

MINISTRY OF FOREIGN AFFAIRS

1st and 2nd Efficiency Bar Examination and Second Language Test for the Officers of the Sri Lanka Foreign Service – 2017 (2018)

IT is hereby notified that the Efficiency Bar Examination and the Second Language Test for Officers in the Sri Lanka Foreign Service will be held in Colombo and in Sri Lanka Missions abroad in June 2018. The oral examination will be held only in Colombo.

02. The Time Table would be prepared enabling the candidates to sit for both Efficiency Bar Examinations at the same time.

03. *Syllabus* – Syllabus and other Provisions by which the First and Second Efficiency Bar Examinations are Governed and indicated in the respective Service Minute.

Syllabus and other provisions for the Second Language Test are indicated in Appendix “A” while syllabus and other provisions for the First and Second Efficiency Bar Examinations and for the foreign languages are indicated in Appendix “B”.

Officers are allowed to sit for the subjects of the Efficiency Bar Examination at one or more sittings. Action will be taken to conduct Oral Tests for the officers who sit for the Second Language Test at the same venue at the same time.

04. The subjects for which the officers should appear in the Efficiency Bar are as follows:

1ST EFFICIENCY BAR

PART I		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration hours</i>
01.	Finance	03
02.	History and Geography of Sri Lanka	03
PART II		
03.	Elementary Constitutional Law and International Law	03
04.	Diplomatic Practice	03
05.	International Affairs	03
06.	The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Compute Literacy	03

2ND EFFICIENCY BAR

PART I		
Subject No.	Subject	Duration hours
21.	Economic & Social Development in Sri Lanka	03
22.	Administration	03
(a) Office systems & Organizational Methods		
(b) Establishments Code (Volume I & Volume II)		

PART II		
Subject No.	Subject	Duration hours
23.	Elementary Constitutional Law and International Law	03
24.	Diplomatic Practice	03
25.	International Affairs	03

FOREIGN LANGUAGES

Subject No.	Subject	Duration hours
07.	Arabic	02
08.	French	02
09.	Russian	02
10.	Spanish	02
11.	Hindi	02
12.	Chinese	02
13.	German	02
14.	Japanese	02
15.	Italian	02
16.	Korean	02

SECOND LANGUAGES

Subject No.	Subject	Duration hours
30	Sinhala (Written)	02
31	Tamil (Written)	02
32	English (Written)	02
33	Sinhala (Oral)	
34	Tamil (Oral)	
35	English (oral)	

05. The attention of the Officers sitting for these Efficiency Bar Examinations is drawn to the Paragraph No. 5 of the Treasury Circular No. 701 dated 04th September 1966 which is reproduced below:

“Departmental examinations (including Promotional and Efficiency Bar Examinations) - The medium for Promotional Examinations as well as Efficiency Bar Examinations should be the language in which the officer sat for the Competitive Examination to enter the Public Service or the Official Language. In case where initial recruitment has been taken place without a competitive examination, the medium for Promotional/Efficiency Bar Examination should be the language in which the officer was qualified for entry into the Public Service or the Official Language.”

05.1 Issuance of Results:

Candidates are required to obtain 40% marks or above for each subject for a pass. Two separate result sheets, containing results of individual candidates, pertaining to both First & Second Efficiency Bar Examination will be sent to Secretary Foreign Affairs by the Commissioner General of Examinations.

06. Arrangements will be made by the Commissioner-General of Examinations for the candidates to answer the question papers in Sinhala, Tamil or English, except for the question papers on foreign languages. Medium applied to sit for the exam cannot be changed.

07. If a candidate is later found to have sat in a medium in which he is not entitled to sit, his candidature will be cancelled.

08. Application forms should be prepared in an A-4 size paper as per the specimen appended to this notification, containing items 1-8 on the first page and the rest on the second page. Both sides of the paper should be used. Applications should be filled in applicant's own handwriting clearly. Applications prepared in Sinhala and Tamil medium should also bear the name of the examination in English. Candidates appearing for both Examination should submit separate applications in respect of each Examination.

Since the applications which are not in conformity with the specimen and not provided with the required details will be rejected without notification. Applicants are advised to keep a photocopy of the application. Before sending the application applicant should verify whether the completed application is in conformity with the specimen form given in the notification regarding the examination and all the details have been included in it and the receipt has been affixed to it.

08.2. Penalty for furnishing false information:-You should be careful to provide correct information in perfecting the application. According to laws and regulations, if an applicant is found to be ineligible at any time before, during or after the examination his/her candidature is liable to be cancelled

09. The examinations will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by the Commissioner General for the conduct of examination. Candidates are subject to the laws and regulations imposed by the Commissioner General of the Examinations in relation to examination procedure and issuance of results. In case of violations of such laws and regulations, the candidate will be subject to a penalty imposed by the Commissioner General of the Examinations.

