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## The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1670/33 - 2010 සැප්තැම්බර් 10 වැනි සිකුරාදා - 2010.09.10

No. 1670/33 - FRIDAY, SEPTEMBER 10, 2010

(Published by Authority)

### PART I : SECTION (I) — GENERAL

#### Government Notifications

##### Minute of the Sri Lanka Accountants' Service

IN terms of the Minute of the Sri Lanka Accountants' Service published in *the Gazette (Extra Ordinary) of the Democratic Socialist Republic of Sri Lanka* No. 878/11 dated 6th July, 1995 and amendments made from time to time to the amended Minute published in the *Gazette (Extraordinary)* No. 1194/26 dated 27th July, 2001, the following Minute of the Sri Lanka Accountants' Service is published without prejudice to any action taken or purported to be taken thereunder.

P. B. JAYASUNDARA,  
Secretary,  
Ministry of Finance and Planning.

Ministry of Finance and Planning,  
Colombo 01.  
07th September, 2010.

##### MINUTE OF THE SRI LANKA ACCOUNTANTS' SERVICE

###### 01. Connected Institutions.

- 1.1. Department : ..... Ref. : ..... Date : .....
- 1.2. Ministry : Ministry of Finance and Planning.  
Ref. No. : MF12/01/Service Minute Date : 22.06.2009
- 1.3. Approval of Posts by the Director General of Management Services.  
Ref. No. : DMS/A/08/23 Date : 31.03.2009  
08.04.2009
- 1.4. Recommendation of the Director General of Establishments.  
Ref. No. : EST-4/MINUTE/04/0703 Date : 12.03.2010
- 1.5. Recommendation of the Salaries and Cadres Commission.  
Ref. No. : NSCC/2/1/6/1/14 Date : 15.02.2010
- 1.6. Approval of the Cabinet of Ministers.  
Ref. No. : ..... Date : .....

**02. Particulars in respect of Appointing Authority :**

2.1. *Appointing Authority* : Public Services Commission

**03. Details relating to the category of the officers :**

3.1. *Category of officers* : Senior Executive  
Executive

3.2. *Grades* : Executive Grade III  
Executive Grade II  
Executive Grade I  
Senior Executive Special Special Grade.

3.3. *General Definition of Duties entrusted :*

The persons holding the posts in this Service shall perform the duties specifically assigned to them by the Head of the institution in relation to the work assigned to him in respect of all Revenue and Expenditure approved in Annual Estimates by the Appropriation Act. Maintenance of accounting system effectively and efficiently, financial provisions, and guidance, budgeting reporting information, relating to accounts, and submission of preparation of reports for decision making and carrying out all related functions in terms of financial regulation/ provisions in the relevant circulars and other Government directives come under the purview of this service.

**04. Nature of the Post** : Permanent and Pensionable.

**05. Salaries.**

5.1. *Salary Code No.* : Senior Executive SL-3-2006.  
Executive SL-1-2006

5.2. *Salary Scale* : Senior Executive SL-3-2006-Rs. 42,390-12x1,310-Rs.58,110  
Executive SL-1-2006-Rs.22,935-10x645-8x790-17x1,050-Rs.53,555

5.3. *Initial Salary Step relevant to the Grade System :*

<i>Grade</i>	<i>Salary Step</i>	<i>Salary Point</i>
Grade III	1 (SL-1-2006)	Rs.22,935
Grade II	12 (SL-1-2006)	Rs.30,175
Grade I	20 (SL-1-2006)	Rs.36,755
Special Grade	1(SL-3-2006)	Rs.42,390

**06. Post/Posts belonging to the Category of Officers :**

6.1 *Approved posts and the number of approved cadre :*

<i>Approved Post</i>	<i>Approved cadre</i>	<i>Functions</i>
Grade III	1600	Responsible for efficient maintenance of the Accounting System of the institution, reporting information relating to the process of decision making and accounting related thereunder, preparation of related records information and maintenance of them up to date performance of functions relating to payments and receipts, preparation of estimates, implementation of a proper internal control system, assisting the Chief Accounting Officer in accounting matters, carrying out functions assigned in relation to accounting activities of affiliated institutions and other functions related to accounting process of the institution in accordance with financial regulations all related rules and regulations and provisions relating to the scope specifically assigned
Grade II		
Grade I Special Grade		
		Responsible for implementation of efficient and effective financial management system, provide guidance and advise on financial management, financial planning and budgeting, accounting and reporting, internal control, assets management, procurement management, supervision and advice on financial management of foreign funded projects, implementation of financial policies and regulations, assist the Head of the institution on responsibilities associated with the financial management and matters to be answerable to Parliament, supervision, guidance and advice on financial management of the affiliated institutions and training of staff

6.2. *No. of Combined Officers : 1600 (Grade III, II and I)*

*Note.* – (a) The Secretary, Ministry of Finance and Planning in consultation with the relevant parties will introduce a suitable designation before 30.09.2010 indicate specific functions performed by respective Heads of Institutions and represent so as to maintain identity of the designations given to clearly the professional identity of the Sri Lanka Accountants, Service. The officers in the Sri Lanka Accountants, Service will be able to use the new designations introduced w.e.f. 01.10.2010.

**07. Method of Recruitment :**

7.1. *Ratio of Recruitment :*

<i>Stream</i>	<i>Percentage</i>
Open	50%
Limited	35%
Direct recruitment based on professional qualifications	15%

7.2. Recruitment from Open Competitive Examination.

7.2.1. *Recruitment Grade* : Grade III of the Sri Lanka Accountants' Service

7.2.2. Qualifications.

7.2.2.1. Educational Qualifications :

- (i) Should possess a Degree in Commerce, Management, Accountancy or Economics from a University recognized by the University Grants Commission ;

OR

- (ii) Should be a holder of a Higher Diploma in Accountancy or Commerce from the Sri Lanka Technical College or Sri Lanka Institute of Higher Technical Education ;

OR

- (iii) Should have passed the Intermediate or Licentiate or higher examination of the Institute of Chartered Accountants of Sri Lanka or an Institute of Chartered Accountants in any other Commonwealth Country ;

OR

- (iv) Should have passed the Parts I and II of Costs and Management Examination or higher examination conducted by the Chartered Institute of Management Accountants of the United Kingdom or in any other Commonwealth Country ;

OR

- (v) Should have passed the 1st professional level or higher level Examination of the Institute of Certified Accountants of the United Kingdom or in any other Commonwealth Country ;

OR

- (vi) Should have passed the Parts I and II Examination or higher level examination of Association of Chartered Certified Accountants of United Kingdom or in any other Commonwealth Country ;

OR

- (vii) Final Examination of the Institute of Chartered Secretaries and Managers of the United Kingdom.

