer	1
135.	Ministry of Youth Affairs & Skills Development	Administrative Officer	1
136.	Department of Technical Education & Training	Administrative Officer	1
137.	Colleges of Technology	Registrar	38
138.	Ministry of Technology & Research	Administrative Officer	1
139.	Planetarium	Administrative Officer	1
140.	Ministry of Sports	Administrative Officer	1
141.	Department of Sports Development	Administrative Officer	1
142.	Institute of Sports Medicine	Administrative Officer	1
143.	Ministry of Labour & Labour Relations	Administrative Officer	1
144.	Department of Labour	Administrative Officer	2
145.	Ministry of Productivity Promotion	Administrative Officer	1
146.	Department of Manpower & Employment	Administrative Officer	1
147.	Ministry of Foreign Employment Promotion & Welfare	Administrative Officer	1
148.	Ministry of National Languages & Social Integration	Administrative Officer	1
149.	Department of Official Languages	Administrative Officer	1
150.	Ministry of Public Relations & Public Affairs	Administrative Officer	1
151.	Ministry of Buddhasasana & Religious Affairs	Administrative Officer	1
152.	Department of Buddhist Affairs	Administrative Officer	1
153.	Department of Hindu Religious & Cultural Affairs	Administrative Officer	1
154.	Department of Christian Religious Affairs	Administrative Officer	1
155.	Department of Muslim Religious & Cultural Affairs	Administrative Officer	1
156.	Department of Public Trustee	Administrative Officer	1
157.	Ministry of National Heritage	Administrative Officer	1
158.	Department of Archaeology	Administrative Officer	5

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
159.	Department of National Museums	Administrative Officer	1
160.	Department of National Archives	Administrative Officer	1
161.	Ministry of Cultural & Art Affairs	Administrative Officer	1
162.	Department of Cultural Affairs	Administrative Officer	1
163.	District & Divisional Secretariats	Administrative Officer	353
			782

## Annex 02

1. Name of the Examination : **Open Competitive Examination for Recruitment to Grade III of Public Management Assistants' Service**

2. Particulars of the Examination

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cut Off Marks</i>
(1) Language Proficiency	2 ½ hours	100	40
(2) Aptitude	1 hour	100	40

Marks will be deducted in every question paper for illegible handwriting and spelling mistakes. Candidates are required to obtain an aggregate of at least 50% of the total marks of the examination. Appointments shall be strictly made in the order of the marks secured depending on the number of vacancies set apart to be filled on the results of the competitive examination.

3. Authority for conducting the examination :

The Commissioner General of Examinations

4. Time frame of the Examination :

5. Syllabus of the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
1. Language Proficiency	The question paper shall consist of subject related questions designed to test the candidate's ability of expression, comprehension, spellings, language and essay, drafting a given letter, making graph based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.
2. Aptitude	This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence

(These papers shall be designed to test the aptitude and ability of the candidate to perform his official duties)

**Annex 03**

1. Name of the Examination – **Limited Competitive Examination for Recruitment to Grade III of Public Management Assistants' Service**

2. Particulars of the Examination :

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cut Off Marks</i>
(1) Language Proficiency and Aptitude Test of Management Assistants' Service	2 ½ hours	100	40
(2) Aptitude	1 hour	100	40

Marks shall be deducted in every question paper for illegible handwriting and spelling mistakes. Candidates are required to obtain an aggregate of at least 50% of the total marks of the examination. Candidates shall sit this examination only in one language they prefer. Appointments shall strictly be made in the order of the merit and the number of vacancies.

3. Authority for conducting the examination:  
The Commissioner General of Examinations

4. Time frame of the Examination :

5. Syllabus of the Examination

<i>Name of the Question Paper</i>	<i>Syllabus</i>
(1) Language Proficiency and Aptitude Test of Management Assistants' Service	The question paper shall consist of subject related questions designed to test the candidate's ability of expression, comprehension, spellings, language and essay, drafting a given letter, summarizing passages, expressing the idea of several given sentences in one sentence making graph based on the given data, and use of simple grammar, questions designed to test the knowledge of the candidate on basic rules and regulations applied in taking action regarding the documents of an office and Management Assistant's knowledge on duties such as action to be taken on a letter containing matters for which such officer shall be attended to and further questions to test candidate's knowledge on the items used in the office such as call-up diary, voucher, moving registers, attendance registers, day stamp, official stamp and mail bag and their use.
(2) Aptitude	This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence

