

**SECOND EFFICIENCY BAR EXAMINATION
FOR GRADE I STATISTICAL OFFICERS
IN THE DEPARTMENT OF CENSUS AND
STATISTICS - 2014 (2020)**

01. IT is hereby notified that Second Efficiency Bar Examination for Grade I Statistical Officers belonging to the post of Statistical Officer in the Department of Census and Statistics in accordance with the provisions of relevant approved recruitment scheme will be held in June, 2020 by the Department of Examinations.

02. (i) This examination will be held by the Commissioner General of Examinations and candidates are bound by the rules and regulations stipulated by him in respect of holding this examination and issuance of results. The decision of the Commissioner General of Examinations will be the final decision with respect to holding the examination and issuing of results.

(ii) A set of rules and regulations for candidates is published separately in the *Gazette* notification. A candidate who violates these rules and regulations will be liable to any punishment imposed by the Commissioner General of Examinations.

03. *Examination Fees* : Candidates can sit for relevant subjects of this examination once or separately twice. Candidates, who are sitting for the whole examination or one subject for the first time, need not pay any examination fees. However, at consequent sittings, candidates are required to pay Rs. 500/- for the whole examination and Rs. 250/- for each subject. This should be paid at any Post/ Sub Post Office or any District/Divisional Secretariat office in the Island to be credited to Revenue Head 20- 03-02-13 of Commissioner General of Examinations. The receipt should be affixed in the relevant cage. And kindly be informed that in addition to examination fees, you will not be charged of any extra payment. (It would be advisable to keep a photo copy of the receipt). Money orders or stamps are not accepted as examination fees and under any circumstances and this fee will not be refunded or transferred to any other examination.

04. *Application* : Application should be in the form of the specimen appended to this notification and should be prepared on a 'A4' size paper using both sides in such a way that headings number 01 to 05 appear on the first page and the rest on the second page. It is compulsory to indicate the title of the examination appearing the application in English language, too, on both Sinhala and Tamil application

forms. Application form can be typewritten but should be filled accurately and legibly by the candidate himself in his own handwriting. Applications prepared thus by the candidate should be sent through the respective Head of Department by registered post to the "Commissioner General of Examinations, Organization (Institutional and Foreign Examination) Branch, Sri Lanka Examinations Department, P.O.Box 1503, Colombo" so as to reach on or before 03rd April, 2020. The top - left corner of the envelope containing the application should clearly bear the name of the examination. Applications received after the closing date and that have not been perfected properly will be rejected. It is the responsibility of the candidate to make sure that the application form perfected by him/ herself complies with the specimen given in the examination notice, if not, application will be rejected. (It would be advisable to keep a photo copy of the completed application form)

05. Candidates are required to prove their identity for each subject they are sitting at the examination hall to the satisfaction of the supervisor. For this purpose, any of the following documents can be submitted to the supervisor .

- (i) National Identity card,
- (ii) A valid Passport,
- (iii) Valid driving license.

The candidates should expose their identity without covering their face and ears when enter into the examination hall. Applicants who refuse to do so will not be allowed inside the examination hall. Further, the applicants should remain uncovered of their face and ears till they leave the examination hall enabling the examination authorities to identify the applicant.

06. The Commissioner General of Examinations will be issuing admission cards with a copy of the time table for the examination to all candidates who have paid examination fee on or before the closing date of application and submitted duly filled applications with the affixed receipt of the payment made on the assumption that all the applicants possess required qualifications stated in the *Gazette* notification. The candidates should produce the admission card with the attested signature to the supervisor of the examination hall. Any candidate who fails to produce his/her admission card will not be allowed to sit for the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the

Department of Examinations through telephone numbers specified in the advertisement . There, the applicant's full name, address, National Identity Card number and name of the examination should be mentioned and it would be advisable to keep the copy of the application, photocopy of receipt of the paid examination fees, and the receipt of the registered letter in hand at the time of calling the Department of Examinations . In case of applicants who are in out of Colombo, a letter of request, furnishing a fax number can be sent to the Department of Examination in order to get a copy of the admission card through fax.

06.1 The post and service station of the candidate, at the time he/she applies for the examination will be applicable for all matters related to examination and any changes which occur thereafter in the post and service station after sending the application will not be considered.

06.2 Candidate's signature in the admission card should be certified. And Candidate's signature in the application and the admission card should also be certified by the Head of the department or any authorized officer.

06.3 On the examination date the admission card with the attested signature should be produced to the supervisor of the examination hall. Any candidate who fails to produce his/her admission card will not be allowed to sit for the examination.

07. Head of Department should grant duty leave to candidates to whom admission cards have been issued by the Commissioner General of Examinations and who are sitting the examination for the first time enabling them to present themselves at the examination. Travelling expenses will not be paid in this respect.

08.1 The examination will be held only in Sinhala, Tamil and English medium. If an officer has been recruited to the Government service through competitive examination, the medium of such examination or if an officer has been recruited to Government service without competitive examination, the medium of the examination which served as an entry qualification, to be recruited for public service should be selected as the medium of this examination. Candidates are required to sit for all the subjects in one medium and applied medium will not be allowed to change later.

