



DEPARTMENT OF CENSUS AND STATISTICS

First Efficiency Bar Examination for Senior Statisticians and Statisticians in the Department of Census and Statistics - 2013(2017) - II

IT is hereby notified that an Efficiency Bar examination for officers belonging to the Senior Statistician and Statistician post will be held in December, 2017 by the Department of Examinations, in accordance with the provisions of relevant approved scheme of recruitment.

02. (i) This examination will be held by the Commissioner General of Examinations and candidates are bound by the rules and regulations stipulated by him in respect of holding this examination and issuance of results. The decision of the Commissioner General of Examination will be the final decision with respect of holding examination and issuing results.
- (ii) A set of rules and regulations for candidates is published separately in the *Gazette* notification.

Any candidate who violates these rules and regulations will be liable to a punishment imposed by the Commissioner General of Examinations.

03. *Examination Fees.*— Candidates can sit relevant subjects at once or separately few times. Candidates who are sitting this examination for the first time need not to pay any examination fee. However, at consequent sittings, candidates are required to pay Rs. 1,200 for the whole examination and Rs. 600 for one subject. This could be paid at any post office/sub post office in the island to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations and the original receipt should be firmly affixed in the place specified in the application form. (It would be advisable to keep a photocopy of this receipt). Kindly be informed that in addition to examination fees, you will not be charged of any extra payment. Money orders or stamps are not accepted as examination fees and under any circumstances this fee will not be refunded or transferred to any other examination.

04. *Applications.*— The application should be prepared according to the format given at the end of this notice on A4 size paper. Headings 01 to 05 should be entered on the first page and rest on the second page. Further, it is compulsory to indicate the title of the examination appearing the application in English language too on both Sinhala and Tamil application forms. Application form can be type written but the relevant particulars should be entered very clearly in candidate's own handwriting. The applications should be forwarded to the Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Post Box 1503, Colombo, through the Head of Department under registered cover to be reached on or before 02.10.2017. The top left hand corner of the envelope should clearly mention the name of the examination as "First Efficiency Bar Examination for Senior Statisticians and Statisticians in the Department of Census and Statistics - 2017". Incomplete applications and the applications received after the closing date of application will be rejected without any notice. Further, it is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice, if not application will be rejected. (It would be advisable to keep a copy of the application).

05. *The Identification of the candidate.*— All candidates should prove their identity for each subject they are sitting to the satisfaction of the supervisor of the examination hall.

Any of the following documents will be accepted for this purpose :

(i) The National Identity Card issued by the Commissioner of Department for Registration of Persons,

(ii) A valid Passport.

The decision of the Commissioner General of Examinations will be final regarding the candidature of any candidate, who fails to submit any of the above.

06. Commissioner General of Examination will issue admission cards to the applicants who have submitted their duly filled application in the correct format mentioning the language medium of the examination with the applicant signature, certification of the signature and the certification of the Head of Department and if any examination fee to be paid on or before the closing date of application with the receipt of the payment made. Department of Examinations will publish a notification in the newspaper as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement an inquiry should be made from the Department of Examinations in the manner specified in the paper notice. In the said inquiry, the name of the examination applied, full name of the applicant, National Identity Card number and the address should be correctly mentioned. In such cases, it is important to keep the copy of the application, the copy of the receipt of examination fees and the receipt of the registered post in hand to provide the details requested by the Department of Examinations. In case of applicants who live out of Colombo, a letter of request with the above details and a fax number can be sent to the Department of Examination in order to get a copy of the admission card through fax.

07. The candidate should get certified him/her signature on the admission card in advance and it should be certified by the Head of Department or an Officer Authorized to do on behalf of him or Principal of Public School/Retired Officer, Grama Niladhari Officer of the Division, Justice of the Peace, Commissioner of Oaths, Attorney at Law, Notary Public an Authorized Officer in Three Forced of an Officer in Public Sector, Provincial Public Service or permanent staff officer of incumbent of a Buddhist temple, Chief Reverend or a person in charge of other Religions temple or a Clergy who is entitled to an annual combined salary of Rs. 240,360 or more.

08. Head of Department should grant duty leave to the candidates to whom admission cards have been issued by the Commissioner General of Examinations enabling them to present themselves at the examination. Travelling

expenses will not be paid in this respect. Candidates should sit for the examination only at the relevant examination hall and candidates without admission cards will not be allowed to sit for the examination.

09. The examination will be conducted in the Sinhala, Tamil and English media. The medium of exam for the applicants, who have joined the Public Service through a competitive examination, should be the medium they have sat for the competitive examination. For the applicants who have joined the Public Service without a competitive examination, the medium of the examination considered as the qualification for the recruitment should be the medium of this examination. The candidates are required to sit for all the subjects in one medium and will not be allowed to change the medium of examination given in her/his application.

10. This examination will be held only in Colombo.

11. *Method of Examination.* – Relevant examination for the above post consists of following subjects :

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>
1. Administration	1	100	02 hours
2. Financial Management in Public Sector	2	100	02 hours
3. English	3	100	02 hours
4. Applied Statistics	4	100	03 hours

(01) *Subject No. 1 - Administration :*

- * Organization of office and field activities and organizational methods.
- * Following chapters of the Establishment Code. I, II, III, V, VI, VII, IX, XI, XII, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII
(Above chapters should be followed subjected to the provisions of Section I of Public Service Commission Procedures).

