

MINISTRY OF EDUCATION

The Efficiency Bar Examination for the Officers in Class 3 of the Sri Lanka Principals' Service – 2017

IT is hereby notified that the Efficiency Bar Examination for Officers in Class 2 of the Sri Lanka Principals' Service – 2017 will be held in Colombo in the month of December in 2017 as per the Service Minute of the Sri Lanka Principals' Service No. 1885/31 dated 22.10.2014.

02. The syllabus and the other Provisions that are applicable to the examination have been published in the *Gazette* Extraordinary No. 1885/31 dated 22.10.2014 of the Democratic Socialist Republic of Sri Lanka. The said syllabus and the other relevant Provisions have been mentioned below for the convenience of the candidates.

(a) *Examination Procedure.*– The subjects of the Efficiency Bar Examination are mentioned below :–

- (i) Subject No. 01 – Provisions of the Establishments Code and the Procedural rules of the Public Service Commission
100 Marks – 02 hours
- (ii) Subject No. 02 – Financial Administration in Schools and Financial Regulations
100 marks – 02 hours

Syllabus : -

- (i) Provisions of the Establishments Code and the Procedural rules of the Public Service Commission – Knowledge in the Chapters VII, VIII, IX, X, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII,

XLVII, XLVIII of the Establishments Code and the Procedural Rules of the Public Service Commission are examined.

(ii) Financial Administration in Schools and Financial Regulations –

General knowledge on Circulars issued on Budget Estimates, Financial Control and Delegation of Financial Responsibility, Cash receiving, accounting and acceptance, Payments, Custodianship of Public Finance, Imprest and Bank Accounts, Works and Services, Boards of Survey, Audit queries, Legers using at the Public Offices, Summaries on Revenue and Expenditure, Bank Reconciliations, unpaid salaries, Official telephones and on the Financial Regulations are examined.

03. A candidate should obtain minimum of 40 % or higher marks for each paper that he/she is applying for in order to getting through the examination. Department of Examinations of Sri Lanka will make arrangements to personally send the results to all the applicants, who sat the examination or to publish the results in the website of www.results.exams.gov.lk of Sri Lanka Department of Examinations.

04. Language Medium of the Examination: - Sinhala and Tamil (Candidates are not permitted to change the language medium applied for the Examination later.)

05. In case it is revealed that any candidate is sitting the Examination in a language, through which he/she is not entitled to sit the Examination, his/her candidature will be cancelled.

5.1 Result sheet including the results of all the Candidates sat the Examination will be provided to the Secretary of the Ministry of Education. Personal result sheets of Candidates of the Examination will not be issued by the Commissioner General of Examinations.

06. In accordance with the following format, the application should be prepared in the way that numbers 01 to 06 should appear on the first page while the rest should appear on the second page and information related to the application should be clearly completed in their own hand writing. Applications that are not in conformity with the specimen application and applications, where information has been stated incompletely are rejected without notice. It is notified that keeping a photocopy of the perfected application and the receipt related to the Examination fee will be beneficial. Further, candidate should inquire whether the perfected application is in conformity with

the specimen application mentioned in the Notification of the Examination. It is further informed that the application will be rejected if it is not in conformity with the specimen application. It is informed that it is required to indicate the title of the Examination appearing on the head should be mentioned in English Language in applications that are submitted in Sinhala in addition to Sinhala language or English Language in applications that are submitted in Tamil in addition to Tamil Language in the preparation of such applications.

(Punishment for the provision of false information: - Accurate information should be carefully provided by a Candidate in filing the application. The candidature can be cancelled in any occasion prior to the Examination or during the examination and after the examination if it is revealed that a candidate is not eligible in terms of the Rules and Regulations of this Examination.)

07. The Examination will be conducted by the Commissioner General of Examinations and Candidates are bound to adhere by the Rules and Regulations that are imposed by him for the conduct of the Examination. The Rules and Regulations for the Examination have been published at the end of this *Gazette* Notification.