10. All applicants should send their applications to the Overseas Administration Division of the Ministry of Foreign Affairs to forward them to the Commissioner General of Examinations, on or before 23 March 2018. Those who are serving in Sri Lanka Missions abroad should send their applications through the Heads of Mission. Any Application received after the closing date will be rejected.

11. Admission cards will be issued by the Commissioner General of Examination to all the applicants who had submitted duly perfected applications on or before the closing date of applications and receipts for the payment of examination fees as required as per the notification attached, on the presumption that only those who possess the qualifications have applied. A notice will be published in news papers to that effect by the Department of Examinations as soon as admission cards are issued. If a candidate does not receive his/her admission even 02/03 days after the notification, it is advisable for him/her to make a request by fax with photocopies of the application and the receipt to the Commissioner General of Examination. It is also advised to indicate a fax number in the request enabling the Commissioner General of Examination to fax a copy of the Admission to the candidate. (The fax No. of the *Organization and Foreign Exams Branch*, the Department of Examinations is 0112784232)

11.1 Issuing an admission card to a candidate should not be considered that he/she has fulfilled the required qualifications to sit for the examination or for the post.

11.2 The applicant should get his/her signature placed in the application and admission card attested by the head of institution or an officer to whom the power is delegated by him.

12. Subsequent appeals by candidates who fail to comply with the requirements as stipulated in paragraph 11 above will not be entertained. Candidates should sit for the examination at the examination hall assign to him/her. Every candidate who appears for the examination should produce to the Supervisor of the examination hall, the admission card with his/her signature attested. Candidates who failed to produce his/her admission card will not be allowed to sit for the examination.

13. The following are the documents of Identity acceptable at the examination centre:

- (1) National Identity Card issued by the Commissioner of Registration of Persons,
- (2) Valid Passport

14. Candidates who sit for the examination for the first time are exempted from exam fees, while in the case of subsequent sittings fees will be levied on the following basis;

- (a) First sitting (whole examination or part thereof): free of charge
- (b) Each subsequent sitting :

	<i>Rs. cts.</i>
Complete examination	1,200 00
One Subject	600 00
Oral Test	300 00

The receipt obtained for the payment of fees at post office/sub post office in the island or Foreign Diplomatic Mission to the credit of to Revenue Head 2003-02-13 of the Commissioner General of Examinations should be firmly affixed to the application in the place provided.

You are kindly informed that no charges other than the examination fees will be made. Money orders or stamps will not be accepted for payment of examination fees. Under no circumstances will the examination fees be rejected or transferred in respect of another examination. It will be useful to keep a photocopy of the receipt.

15. The decision of the Public Service Commission will be final with regard to any matter that has not been mentioned in this notification. The decision of the Commissioner General of Examinations will be the final with regard to the examinations.

16. In case of divergence or inconsistency among different texts of this notification published in Sinhala, Tamil and English languages, the Sinhala text shall prevail.

PRASAD KARIYAWASAM,
Secretary,
Foreign Affairs.

Ministry of Foreign Affairs,
Republic Building,
Colombo 01.
09th February 2018.

SPECIMEN APPLICATION FORM

MINISTRY OF FOREIGN AFFAIRS

For office use only

1ST AND 2ND EFFICIENCY BAR EXAMINATIONS AND SECOND LANGUAGE TEST FOR THE OFFICERS OF THE SRI LANKA FOREIGN SERVICE – 2017 (2018)

Medium

Sinhala - 2
Tamil - 3
English - 4

(Please mark the relevant number in the cage)

01. The examination applied for

(Please mark the relevant number in the cage)

Examination	Relevant No.
Efficiency Bar 1	1
Efficiency Bar 2	2
Second language	3
Foreign language	4

02. (i) Name in full (In English block capitals) : _____.
(Eg; HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

(ii) Last name with initials : _____.
(In English block capitals. Put the initials after the last name Eg. GUNAWARDHANA, H.M.S.K.)

(iii) Name in full (In Sinhala/Tamil) : _____.
(In English block capitals)

03. Address (for dispatch of admission cards) : _____.
(In English block capitals)

04. Date of Birth:

Date: Month: Year:

05. National Identity Card No.

06. Sex:

(Please mark the relevant number in the cage)

Male - 0
Female - 1

07. Date of appointment to the Sri Lanka Foreign Service

Date: Month: Year:

08. Present post : _____.
(Please mark the relevant number in the cage)

09. Subjects offered should be clearly stated with the subject numbers given in para 04 of the notification. (Applicants will be allowed to sit for subjects indicated in the application only.)

