



## **DEPARTMENT OF IMMIGRATION AND EMIGRATION**

### **Efficiency Bar Examination for Authorized Officers Grade I of the Department of Immigration and Emigration- 2025**

01. IT is hereby notified that the Efficiency Bar Examination for Grade I Authorized Officers will be held in Colombo in the year 2025 by the Sri Lanka Institute of Development Administration in compliance with the provisions of the relevant Approved Scheme of Recruitment for the Authorized officers of the Department of Immigration and Emigration.
02. (i) The Candidates are subject to the rules and regulations stipulated by the Sri Lanka Institute of Development Administration regarding the holding of examination and the issuance of results. The decision of the Director General of Sri Lanka Institute of Development Administration will be the final decision on conducting the examination and the issuance of results.  
  
(ii) If the candidates violate the rules imposed by the Sri Lanka Institute of Development Administration, they will have to be subjected to a penalty imposed by the Director General of the Sri Lanka Institute of Development Administration.

03. Examination Fees: Candidates may sit the subjects of the examination either in one sitting or separately. Charges will not be levied from the candidates who sit the entire examination or one subject for the first time. Subsequently an examination fee of Rs. 500 per subject and Rs. 1,000 for the entire examination in any sitting will be levied. Receipt obtained making payment of these examination fees at any Branch of Bank of Ceylon in the island as to be credited to the Account No. 7041443 of the Battaramulla Branch of Bank of Ceylon of the Department of Immigration and Emigration shall be affixed in the appropriate place on the application. (It will be useful to keep a photocopy of the receipt.) The fee paid for the examination will not be refunded or transferred for any other examination on any reason.

#### 04. Applications

The application shall be in compliance with the specified format attached to this notice and shall be prepared as per the specimen application using both sides of a A4 size paper. Nos. 01 to 07 shall be on the first page and the rest on the second page. In preparing the application, the name of the examination mentioned in the title shall be indicated in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications. The application may be prepared and completed by typing or clearly in the applicant's own handwritings. Applications prepared accordingly shall be hand delivered to the Management Service Officer of the relevant subject at the Administration Branch and a letter of acknowledgement shall be obtained or shall be sent by registered post on or before **25.09.2025** through the Sectional Head to reach "the Controller General of Immigration and Emigration, Department of Immigration and Emigration, "Suhurupaya", Battaramulla. In sending applications, "Efficiency Bar Examination for Grade I Authorized Officers – 2025" shall clearly be indicated on the top left hand corner of the envelope. Applications with incomplete information and applications received after the closing date will be rejected. Further, the applicant shall scrutinize as to whether the completed application is in compliance with the specimen application in the notice of examination and otherwise the application will be rejected. (It will be useful to keep a photocopy of the completed application with you.)

05. Candidates shall prove their identity to the satisfaction of the Supervisor of the Examination Hall for each subject they sit in the examination hall. Any of the following documents will be accepted for this purpose.
- (i) National Identity Card
  - (ii) Valid Passport
  - (iii) Valid Sri Lankan Driving License

Furthermore, candidates shall enter the examination hall without covering their face and both ears so as to verify their identity. Candidates who refuse to prove their identity so will not be permitted to enter into the examination hall. Further, from the moment of entering the examination hall till leaving after the examination, candidate shall not cover the face and both ears enabling the Examination Authorities to identify the candidate.

06. The Director General of Sri Lanka Institute of Development Administration will issue an admission card along with a copy of the time table of the examination to the candidates assuming that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. If there is any applicant who has not received admission card shall inform the Controller (Administration) of the Department of Immigration and Emigration using the telephone number 0112101553. The applicant's full name, address, National Identity Card Number and name of the examination shall be mentioned then and at the event of such inquiry, it is important to have the copy of the application kept by the applicant, the copy of the receipt of payment and the receipt received at the time of registering the application. If you are an applicant from outside of Colombo, it may be helpful to send a letter of request to the Sri Lanka Institute of Development Administration by Fax No. 0115980257 stating your fax number and the above information in order to obtain a copy of the admission card through fax.
07. The signature of the applicant on the application and the admission card for the examination shall be certified by the Head of the Institution or an officer authorized by him. Candidate is required to sit the examination at the examination hall assigned to him /her under the prescribed Index number. The Admission card certified by an officer specifically mentioned in his / her admission card shall be handed over to the Supervisor of the Examination Hall on the day he /she sits the examination. A candidate who does not furnish his / her admission card will not be permitted to sit for the examination.
08. The post and place of work of an applicant at the event of applying for the examination is applicable to all the activities related to the examination and any relevant change after sending the application will not be considered.

09. Heads of Departments shall grant duty leave as to enable the candidates who have the Admission cards issued by the Director General, Sri Lanka Institute of Development Administration to sit the examination. No travelling charges will be paid for this purpose.
10. This examination is held in Sinhala, Tamil and English media. If the candidate has joined the Public Service through a competitive examination, he / she shall select the medium of language he /she sat such competitive examination and for a person who has joined the Public Service without a competitive examination, the medium of language of the examination he / she was eligible to enter the Public Service shall be selected as the medium of examination to sit this examination. All subjects of the examination shall be answered in a same medium of language and the medium of language applied will not be permitted to change subsequently.