(These papers shall be designed to test the aptitude and ability of the candidate to perform his official duties)



**Annex 04**

01. Name of the Examination – **Efficiency Bar Examination for the officers in Grade III of Public Management Assistants’ Service**
02. Particulars of the Examination (Shall pass within three years from the date of appointment)

Question Paper	Duration	Total Marks	Cut Off Marks
(1) Office Systems	2 hours	100	40
(2) Accounting Systems	2 hours	100	40
(3) Computer Test	1 ½ hours	100	40

Candidates shall answer the question papers in the language medium in which they sat the examination to enter the relevant service or in an official language.

Officers may appear separately for each subject and at different occasions at their discretion. However, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.

Note- Officers who have obtained Computer Driving License awarded by National Apprentice and Technical Training Authority/a degree in Computer Science recognized by the University Grants Commission/ Proficiency Level at NVQ 4 or above from an institution approved by the Tertiary Education and Vocational Education Commission shall be exempted from the above computer test.

3. Authority for conducting the examination:  
The Commissioner General of Examinations
4. Time frame of the Examination: Shall be held twice in every year
5. Syllabus of the Examination

<i>Name of the Question Paper</i>	<i>Syllabus</i>
1. Office Systems	This paper shall be designed to test the candidate’s basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/ observations in clear and brief minutes and the ability of drafting a letter according to an order given to the officer.
2. Accounting Systems	It is expected to test candidate’s knowledge in Accounting Systems adopted in government offices, functions of books and records of controlling Accounts.
3. Computer Test	(I) Basic concepts of Information Technology (II) Windows Operating System (III) Folder Management (IV) Word Processing Basic skills, screen familiarization, editing texts, Aligning text, fonts and attributes, indenting, paragraphs, sub 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

<i>Name of the Question Paper</i>	<i>Syllabus</i>
3. Computer Test	(V) Spreadsheets Basic skills formatting editing columns and ranges, insertion and deletion sorting data creating charts printing@ function working with macros, file management
	(VI) Internet and Email Introduction to internet, Basic Skills receiving mailsending mail, responding to mails working with attachments creating and using nicknames composing messages

For full particulars about the examination candidates shall refer to the Gazette Notifications published by the Director General from time to time.

#### Annex 05

1. Name of the Examination : **Efficiency Bar Examination for the officers in Grade II of Public Management Assistants' Service**
2. Particulars of the Examination : (shall pass within three years from the date of promotion to Grade II)

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cut Off Marks</i>
(1) Office Systems and Procedure	2 hours	100	40
(2) Accounting systems adopted in the government offices	2 hours	100	40

Candidates shall answer the question papers in the language medium in which they sat the examination to enter the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers shall be answered in the language medium of their education or in an official language.

Officers may appear separately for each subject and at different occasions at their discretion. However, they shall secure at least forty percent (40%) of the total marks allocated for each subject for a pass.

3. Authority for conducting the examination:  
The Commissioner General of Examinations
4. Time frame of the Examination : Shall be held twice in every year
5. Syllabus of the Examination

<i>Name of the Question paper</i>	<i>Syllabus</i>
(1) Office Systems and Procedure	It is expected to test the candidate's knowledge of office systems practiced in government offices and his / her ability of practical application of the knowledge.
(2) Accounting Systems practiced in government offices.	It is expected to test candidate's knowledge in Accounting Systems practiced 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.

For full particulars about the examination candidates should refer to the Gazette Notifications published by the Director General from time to time.

**Annex 06**

1. Name of the Examination : **Efficiency Bar Examination for the officers in Grade I of Public Management Assistants' Service**
2. Particulars of the Examination (Shall pass within five years from the date of promotion to Grade I)

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cut Off Marks</i>
(1) Establishment Procedure and Procedural Rules	1 ½ hours	100	40
(2) Public Finance Management	1 ½ hours	100	40
(3) Current Trends	1 hour	100	40

Written test shall be held in Sinhala, Tamil and English Medium. Candidates shall answer three question papers in the language medium in which they sat the examination to enter the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers shall be answered in the language medium of their education or in an official language.

Officers may appear separately for each subject and at different occasions at their discretion. However, they shall secure at least forty percent (40%) of the total marks allocated for each subject for a pass.