7.2.2.2. *Professional Qualifications* : Not applicable

7.2.2.3. *Experience* : Not applicable

7.2.2.4. *Physical Fitness* : All candidates should be physically fit in all respects to serve in any part of Sri Lanka.

7.2.2.5. Others

- I. Should be a Citizen of Sri Lanka.
- II. Should be of excellent moral character.
- III. No candidate will be permitted to sit for the Open Competitive Examination more than two occasions.
- IV. A person holding priesthood in any religious sect is ineligible to sit this examination.
- V. Date of Qualification : A person is deemed qualified to sit the competitive examinations for appointment to the service, if the applicant has fulfilled necessary qualifications stipulated in para 7.2.2 above on the date of publication of the *Gazette* notification calling for applications and copies of certificates in support of qualifications should be attached to the application.

7.2.3. Age

- 7.2.3.1. Minimum age limit - 22 years }  
 7.2.3.2. Maximum age limit - 28 years } On the date of publication of the *Gazette* notice notification calling for applications.

7.2.4. Method of Recruitment.

7.2.4.1. Written Examination (Appendix 3)

<i>Subject</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Financial Accountancy – I	100	40
Financial Accountancy – II	100	40
Cost and Management Accountancy	100	40
Auditing and Investigation	100	40
General Intelligence and Comprehension	100	40
Public Financial Management	100	40

- 7.2.4.1.1. Conducting Authority : Commissioner General of Examinations on behalf of the appointing authority
- 7.2.4.2. Professional Examinations : Not applicable
- 7.2.4.2.1 Conducting Authority : Not applicable
- 7.2.4.3. Structured Interview : Not applicable
- 7.2.4.3.1. Structured Interview Board Appointing authority : Not applicable
- 7.2.4.4 General Interview : No marks will be given

Objectives of the general interview:

To ascertain whether the qualifications set out in the Sri Lanka Accountants' Service Minute and the *Gazette* notification published in terms of the Minute have been fulfilled and to test the physical fitness.

*Note.* – The number of applicants to be called for the interview will be determined by the Appointing Authority in order of merit of the marks obtained by the applicants at the written examination and according to the number of existing vacancies as the case may be.

7.2.4.4.1 Authority appointing the general board of interview – Public Service Commission

7.2.5 Method of calling for applications: By a *Gazette* Notification.

7.3 Recruitments under limited competitive examination

7.3.1. Recruitment Grade : Grade III of the Sri Lanka Accountants Service

7.3.2 Qualifications:

7.3.2.1 Educational qualifications : Not applicable

7.3.2.2 Professional qualifications : Not applicable

7.3.2.3 Experience

- (i) Possession of any of the qualifications set out in para 7.2.2 above with not less than 5 years of satisfactory, uninterrupted permanent service in the Public Service or in the Provincial Public Service on the date of publication of the notice calling for application in the *Gazette* having earned a minimum of 5 increments on the due date.
- OR
- (ii) Possession of not less than 10 years satisfactory period of service in the Public Service or in the Provincial Public Service in a permanent and pensionable post which carries the Salary Scale MN 1 – 2006 (A) or above having earned a minimum of 10 increments on the due date.

7.3.2.4 Physical fitness - All candidates must be physically fit in all respects to serve in any part of Sri Lanka

7.3.2.5 Others

- I. Candidates must be of excellent moral character.
- II. Should have earned all increments on due dates during the immediately preceding five years of the date of gaining eligibility.
- III. Possession of five years satisfactory service during the immediately preceding five years of the date of publication of the *Gazette* notification calling for applications.
- IV. No person is entitled to sit the limited competitive examination more than twice.
- V. Any person holding priesthood in any of the religious sects will be ineligible to sit this examination.
- VI. Date of gaining eligibility :

A person will be deemed as qualified to sit the competitive examination for appointment to the service, if the candidate has fulfilled necessary qualifications in para 7.3.2 in all

respects on the date of publication of the notice calling for applications in the *Gazette* and copies of certificates in support of qualifications should be attached to the application.

7.3.2.6 Method of Recruitment

7.3.2.7 Written Examination : (Please see Appendix I)

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Financial Accountancy I	100	40
Financial Accountancy II	100	40
Cost and Management Accountancy	100	40
Auditing and Investigation	100	40
General Intelligence and Comprehension	100	40
Public Financial Management	100	40

- 7.3.3.1.1. Conducting Authority : Commissioner General of Examinations on behalf of the appointing authority
- 7.3.3.2 Professional Examination : Not applicable
- 7.3.3.2.1 Conducting Authority : Not applicable
- 7.3.3.3. Structured Interview : Not applicable
- 7.3.3.3.1. Structured Interview Board appointing authority : Not applicable
- 7.3.3.4. General Interview : No marks will be given.

*Objectives of the General Interview :*

To ascertain whether the qualifications set out in the Sri Lanka Accountants' Service Minute and the relevant *Gazette* notification published in terms of the Minute have been fulfilled and to test the physical fitness.

*Note.* – The number of applicants to be called for the interview will be determined by the Appointing Authority in order of merit of the marks obtained by the applicants at the written examination and according to the number of existing vacancies as the case may be.

- 7.3.3.4.1 Board of General Interview : Public Services Commission  
Appointing Authority
- 7.3.4. Method of calling for applications : by a *Gazette* Notification
- 7.4. Direct recruitment on Merit as per professional qualifications
- 7.4.1. Recruitment Grade : Grade III of the Sri Lanka Accountants' Service
- 7.4.2. Qualifications

7.4.2.1. Educational Qualifications : Not Applicable

7.4.2.2. Age

7.4.2.2.1. Minimum Limit : 22 years

Maximum Limit : 35 years

(On the date of publication of the *Gazette* Notification calling for applications)

7.4.2.3. Professional Qualifications :

(i) Final Examination of the Institute of Chartered Accountants of Sri Lanka;

or

(ii) Final Examination of an Institute of Chartered Accountants of a Commonwealth Country;

or

(iii) Final Examination of a Chartered Institute of Management Accountants of a Commonwealth Country;

or

(iv) Final Examination of the Institute of Chartered Certified Accountants;

or

(v) Should have passed the Final Examination of Association of Chartered Certified Accountants of the United Kingdom.

