

**EFFICIENCY BAR EXAMINATION FOR OFFICERS  
IN GRADE II OF SRI LANKA TECHNOLOGICAL  
SERVICE - 2018(I) 2021**

IT is hereby notified that, in accordance with the approved service minute of Sri Lanka Technological Service, the above mentioned examinations will be held by the Commissioner General of Examinations, in Colombo, in the month of April 2021.

01. (i) This examination will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of conducting the examination and issuing the results. The candidates will be subjected to a punishment imposed by the Commissioner General of Examinations, if such rules are violated by them.

(ii) Rules prescribed for candidates are printed separately at the beginning of this *Gazette* Notification.

02. The specimen application for admission to this examination is published at the end of this notification. Applicants are required to prepare their applications in accordance with the specimen form and officers of Sri Lanka Technological Service in the public service of the central government should forward their applications through the respective Head of Department and officers of Sri Lanka Technological Service in the provincial public service should forward their applications through the Secretary of PSC in the provincial council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, P.O. Box 1503, Colombo on or before 08<sup>th</sup> February 2021. "Efficiency Bar Examination for Officers in Grade II of Sri Lanka Technological Service- 2018 (I) (2021)" should be clearly indicated on the top left corner of the envelope containing the application. Applications received after the closing date of application will be rejected.

03. *Identity*: Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any of the following documents shall be accepted.

- (a) The National Identity Card
- (b) Valid Passport
- (c) Valid Sri Lankan Driving License

Candidates should enter the examination hall without covering their face and ears in order to prove their identity.

Further, any candidate who refuses to assist for proving his/her identity shall not be allowed to enter the examination hall. The candidates should remain in the examination hall from the time of entering up to leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate.

04. *Application* :

(i) Applications should be prepared in a paper of size A4 using both sides. No. 01 to 06 should appear on the first page whilst the rest should appear on other pages. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting and in the language medium in which the applicants sit for this examination.

(ii) When the application form is prepared, the title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms. Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. It is the responsibility of the candidate to make sure that the application form perfected by him/her self complies with the specimen given in the examination notice and it would be advisable to keep a photocopy of the completed application form.

(iii) The officers appearing for one subject or both subjects of this examination for the first time need not pay examination fees. However, for subsequent sittings, a fee of Rs.500/= should be paid for the whole examination and if only one subject is offered, a fee of Rs.250/= should be paid. The fee can be paid at any post office or sub post office in the Island to be credited to revenue head 20-03-02-13 of the Commissioner General of Examination on or before the closing date of application and the receipt obtained thus should be affixed firmly in the relevant cage of the application. It would be advisable to keep a photocopy of the receipt with the candidate. Under no circumstance, will the fee be refunded nor transferred in respect of other examinations.

(iv) This examination is held in Sinhala, Tamil and English medium. Applicants should select one medium relevant to them and they should answer the question papers in one and the same language selected by them. The medium they applied for is not allowed to change at a later occasion.

(v) The officers, who have been promoted to Grade II of Sri Lanka Technological Service as at the closing date of applications, are allowed to sit for the second Efficiency Bar Examination.

(iv) The officers in Grade III of Sri Lanka Technological Service cannot apply for the second Efficiency Bar Examination.

05. (i) On the supposition that only the candidates who have possessed the qualifications mentioned in the Gazette have submitted applications, the Commissioner General of Examinations will issue admission cards to the applicants who have submitted perfected applications indicating the medium of language, examination applied for, signature of the applicant and the attestation of the signature, attestation of the Head of the Department along with the receipt of payment of the examination fee on or before the closing date of examination. A notification will be published in newspapers as soon as the admission cards are issued to the applicants.

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 in the manner specified in the advertisement. At the time of calling the Department of Examinations, the full name of the applicant, address and national identity card number and the name of the examination should be mentioned and it would be advisable to keep the following in hand i.e. photocopies of the application form and the receipt of payment of examination fee, if relevant, kept at your possession and the receipt of registration. In case of applicants outside Colombo, a letter of request with a fax number to which the admission card should be sent and other particulars mentioned above should be sent to the Department of Examination by fax.

The documents submitted subsequently by the applicants, who are unable to fulfill the above requirements, shall not be considered.

(ii) The signature of the applicant in the admission card for the examination shall have been attested by the respective Head of the Institution or any officer authorized by him. Only the admission cards on which the signature has been attested shall be submitted by the officers sitting for the examination to the supervisor of the examination. The candidates, who fail to produce the admission card, shall not be permitted to sit for the examination.

06. The officers can sit for the each subject at different sittings on their discretion during the period prescribed for passing the second Efficiency Bar examination. However, in order to secure a pass at least 40% of the marks should be obtained in respect of each question paper.

07. *Issuance of the results of the examination* : The results of the candidates belonging to provincial public service shall be issued to the Secretary of the respective Provincial Public Service Commission and the results of the candidates belonging to public service of the central government shall be issued to the Secretary of the Ministry of Public Services, Provincial Councils and Local Government.

08. *Scheme of Examinations* : The Efficiency Bar Examination for officers in Grade II shall consist of the following 02 question papers.

