

**MINISTRY OF PUBLIC ADMINISTRATION
PROVINCIAL COUNCILS AND LOCAL
GOVERNMENT**

**Efficiency Bar Examination for officers in Grade
I, Grade II and Grade III of the Management
Service Officers' Service - 2025(II) 2026**

Serial number	Name of the examination	Code
03.	Efficiency Bar Examination for officers in Grade III of the Management Service Officers' Service – 2025 (II) 2026	MSO - III

1.0 It is hereby notified that the Efficiency Bar Examination for Officers in Grades I, II, and III of the Management Service Officers' Service - 2025(II) 2026 (Paragraph 08 of the Service Minute) will be conducted at the provincial level in May 2026 by the Director General of the Sri Lanka Institute of Development Administration (SLIDA) under the supervision of the Ministry of Public Administration, Provincial Councils, and Local Government.

The districts where examination centers are expected to be established for this examination are listed below.

District
1. Colombo
2. Kandy
3. Matara
4. Kurunegala
5. Anuradhapura
6. Rathnapura
7. Badulla
8. Batticaloa
9. Vavuniya

Changing the requested district later will not be allowed.

2.0 This examination is conducted in accordance with the provisions of Paragraph 08, Interim Provisions under No. 15, and Annexes 04, 05, and 06 of the Minute of the Management Service Officers' Service, published in *Gazette Extraordinary* No. 1840/34 dated 11.12.2013.

3.0 The Efficiency Bar examinations scheduled to be held for each Grade of the aforementioned service are as follows.

Serial number	Name of the examination	Code
01.	Efficiency Bar Examination for officers in Grade I of the Management Service Officers' Service – 2025 (II) 2026	MSO - I
02.	Efficiency Bar Examination for officers in Grade II of the Management Service Officers' Service – 2025 (II) 2026	MSO - II

4.0 Candidates are subject to the rules and regulations imposed by the Director General of the Sri Lanka Institute of Development Administration (SLIDA) regarding this examination. They shall be liable to any punishment imposed by the disciplinary authority for violation of these rules and regulations. When applying, it is expected that basic information such as your name, National Identity Card number, email address, and phone number will be entered accurately. Accordingly, it should be noted that the responsibility lies with the applicants for any failure to receive an admission card, inability to sit for the examination, or non-release of examination results due to the submission of incorrect information.

5.0 Applications for this examination can only be submitted online through www.slida.lk, the official website of the Sri Lanka Institute of Development Administration. You must create a User Account by accessing the Examination Portal through "Apply for Examinations" that appears at the top of the website's homepage, or directly via <https://examinationportal.slida.lk/>. Afterward, the relevant examination application can be completed. The online examination application must be completed in English only.

Filling the applications is strictly allowed during the period from 8.00 a.m. on 21.02.2026 up to 12.00 midnight on 13.03.2026.

The instruction document outlining the steps of application can be downloaded as a PDF by visiting the Examination Portal on the website, www.slida.lk. Applicants are advised to read these instructions carefully before applying.

6.0 i. *Examination Fees* .- Officers applying for this examination for the first time are not required to pay any examination fees. However, for subsequent attempts, officers must pay a fee of Rs. 250/- per subject.

ii. The examination fees should be credited to the following account.

Name of the Account .- Secretary, Ministry of Public Administration, Provincial Councils and Local Government

Account Number - 310100119027430
Bank - Peoples' Bank, Bambalapitiya Branch

- iii. The number of the cash deposit slip provided for that payment must be entered into the application, and a photograph of the cash deposit slip must be uploaded to the relevant section of the examination application.
- iv. Furthermore, when making the payment to the account, the cash deposit slip must be completed by entering the applicant's name along with the applicant's National Identity Card (NIC) number in the space provided for the payer and the code of the relevant examination in the space provided for the reason for deposit. Officers who make payments online must also indicate the above particulars on the receipt they receive.

(Examination codes should be as indicated in paragraph 03)

- 7.0 When completing the application online, it is compulsory for the applicant to have an active email address and a mobile phone number. When applying, one email address can be used for only one user account.

Once the application is submitted through the online system, a confirmation message will not be sent for incomplete (Draft) applications until they are finalized and submitted. A confirmation message will be sent to the email address and mobile number provided by the applicant only for the applications completed and submitted successfully.

Applications will be rejected if they cannot be completed and submitted by the due date.

Admission cards for the examination will be issued once the closing date for applications has ended. You can access your email to download your admission card.