7.4.2.4. Experience : Not applicable

7.4.2.5. All candidates must be physically fit in all respects to serve in any part of Sri Lanka.

7.4.2.6. Others :

(i) Should be a citizen of Sri Lanka.

(ii) Should be of excellent moral character.

(iii) A person holding priesthood in any religious sect is ineligible to sit this examination.

(iv) Date of gaining eligibility :

A person is deemed eligible for appointment to the service if the candidate has fulfilled all necessary qualifications set out in Para 7.4.2 above in all respects on the date of publication of the notice calling for applications in the *Gazette*. Copies of certificates should be attached to the application in support of qualifications.

7.4.3. Method of Recruitment :



- 7.4.3.1. Written Examination : Not applicable
- 7.4.3.1.1 Conducting Authority : Not applicable
- 7.4.3.2 Professional examination : Not applicable
- 7.4.3.2.1 Conducting Authority : Not applicable
- 7.4.3.3 Structured Interview : Please see Appendix 2

<i>Heads for allotting marks</i>	<i>Maximum marks</i>	<i>Pass marks</i>
Professional Qualifications	50	}
Educational Qualifications	20	
Experience	15	
Computer Literacy	10	
Board of Interview	05	
	100	40

7.5.3.3.1. Appointing authority of the structured Board of Interview

Board of the interview will be appointed by the Public Services Commission or an appointing authority delegated with powers.

7.5.4. Method of calling for applications – By publication in the *Gazette*.

**08. Efficiency Bar**

8.1.

<i>Which Efficiency Bar is applicable</i>	<i>How many years does it takes over step Efficiency Bar</i>	<i>Nature of the E.B. written/ professional/ certificate courses Others</i>
1 st Efficiency Bar	3 years after the appointment to Grade III of the Sri Lanka Accountants, Service	Please see Appendix 3
2 nd Efficiency Bar	3 years after the appointment to Grade II of the Sri Lanka Accountants, Service	Please see Appendix 4
3 rd Efficiency Bar	7 years after the promotion to Grade II of the Sri Lanka Accountants, Service	Please see Appendix 5

8.2. How often are examinations held?

First and Second Efficiency Bar Examinations will be held at least once a year. The officer has to complete the qualifications referred to in the Appendix ‘5’ relating to the 3 rd Efficiency Bar.

8.3. Authorities who are conducting the examinations relating to the 1 st and 2 nd Efficiency Bars.–  
 Commissioner General of Examinations.

**09. Proficiency in the Official Language.**

Second Official Language

<i>Grade</i>	<i>Proficiency to be acquired</i>
I, II and III of Sri Lanka Accountants, Service	Category I In terms of Public Administration Circular No. 07/2007 dated 28.04.07

Proficiency in English Language

<i>Grade</i>	<i>Proficiency to be acquired</i>
I,II and III of Sri Lanka Accountants, Service	Should have passed G.C.E.(O/L) with English as a Subject (Not as an optional subject)

**10 Promotions to Grades :**

10.1 Promotions from Grade III to Grade II

10.1.1 According to normal performance.

10.1.1.1. Requirements to be fulfilled :

- (i) Should have completed an active and satisfactory minimum period of ten (10) years service in Grade III of the Service and should have earned ten (10) increments ;
- (ii) Should have passed the 1st Efficiency Bar Examination ;
- (iii) Should have been confirmed in Grade III appointment (A letter of confirmation in appointment should have been issued) ;
- (iv) Should have obtained the language proficiency as indicated in Para. 09 above or should have been exempted from the requirement of language proficiency ;
- (v) Should have completed satisfactory period of service during the preceding five (5) years of gaining eligibility for promotion ;
- (vi) Should have demonstrated satisfactory performance or above the required performance level in service during the immediate preceding ten (10) years on the date of promotion in terms of the approved performance evaluation scheme.

10.1.1.2. Method of Promotion:

When the officers who fulfill necessary qualification make a request to the Appointing Authority on perusal of their qualification, the officers will be promoted to Grade II by the appointing authority from the date of gaining eligibility.

10.1.2. According to outstanding performance :

10.1.2.1. Qualifications to be completed :

- (i) Should have passed the First Efficiency Bar Examination before the date of gaining eligibility for promotion.
- (ii) Should have acquired language proficiency as indicated in Para. 09 above or exemption from that requirement.
- (iii) Should have completed satisfactory service within the preceding five (5) years and of gaining eligibility for promotion and should have earned five increments on the due date.
- (iv) Should have confirmed the appointment in Grade III (A letter of confirmation in the post should have been issued).
- (v) Should have achieved a performance of above satisfactory level during the six (6) years preceding the date of promotion in terms of the approved performance evaluation scheme.
- (vi) Should have completed six (6) years active period of service in Grade III on the date of gaining eligibility for promotion.
- (vii) Should have obtained not less than 60% of total marks on the results of the written competitive examination held for promotion to Grade II .

10.1.2.2. Method of Promotion :

When those who pass the written competitive examination held by an institute approved by the Appointing Authority make a request to the Appointing Authority, the Appointing Authority will verify the qualifications. The Appointing Authority will effect promotions of officers to Grade II who have completed the relevant requirements with effect from the date they complete six (6) years of service from the date of appointment. (For the syllabus of the examination, please see Appendix 6)

*Note:*

- (a) In gaining promotions under exceptional performance, the candidates have to obtain minimum of 60% of marks for the examination. This examination will be held only once a year and an officer can sit the examination only once.
- (b) If an officer could not sit for the examination for promotion under exceptional performance due to reasons beyond his control, he can sit for a competitive examination held on a subsequent occasion. The date of promotion of such an officer under exceptional performance will be the date he passes the examination.

10.2. Promotion from Grade II to Grade I:

10.2.1.1. Qualifications to be completed:

- (i) Should have completed seven (7) years active service in Grade II on the date of gaining eligibility for promotion and should have earned seven (7) increments.
- (ii) Should have passed the Second Efficiency Bar Examination.

