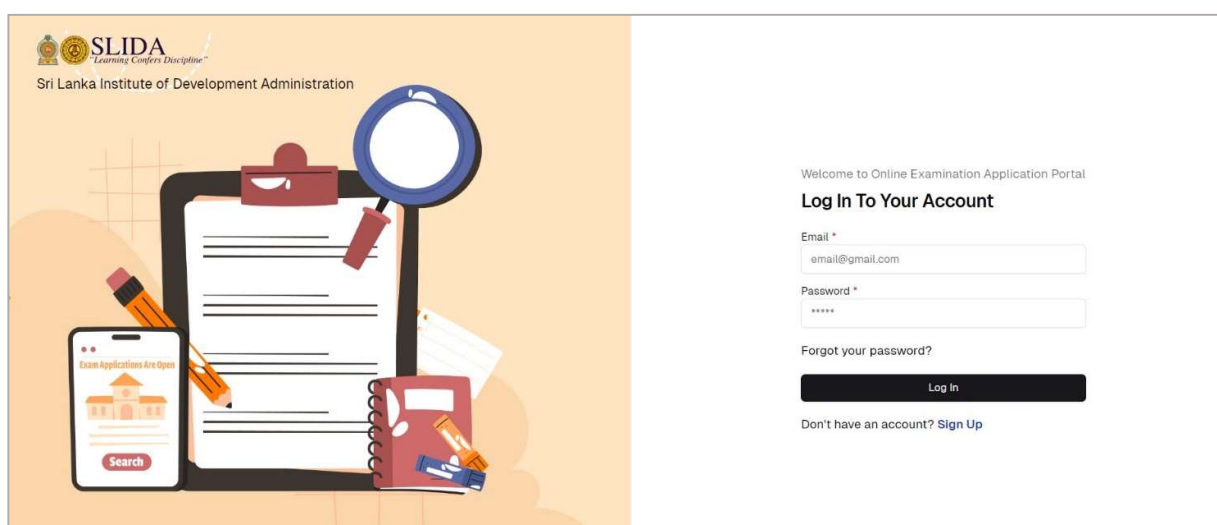


SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION

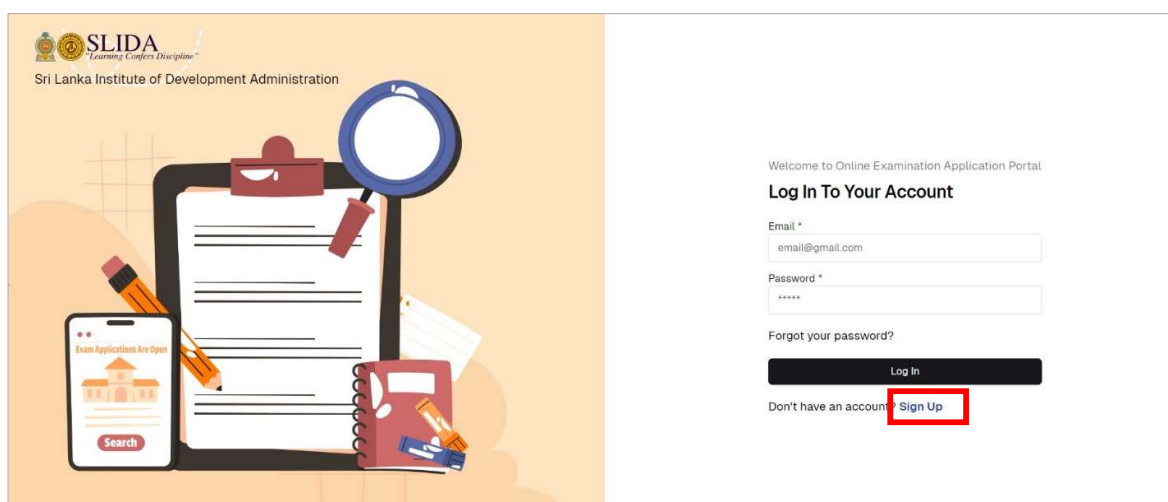
Technical Instructions for Completing Exam Applications Online

1. Access to the System

- i. To complete the application, access the following login page through the official website of Sri Lanka Institute of Development Administration (www.slida.lk) or direct link (<https://examinationportal.slida.lk/>).