08.2 Pass marks for each subject is 40%. The Examination Department will be sending a result sheet of applicants to Director General, Department of Census & Statistics. Commissioner General of Examinations will not inform results personally to applicants who sat for the examination. The applicants may complete the examination at once or at several sittings.

09. This examination will be held only in Colombo.

10. *Scheme of Examination :*

Relevant examination of the above posts consists of following subjects.

<i>Subject</i>	<i>Duration</i>	<i>Total</i>	<i>Pass marks</i>
1. Office Administration and Establishment Code	02 hours	100	40%
2. Financial Regulations	02 hours	100	40%

	<i>Paper</i>	<i>Syllabus</i>
1	Office Administration and Establishment Code	<p>Chapters: XV, XVI, XXIII, XXIV, XXV, XXVII, XXVIII, XXX, XXXIII, XLVII, XLVIII of Establishment code and the revised circulars of above chapters, also should be taken into consideration.</p> <p><i>Paper structure</i></p> <p>(a) Total number of questions is 5. Question 1 consists of 10 structured short questions. Rest of the 4 are essay type questions.</p> <p>(b) All questions are answerable.</p>
2	Financial Regulation	<p>This paper will be prepared based on the following chapters of Financial Regulations.</p> <p>(a) Chapter VI- Custody of Public Money, Imprest and Bank Accounts, safety of Public Finance, Board of survey, Over Draft, Bank Accounts (From FR 315 to 396)</p> <p>(b) Procurement Guide Lines 2006 - Procurement process and all revisions under goods and work should be taken into consideration.</p> <p><i>Paper structure</i></p> <p>(a) Total number of questions is 5. Question 1 consists of 10 structured short questions. Rest of the 4 are essay type questions.</p> <p>(b) All questions are answerable.</p>

Note: -

- Candidates can sit for the above subjects separately.
- If a candidate fails to complete the exam successfully within the due period, his/her next increment will be subjected to differ.

11. Issuance of an admission card to a candidate should not be regarded as an acceptance of his/ her eligibility to sit for the examination.

12. Candidates are bound by the rules and regulations stipulated by him in respect of holding this examination and issuance of results. A candidate who violates these rules and regulations will be liable to any punishment imposed by the Commissioner General of Examinations.

13. The decision of the Director General of Census and Statistics will be final in respect of any matter not provided in this *Gazette* notification.

14. In the event of any inconsistency between the Sinhala, Tamil and English texts in this *Gazette* notification, the Sinhala text shall prevail.

Director General,
Department of Census & Statistics.

“Sankyana Mandiraya”
No.306/71,
Polduwa Road,
Battaramulla.

Specimen Application Form

SECOND EFFICIENCY BAR EXAMINATION
FOR GRADE I STATISTICAL OFFICERS IN THE
DEPARTMENT OF CENSUS AND
STATISTICS - 2014 (2020)

(For office use only)

Language Medium of Examination :-

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

01. 1.1 Full Name (In English Block Capitals) :———. (E.g.: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Write surname first and initials of other names at the end :———. (In English Block Capitals)

(E.g.: GUNAWARDHANA, H.M.S.K)

1.3 Full Name (In Sinhala/ Tamil) :———.

02. 2.1. Name and address of the Office/Department/ Institution :———. (In English Block capitals)

(Admission cards will be posted to this address)

2.2. Name and address of the Office/Department/ Institution :———. (In Sinhala/Tamil)

2.3 Personal Address :———.

(In English Block capitals)

2.4 Mobile No. :

Home Telephone No. :

03. National Identity Card No. :-

04. Sex :-

Male - 0

Female - 1

(Indicate the relevant number in the cage)

05. Subject/Subjects that you appear in this Examination :

Serial No.	Subject	Subject No.
1.		
2.		

06. Date of Birth :-

Year

Month

Date

07. Current Post :———.

7.1 Post :———.

7.2 Number of the appointment letter :———.

08. 8.1 Are you sitting for the examination for the first time ? :———.

8.2 If not, Value of the paid cash amount :———.

8.3 Receipt No. :———.

8.4 Date :———.

Affix the cash receipt (Only if applicable)
(It would be advisable to Keep a Photocopy of the receipt)

09. Declaration of the Applicant :

I declare that the above particulars are true and correct to the best of my knowledge and that I am eligible to appear for the examination, in the language medium indicated above and that the receipt of paid examination fees of Rs. has been affixed here. Further, I agree to abide by the rules and regulations imposed by the

Commissioner General of Examination regarding the conduct of this examination and issuing of results.

_____,
Signature of the Applicant.

Date : _____.

Note : The applicant should place her/his signature in the presence of the relevant Head of Department or an officer authorized to do so on behalf of him.

10. Attestation of the Signature

I hereby certify that Mr./Mrs./Miss..... who serves at my Department is personally known to me and that he/ she placed his/her signature in my presence onand receipt of paid examination fees has been affixed here.

_____,
Signature of the Attesting Officer.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

(Certify by the official rank)

11. Certification of the Head of the Department

I certify that,

1. The particulars furnished by the above officer have been checked.
2. He/ she is eligible to sit for the examination.

_____,
Signature of the Head of Department
and official stamp.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.