- (iii) Should have completed satisfactory period of service during five (5) years prior to gaining eligibility for promotion.
- (iv) Should have achieved satisfactory or above required performance level during the preceding seven (7) year period of the date of promotion in terms of the approved Performance Evaluation Scheme.
- (v) Should have completed any one of the qualifications set out in Appendix 5.

#### 10.2.1.2. Method of promotion:

The Appointing Authority will effect promotions to Grade I of the Service irrespective of the number of existing vacancies with effect from the date the officers complete the required qualifications in accordance with the recommendations made after ascertaining whether all the above qualifications have been completed, by a Board of Interview appointed by the Appointing Authority.

#### 10.3 Promotion from Grade I to Special Grade

10.3.1 Promotion to Special Grade will only be made by a designated officer authorized by the Public Services Commission or by Cabinet of Ministers from the officers in the Grade I of the Service who fulfill following requirements.

*Accordingly an officer –*

- (i) should have completed satisfactory period of service in the Grade I during the preceding five (5) years of gaining eligibility for promotion and should have earned all salary increments on due dates;
- (ii) should not have undergone any punishment as a result of disciplinary inquiry taken place for an offense committed during the preceding five (5) years of gaining eligibility for promotion(excluding warnings);
- (iii) should have achieved above satisfactory performance during the five (5) years preceding the date of promotion in terms of the approved performance evaluation scheme;
- (iv) The promotions to the Special Grade shall be made based on recommendations of the board of interview appointed by the appointing authority to check whether the above qualifications have been fulfilled. Date of promotion will be the due date of gaining eligibility.

10.3.2 Officers who fulfill all requirements stipulated in Sections 10.2.1.1(v) and 10.3.1 above will be promoted to the Special Grade from the date of gaining eligibility.

### 11. Appointment to the posts:

#### 11.1. Qualifications:

<i>Post</i>	<i>Qualifications</i>
Posts of Grade III / Grade II	All officers of Grade III/II of Sri Lanka Accountants, Service
Posts of Grade I	According to seniority and merit priority out of the officers of Grade I of the Sri Lanka Accountants, Service
Special Grade	Grade I officers of the Sri Lanka Accountants' Service who have completed five (5) years active period of service with above average satisfactory level of performance

11.2. Method of selection:

- (a) Posts of Grade I - Should be an officer of Grade I of the Service and will be appointed to approved posts on seniority and merit basis.
- (b) Special Grade - Posts in this category will be filled from the officers who have completed 05 years continuous period of active service and achieved above average satisfactory level of performance in the Grade I and have completed the 3 rd Efficiency Bar Examination on seniority and merit basis.

*Note:* Designations will be determined in terms of the Note 6.2.

**12. General conditions given in the procedures published by the Public Service Commission in the *Gazette Extra Ordinary* No.1589/30 dated 20.02.2009 of the Democratic Socialist Republic of Sri Lanka are applicable to all appointments. Conditions applicable Other than those general conditions,**

- I. All officers of the Sri Lanka Accountants' Service are liable to serve in the Provincial Public Service as well. Officers are temporarily released for service in a post in the Provincial Public Service. The period of such service is determined on an agreement reached between the relevant Provincial Authority and the Appointing Authority considering the exigencies of service, necessity to deploy officers and other related matters.
  - a. The Provincial Authorities will issue a letter of appointment to the relevant officer subject to the conditions of release from Service, the officer is liable to be transferred within the Province by the relevant Provincial Authority.
  - b. Although the officer is released for service of the Provincial Public Service, he will be bound by the administrative and disciplinary control of the Public Service Commission during that period.
  - c. At the end of the period of release to the Provincial Public Service, the officer should return to his regular service.

II Skills Development :

(a) *Induction Training* :

- (i) Induction Training is a Course leading to a Diploma relating to the subject of Accountancy organized by the Secretary and conducted by the Sri Lanka Institute of Development Administration or an Institute of Training or Higher Education Institute recognized by the secretary to the Ministry of Finance. This certificate of training has to be obtained for confirmation in the Service.
- (ii) During the period of training, assistance will be provided to the trainee officers to enable them to acquire knowledge on guidelines, strategies and skills required for an Accountant. Furthermore, they will be apprised of the conditions and trends prevailing in the areas where they have to serve as Accountants.
- (iii) During the period of training, the trainee officers will be subject to the supervision and control of the training institution which they are attached.

(b) *In-Service Training* :

The officers will be given continuous training in professional knowledge through the in-service training. Professional Development requirements of all the officers in the Service will be fulfilled through these training courses.

- (c) If an apprentice officer who enters into the Service through the method given in sub-sections 7.2 and 7.4 of the Minute fails the examination held after the apprentice training, the services of the apprentice officer should be terminated. If an officer who enters into the Service through the method given in sub-section 7.3 of the Minute fails the examination held after the training, he should be reverted his former post.

**13. Date of Implementation :**

Minute of the Sri Lanka Accountants' Service should come into force with effect from 1st January, 2006.

**14. Definitions :**

- (i) "Apprentice Officer" means a person undergoing apprentice training who was recruited under the provisions of this Minute.
- (ii) "*Gazette*" means the *Gazette* of the Democratic Socialist Republic of Sri Lanka.
- (iii) "Service Minute" means the Minute of the Sri Lanka Accountants Service.
- (iv) "Date of the Implementation" means the date on which this Minute comes into force.
- (v) "Public Service Commission" means the Public Service Commission appointed in terms of section 54 of the Constitution of the Democratic Socialist Republic of Sri Lanka.
- (vi) "Satisfactory Period of Service" means the period in which no punishment has been meted out as a result of a disciplinary inquiry for an offence committed during the period. (excluding "Warnings")
- (vii) "Secretary" means the Secretary to the Ministry in charge of the Accountants' Service.
- (viii) "Service" means the Sri Lanka Accountants' Service.
- (ix) "Sri Lanka Institute of Development Administration" means the Sri Lanka Institute of Development Administration established under the Act No. 09 of 1982.
- (x) "Active Service period" means, the "Active Actual and Tangible Service" (excluding local and foreign approved duty leave) the remaining period of no-pay leave and the period not reported to the service without approval deducted from full service period excluding the leave granted on government policy for the purposes of Section 10.1 of the Pension Act.
- (xi) "Grade" means the Grade to which the appropriate salary scale pertaining to the appointments/promotions is applicable once the qualifications set out in the Minute are fulfilled. Staffs of all grades except the Special Grade are limited to the cadre approved by the Department of Management Services.
- (xii) Officers who gain eligibility for the "Special Grade" are entitled to the salary scale while only the officers who hold a permanent post in the grade will be entitled to special privileges.

