

Examinations, Results of Examinations & c.

MINISTRY OF EDUCATION, HIGHER EDUCATION AND VOCATIONAL EDUCATION

“Associated Officer” Service Category Bar Examinations of Efficiency Levels I, II and III for the Officers -2025-(II) 2026

Relevant Position

1. Development Assistant
2. Planning & Financial Assistant
3. Management Assistant

01 APPLICATIONS have been published *via* the link “Online Applications- Recruitment Exams/ E.B. Exams” available under ‘Our Services’ in the website www.doents.lk under the Department of Examinations, Sri Lanka and applications can be presented online method only. Acceptance of the applications *via* online is opened from **09.00 am on 21st of September 2026** and shall be closed at **09.00pm on 19th of October 2026**. This examination shall be held in **2027 January in Colombo** only.

Any kind of disturbance happened due to the lapse in the presentation of Application up to the final date of acceptance of applications, should be borne by the applicant.

02. I. This examination is conducted by the Commissioner General of Examinations of the Department of Examinations, Sri Lanka, and candidates are subject to the rules and regulations directed by him on holding the examination.
- II. Rules for obtaining candidature for examination are published separately in the *Gazette*. Violation of these rules shall result in a penalty imposed by the Commissioner General of Examinations, Department of Examinations, Sri Lanka.
- III. Applications for this examination can be made through the Ministry of Education, Higher Education and Vocational Education as stated in the following table as per the Grade for which the applicant is belonged.

Sequential Number	Name of the Examination
01.	1 st Efficiency Bar Examination in Associate Officers’ Service- 2025-II (2026) (For the officers in Grade III under Associate Officers’ Service)
02.	2 nd Efficiency Bar Examination in Associate Officers’ Service- 2025-II (2026) (For the officers in Grade II under Associate Officers’ Service)
03.	3 rd Efficiency Bar Examination in Associate Officers’ Service- 2025-II (2026) (For the officers in Grade I under Associate Officers’ Service)

03. Applications :-

The online examination application must be completed in English only. Once the soft copy submitted online by the applicant and the printout sent by registered mail are received by the Examination Department, the soft copy and the printout will be verified and the Department will notify the mobile phone number used to access the system that the application has been accepted/not accepted as a valid application through a short message (SMS) or an e-mail address. Before completing the online application, download the instructions prepared for applying for the examination. Follow the instructions carefully while filling the application. Any amendment made to the application after obtaining a printed copy will not be considered a valid amendment. Incomplete applications and applications received after the deadline for receiving applications will be rejected without any notification.

04. Examination fees:-

No examination fee is charged by the applicants who sit for this examination for the first time. Thereafter, an examination fee of Rs.250/= is charge per one subject. Payments should be made under the following payment method *via* online provided by the system only when the examination fee is paid.

- I. By any Bank Credit Card.
- II. By any Bank Debit Card with the facility of Internet Transaction.

III. By online Banking Method/ Flex App of Bank of Ceylon.

IV. By any Branch of the Bank of Ceylon.

and they leave, they must remain without covering their faces and hands to let the examination authorities to identify them.

Note :-

- (a) Instructions on as to how payment should be made by the method aforementioned have been published in the website under the technical instructions relevant to the Examination.
- (b) Receipt of payment shall be notified by a short message (SMS) or by an electronic mail (Email). The exact fee of the examination should be paid in full whereas the applications which have been paid with lesser or more exam fees of the exact amount shall be rejected. No responsibility is borne by the Department of Examinations in relation to the faults that may be happened when the exam fee is made *via* the above methods.
- (c) Even if the applicants who have applied for a prior examination and received the examination admission card and did not appear for the examination for any reason, they must also pay the examination fee in this examination. The officer who has appeared for this examination by falsely stating that he/she is applying for the examination for the first time without paying the examination fee, and if it is found later, will have to bear the adverse consequences of the action taken.
- (d) No examination fee shall be refunded or transferred to any other examination under any circumstances.

05. Candidates must prove their identity to the satisfaction of the invigilator for each subject they appear for in the examination hall. Any of the following documents are accepted for this purpose.