**11. Examination Procedure :**

1. Name of the Examination: The Efficiency Bar for Authorized Officers Grade I of the Department of Immigration and Emigration

2. Details of the examination

<i>Subject No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass marks</i>
01	Case study	02 hours	100	40%
02	Establishments Code, Procedural Rules and Financial Regulations	02 hours	100	40%

3. The Authority conducting the examination : Director General of Sri Lanka Institute of Development Administration

4. How often the examination is held : At least twice a year

5. Syllabus for the Examination :

<i>Subject No.</i>	<i>Name of the question paper</i>	<i>Syllabus</i>
01	Case study	Case study on the subjects 1. Border Control 2. Human Trafficking 3. Human Smuggling
02	Establishments Code, Procedural Rules and Financial Regulations	1. Chapters V, VIII, XII, XIV, XV, XVI, XLVII, XLVIII of the Establishments Code 2. Procedural Rules of the Public Service Commission as published in the Extraordinary Gazette No. 2310/29 of 14.12.2022. 3. The Chapters (F.R. 124,125, 127, 128 and 135, F.R. ChaptersV, VI, XI and Part II of Chapter VII) and Principles and Provisions for Purchasing (Procurements) in the Financial Regulations

**Note**

- \* The above subjects may be sat in one sitting or separately.
- \* Failure to pass the examination within the stipulated period will result the suspension of subsequent salary increment.

11. Issuance of an admission card for examination to a candidate shall not be constituted as the fulfillment of eligibility to sit the examination.
12. The decision of the Controller General of Immigration and Emigration on any matter not provided provisions for in this *Gazette* Notification shall be the final.
13. If there is any inconsistency among the language phrases of this notification published in the Sinhala, Tamil and English media, facts in the Sinhala notification shall prevail.

I. CHAMINDA PATHIRAJA,  
Controller General of Immigration and Emigration (*Actg.*)  
Department of Immigration and Emigration.

Department of Immigration and Emigration,  
Suhurupaya,  
Battaramulla,  
On 26th day of August, 2025.

### Specimen Application

#### EFFICIENCY BAR EXAMINATION FOR AUTHORIZED OFFICERS GRADE I OF THE DEPARTMENT OF IMMIGRATION AND EMIGRATION – 2014 (2025)

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කාර්යක්ෂමතා කඩඉම් විභාගය - 2014 (2025)

(For office use)

Medium of Language sitting the examination :

Sinhala - 2

Tamil - 3

English - 4

(Write the relevant number in the cage.)

01. 1.1 Name in Full (in Capital letters) : .....  
(Eg.: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name with last name first, followed by initials of other names (In capital letters):  
.....  
(Eg.: GUNAWARDHANA H.M.S.K)
- 1.3 Name in Full:.....  
(Sinhala / Tamil)
02. 2.1 Name and Address of Office / Department / Institution:.....  
(In Capital letters)  
(Admission cards will be posted to this address.)
- 2.2 Name and address of the office / Department / Institution:.....  
(In Sinhala / Tamil)

2.3 Private Address:.....  
(In Sinhala / Tamil)

03. Gender :

Male - 0 ☐  
Female - 1 ☐

(Write the relevant number in the cage.)

04. National Identity Card Number :

05. Mobile Phone number :

06. Phone Number ( Residential) :

07. Email Address :

08. Subject / Subjects you sit the examination in this sitting:

<i>Serial No.</i>	<i>Subject</i>	<i>Subject No.</i>

09. Date of birth :

Year :  Month :  Date :

10. Present Post:

10.1 Post: .....

10.2 Letter of appointment No.: .....

11. 11.1 Are you sitting the examination for the first time? .....

11.2 In case of not sitting the examination for the first time, then the examination fee paid: .....

11.3 Receipt Number: .....

11.4 Date : .....

The receipt may be affixed here (if applicable only)  
(It will be useful to keep a photocopy of the receipt)

12. I state that the above particulars furnished are correct, that I am entitled to sit the examination in the medium of language mentioned above and the receipt obtained after paying the examination fee of Rupees ..... has been affixed. I further state that I agree with the rules and regulations stipulated by the Director General of Sri Lanka Institute of Development Administration regarding the conducting of the examination and the issuance of results.

Date : .....

.....  
Signature of the Candidate

The applicant shall place his /her signature in the presence of the Head of the Department or an officer authorized to sign on behalf of the Head of the Department.

## 13. Attestation of Signature :

I certify that Mr. / Mrs. / Miss .....personally known as an Authorized officer in my Department, placed his / her signature in my presence on ..... and the receipt obtained after paying the due examination fee has been affixed.

.....,  
Signature of the officer attesting the signature

Name : .....

Designation : .....

Address : .....

Date : .....

(Confirm with Official Seal)

## 14. Attestation of the Head of the Department:

I. certify that,

1. the particulars furnished above have been checked; and
2. this officer is eligible to sit this examination.

.....,  
Signature and the official seal of the Head of the Department.