- ii. Before applying for the exams, you must create a user account and for that access the “Sign Up” menu that appears in the login window.



- iii. Then on the “Create Your Account” screen, enter your name, National ID Card number, mobile number, an active email address and a password and click "Continue" button.

Welcome to Online Examination Application Portal

Create Your Account

First Name *

Last Name *

NIC (National Id Card Number) *

Phone Number *

Email *

Password *

Confirm Password *

- Use a hard-to-guess password
- Password cannot include your first name, last name, mobile number, NIC, or email address. Please create a more secure password.
- Password must include a mix of uppercase and lowercase letters.
- Avoid common words, names, surnames, and country names
- Do not use simple patterns like '1234' or 'qwerty'
- Incorporate a mix of uppercase and lowercase letters, numbers, and symbols
- Make your password long and unique for enhanced security

[Continue](#) [Back to Log In](#)

- iv. You will then see the OTP Verification screen and enter the **OTP Verification Code** received on your mobile phone number (via SMS) or Email address and click “Submit” button.
- v. Enter the email address and password you provided and access the system again.

2. Completion of Application Form

- i. Select the service of the exam you want to apply for.

Hi, Welcome

Apply for Exams Applied Exams

Exam Applications
View and Apply Exams

Select your service first

Select

Select your service first.
If you have applied for an exam before,
Please check your applied exams

- ii. The information of available exams you can apply for will be listed as below, and you can click "**Apply**" to access the corresponding application form.

Exam	Application Closing Date	Application Status	Actions
1st Efficiency Bar Examination prescribed for the Development Officers' Service - 2024 (For officers in Grade III of the Development Officers' Service)	2024-09-30 09:20 AM	Not Applied	Apply
2nd Efficiency Bar Examination prescribed for the Development Officers' Service - 2024 (For officers in Grade II of the Development Officers' Service)	2024-09-30 09:20 AM	Not Applied	Apply
3rd Efficiency Bar Examination prescribed for the Development Officers' Service - 2024 (For officers in Grade I of the Development Officers' Service)	2024-09-30 09:20 AM	Not Applied	Apply

- iii. All fields marked with an * in the online application form are **mandatory** and must be filled in.
- iv. Full Name, Name with Initials should be completed using **English Block Capital Letters only**.

Basic Information

Full Name (In Block Capital Letters) *	Name with Initials (In Block Capital Letters) *	Institution Name *
RATHNAYAKE MUDIYANSELAGE SAMAN PERERA	R.M.S. PERERA	
Designation *	Medium *	Class and Grade *
	Select...	Select...
Preferred District for the Exam *		
Select...		

- v. It is compulsory to select the subjects you wish to take in the examination by clicking the "**Add**" button.

Subjects

Subject	Actions
No results.	

- vi. If you have made the relevant payments as mentioned in the gazette, to confirm the information, mention the number of times you appeared for the exam before, the amount paid and the receipt number and click on "**Drop your file here**" and upload a picture of the receipt.

- vii. After completing the application, click "**Save**" at the bottom left corner.
- viii. Applications submitted by you will appear in the "**Applied Exams**" menu and unsubmitted applications can be accessed by clicking "**Continue**".

Important:

- After clicking "**Save**", check the information you provided and if there are no amendments, the application can be submitted to the system.

- ix. In order to **submit** the application, it is mandatory to click "**Submit Your Application**" button on the top right corner.
- x. If you need to amend the information mentioned in the application, the amendment should be done before submission. Amendment of information can be done before the application closing date and time. To amend the information, you must access the online system using your email address and password.

Important:

- **Once the application is submitted, no revisions can be made.**
- **If you do not "Submit" the application, your application will be automatically rejected after the application closing date and time.**

xi. After "**Submit**" the application, you can click "**View**" button to review the information you have entered.

Note: The applicant will receive a notification via SMS or email confirming that the application has been received.

3. Download Admission Card

After the application closing date, you can download your admission card by logging into your user account.