(02) *Subject No. 2 - Financial Management in Public Sector :*

Following chapters of the Financial Regulations.

- I - All Sections
- II - All Sections
- III - All Sections
- IV - All Sections
- V - 1, 2, 3, 4 Sections
- VI - All Sections
- VII - 1, 2, 3, 4 and 6 Sections.

(03) *Subject No. 3 - English*

English Grammar

A suitable level of proficiency on the following forms of grammar in spoken and written language is expected from the candidate :

- Tense and Number
- Sentences (Simple/Compound/Complex/Compound Complex)
- Relative Clauses
- Reported Speech
- Adjectives and Adverbs
- Determiners
- Prepositions

Writing Skills :

The knowledge on the modern formats and styles of writing is tested in this area of study.

- * Internal modes of Communication
- * Formal Correspondences skills
- * Writing Descriptions/Explanations
- * Summary writing skills
- * Report Writing Skills
- * Minutes of Meetings/Agendas/Invitations
- * Comprehension

Reading Skills :

Candidate's ability to comprehend a printed text ; infer meaning and verbal/written interpretation is expected :

- * Reading and understanding the specific and general meaning of the printed text.
- * Reading and interpretation (Verbal/Written).
- * Understanding the Cohesion and coherence of a passage.

(04) **Subject No. 4 - Applied Statistics :**

The objective of this paper is to test the knowledge of the candidates on statistical tasks carried out by the Industry, Agriculture Statistics, National Accounts, Information Technology (Data Processing), Sample Surveys, Population Census and Demography, Price Index and Cartography divisions of Department of Census and Statistics.

- 11.1 Candidate should score a minimum of 40 percent (40%) of marks or above to pass in each subject and should pass all the subjects in order to pass the efficiency bar examination. Candidates can complete relevant subjects of the examination at once or several times.

12. Issue of an admission card to a candidate should not be regarded as an acceptance of his/her eligibility to sit the examination.

12.1 Results of the examination of all candidates will be submitted to the Director General of Department of Census and Statistics.

13. The decision of the Director Census and Statistics will be final in respect of any matter not provided in this *Gazette* notification.

14. In the event of any inconsistency between the Sinhala, Tamil and English texts in this *Gazette* notification, the Sinhala text shall prevail as the accurate text.

Director General,
Department of Census and Statistics.

"Sankyana Mandiraya",
No. 306/71,
Polduwa Road,
Battaramulla.

SPECIMEN APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION FOR SENIOR
STATISTICIANS AND STATISTICIANS IN THE DEPARTMENT OF
CENSUS AND STATISTICS - 2013(2017) - II

(For office use only)

Language Medium of Examination :

- Sinhala - 2
Tamil - 3
English - 4

01. Name with initials writing initials at the end :_____.
(In English Block Capitals) *Eg.* : SUNIL, J. M. U.

1.1 Full Name (In English Block Capitals) :_____.
(*Eg.* : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Surname written first and initials at the end :_____.
(*Eg.* : GUNAWARADHANA, H. M. S. K.)

1.3 Full Name :_____.
(In Sinhala/Tamil)

02. Service Station and Address :

2.1 Name of the Service Station :_____.

2.2 Official Address :_____.

(In English Block Capitals)

(Admission card will be posted to this address)

03. 3.1 Sex :

Male - 0
Female - 1

(Indicate the relevant number in the cage)

3.2 National Identity Card No. :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3.3 Date of Birth :

Year				Month		Date	

04. Subject/Subjects applied for the Efficiency Bar Examination :

(Please refer Para 10 of the *Gazette* Notification)

Number	Subject	Subject No.
1.		
2.		
3.		
4.		

05. Current Post :_____.

5.1 Number of the appointment letter :_____.

5.2 Date of Appointment :_____.

06. Are you sitting for the examination for the first time ?
:_____.

6.1 If not, value of the examination fees paid ? :_____.

6.2 Receipt No. :_____.

6.3 Date :_____.

Affix the cash receipt here (Only if applicable)
(Keep the photocopy of the receipt)

I declare that the information above particulars by me are true and correct to the best of my knowledge and that I am eligible to sit for the examination in the language medium. Indicated above and that I agree to abide by the rules and regulations imposed by the Commissioner General of Examination in relation to conduct of this examination and once of results.

_____,
Signature of the Applicant.

Date :_____.

Note.— The applicant should place her/his signature in the presence of the relevant Head of Department or an officer authorized to do so on behalf of him.

Attestation of the Signature

I hereby certify that Mr./Mrs./Miss who serves at my Department is personally known to me and that he/she signed in my presence on

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

(Place the official frank)

Certificate of the Head of the Department :

I certify that,

1. The particulars furnished by her/him in chapters above have been checked,
2. He/she is eligible to sit for this examination.

_____,
Signature of Head of Department.
(Place the official frank)

Name :_____.

Designation :_____.

Address :_____.

Date :_____.