Subject	Subject No.
i.	
ii.	
iii.	
iv.	
v.	
vi.	

10. State whether the applicant had appeared for the whole examination or part thereof previously. If so, state the index number, subjects, year and month : _____.
(Please mark the relevant number in the cage)

I, declare that the information furnished above is accurate and that, I am eligible to sit for this examination in the language medium indicated above. Further, I abide by the rules and regulations laid down by the Commissioner General of Examinations with regard to the conduct of the examination.

The receipt No. for payment of examination fee is annexed.

Fee paid :Rs.

_____,
Signature of applicant.

Date :_____.

Examination fees :

- (i) Post office/sub post office/Foreign Diplomatic Mission where the examination fee was paid.
_____.
- (ii) Amount paid :_____.
- (iii) Date :_____.
- (iv) Receipt number :_____.

Original Receipt should be pasted here
(Please keep a photocopy of the receipt)

Commissioner General of Examinations,

Forwarded.

I, do hereby certify that the information furnished above is accurate and that Mr./Mrs./Miss..... is eligible to appear for this examination in the language medium indicated by him/her. I also attest the applicant's signature and the examination fees have been paid and the receipt is attached herewith.

_____,
Signature and Designation of the
Head of Department.

Date :_____.
(Official Stamp)

Appendix "A"

SINHALA PART

The written paper will be of a two hour duration and candidates are required to obtain 40% marks or above in this paper for a pass.

It will contain questions on:

- (i) Grammar
- (ii) Translation of petitions or Gramaseva Niladhari's reports written in Sinhala into English.
- (iii) Translation of an official letter or a document in English into Sinhala

The oral Test will consist of the following:

- (i) Interpret in Sinhala an official material written in English, so that the passage can be understood and taken down in writing by a Sinhala speaking person.
- (ii) Reading a petition in Sinhala.
- (iii) Conversation and Interpretation

The purpose of the test will be to assess the candidates' ability of understanding Sinhala Language as it is spoken by different native speakers and of making him/herself understood both in common conversation and in the usual course of official business.

TAMIL

The Test in Tamil will consist of a written part and an oral part.

The written paper will be of a two hour duration and candidates are required to obtain 40% marks or above in this paper for a pass. It will contain questions on:

- (i) Grammar
- (ii) Translation of petitions or Gramaseva Niladhari's reports written in Tamil into English.
- (iii) Translation of an official letter or a document in English into Tamil.

The oral Test will consist of the following:

- (i) Interpret in Tamil an official material written in English, so that the passage can be understood and taken down in writing by a Tamil speaking person.
- (ii) Reading a petition in Tamil.

(iii) Conversation and Interpretation.

The purpose of the test will be to assess the candidates' power of understanding Tamil Language as it is spoken by different native speakers and of making him/herself understood both in common conversation and in the usual course of official business.

ENGLISH

The English paper will be of a two hour duration and candidates are required to obtain 40% marks or above in this paper for a pass. It will contain questions on:

- (i) Grammar
- (ii) Comprehension
- (iii) Precis writing
- (iv) Report and letter writing
- (v) Vocabulary

A prototype of the question paper is furnished below for the information of candidates.

PART A

- (a) Fill in the blanks with the correct form of the verb given within brackets:-

During the last war our country 1 (be) a British Colony 2 (take) a full part in the war effort. Consequently our tea, rubber and coconut 3 (ship) to Britain at very favourable prices and the foreign exchange we 4 (earn) 5 (accumulate) as assets. Again during the Korean war in the early fifties our products 6 (fetch) good prices and we 7 (not have) any exchange problem. However, political independence 8 (not given rise) to any effort to 9 (build up) our economy we 10 (be) a nation of consumers and we 11 (Squander) our foreign exchange on consumer goods which 12 (can produce) locally and incidentally diversified our economy. Over the last decade we 13 (begin) to feel the pinch when our primary products 14 (fail) to command good prices in the world market while our requirements of food both rice and subsidiary food stuffs 15 (rise) in price.

- (b) Fill in the blanks with the correct preposition (where necessary):

As Assistant Secretary 16 charge 17 subjects. It was my duty to convene groups of officers dealing 18 different aspects of development work in the Ministry 19 time to time. They discussed 20 various problems that they confronted and which they could not cope 21 on their own. We were thus able to share our experience 22 each other and make concrete proposals 23 the Secretary every month. He in turn put 24 his own plans for discussion 25 these meetings.