- 8.0 **If any technical issue arises** regarding the process of submitting the applications online, please contact the Technical Division of the Sri Lanka Institute of Development Administration at 011-4513366 & 011-4513368 for inquiries. For all other inquiries, please contact the Combined Services Division of the Ministry of Public Administration, Provincial Councils and Local Government at 011-2696211 (Extension – 511/299/509) or 0112698649, 0112684404, 0112699400 from 8.30 a.m. to 4.30 p.m. on weekdays from 21.02.2026 to 13.03.2026.

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

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

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

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

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

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

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

- 14.0 *Examination Procedure* .- The subjects and syllabus for officers eligible to sit for each Efficiency Bar Examination are as follows.

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

- 14.1.1 When applying for this examination, applicants should pay attention to

Section 3 mentioned under interim provisions in No: 15 of the Minute of the Management Service Officers' Service published in *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No: 1840/34 dated 11.12.2013 and the concessions for efficiency bar examinations notified by the Director General of Combined Services based on the decisions of the Public Service Commission regarding that section.

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

Officers should pass this examination within 05 years from the date of promotion to Grade I.

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

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

14.1.4 Establishment Procedure and Procedural Rules (Subject No. 01)

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

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

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

14.1.5 Public Finance Management (Subject No: 02)

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

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

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

14.1.6 Current trends (Subject No. 03)

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

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

14.2.1 When applying for this examination, applicants should pay attention to Section 2 mentioned under interim provisions in No: 15 of the Minute of the

Management Service Officers' Service published in *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No: 1840/34 dated 11.12.2013 and the concessions for efficiency bar examinations notified by the Director General of Combined Services based on the decisions of the Public Service Commission regarding that section.

- 14.2.2 *Qualifications* .- Officers who have been promoted to Grade II of the Management Service Officers' Service are eligible to appear for this examination.

Officers should pass this examination within 03 years from the date of promotion to Grade II.

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

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

14.2.4 Office Systems and Procedure (Subject No. 04)

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

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

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

14.2.5 Accounting Systems adopted in government offices (Subject No: 05)

Candidate's knowledge in Accounting Systems adopted in government offices,

books and records controlling Accounts and orders and instructions of the Treasury issued in relation to that and his /her ability of practical application of the knowledge will be tested. This paper consists of two parts.

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

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

14.3 Efficiency Bar Examination prescribed for officers in Grade III of the Management Service Officers' Service

14.3.1 When applying for this examination, applicants should pay attention to Section 1 mentioned under interim provisions in No: 15 of the Minute of the Management Service Officers' Service published in *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No.1840/34 dated 11.12.2013 and the concessions for efficiency bar examinations notified by the Director General of Combined Services based on the decisions of the Public Service Commission regarding that section.

14.3.2 *Qualifications* .- Officers who have been Grade III of the Management Service Officers' Service are eligible to appear for this examination.

Officers should pass this examination within 03 years from the date of promotion to Grade III.

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

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut off marks</i>
Office systems	06	100	02 Hrs	40
Accounting Systems	07	100	02 Hrs	40
Test on Computer Skills	08	100	01 1/2 Hrs	40

14.3.4 Office Systems (Subject No : 06)

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. This paper consists of two parts.

Part I - Consists of questions that require short answers. Answers should be provided on the paper itself. All the questions should be answered. (25 marks)

Part II - A question paper of structured essay type. 03 out of 04 questions should be answered. (75 marks)

14.3.5 Accounting Systems (Subject No : 07)

It is expected to test candidate's knowledge in Basic Accounting and Accounting Systems adopted in government offices, functions of books and records of controlling Accounts. This paper consists of two parts.

Part I - Consists of questions that require short answers. Answers should be provided on the paper itself. All the questions should be answered. (25 marks)

Part II - A question paper of structured essay type. 03 out of 04 questions should be answered. (75 marks)

14.3.6 Test on Computer Skills (Subject No: 08)

Objective of this test is to verify the candidate's skills on the following :-

- (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 settings, Finding and replacing text, Spelling and Grammar, Thesaurus, Working with columns, Page setup, Printing documents, Creating Tables. Sorting text, File Management, Mail Merging, Working with macros.

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 E-mail

Introduction to internet, Basic Skills, receiving mails, sending mails, responding to mails,

Working with attachments, creating and using nicknames, composing messages

This paper consists of two parts.

Part I - consists of 40 questions of MCQ type/questions that require short answers. Duration is 45 minutes (40 marks)

Part II - 05 semi structured questions. Duration is 45 minutes. (60 marks.)

15.0 The decision of the Director General of Combined Services will be final in any matter not provided for in this notification.

16.0 In the event of any inconsistency between the Sinhala, Tamil and English texts of this Examination Notification, the Sinhala text shall prevail.

N.U. NISHAN MENDIS,
Director General of Combined Service,

17th of February 2026
Ministry of Public Administration, Provincial Councils
and Local Government,
Independence Square,
Colombo 07.
02-396