08. Applications should be sent by the Registered Post through Divisional Director of Education/Zonal Director of Education or Additional Provincial Director of Education/Provincial Director of Education or through the Head of your Institution to reach Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Sri Lanka, Post Box 1503, Colombo **on or before 12th September 2017**. Applications that are sent after this date shall be rejected.

09. With the presumption that only the candidates fulfilling qualifications stipulated in the *Gazette* Notification have applied for the Examination, admissions shall be issued by the Commissioner General of Examinations to the candidates, who have submitted duly perfected applications and if it is applicable, along with the receipt issued after paying the Examination fee on or before the closing date of applications. A newspaper notification on the issuance of admissions shall be published by the Department of Examinations immediately after issuing admissions to candidates. A candidate, who does not receive his/her admission two or three days after publishing the notification, should inform the Department of Examinations, Sri Lanka, as indicated in the advertisement. Full name, address, National Identity Card Number of the candidate and the Title of the Examination, for which the candidate has applied for should be indicated in notifying the Department. If the candidate resides outside Colombo, it will be effective to fax a request letter along with such

details of the candidate including a fax Number of the candidate to receive a copy of the admission via fax, to the Fax No. mentioned in the Notification. It will be useful to be in preparedness to produce a copy of the application that was kept by candidate in order to substantiate the candidature of the Candidate, copy of the receipt obtained if payment of examination fees is applicable and the receipt issued for sending the application in registered post when making inquiries from the Department of Examinations. Issuance of an admission to a candidate should not be considered as an acceptance that he/she has fulfilled qualifications to sit the Examination.

10. (i) Signature of the candidate both in the application and the admission issued for the Examination should have been certified by the Head of the Institution or an Officer authorized by the Head of the Institution. A candidate should sit the Examination at the examination hall prescribed for him/her under the prescribed Index No. and should hand over the admission, in which his/her signature has been attested to the Supervisor of the Examination on the day of the Examination. A candidate, who does not submit his /her admission, is not permitted to sit the Examination.

(ii) Complaints (submitted later) of Candidates, who fail to fulfil the requirements mentioned in the para 08 above, will not be entertained.

11. Candidates are responsible to substantiate his/her identity at the Examination Hall :

- i. Valid National Identity card issued by the Department for Registration of Persons or,
- ii. Valid Passport will only be accepted for this purpose.

12. *Examination Fees* : -

- (a) Fees charged for this Examination will not be refunded under any circumstances and it is not allowed to transfer the fees as a fee for another examination.
- (b) Fees will not be charged for the entire Examination or part thereof in the first sitting.
- (c) The fees charged subsequently for each sitting has been mentioned below :

For the Full Examination	: Rs. 500
For One Subject	: Rs. 250

The receipt obtained by paying this Examination fee to any Post Office of the Island to be credited to the revenue head 2003-02-13 of the Commissioner General of Examinations should be affixed firmly on the specified place of the application. It will be beneficial for the candidate to retain a photocopy of the receipt. Further, money orders or stamps will not be entertained for the Examination Fee.

13. Candidates are subject to rules and regulations imposed by the Commissioner General of Examinations on the conduct of Examinations and releasing of results. It is informed that candidate is liable to any punishment imposed by the Commissioner General of Examinations in case such rules and regulations are violated by the candidate.

14. In case any inconsistency prevails among language texts of this notification published in Sinhala, Tamil and English languages, the notification in the Sinhala medium shall prevail in such an instance.

15. Further, the Secretary of Education reserves the right of deciding any matter, which is not covered by this notification.

SUNIL HETTIARACHCHI,
Secretary,
Ministry of Education.

At the Ministry of Education, Isurupaya, Pelawatte.
2017.

SPECIMEN APPLICATION

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EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 3 IN
SRI LANKA PRINCIPALS' SERVICE -2017

(Please submit to reach the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, Sri Lanka, P.B.1503, Colombo through Divisional or Zonal Director of Education/Additional Provincial Director of Education/ Provincial Director of Education. The Title of the Examination should be mentioned in the top left-hand corner of the envelope.)

01. Language Medium of sitting the Examination :
(State the relevant Number inside the cage)

Sinhala	- 2	
Tamil	- 3	

- (Please delete the words that are not applicable)