- (c) Underline the correct letters given within brackets that would complete the spelling of the following words:

- 26. Har.....ment (rass/as/ass).
- 27. Ember.....(rass/as/ass).
- 28. Tol.....(arreance/erance/erence)
- 29. Par.....arian(liament/limen/liment)
- 30. Bal.....ing (let/lat/lot)
- 31. Itin..... (erary/array/erarie)
- 32. Pers.....(everance/everence/ewerence)
- 33. Bour..... (geoise/joursie/juwarsy)
- 34. Prolet (ariet/ariat/eriyat)
- 35. Com.....ate (memorr/emor/memor)

- (a) In each of the following statements underline the correct word within brackets:-

- 36 The inventory was checked by the Board of (Survellance/Survey/Surveyors).
- 37 At the enquiry I had to be satisfied that the accused officer had (contradicted/ contravened/ contaminated) the regulations.
- 38 Every receipt should have a (counterfoil/ counterfeit/ counterpane) for the purpose of audit.
- 39 There was a possibility that the prosecution had (fabricated/fumigated/promulgate) the evidence.

- 40 (Discrete/Discretionary/Discriminatory) power was given to the Head of the Department under the relevant Act.
- 41 The Police Party had (laid/lie/lain) in ambush until the bribe taker arrived.
- 42 The entire staff turned upon (facilitate/ infiltrate/ felicitate) the watcher on his retirement.
- 43 In times of national crises we must avoid (luxuriant/ luxurious) habits.
- 44 Martial music was played over the radio during height of the battle to keep up the (moral/ morale/morals) of the people.
- 45 Candidates are advised to use (Stationary / Stationery) sparingly owing to the acute paper shortage.

(e) Underline the correct phrase in the brackets that means the same as the word or phrase underlined in each sentence.

- 46 In good management the boss should, support his staff in their work (back out/ back up/ back away)
- 47 The sales and replacement of stock amounted to over Rs. 5,000 (turn out/ turn up/ turn away).
- 48 We were warned at the start not to let out work get into arrears (set out/outset)
- 49 **They** younger son wasted his father's wealth in a few years. (ran over/ran through)
- 50 I wanted to see the film, but the queue deterred me from going (put away/put off).

Part B

Read the following passage carefully and then answer the questions set out below:

Most modern political ideals such, for example, as justice, liberty, constitutional government, and respect for the law or at least the definitions of them began with the reflection of Greek thinkers upon the institutions of City State. But in the long history of political thought the meaning of such terms has been variously modified and always the meaning has to be understood in the light of the institutions by which the

indicates were to be realized and of the society in which those institutions did their work. The Greek City States was so different from the political communities in which modern men live that it requires no small effort of the imagination to picture its social and political life. The Greek Philosophers were thinking of political practices far different from any that have prevailed commonly in modern world, and the whole climate of opinion in which the work was done was different. Their problems though not without their analogies in the present, were never identical with modern problems, and the ethical apparatus by which political life was evaluated and criticized varied widely from and that now prevails. In order to understand at all accurately what their theories meant is necessary first to realize at least roughly what kind of institutions they had in view and what citizenship connected, as an effect and as an ideal to the public for whom they wrote. For this purpose the Government of Athens-is especially important, partly because it is the best known, but chiefly because it was an object of special concern to the greatest of Greek Philosophers.

As compared with modern states the ancient City-State was exceedingly small both in area and in population. The numbers were exceedingly uncertain but a figure somewhat in excess of three hundred thousand would be approximately correct. Such an arrangement of a small territory dominated by a single City was typical of the City State.

In each of the following cases, choose the alternative which in your opinion supports the views expressed in the above passage. Place a tick (right mark) against the correct answer –

- 51 Athens is significant for the students of Greek political thought mainly because –
(a) it was the most powerful of the Greek City States
(b) its ideals had been carefully studied by the Greeks themselves
(c) it had the most ideal form of Government
(d) it is the best known of the Greek City-States
- 52 Greek political thought was concerned with problems
(a) entirely unrelated to
(b) identical with
(c) different from Analogous but to
- 53 The moral and religious basis of Greek political idea is
(a) very similar to modern moral and religious ideas
(b) unknown
(c) very different from modern moral and religious ideas