- I. National Identity Card
- II. Valid passport
- III. Valid Sri Lankan driving license

Candidates must also enter the examination hall without covering their faces and without wearing electronic communication devices by allowing to be verified their identity. Candidates who refuse to verify their identity shall not be admitted to the examination hall. Furthermore, from the time they enter in to the examination hall until the examination is concluded

06 Admission Cards for the Examination shall only be issued *via* online the to candidates who have submitted duly completed applications along with the relevant receipt and paid the prescribed examination fee on or before the last date of receipt of applications, on the premise that only those who meet the qualifications mentioned in the *Gazette* notification have applied. Admission Cards are issued by the Commissioner General of the examinations. Officers sitting for the examination shall present their Admission Cards to the examination hall supervisor with their signatures attested. Candidates will not be allowed to appear for the examination without such admission cards. As soon as the Admission Cards are issued to applicants, a notice to this effect will be published on the official website of the Department of Examinations of Sri Lanka immediately and a SMS shall also be sent as such to the applicants. If the Admission Card has not been received by any applicant, such applicant should enquire about it from the Department of Examinations of Sri Lanka as stated in the notice by an email for more effective and efficient communication. When such an enquiry is made, the applicant should correctly record the name of the examination for which he has applied, the full name of the applicant, the National Identity Card number and address. In order to confirm any information sought by the Department of Examinations, it would also be useful to keep hard a copy of the application form, a copy of the relevant receipt for payment of the examination fee, If there is any amendments required to be made followed by the examination of the Admission Card, the relevant amendments should be made to the application by contacting the Department of Examination as early as possible. No such requests should be made for the amendments at the Examination Hall.

07 For those who have received the Admission Cards issued by the Commissioner General of Examinations, Department of Examinations, Sri Lanka, duty leave must be granted to them by the Head of the Departments. Travelling expenses shall not be paid.

08 The examination shall be conducted in Sinhala and Tamil medium only. of these, candidates can appear for the examination in the medium of their education or in the official language, and all the question papers appearing must be answered in the same medium. The language medium applied for shall not be allowed to be changed later.

- 09 The applicant's signature must be certified on both the application form and the admission card for the examination. An applicant must get his signature certified by the Head of the Institution or an officer authorized by him. Further, he must present the admission card with his signature certified to the Examination Hall Supervisor on the first day of appearing for the examination.
- 10 Examination Procedure - The syllabus for officers who may appear for each Efficiency Bar Examination is as follows.

10.1 Efficiency Bar Examination I for Associate Officers -2025-II (2026)

(For Grade III officers)

<i>Subject</i>	<i>Subject number</i>	<i>Marks</i>	<i>Time</i>	<i>Minimum passing Mark</i>
01. Office methods	01	100	02 hours	40
02. Basic Accounting	02	100	02 hours	40

10.1.1 **Office Methods** - Basic knowledge of office systems used in government offices and the ability to apply that knowledge in practice, as well as the ability to understand official documents well, present their opinions and observations in a certain manner through clear and brief notes, and to draft a letter according to the instructions given.

10.1.2 **Basic Accounting** - Understanding of the functions of basic accounts and financial control books used in government offices.

10.2 Efficiency Bar Examination II for Associate officers -2025-II (2026)

(For Grade II officers)

<i>Subject</i>	<i>Subject number</i>	<i>Marks</i>	<i>Time</i>	<i>Minimum passing marks</i>
03. Establishments Code and Procedural Rules	03	100	02 hours	40
04. Financial Regulations and Public Procurement Process	04	100	02 hours	40

10.2.1 **Establishments Code and Procedure Rules** - Chapters VI, VII, VIII, IX, X, XI, XVI, XXV, XXVI, XXVII, XXVIII, XXIX, XXXI, XXXII, XXXIII, XLVII, XLVIII of the Establishments Code and Procedural Rules

10.2.2 **Financial Regulations and Public Procurement Process** – Financial Regulations Chapter I,II,III,IV,V and Public Procurement Process

10.3 Efficiency Bar Examination III for Associate officers -2025-II (2026)

(For Grade I officers)

<i>Subject</i>	<i>Subject number</i>	<i>Marks</i>	<i>Time</i>	<i>Minimum passing marks</i>
05. General Knowledge	05	100	02 hours	40
06.Regulations and Directions on the General Education in Sri Lanka	06	100	02 hours	40

10.3.1 **General Knowledge** - Understanding gained on the contemporary changes in the development of education

10.3.2 **Regulations and rules on General Education in Sri Lanka** - Understanding of the circulars, manuals and other publications issued by the Ministry of Education

11. Issuing an admission card for the examination to a candidate does not confirm that he or she has met the eligibility criteria to appear for the examination.
12. The results of the candidates shall be submitted by the Department of Examinations, Sri Lanka to the Secretary, Ministry of Education. The decision of the Commissioner General of Examinations over the examination results is final and conclusive.
13. The decision of the Secretary to the Ministry of Education shall be final and conclusive on any matter not provided for in this examination notice.
14. If it is seen that there is any discrepancy or inconsistency is existed in between the language versions of this announcement published in the Sinhala, Tamil and English medium, the Sinhala medium announcement shall be prevailed.

Nalaka Kaluwewa,
Secretary,
Ministry of Education, Higher Education and Vocational
Education.

Dated 10.09.2026,
Ministry of Education, Higher Education and Vocational Education,
" Isurupaya ",
Battaramulla.