

MINISTRY OF EDUCATION

The Efficiency Bar Examination for the Officers in Class 3 of the Sri Lanka Principals' Service - 2019

IT is hereby notified that the Efficiency Bar Examination for Officers in Class 3 of the Sri Lanka Principals' Service as per the Service Minute No. 1885/31 dated 22.10.2014 of the Sri Lanka Principals' Service will be held in Colombo in the month of February 2020.

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 examination procedure (Table 01) and the syllabus (Table 02) have been given below for the convenience of the candidates.

(a) (Table 01) - Examination Procedure :

<i>Subject No.</i>	<i>Subject</i>	<i>Time</i>	<i>Marks</i>	<i>Minimum Pass Marks</i>
01	Provisions of the Establishments Code and the Procedural rules of the Public Service Commission	2 Hrs	100	40
02	Financial Administration in Schools and Financial Regulations	2 Hrs	100	40

(b) (Table 02) - Syllabus :

<i>Subject No.</i>	<i>Subject</i>	<i>Syllabus</i>
01	Provisions of the Establishments Code and the Procedural rules of the Public Service Commission	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.

Subject No.	Subject	Syllabus
02	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, Ledgers using at the Public Offices, Summaries on Revenue and Expenditure, Bank Reconciliations, unpaid salaries, Official telephones and on the Financial Regulation are examined

03. *Medium of Language for the Examination:* - The examination is held in Sinhala and Tamil. The Candidate should appear for the examination in one preferred language. Candidates are not permitted to change the medium of language mentioned in their applications.

04. Result sheet including the results of all the Candidates sat the Examination will be provided to the Secretary of the Ministry of Education. Accordingly, the said results will be published in the website www.moe.gov.lk of the Ministry of Education, Personal result sheets of Candidates of the Examination will not be issued by the Commissioner General of Examinations.

05. In accordance with the specimen format given at the end of this notice, the application should be prepared with the heading numbers 01 to 07 on the first page and the rest to be appeared on the second page and the particulars related to the application should be clearly completed in their own hand writing. The applications not in conformity with the specimen and the applications withincomplete particulars will be 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 be attentive on 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 in case of any inconsistency with such standard. Further, the title of the Examination in Sinhala application should be mentioned in English Language in addition to Sinhala Language, and in Tamil application in English Language in addition to Tamil Language.

Punishment for the provision of false information:

Accurate information should be carefully provided in filing the application. The candidature can be cancelled in any occasion prior to the Examination or during the examination or after the examination if it is revealed that a candidate is not eligible in terms of the Rules and Regulations of this Examination.

06. The Examination will be conducted by the Commissioner General of Examinations and Candidates are bound to follow the Rules and Regulations 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.

07. 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 18th November 2019. Applications received after this date will be rejected.

08. With the presumption that only the candidates having 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 along with the receipt issued after paying the Examination fee; if applicable, 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 02 or 03 days after publishing the notification should inform the Department of Examinations 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 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. In order to substantiate the candidateship, it will be useful to be in readiness to produce a copy of the application that was kept by candidate, a 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.

09. (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) by Candidates, who fail to fulfil the requirements mentioned in the paragraph 08 above, will not be entertained.

10. The candidates should prove their identity at the Examination Hall to the satisfaction of the supervisor of Examinations in relation to every subject that they appear for. Any of the followings are accepted to prove the identity.

- (i) National Identity card,
- (ii) The valid Passport,
- (iii) A valid Driving License of Sri Lanka.

Further, the Candidates should enter the examination hall without covering the face and the ears-so that their identity can be confirmed. Those who refuse to prove their identity will not be allowed to enter the examination hall. Moreover, the candidates should remain without covering the face and the ears from the moment they enter the examination hall until they leave there after examination enabling the officials to identify the candidates.

11. *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/Sub Post Office of the Island to be credited to the revenue head 20-03-02-13 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.

12. 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 of violating such rules and regulations.

13. In case of any inconsistency between the texts of this notification published in Sinhala and Tamil languages, the notification in Sinhala medium shall prevail.

14. Further, the Secretary to the Ministry of Education reserves the right of taking decision on any matter which is not covered by this notification.

M.N. RANASINGHE,
Secretary,
Ministry of Education

At the Ministry of Education,
“Tsurupaya”, Pelawatte,
04th October, 2019.

SPECIMEN APPLICATION

ශ්‍රී ලංකා විදුහල්පති සේවයේ 3 වන පන්තියේ නිලධාරීන් සඳහා
වන කාර්යසාධන කඩඉම් විභාගය - 2019

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 3 IN
SRI LANKA PRINCIPALS' SERVICE-2019

(Please submit by registered post 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

02. (i) Name in Full (In English Block capitals) :_____.
(Eg.:HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

(ii) Name by indicating the Last name at the beginning and initials of the other names at the end :_____.
(in English Block Capitals):
(Eg: GUNAWARDHANA, H.M.S.K.)

(iii) Name in Full (in Sinhala/Tamil) :_____.

03. Address:

(i) Private Address :_____.

(ii) Official :_____.

(iii) Address to which the admission should be sent :_____.

(In English Block Capitals):

(iv) Telephone No: (Official) :_____.

04. (i) Class/Grade in the Principals' Service :_____.

(ii) School/Office :_____.

(iii) Provincial Department of Education/ Zonal Education Office :_____.

05. (i) National Identity Card Number:

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

(ii) Date of Birth:

Year : Month : Date :

(iii) Sex:

Male - 0

Female - 1

(Write the relevant number inside the cage)

06. Mobile Phone No. :

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

07. Subjects applied for with the subject Number mentioned under Para 02 (a) of the *Gazette* Notification.

Subject No. 01 - Provisions of the Establishments Code and the Procedural rules of the Public Service Commission

Subject No. 02 - Financial Administration in Schools and Financial Regulations

Write the relevant Subject number/s inside the cage/s

08. Examination Fees:

(i) Post Office/ Sub Post Office to which examinations fee was paid :_____.

(ii) Amount Paid :_____.

(iii) Date of payment :_____.

(iv) Receipt Number :_____.

Firmly affix the receipt here from an edge of it
(It may be useful to keep a copy of the receipt with you)

09. I do hereby declare that the aforementioned information is accurate. Further, I do agree to abide by the rules and regulations imposed by the Commissioner General of Examinations on Conducting the Examination and on releasing results.

_____,
Signature of the Candidate.

Date :_____.

10. Commissioner General of Examinations :

I do certify that the aforementioned candidate is an officer of my Division/Zone/Province and placed his/her signature today before me. Further, I do certify that the Candidate is exempted from paying the Examination Fees/Candidate has affixed the receipt issued after paying the Examination Fees accurately.

_____,
Signature of Divisional or Zonal Director of Education/Additional Provincial Director of Education/ Provincial Director of Education.

Address :_____.

Date :_____.

(Substantiate with the Official Frank)

(Please delete the inapplicable words)