

**FIRST EFFICIENCY BAR EXAMINATION
FOR GRADE III DOCUMENTATION
ASSISTANTS AND EDITORS IN THE LEGAL
DRAFTSMAN'S DEPARTMENT - 2018**

01. IT is hereby notified that the First Efficiency Bar examination for Editors and Documentation Assistants will be held by the Department of Examinations, Sri Lanka on February 2018 in accordance with the provisions of the relevant approved scheme of recruitment for Editors and Documentation Assistants of the Legal Draftsman's Department.

02. (i) This examination will be held by the Commissioner General of Examinations of the Department of Examinations, Sri Lanka, and the candidates are subject to rules stipulated by him with regard to the holding of the examination and the release of results. The decision of the Commissioner General of Examinations with regard to the holding of the examination and the release of results shall be final.

(ii) The rules stipulated for candidates have been printed separately in the *Gazette notification*. If these rules are violated by any candidate, he/she shall be liable to a punishment imposed by the Commissioner General of Examinations.

03. *Examination fees.*- The candidates can sit for the subjects prescribed for the examination in one occasion

or separately. No fees will be charged from candidates sitting for the examination for the first time, either for the entire examination or for any single subject only. Where the candidate sits for this examination on any subsequent occasion, an examination fee of Rs.250/- will be charged for a single subject and Rs.500/- will be charged for the entire examination. The examination fees may be paid to any postoffice or sub postoffice in the Island, to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations and the receipt issued shall be affixed at the appropriate place in the application form. (It may be useful to have a photocopy of the receipt with the candidate) Money-orders or stamps will not be accepted as examination fees and the fees paid will neither be refunded nor be transferred for any other examination under any circumstances.

04. *Applications.*- The application shall be prepared in accordance with the specimen application form annexed hereto. The application shall be prepared using both sides of an A 4 size paper and the headings 01 to 05 shall be on the first page and the balance portion shall be taken to be the second page. In the applications prepared in the Sinhala language, the name of the examination should appear in the caption of the application in English in addition to Sinhala. Likewise, in the applications prepared in the Tamil language, the name of the examination should appear in the caption of the application in English too. The application form may be typed but it should be filled correctly and legibly in the handwriting of the applicant. The application prepared by the

applicant shall be sent through the Head of the Department, by registered post to the “Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, P.O Box 1503, Colombo, to be reached on or before **18.12.2017**. When the application is sent, the name of the examination should be mentioned on the top left hand corner of the envelope. Incomplete applications and applications received after the closing date will not be accepted. The applicant shall ensure that the completed application is in conformity with the specimen application form and the applications which are not in conformity with the specimen application form will be rejected. (It will be useful for the applicant to keep a Photostat copy of the application with him.)

05. *Identity of the applicant.*– Every applicant shall prove his identity to the satisfaction of the supervisor of the examination hall in respect of every subject he/she appears at such examination hall. For such purpose any one of the following documents will be accepted:-

- (i) National identity card issued by the Commissioner-General, Department of Registration of Persons; or
- (ii) a valid passport.

With regard to the candidature of the applicants who are unable to submit one of the aforesaid documents, the decision of the Commissioner-General of Examinations will be final.

06. The Commissioner General of Examinations will issue admission cards together with copies of the time table to the applicants who have referred their applications to him as aforementioned, on the presumption that only those who have qualifications specified in the *Gazette notification* have made applications. Soon after the admission cards are issued to the applicants, the Department of Examinations, Sri Lanka will publish a notification in the newspapers to that effect. If there are applicants who did not receive admission cards after 2 or 3 days of the publication of the said notification, such candidates shall inform the Department of Examinations through the telephone numbers given in the notification. When doing so the applicant shall mention his/her full name, address, National Identity card number and the name of the examination and when making such inquiry the applicant shall be ready with a copy of the application which the applicant retained with him, the copy of the receipt received when making the payment of fees and a copy of the registered article receipt. If the applicant is from outside Colombo, it will be useful to make inquiries through a request letter referred to the Department of Examinations via fax, stating the candidates fax number

and other information given above, enabling him to receive a copy of the admission card through fax.

07. The signature of the applicant in the application and in the admission card for the examination should be attested by the Head of the Department or any officer authorized by him. An applicant should sit for the examination in the hall prescribed for him/her under the index number given to him/her on the date of the examination. The admission Card in which his/her signature is attested should be handed over to the supervisor of the examination. An applicant who fails to submit the admission Card will not be allowed to sit for the examination.

08. The post held by the applicant and place of work at the time of making the application is relevant to all matters relating to the examination and any changes in respect thereof after sending the application will not be taken into consideration.