**15. The number of persons to be recruited to Grade III of the Service, in a year is the number of vacancies existing as at 30th June of that year.**

**16. Recruitment to the Service and promotion to Grade :**

Recruitment to the Service and promotions to Grades should be done only in accordance with the methodology specified in this Minute.

**17. Appointment to the post :**

Except Special Grade, appointments to all other posts should be done by the Public Service Commission or by an administrative officer authorized by the Cabinet of Ministers.

**18. Option of retirement :**

An officer who is in Service on the due date has not reached the optional age of retirement should be given the option of retirement from the Service under Section 7 of the Pension Minute on a request made by him. If the Public Service Commission is satisfied that the provisions of this Minute have adversely affected the officer to such an extent that he should be given such a concession, he/she can exercise that option within 05 years of the due date.

**19. Transitional Provisions :**

19.1. Absorption of officers in the Service into the new grade system under the revised Service Minute.

(i) Transitional period operates until 31.12.2014.

19.1. (a) Officers who are in Service on the effective date will be absorbed into the re-organized Sri Lanka Accountants' Service as follows.

(i) Absorption into Grade III of the Service.

(a) Officers who are in Class II, Grade II of the Service on the effective date who have not completed ten (10) years period of service.

(b) Officers who are in Class II, Grade II of the Service on the effective date who have completed ten (10) year period of service but have not fulfilled the required qualifications for promotion to Class II, Grade I under the previous Service Minute.

(ii) Absorption into Grade II of the Service.

(a) Officers who are in Class II, Grade I of the Service on the effective date who have not completed seven (7) year period of service in Class II, Grade I ;

(b) Officers who are in Class II, Grade I of the Service on the effective date and have completed seven (7) year period of in Class II, Grade I but have not fulfilled required qualifications for promotion to Class I under the previous Service Minute.

(c) Officers who are in Class II, Grade II of the Service on the effective date and have completed ten (10) year service and have fulfilled necessary qualifications for promotion to Class II, Grade I under the previous Service Minute.

(iii) Absorption into Grade I of the Service.

(a) Officers who are in Class I on the effective date.

- (b) Officers who are in Class II, Grade I of the Service on the effective date and have completed seven (7) year period of service in Class II, Grade I and have fulfilled required qualifications for promotion to Class I under the previous Service Minute.
- (iv) Absorption into Special Grade of the Service. Officers who are in Class I of the Sri Lanka Accountants' Service and have fulfilled qualifications set out in section 10.3.1 and having completed qualification as at the date of implementation.
- (a) Possession of a Postgraduate Diploma or higher qualification from recognized university or from an institute approved by the University Grants Commission.
- (b) Having passed Part I or higher level of the final examination of the Institute of Chartered Accountants' or Part III or higher level of Chartered Institute of Management Accountants.

To any officer with the implementation of this Service Minute, if remaining service period before the retirement is lower than one year, that officer,

Possession of a Diploma in Public Finance Management / Accounts subject conducted by the Sri Lanka Institute of Development Administration or Postgraduate Institute of Management or a recognized postgraduate Institute or a Chartered Accountants' Institute.

19.2. Existing position of the Seniority of the Officers who are in the relevant Class/Grade on the effective date will not be affected as a result of the absorption.

19.3. Salary applicable to the officers on absorption.

- (i) There will be no change in the salary or the date of increment of an officer who is in Class II, grade II on the effective date under the Service Minute in operation on the effective date being absorbed into new Grade III of the Service.
- (ii) If an officer of Class II, Grade II on the effective date under the Service Minute in operation (at the time) is absorbed into the new Grade II or an officer of Class II, Grade I to the new Grade I, his salary should be converted in terms of Section 4 of Chapter VII of the Establishments Code.

## 20. Promotions during the Transitional Period :

Transitional period will be effective till 31.12.2014.

20.1. During the transitional period, promotions should be effected as follows. In this connection, the effective date of promotion will be the effective date or the date of completing the required qualifications, whichever is earlier.

20.1.1. Promotion to Grade II

- (a) Officers who have joined the service prior to 31.12.2004 and are in Class II, Grade II of the Service on the due date will be promoted to Grade II on completion of ten (10) year period of Service and on completion of the following requirements.
- (i) Should have completed the requirements for appointment to Class II, Grade I from Class II, Grade II of the Service as stated in the Minute of the Sri Lanka Accountants' Service and amendments thereto published in the *Gazette (Extra Ordinary)* No. 878/11 dated 6th July, 1995.



- (ii) Officers who were recruited to Class II, Grade II of the Service after 31.12.2004 until the date on which this Minute came into effect will be promoted to Grade II in the manner set out in para 10 of this Minute.

The Secretary will provide recommendations to the Public Service Commission with regard to promotion to Grade II of the Service.

#### **20.1.2. Promotion to Grade I of Service.**

- (a) Any officer who is absorbed into the Grade II of the Service under the subsection 19.1 (ii) of this minute or any officer who is promoted to the Grade II of the Service during the transitional period, if she/he;
- (i) has earned all salary increments during the immediately preceding five years from the date of gaining eligibility for promotion;
- and*
- (ii) has not been subjected to any disciplinary action against any offence during the immediately preceding five years from the date of gaining eligibility for promotion
- she/he is eligible for the promotion.
- (b) The Interview Board appointed by the appointing authority will make recommendations for promotions to this Grade after examining qualifications.

#### **20.1.3 Promotion to Special Grade of the Service**

Officers who are in Class I of the Sri Lanka Accountants' Service and have fulfilled qualifications set out in section 10.3.1 and on of the following qualifications.

- (a) Possession of a Postgraduate Diploma or higher qualification from recognized university or from an institute approved by the University Grants Commission.
- (b) Having passed Part I or higher level of the final examination of the Institute of Chartered Accountants' or Part III or higher level of Chartered Institute of Management Accountants.

To any officer with the implementation of this Service Minute, if remaining service period before the retirement is lower than one year, that officer,

Possession of a Diploma in Public Finance Management / Accounts subject conducted by the Sri Lanka Institute of Development Administration or Postgraduate Institute of Management or a recognized postgraduate Institute or an Institute of Chartered Accountants'.