3. Authority for conducting the examination:  
The Commissioner General of Examinations
4. Time frame of the Examination: Shall be held twice in every year
5. Syllabus of the Examination

<i>Name of the Question Paper</i>	<i>Syllabus</i>
(1) Establishment Procedure and Procedural Rules	This paper shall consist of a part containing 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 and another part containing 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.
(2) 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)
(3) 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.

For full particulars about the examination candidates shall refer to the Gazette Notifications published by the Director General of Combined Services from time to time.

**Annex 07**

**Specimen Application for promotion of the officers in Grade III  
of the Public Management Assistants' Service to Grade II on average performance**

1. Name with initials : Mr/Mrs/Miss
2. Names denoted by the initials :
3. Date of Birth :
4. National Identity Card No :
5. Date of entry to the service :
6. Number of the appointment letter of the Combined Service :
7. Date on which the appointment was confirmed :
8. Date of passing the Efficiency Bar Examination and the index number :
9. Date on which the 10 years of service completed :
10. Office serving at present :

I hereby request to grant me the promotion to Grade II of Public Management Assistants' Service from.....

.....  
Applicant's Signature

Date:-

Director General of Combined Service

I hereby certify that

Mr/Mrs/Miss..... Is serving at this office and

1. Has completed an active period of 10 years to the date of .....
2. Has earned 10 salary increments
3. Has proved performance at the level of satisfactory or above during the service of 10 years as per the approved performance appraisal procedure immediately preceding the date of promotion.
4. The number of half pay or no pay leave of the officer is ...../ he/she has not obtained half pay or no pay leave for the period of 10 years.
5. Has not been subjected to any punishment (except warnings) during the period concerned.
6. No disciplinary action is proceeding against the officer and do not intend to take any disciplinary action in the future.
7. Has confirmed in the post from .....
8. Has passed the Efficiency Bar Examination of Grade III.

I hereby recommend this officer to be promoted to Grade II with effect from .....  
since he/she has completed a satisfactory service of five years.

Signature of the Head of the Institution

Name:

Designation:

Official stamp:

Date.....

Note :- In case the officer has not satisfied the qualification from 1- 8, please mention them.

**Annex 08**

**Specimen Application for Promotion of Officers in Grade II  
 of Public Management Assistants' Service to Grade I on Average Performance**

Part I – (Should be completed by the officer)

1. (a) Name with initials :  
 (b) Names denoted by the initials :  
 (c) Previous names: (in the event of a change of name only):
2. Date of birth :
3. National Identity Card No. :
4. Date of the first appointment to the service :
5. Number of the letter of appointment to the Combined Service:
6. Date of promotion to Grade II of the Service:
7. Present place of work and its address :
8. Date of passing the Efficiency Bar Examination:

I,.....hereby certify that all information furnished by me above, are true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my claim for promotion Grade I in terms of this Minute is liable to be disregarded and disciplinary action is liable to be taken against me.

.....  
 Date

.....  
 Signature of the officer

Part II

Certificate of the Secretary to the Ministry/ Head of the Department

Mr/ Mrs/ Miss .....

1. Date of completion of 10 years in Grade II of Public Management Assistants' Service
2. Shall have earned all the salary increments during the 10 years
3. Shall have proved a performance at average level or above during the 10 years immediately preceding the date of promotion according to the approved performance evaluation procedure.
4. (i) Date of passing the efficiency bar examination:

	Accounting systems	Office systems
Date of the examination	.....	.....
Index number	.....	.....

- (ii) The officer has/ has not fulfilled the requirement of passing the second efficiency bar examination. If the requirement has been fulfilled, mention the reference number and date of the letter.
5. (i) If no pay / half pay leave has been taken, the period/ number of days:  
 (From the date of appointment/ promotion to Grade II of Public Management Assistants' Service)  
 (ii) If any punishment/ punishments (other than warning) have been imposed, give a brief account: (Indicate the reference number)
6. If the officer has been released for service at a Corporation or other Statutory Board, period of such service:

I endorse that as at .....the officer has completed a period of 5 years of active service in Grade II of the service, that he has a period of satisfactory service, that all the foregoing particulars are correct according to the personal file and that he has fulfilled all qualifications for promotion to Grade I of the service.

Signature of the Head of the Institution  
 Name:  
 Designation:  
 (Official Stamp)

Date .....