Subject No (03) - Establishments Code (Duration 02 hours) (100 marks)

Subject No (04) - Financial Regulations - (Duration 02 hours) (100 marks)

Establishments Code (Subject No. 03) - Syllabus

This paper will be based on the following Chapters of Establishments.

Chapter XV	Travel abroad for study, training or on duty.
Chapter XVI	Holiday Travel.

Chapter XXIII	Special concessions and conditions regarding Officers suffering from certain types of illnesses.
Chapter XXIV	Salary Loans and Advances.
Chapter XXV	Concessions to members of Trade Unions.
Chapter XXVII	Channels of communication.
Chapter XXVIII	Administrative procedures.
Chapter XXX	Right of Government over its officers.
Chapter XXXIII	Legal advice and legal actions.
Chapter XLVII	General conduct and discipline.
Chapter XLVIII	Rules of disciplinary procedure.

Financial Regulations (Subject No. 04) - Syllabus

This paper will be based on the following Chapters of Financial Regulations.

- (1) Chapter VI.  
Custody of Public Money etc., Imprests and Bank Accounts.  
Security and custody of Public etc., Counterfoil Books, Boards of Survey on Cash Stamps etc., Imprests, Bank Accounts (FR. 315 to 396)
- (2) Chapter XIII.  
Supplies, Works and Services.  
Procurement and Contracts, Supplies, Custody and Verification of Stores, Surplus and unserviceable Articles (FR. 685 to 775)

09. The decision of the Secretary, Ministry of Public Services, Provincial Councils and Local Government will be the final in respect of any matter not provided for in this notification.

10. Issuance of an admission card to a candidate does not necessarily mean that his/her eligibility to sit for the examination has been accepted.

11. In the event of any inconsistency between the Sinhala, Tamil & English texts of this *Gazette* notification, the Sinhala text shall prevail as the accurate text.

J.J.RATHNASIRI,  
Secretary,  
Ministry of Public Services, Provincial Councils and  
Local Government.

Ministry of Public Services, Provincial Councils and  
Local Government,  
Independence Square,  
Colombo 07,  
22nd December, 2020.

(For office use only)

### Specimen Form of Application

#### EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF SRI LANKA TECHNOLOGICAL SERVICE- 2018(1) 2021

(An officer is not allowed to submit applications for Grade III and Grade II examinations at one and the same time)

Medium in which you sit for the examination :

(Sinhala - 2 / Tamil - 3 / English - 4)

(Indicate the relevant number in the cage)

01. Have you been recruited under central government? If not, under which provincial public service ?

(Indicate the relevant number in the cage)

<i>Public Service</i>	<i>No.</i>
Central Public	10
Western Provincial	01
Central Provincial	02
Southern Provincial	03
North Provincial	04

<i>Public Service</i>	<i>No.</i>
Eastern Provincial	05
North Western Provincial	06
North Central Provincial	07
Uva Provincial	08
Sabaragamuwa Provincial	09

02. (a) Name in Full : .....  
(In English block capital letters)  
(e.g.: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- (d) Name with Initials : (Indicate the initials at the end of the name) ; .....  
(In English block capital letters) (eg. GUNAWARDHANA, H.M.S.K)
- (c) Name in Full: .....  
(In Sinhala/Tamil)

03. Official Address : (Admissions will be posted to this address)

.....  
(In English block capital letters)

.....  
(In Sinhala/ Tamil)

04. Sex :  (Male - 0 / Female - 1) (Indicate the relevant number in the cage)

05. National Identity Card Number :

06. Mobile Phone Number:

07. Subject/Subjects offered:

*Subject*

*Subject No.*

.....

.....

08. (i) Date of Birth : Year :  Month :  Date :   
(ii) Age as at 08.02.2021 : Years :  Months :  Days :
09. (i) Designation :.....  
(ii) Service period in Grade II as at 08.02.2021 :.....
10. Department to which you belong :.....
11. Particulars of the receipt obtained by paying the examination fee:  
(i) The post office/sub post office at which the payment of examination fee is made :.....  
(ii) Number and date of the receipt :.....  
(iii) Amount paid:

Affix the receipt of examination fee here (It would be advisable to keep a copy of the receipt)

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Further, I agree to abide by the rules imposed by the Commissioner General of Examination on conducting the examination and issuing the results.

.....,  
Signature of the candidate.

Date :.....

*Attestation of Candidate's Signature*

I hereby certify that Mr./Mrs./Miss. .... is presently employed at my office and known to me personally and he/she placed his/her signature in my presence on ..... 2021 and exempted from paying the prescribed examination fee/paid the prescribed examination fee and affixed the receipt.

Date :.....

.....  
Signature of the officer attesting.

Name of the officer attesting:.....

Post :.....

Address :.....

(Confirm by the Official Stamp)

*Certification of the Head of the Department*

I hereby certify that the particulars given in paragraphs 01-11 above are correct and this candidate is eligible to sit for the examination and also eligible to sit for the examination in the language medium mentioned above.

.....  
Signature and designation of Head of Department.  
(Confirm by the Official Stamp)

Date:.....