09. The Head of the Department must approve duty leave for applicants who have received admission cards issued by the Commissioner-General of Examinations enabling them to sit for the examination. No travelling expenses will be paid.

10. This examination will be held in Sinhala, Tamil and English media only. If the applicant has joined public service through competitive examination he/she should sit for the examination in the medium in which he/she sat for the said competitive examination and any applicant who has joined public service without sitting for a competitive examination shall sit for this examination in the medium in which he/she sat for the examination through which he/she got qualified to enter the public service. The applicant shall sit for all subjects of the examination in one medium. An applicant will not be permitted to change the medium mentioned in his application later.

11. This examination will be held only in Colombo.

12. Examination Procedure:

The Examination relevant to the above posts is comprised of the following subjects.

<i>Question paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Marks</i>
(1) Establishment and Procedure code	01 hour	100	40
(2) Basic knowledge in Financial Regulations	01 hour	100	40

Syllabus :

Name of Examination	Syllabus
01. Establishment and Procedure code	1. Chapters vii, viii, xii, xiv, xxiv of volume 1 of the Establishment code. 2. Procedural rules of the Public Service Commission.
2. Basic knowledge in Financial Regulations.	Chapters iv, v, vi, ix of Financial Regulations.

Note :

- * An applicant can sit for the above subjects separately.
- * The failure to pass the above examination within the prescribed period will result in deferment of the increment.

13. The issue of an admission card to an applicant shall not be considered as he/she has fulfilled the qualifications to be eligible to sit for the examination.

14. The decision of the Legal Draftsman in respect of any matter not specified in this *Gazette notification* shall be final.

15. If there is any inconsistency between Sinhala, Tamil and English versions of this notification, Sinhala notification shall prevail.

Legal Draftsman,
Legal Draftsman's Department.
Colombo 12.

Specimen Application Form

THE FIRST EFFICIENCY BAR EXAMINATION FOR
GRADE III EDITOR/DOCUMENTATION ASSISTANTS
OF THE LEGAL DRAFTSMAN'S DEPARTMENT

for office use only

The medium in which the candidate intends to sit for the examination:

Sinhala - 2

Tamil - 3

English - 4

(Write the relevant number in the cage)

01. 1.1 Name in full (In English capital letters) :—.

Example : (HERATH MUDIYANSELAGE
SAMAN KUMARA GUNAWARDHANA)

1.2 Name giving the last name first and the first letters of the other names thereafter (in English capitals letters) :—.

(Example : GUNAWARDANA H.M.S.K)

1.3 Name in Full :—.

(in Sinhala/Tamil)

02. 2.1 Name and address of Office/Department / Institution :—.

(in English capital letters) :—.

(Admission Card will be posted to this address)

2.2 Name and address of Office/Department / Institution :—.

(in Sinhala /Tamil) :—.

2.3 Private Address :—.

(in Sinhala/Tamil)

2.4 Telephone No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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03. National Identity Card No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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04. Male/Female :

4.1 Male - 0

Female - 1

(insert the relevant number in the cage)

05. Subject/Subjects which you sit for the examination this year :

Serial No.	Subject	Subject No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

06. Date of Birth :

Year: Month : Date:

07. Present Post :

7.1 Post :—.

7.2 Number of the Appointment letter :—.

08. 8.1 Do you sit for this examination for the first time
:_____.
- 8.2 If this is not the first time that you sit for this
examination, the amount of examination fees paid
:_____.
- 8.3 Receipt Number :_____.
- 8.4 Date :_____.

Affix the receipt here (only if relevant).
(It may be useful to have a photocopy of the
receipt with you)

I state that the details given above are correct and that I am entitled to sit this examination in the medium indicated by me in this application and I have paid the examination fee of Rs.....and the receipt is annexed hereto. Further I state that I agree to the rules imposed by the Commissioner General of Examinations regarding the holding of the examination, and issuing of the results.

_____,
Signature of the Applicant.

Date :_____.

The applicant should place his signature before the Head of the Department or any officer authorized to sign on behalf of the Head of the Department.

Attestation of the Signature :

I do hereby state that Mr./Mrs./Miss..... is an officer of my Department who is known to me personally and he/she placed his/her signature before me and has affixed the receipt obtained on payment of the prescribed examination fee.

_____,
Signature of attesting officer.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

(Confirm by placing official seal)

Certificate of the Head of the Department :

I certify that

1. I perused the details given in this application; and
2. that the officer concerned is eligible to sit for this examination.

_____,
Signature of Head of the Department.
Official Seal.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.