- 54 It is
(a) easy
(b) not at all easy
(c) impossible
- 55 In comparison with the ancient Greek City States are
(a) very large
(b) very small
(c) about the same size
- 56 The population of an ancient Greek City States was
(a) much less than 300,000
(b) over 3 million
(c) just over 300,000
- 57 The City-State of Athens comparisons
(a) a small territory governed by a singly city
(b) a large territory governed by a number of cities
(c) a small territory with village councils
(d) a large territory with a de-centralized administration
- 58 At different times in the history of the world people
(a) have thought in basically the same way
(b) have thought in different ways
(c) have contradicted the views of people of the previous generation
- 59 Details of political theory are derived from Greek Political thought
(a) because the Greek City States was very similar to modern states
(b) in spite of Greek City State being very different from modern States
(c) because modern political theorists are students of Greek Philosophy
- 60 The meaning of political ideal at a particular moment in European History since the time of the Greeks can be defined only be
(a) Relating it to its context
(b) Tracing it back to its original meaning among the Greeks
(c) Investigating the meaning of the Greek word for it
(d) Taking into account only those features in it which have persisted throughout its history.
- 61 Write sentences using each of the following words so as to bring out its meaning clearly:-
- Arbitration, emoluments, etiquette, consolidates, hypothetical, retrospective, exigencies, evaluate, review, empower.
- EITHER
- 62 Write a letter to the Head of an Educational Institute in an English speaking country, setting out the following information in an orderly manner:
- (i) The equivalence of our examination certificate to the certificate specified in this letter cannot be determined as the examining authorities in Sri Lanka have not been consulted by the institution concerned in that country
- (ii) The G.C.E. (Ordinary Level) Credit Pass has been officially equated with an Ordinary Pass in London G.C.E. (Ordinary Level)
- (iii) The receipt of the letter sent to the Commissioner of Examinations is acknowledged
- (iv) Any further information in this matter may be obtained from the Embassy of the Republic of Sri Lanka in that country
- 63 Write a memorandum to the Secretary, Bureau of Standards making out a case for the adoption of the 24 hours clock in this country stating the advantages of such a measure.
- Appendix "B"*
1. FIRST EFFICIENCY BAR EXAMINATION
- 1.1 The first Efficiency Bar Examination will consist of two parts and officers may take both parts at one sitting or separately.
- 1.2 An examination in the following subjects :
- PART I
- (i) Finance – This paper is based on the following:
- (a) The Financial Regulations of the Government of Sri Lanka, Part I (Expect Chapter X)
- (b) The estimates of the current year
Eg. Their arrangement, the heads of revenue, the Finance and Appropriation Acts.

- (c) Ordinance relating to specific accounts dealing within Kachcheries.

- (ii) History and Geography of Sri Lanka.

PART II – SPECIAL PAPERS

- (i) Elementary Constitutional law and International Law
- (ii) Diplomatic Practice
- (iii) International Affairs
- (iv) The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Computer Literacy.

1.3. Each of the above papers will be of a three hour duration and candidates are required to obtain 40% marks or above in each paper for a pass.

1.4 An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the respective paper when he/she has obtained the qualifying marks in respect of each paper.

2. SECOND EFFICIENCY BAR EXAMINATION

2.1 The Second Efficiency Bar Examination will consist of two parts and officers may take both parts at one sitting or separately.

2.2 The examination will be conducted in the following subjects.

PART I

- (i) Economic and Social Development in Sri Lanka
- (ii) Administration – This paper is based on the following:

(a) Office systems and organizational methods

(b) Establishments Code – Volume I and Volume II.

PART II – SPECIAL PAPERS

- (i) Elementary Constitutional Law and International Law
- (ii) Diplomatic practice
- (iii) International Affairs

2.3 Each of the above papers will be of a three hour duration and candidates are required to obtain 40% marks or above in each paper for a pass.

2.4 An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the respective paper when he/she has obtained the qualifying marks in respect of each paper.

Note:

- (i) Questions on Constitutional Law will be mainly on the evolution of the parliamentary System of government and the Constitutional Development of Sri Lanka, with special reference to the Constitution of the Democratic Socialist Republic of Sri Lanka. Questions on International Law will include inter – state relations, both bilateral and multilateral and the rights and duties of States in relation to them, diplomatic law and the law of treaties.

- (ii) An officer who is an Attorney-at-Law or who has obtained a degree in Law from a recognized university will be exempted from the paper on Elementary Constitutional Law and International law provided he has secured a pass in those subjects at the relevant Examination.

3. FOREIGN LANGUAGES

3.1 Foreign Languages

- (i) Arabic
- (ii) French
- (iii) Russian
- (iv) Spanish
- (v) Hindi
- (vi) Chinese
- (vii) Germany
- (viii) Japanese
- (ix) Italian
- (x) Korean

3.2 A foresaid each written question papers on foreign languages will be of two hour duration. Candidates are required to obtain 40% marks or above in each paper for a pass.