**21. In addition to the requirements stipulated in this Minute, all officers are required to acquire necessary proficiency and skills as decided by the Government from time to time.**

**22. Matters not provided for.**

Decisions regarding provisions other than those included in this Minute will be taken by the Public Service Commission or Administrative Authority authorized by the Cabinet of Ministers.

### Appendix I

Particulars regarding open/limited competitive examinations conducted for appointment to the Sri Lanka Accountants Service.

01. Scheme of Examination and Syllabuses.

The examination will consist of the following examination papers.

#### Part 'a'

<i>No.</i>	<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01	Financial Accountancy - I	100	40
02	Financial Accountancy – II	100	40
03	Cost and Management Accountancy	100	40
04	Auditing and Investigation	100	40
05	General Intelligence and Comprehension	100	40
06	Public Financial Management	100	40

#### Part 'b'

1. Interview (No marks will be given)

Interview will be held after the results of the written examination are out.

#### 02. Scheme of Examination – Medium of Examination

- The examination will be held in Sinhala, Tamil and English media.
- Candidates can sit for the examination in any one of the languages of their choice.

#### Note :

- It is compulsory that all candidates should answer the for question papers 1- 6 of this examination.
- Candidates should sit this examination only in one language.
- Candidates will not be allowed to change the language medium indicated in their application.
- The number of persons to be recruited will be decided by the Public Service Commission.

### 03. Method of Examination

#### Part 'a'

Financial Accountancy - I	Time - 03 hours	Marks 100
Financial Accountancy -II	Time - 03 hours	Marks 100
Cost and Management Accountancy	Time - 03 hours	Marks 100
Auditing and Investigation	Time - 03 hours	Marks 100
General Intelligence and Comprehension	Time - 03 hours	Marks 100
Public Financial Management	Time - 03 hours	Marks 100

#### Part 'b'

##### 1. Interview (No Marks will be given)

Candidates who do not score at least 40% of the allotted marks for all written question papers will not be called for the interview.

### 04. Method of selection for appointment

Candidates will be selected for appointment, in order of merit on the highest marks scored at the examination subject to the matters as stipulated at 03 above.

### 05. Syllabus

Subject No. 01 and 02 - Financial Accountancy I and II

Purpose of Financial Accountancy and users of accounts and information required by them.

Accounting Principles :

Accounting Equation, Double Entry Book keeping and Accounting Systems, Prime Entry Books and Ledgers. Trial balance, Accumulated pre-payments and Adjustments, Capital Expenditure and income, Depreciations, Suspense Accounts, Correction of Errors, Control Accounts, Reconciliation Statements, Incomplete records.

Final Accounts :

Manufacturing Accounts Trading Profit and Loss Accounts, Balance Sheet, Fund Flow Statement and Appropriation Account.

Accounting for Partnerships :

Partnership Agreements, Book keeping for partnerships, Fixed Capital Accounts, Current Accounts, Accounting for debts, Drawing Accounts, Preparation of Final Accounts for Partnerships, Changes in the composition of a Partnership, Treatment of goodwill and action on other assets and liabilities in admission of partners and dissolution of partnerships, Joint ventures.

Accounting for Limited liability Companies :

Nature of Limited liability Companies, Public listed Companies and Share market/share and loan capital, Distributable profits, Final Accounts for internal and external use, Defining Statements of Accounts, Interpretation of financial statements, Accounting ratios.

Accounting for Specialized Transactions :

Societies and associations, consignments, Branches, hire purchase and credit sale, Leasing investments, bill of exchange, long-term contracts, royalties, container accounts, foreign currency transactions.

Application of Computers for accounting :

Types of Computers/hardware and software, Computer Operating Software, Electronic Spreadsheets, Computer based Accounting.

**Subject No.03. Cost and Management Accounting.**

Cost Accounting, Financial Accounting and Management Accounting, Purpose of Cost accounting. Accounting as a management aid.

Material Cost :

Purchasing procedures, Store Routines, Methods of valuing material issues, Incentive allowances and bonuses.

Labour Cost :

Time keeping, time allocations, methods of remuneration, payment of incentive allowances and bonuses, Accounting for salaries and wages.

Overhead Costs :

Allocation and apportionment of costs, Absorption methods, Overhead administration & distribution, Selling and Distributions.

Integrated and non-integrated Accounts.

Cost control Account, reconciliation of costs and financial accounts, integral accounts.

Methods of Costing :

Contract Costing, Job Costing, Departmental Costing, Batch Costing, Process Costing, Unit Costing, Services Costing, unrealized profits under different methods of costing.

Marginal Costing :

Contributions/Sales, break-even charts, application of marginal costing, accounting entries in marginal costing.

Standard Costing :

Standard Costs, actual Costs, basic variances, accounting procedures.

Budgetary Control :

Functional budgets, Master budgets, flexible budgetary control, continuous budgeting, Operation of budgetary control.

Subject No. 4. Auditing and Investigation.

## The nature and objectives of auditing – The role of the Auditor

*Internal audit, external audit, statutory* – in relation to the Government Departments, Ministries and corporations Under the Constitution of Sri Lanka and Finance Act, No. 38 of 1971 relating to Non-Statutory-under companies Act, No.17 of 1982 – Auditing Standards, Auditing Opinions, Auditing concepts, Independence and other personal qualities of Auditor, Evidence, Truthfulness and Fairness, Materialism, Audit Risk, Auditors Responsibilities, Responsibilities of person subjected to Auditing.

## Scope and Limitations

Determining the Scope, Assumptions and limitations, Role of Auditing standards and Guidelines.

The role of engagement letters, Management letters and representation letters, Basic auditing methods and Evaluation of internal control procedures.

## Quantity Charts, Questionnaires

## Audit Planning and Control

Audit Planning, timing, interim and final audits, assignment of responsibilities for functions, Audit Control, Recording the work done including the use of internal control, prepared questionnaires and forms for evaluation of internal control.

## Values, Concepts and Characteristics for financial auditing

Its relevance to the Public Sector, Analytical auditing.

## Auditing of Computerized Accounting Systems – Auditing Limited Companies

Statutory books, powers and duties of Directors, Divisible profits, Appointment of auditors, wages and removals. Action to be taken before accepting new Auditors, Powers and duties of Auditors.

