

MINISTRY OF FOREIGN AFFAIRS

1st and 2nd Efficiency Bar Examination and Second Language Test for the Officers of the Sri Lanka Foreign Service – 2018 (2019)

IT is hereby notified that the 1st and 2nd Efficiency Bar Examination and the Second Language Test for the Officers in the Sri Lanka Foreign Service will be held in Colombo and in Sri Lanka Missions abroad in October 2019. The oral test 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 the other Provisions by which the First and Second Efficiency Bar Examinations are Governed are indicated in the respective Service Minute.

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

The 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 Examination are as follows:

1ST EFFICIENCY BAR EXAMINATION

| 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 EXAMINATION

| PART I | | |
|--|--|-----------------------|
| <i>Subject No.</i> | <i>Subject</i> | <i>Duration hours</i> |
| 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 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 clearly in applicant's own handwriting. 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. The applicants are advised to keep a photocopy of the application. Before sending the application, the 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.

08.1. Penalty for furnishing false information:-You should be careful to provide correct information in perfecting the application. According to the 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 the candidates will be bound by the rules and regulations prescribed by the Commissioner General for conducting the 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 the results. In case of any 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 Human Resources and Mission Management Division of the Ministry of Foreign Affairs for forwarding them to the Commissioner General of the Examinations, on or before 09th August 2019. Those who are serving in Sri Lanka Missions abroad should send their applications through the relevant 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 the required examination fees as per the notification attached, on the presumption that only those who possess the qualifications have applied. A notice will be published in newspapers and official website to that effect by the Department of Examinations as soon as admission cards are issued. In case the admission card of any candidate is not received within 02 or 03 days after the appearance of the notification, it would be more effective to send a letter by fax to the Sri Lanka Department of Examinations along with the photocopies of the application forms and the receipt (if the payment of an examination fee is relevant) mentioning a fax number enabling the same department to fax a copy of the admission card to the candidate.

11.1 Issuing an admission card to a candidate should not be considered as 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 the admission card attested by the head of institution or an officer to whom the power is delegated by him.

12. Subsequent appeals by the 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 assigned to him/her. Every candidate who appears for the examination should produce to the Supervisor of the examination hall, candidates who have 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:

- (i) National Identity Card,
- (ii) Valid Passport,
- (iii) Valid Driving Licence.

14. The candidates who sit for the examination for the first time are exempted from the examination fees, while in the case of the 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 any post office/sub post office in the island or at a Foreign Mission/Post to the credit of to Revenue Head 20-03-02-13 of the Commissioner General of Examinations should be affixed firmly to the application in the place provided.

You are kindly informed that no fees other than the examination fees will be charged. Money orders or stamps will not be accepted for the 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 any divergence or inconsistency among different texts of this notification published in Sinhala, Tamil and English languages, the Sinhala text shall prevail.

RAVINATHA ARYASINHA,
Secretary,
Foreign Affairs.

Ministry of Foreign Affairs,
Republic Building,
Colombo 01.

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 – 2018 (2019)

The medium in which the candidate is appearing for the
examination :

(Please mark the relevant number in the cage)

Sinhala - 2
Tamil - 3
English - 4

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) :

03. Address (for the dispatch of the admission card) :
(In English block capitals)

04. Date of Birth:

Date: Month: Year:

05. National Identity Card No.

06. Mobile Telephone No. :

07. Sex:

(Please mark the relevant number in the cage)

Male - 0
Female - 1

08. Date of appointment to the Sri Lanka Foreign Service

Date: Month: Year:

09. Present post :.

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

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

11. State whether the applicant has appeared for the whole
examination or part thereof previously. If so, state the
index number, subjects, year and month :.

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 :.

Commissioner General of Examinations,

TAMIL

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

The written paper will be of a 02 hours duration and candidates are required to obtain 40% marks or above for a pass in this paper.

It will contain questions on:

- (i) Grammar
- (ii) Translation of the petitions or Grama 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 an official material written in English to Sinhala, so that it could 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 understand the Sinhala Language as it is spoken by different native speakers and of making him/herself understood both in common conversation and in the course of usual official business.

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

The written paper will be of a 02 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 Grama 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 to Tamil an official material written in English to Tamil, so that could be understood and taken down in writing by a Tamil speaking person.
- (ii) Reading a petition written in Tamil.
- (iii) Conversation and Interpretation.

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

ENGLISH

The English paper will be of a 02 hour duration and the 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 given below for the information of the 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 Colony2 (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) it's 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 decentralized 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. 1ST EFFICIENCY BAR EXAMINATION

- 1.1 The 1st Efficiency Bar Examination will consist of two parts and the officers may take both parts at one sitting or separately.
- 1.2 An examination will be conducted in the following subjects :

PART I

(i) Finance – This paper is based on the following:

- (a) Financial Regulations of the Government of Sri Lanka, Part I (Except Chapter X)
- (b) The estimates for the current year
Eg. Their arrangement, the heads of revenue, Financial methods and Appropriation Acts.
- (c) Ordinance relating to specific accounts maintained by the 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 the 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.

2. 2ND EFFICIENCY BAR EXAMINATION

2.1 The 2nd 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 the 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.

Note:

(i) Questions on Constitutional Law will be mainly on the evolution of the parliamentary System of government of Sri Lanka, with special reference to the Constitution of the Democratic Socialist Republic of Sri Lanka.

(ii) Questions on the International Law will include inter – state relations, both bilateral and multilateral and the diplomatic law and the law of treaties.

(iii) 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 that, he/she 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) German
- (viii) Japanese
- (ix) Italian
- (x) Korean

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