**Annex 09**

**Regulations and recommendation paper for promotion to Supra Grade of Public Management Assistants' Service**

Limited Competitive Examination

01. Particulars of the Examination

<i>Question paper</i>	<i>Duration</i>	<i>Total Marks</i>
(1) Office Management	2 hours	100
(2) Office Systems	2 hours	100
(3) Establishment procedure and procedural rules	2 hours	100
(4) Public finance management	2 hours	100
(5) General paper	1 ½ hours	100

02. Authority for conducting the examination:  
The Commissioner General of examinations

03. Time frame of the examination : Shall be decided on the existing vacancies

04. Syllabus of the examination :

<i>Name of the question paper</i>	<i>Syllabus</i>
(1) Office Management	Organization structure, Principles of organization, task analysis and task evaluation, leadership, supervision and the ability to make decisions, communication, public relations, coordination and problem solving
(2) Office systems	Principles on office systems, office procedures, documents and filing, planning and handling of forms, office correspondents, control over the utilization of office equipment, office layout and environment, job description, work and systems study, measurement of work and office manual
(3) Establishment procedure and procedural rules	Procedures to be followed when making recruitments to public service, establishment activities of public officers, Maintaining a personal file, vesting of powers for the tasks such as appointments, transfers, promotions and termination of service of public servants, welfare of public servants, privileges entitled to public officers, general knowledge of the regulations and circulars that have been already issued by the government.
(4) Public Finance management	Responsibilities of an accounting officer and annual estimates, financial control, delegation of responsibilities on financial matters, receipt of money, accounting, acceptance of money, payments, custody of public money, imprest and bank account, supplies and services, tender procedures, board of surveys, audit queries, ledgers and summaries of income and expenditure of government offices, bank reconciliations, books on financial management, regulations and circulars issued on utilization of Public Finance so far by the government.

<i>Name of the question paper</i>	<i>Syllabus</i>
(5) General paper	The nature of public administration, structure of public administration, public policies and new public reforms, fundamental rights, Human rights, Human Rights Commission, Ombudsman, Public Petition Committee of the Parliament, office culture, ethics and morals, making the office environment properly, welfare activities of the staff, recognition of civil and official status in the aspect of Social Science and the duties of public officers towards recipients.

## Annex 10

### Competitive Examination for Promotion to Supra Grade of Management Assistants' Service on Merit

#### 01. Particulars of the examination

<i>Question paper</i>	<i>Duration</i>	<i>Total marks</i>
(1) Aptitude and case study	1 ½ hours	100
(2) Seniority		60
(3) Experience		40

#### 02. Authority for conducting the examination :

The Commissioner General of examinations

#### 03. Time frame of the examination : Shall be decided on the existing vacancies

#### 04. Syllabus of the examination :

<i>Name of the question paper</i>	<i>Syllabus</i>
(01) Aptitude and case study	This question paper shall consist of two parts. <u>Part I</u> All the questions shall be related to office administration and questions shall be given on general knowledge, ability of decision making, critical reasoning and problems related to office administration. <u>Part II</u> Candidates shall have to answer questions on a case study regarding office administration. The question paper shall be prepared with one or several paragraphs.
(02) Seniority	When marks are allocated for seniority, six marks shall be allocated for each active and satisfactory period of one year completed after the completion of five years active and satisfactory service in Grade I subjected to a maximum of 60 marks. For this purpose three marks shall be allocated for a period of more than six months but less than one year. However, marks shall not be allocated for a period less than six months.
(03) Experience	Maximum of 40 marks shall be given for a Supervising Officer in Grade I of the service by allocating 02 marks per year.

## **Annex 11**

### **Absorption of those who are in service (shall be applicable for those who are in service on due date)**

All the officers who are serving in posts of Class III, II, I and Supra Class of Public Management Assistants' Service on due date shall be absorbed under the new Service Minute in the following manner.

- (a) Officers who are in Class III of Public Management Assistants' Service on prescribed date shall be absorbed in to Grade III under the new Service Minute
- (b) Officers who are in Class II of Public Management Assistants' Service on prescribed date shall be absorbed in to Grade II under the new Service Minute
- (c) Officers who are in Class I of Public Management Assistants' Service on prescribed date shall be absorbed in to Grade I under the new Service Minute
- (d) Officers who are in Supra Grade of Public Management Assistants' Service on prescribed date shall be absorbed in to Supra Grade under the new Service Minute
- (e) The present salary of the officers or the increment date shall not be changed due to this absorption.

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