## Nature and extent of inspections

Compliance inspections, independent inspections, Sample techniques, Balance sheet verifications, Verification of income and expenditure accounts.

## Professional responsibilities of Auditors and Accountants

Professional conduct and ethics legal rights and responsibilities, Legal responsibility of Accountant and Auditor and Law relating to the subject of knowledge on incidents.

## Investigations :

Planning the scope of investigations, Techniques and procedures to be used, Examples of intention for conducting investigations, Feasibility studies Evaluation of business institutions for the purchase, Sale, Credit rating etc., Accountant's and Auditor's reports for prospectus, Reporting activities, fraud investigations, Project evaluations.

## Reporting Functions

Reporting to the management about the weaknesses in the internal control systems, special reporting functions relating to Government and corporation audits, Reports for the prospectus, Reports on investigations.

## Subject No. 5. General Intelligence and Comprehension

Part 'A'

Questions will be asked from candidates based on a passage given in the comprehension question paper. Another passage is given and the candidates have to summarize it to one third of the original number of words giving its prime meaning.

Part 'B'

Intelligence

Subject No. 6. Public Financial Management

Legal framework of Public Finance

The Consolidated Fund, Special Law Expenditure, Contingencies Fund, Public Debt. Foreign aid, Fiscal Measures.

The Role of the Parliament, The Minister of Finance, The Treasury, The Auditor General, Public Accounts Committee, Committee on Public Enterprises, The Chief Accounting Officer, Department of National Planning, Monetary Board.

The Annual Appropriation Bill.

Budgetary System and Procedures, Annual estimates of Revenue and Expenditure.

Budget Implementation

Organizational Structure for the implementation of the budget, Revenue collection procedures, Imprest for making payments, Supervision of financial operations, Delegation of functions, Virement procedure, supplementary estimates, Budgetary control, Procurement Procedure.

Government Accounting Systems and Procedures

Custody, security and control of government properties, Accounting for revenue and other receipts, Accounting for foreign aid, Accounting for losses, waivers and write-offs.

Review

Flash reports summary of monthly accounts, Review of financial and physical performance, the annual appropriation account, The Auditor General's, report on the island's accounts, the report of the Public Accounts Committee, The report of the Committee on Public Enterprises.

06. Interview

Each candidate will be interviewed by a Board of interview consisting of five public officers appointed by the Public Service Commission.

## Appendix 2

### Structured Marking Scheme

Marks will be allotted as follows –

Originals of certificates and reports have to be submitted to the Board of Interview in order to obtain relevant marks.

#### 2. Structured marking scheme relating to the direct recruitment on merit.

##### (a) Educational qualifications. Maximum Marks – 20

<i>Educational qualifications</i>	<i>Marks</i>
I. General Degree	08
II. Special Degree	09
III. General Degree with 2 <sup>nd</sup> Class	09
IV. Special Degree with 2 <sup>nd</sup> Class	11
V. General Degree with 1 <sup>st</sup> Class	11
VI. Special Degree with 1 <sup>st</sup> Class	12
VII. Postgraduate Diploma	13
VIII. Postgraduate Diploma with Accounts or Auditing as a subject	15
IX. M.A. or above	15
X. M.A. or above with Accounts or Auditing as a subject.	20

##### (b) Professional Qualifications Maximum Marks – 50

<i>Professional Qualifications</i>	<i>Marks</i>
I. Should be a Diploma Holder in Accountancy or Commerce as a subject obtained from the Sri Lanka Technical College/Sri Lanka Institute of Higher Technical Education.	15
II. Pass in the Licentiate/Intermediate examination of the Institute of Chartered Accountants of Sri Lanka Stage II examination of the Institute of Chartered Institute of Management Accountants. A pass in the Professional Part I of the Association of Chartered Certified Accountants.	20
III. A pass in final Part I examination of the Institute of Chartered Accountants of Sri Lanka, A pass in the Stage III examination of Chartered Institute of Management Accountants or a pass in the Professional Part II examination of the Association of Chartered Certified Accountants.	30

<i>Professional Qualifications</i>	<i>Marks</i>
IV. Should have obtained the Associated Membership of the Institute of Chartered Accountants of Sri Lanka, Chartered Institute of Management Accountants or Association of Chartered Certified Accountants or any other recognized professional qualifications.	40
V. Possession of a Fellowship of the Institute of Chartered Accountants of Sri Lanka or Chartered Institute of Management Accountants or Association of Chartered Certified Accountants or any other recognized professional qualifications.	50

(c) Computer Literacy. Maximum Marks - 10

<i>Computer Literacy</i>	<i>Marks</i>
I Computer Driving License awarded by the Sri Lanka Institute of Development Administration	4
II A pass in a Computer Course of not less than 3 months and possession of a Certificate from an Institute recognized by the Tertiary and Professional Education Commission.	5
III A Computer Diploma awarded by the National Institute of Business Management	6
IV A Computer Diploma awarded by an University	8
V Any other qualification higher than that of IV above	10

(d) For the Board of Interview Maximum Marks – 05

These marks will be awarded by the Board of Interview based on the skills shown in facing the interview.

Total 100 Marks



### Appendix 3

Syllabus of the First Efficiency Bar Examination referred to in para 8 to be held for the officers appointed to Grade III of the Sri Lanka Accountants Service.

(a) First Efficiency Bar Examination consists of 4 question papers of 3 hours on the following subjects.

1. Government Financial Procedures.
2. Law and Management
3. Administration
4. Report writing and Presenting Information to Management

(b) Officers may take up the subjects of the 1<sup>st</sup> Efficiency Bar Examination on one and the same occasion or separate occasions if they so desire.

Candidates should score 40 marks for a to pass in each paper.

Syllabus :

1. Government Financial Regulations.

Candidates will be tested on the application of Financial Regulations and Treasury Circulars in government transactions, financial regulations/procedures as they relate to revenue, expenditure, foreign aid, annual and supplementary estimates, public debt, supplies, tenders, imprests and advances, financial sanctions, the account of the Island, functional and economic classifications, programme and performance budgeting, functions of the Minister of Finance, The General Treasury, the Ministry of Planning, The Secretaries, the Auditor General and the Public Accounts Committee.

2. Law and Management

Law

Definition of Law

Legal Systems of Sri Lanka

Courts Systems of Sri Lanka

Law of Contract

Law of Agency

Sale of goods

Hire purchase

Negotiable instruments

Guarantee of Securities

Insurance

## Management

Introduction to Management  
 Functions and skills of Managers  
 Planning process and setting organizational levels  
 Organization Structure  
 Human resource Management  
 Performance evaluation  
 Promotion  
 Motivation  
 Leadership  
 Communication  
 Decision Making  
 Conflict resolution  
 Change Management Conflicts Management Time Management  
 Quality Circles and Production and Result  
 Management ethics and responsibilities

3. Administration : Chapters of the Establishments Code. VII, IX, XI, XII, XV, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII

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4. Report writing and presenting information to the Management

Importance of accuracy, of timeliness and of perfection of management information.  
 Dealing with reference information  
 Periodic and ad-hoc reports  
 Writing minutes of meetings and notes  
 Structure of management reports  
 Important results that should be highlighted  
 Interpretation of results  
 Suggesting variations  
 Use of statistical name systems in data analysis  
 Comparison of Performance  
 Use of ratios and percentages in management reports  
 Diagrammatic representation  
 Listening to Professional talks and lectures  
 Reporting lectures through speech  
 Panel discussions  
 Seminar abilities  
 Delivering a speech

#### Appendix 4

Syllabus of the 2nd Efficiency Bar Examination for officers of the Sri Lanka Accountants Service.

1. The Second Efficiency Bar Examination consists of the following subjects.

1. Management Accountancy
2. Public Financial Management
3. Management and Organization

Officers can sit all the prescribed subjects of the 2nd Efficiency Bar examination in one sitting or separately if they so desire. Candidates are required to obtain 40% of marks for each paper.

2. Syllabus :

1. Management Accountancy - 3 hour paper

Control theory on accounting – Feed back – open and closed. Types of ideal standard costs, principles of performance standards and their application, revision of standards, learning circles and determination of motivation, analysis of variations and sub variations, analysis of significance, presentation and investigation of variances, behavioral aspects of control accounting, concepts of budgeting, administration of budgetary control, the budget manual, fixed and flexible budgets, master and supplementary budgets, budget centers, management participation, intervention and motivation in the preparation of budgets, the budget period and identification of the principal budget factor.

2. Management of Public Finance - 3 hour paper

Choices of questions will not be allowed.

Role of the Government Accountant.

Knowledge of Constitutional and Legal framework of public finance Institutional framework, Central government, Public corporations, Local Government Institutions, Co-operative movements. etc.

Parliamentary Control, Functions of the Treasury, Ministry of Planning, Estimates Committee, Auditor General, Public Accounts Committee, Consolidated Fund, Problems of Parliamentary Control.

Financial Circle, Preparation of Planning programmes, Preparations of budget, approval of funds, accounting, reporting, monitoring and auditing.

Project evaluation, Service prices and use of statistical data, Payment theory and deciding on the anticipated value.

Cost benefit analysis, discounted cash flow, internal effective ratio, project ranking, economic, financial and management aspects of project formulation and evaluation, successful submission of projects.

Techniques of programming, use of network analysis, allocation of resources, problems of transport, deterioration of resources due to usage or with the passage of time, replacement of resources which do not deteriorate but become useless due to partial usage or due to passage of

time, performance budgets, Establishment and use of basic methods, Measurement of performance, types of measurements, selection of units and measurements, types of measurements and analysis of performance.

Programme Budgeting, programme structure, classifications according to functions, Programme work, Expenditure projects and expenditure items, economics and activity related classification,

Financial control systems, level of responsibilities, internal control and financial regulations, internal audit, performance auditing, management auditing, variance analysis, decisions on providing capital budgets, long term planning and its importance, forecasting, risk analysis of accuracy and limitations, decision trees, probability factors.

Demand on capital, issues in estimating earnings and effectiveness of capital investments identify and allocate for risk factors when prioritize and standardize projects. Pay back determinants, calculating of accounting rate of return, net present value and DCF yields, influence of taxation and incentives, investment appraisal, Project Cost control and post audit.

Decisions on capacities , product mix, make or buy, alternative methods of manufacture, shut down problems, Pricing policies and contribution theory, influence of customer demand, patterns, elasticity of demand, Marketing strategy, techniques of evaluation of performance, profitability criteria and ratios.

Analysis of return on Capital, Management of Working Capital.

Financial control of government commercial enterprises, Budgeting, Management reporting, Interpretation of financial statements and the use of financial ratios.

Pricing in Public Enterprises :

Accounting plan and its contents, Government reports and Public undertakings.

3. Management and Organization – 3 hour paper.

Questions will be set to test the knowledge of the candidate on management and principles of organization, use of these principles in regard to the problems and issues in the public sector and the knowledge on new management strategies and techniques.

### Appendix 5

Possession of any of the following qualifications :-

- I. Membership of the Chartered Institute of Government Accounts and Finance of the United Kingdom or Membership of the Institute of Chartered Accountants of Sri Lanka or Chartered Institute of Management Accountants or Association of Chartered Certified Accountants ;

or

- II. Possession of a Post-Graduate degree in the subjects of Public Financial Management, Financial Management, Public Finance, Accountancy, Development Finance, Commerce, Economics, Business Management, Public Management, Information Technology, Government Policy, Project Management or related field from a recognized university or an institute approved by the University Grants Commission ;

or

- III. Possession of a Post Graduate Diploma in a field referred to in sub para (II) above with a post graduate degree in a Masters level from a recognized university or a university approved by the University Grants Commission ;

or

- IV. Possession of a Postgraduate degree awarded by the Sri Lanka Institute of Development Administration in any of the fields referred to in para II above ;

or

- V. Possession of a Postgraduate degree from a recognized university or from a university approved by the University Grants Commission with a PostGraduate Diploma awarded by the Sri Lanka Institute of Development Administration in any one of the fields referred to in Section II in above.

### Appendix 6

Syllabus of the examination for promotion from Grade III to Grade II of the Sri Lanka Accountants Service on exceptional performance.

- (a) Aptitude Test :

This is a written aptitude test to test whether the candidate has acquired the required knowledge, skills and attitudes as well as the proficiency to perform all duties assigned to him in an efficiency over and above the normal level of efficiency.

- (b) Total amount of marks is 100 and a candidate must score at least 60% for a to pass the test.

- (c) Promotional examination on exceptional performance is held only once a year.

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