

FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III OF EXECUTIVE SERVICE CATEGORY OF DEPARTMENT OF COMMERCE-2020

IT is hereby notified that the Efficiency Bar Examination for Officers in Grade III of the Executive Service Category of Department of Commerce will be conducted in June, 2021 in Colombo in accordance with the recruitment procedure of the Executive Service Category of Department of Commerce approve by the secretary of the public service commission bearing No. PSC/ET/2/1/19/11 and came to effect from 07.11.2012.

02. The relevant syllabus and the other provisions applicable to this Examination have been published under the Annexure II of the aforementioned recruitment procedure. The syllabus and other Provisions are mentioned below for the convenience of the Candidates.

An officer is allowed to sit the prescribed subjects of this Efficiency Bar Examination in the same sitting or separate sittings.

03. Procedure of the Examination - Written Examination :

<i>Subject</i>	<i>Duration (Hours)</i>	<i>Marks</i>	<i>Pass mark</i>
Establishment Regulations	2	100	40%
Financial Regulations	2	100	40%

04. *The syllabus :*

<i>Subject Number</i>	<i>Subject</i>	<i>Content of the Subject</i>
01.	Establishment Regulations	With special reference to Chapters I, II, III, V, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII of the Establishment code and the procedural Rules of the Public Service Commission
02.	Financial Regulations	<ul style="list-style-type: none"> • Financial control in Sri Lanka, appointment of Accounting Officers, Chief Accounting Officers and Public Revenue Officers, their powers and duties • Internal audits • Planning and management of expenditure of government • Identifying government policies, objectives, goals and programmes • Planning and assessment and prioritization of Development projects and programmes • Preparation of estimates of annual revenue and expenditure and final decision making • Changes in approved estimates of expenditure • Losses and write-off of government property • Assigning roles for financial management • Custody of government funds and bank accounting procedures • Management of projects implemented on foreign subsidies • General knowledge on government procurement procedures

N.B.- Candidates are required to obtain at least 40 marks on each of the papers for a pass in the Efficiency Bar Examination. A candidate may pass the examination with one or more subjects at a single sitting.

05. *Language Mediums of the Examination :*

- 5.1. This examination will be conducted only in Sinhala medium.
- 5.2. The candidature of a candidate will be cancelled if it is revealed that a candidate is sitting the Examination in a medium of Language that is not entitled to him/her.

06. Application should be prepared as per the format given here using both sides of an A4 sized paper and the Heads No. 01 to 05 should appear on the first page. In the preparation of application, the title of the Examination appears in the heading of the applications should be mentioned in English language in addition to the Sinhala language. One should be cautious whether the application is in conformity with the specimen application mentioned in the Notification of the Examination and whether all the information have been accurately completed and whether the prescribed Examination fees have been paid and the said details are includes in the relevant place of the application and the receipt is affixed to the application prior to directing the application as the applications that are not in conformity with the specimen application and application with incomplete information are rejected without prior notice. It is hereby notified that it would be beneficial to retain a photocopy of the application.

07. This Examination will be conducted by the Commissioner General of Examinations in Colombo and the candidates are bound to adhere the Rules and Regulations imposed by him.

08. *Provisions of False Information.*– Accurate information should be furnished carefully in filling the application. The candidature of a certain Candidate will be cancelled in any instance before the examination or during the Examination or after the Examination if it is revealed that he/she is not qualified and furnished false information as per the provisions related to this Examination.

09. Submission of proof to substantiate their identity to the Supervisor at the Examination hall is the responsibility of the Candidates. For that purpose, any document of the following will be accepted;

- i. National Identity Card
- ii. Valid Passport or
- iii. Valid driving license

Furthermore, 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 will not be allowed to enter the examination hall. And also, Candidates should not cover their faces and ears throughout the Examination before entering the hall until the leaving in order to prove their identity to the respective invigilators.

10. Applications should be sent through registered post to reach “The Commissioner General of Examinations, Organizations (institutional Foreign Examination)” Branch, Department of Examinations, Sri Lanka, Post Box 1503, Colombo on or before 09.04.21. The application that are sent after this date will be rejected. The term "Efficiency Bar Examination for the Officers in the Grade III of the Executive Service Category of Department of Commerce - 2020 should be mentioned on the top left-hand corner of the envelope enclosing the applications.

11. With the presumption that only the candidates fulfilling qualifications stipulated in the Gazette notification have applied for the Examination, admission shall be issued by the Commissioner General of Examinations to the Candidates, who have duly perfected applications with the relevant receipt subsequent to paying the prescribed Examination fee along with the receipt subsequent to paying the Examination fee on or before the closing date of applications. A notification on the issuance of admissions shall be published by the Department of Examinations of Sri Lanka in newspapers and in the official website of the Department of Examinations of Sri Lanka immediately after issuing admissions to candidates. A candidate, who does not receive his/her admission two or three days after publishing the notification, should inform in that regard to

the Department of Examinations of Sri Lanka, as mentioned in the advertisement. Full name of the candidate, the address of the candidate and the National Identity Card number and the title of the Examination applied for should be indicated in making such inquiries. If the candidate resides outside Colombo, it will be effective to fax a request letter along with such details of the candidate through which the candidate can obtain a copy of the admission via a fax. In inquiring so, it will be useful to get prepared to produce the copy of the application kept with the candidate and copy of the relevant receipt if the payment of Examination fees is applicable and receipt issued for sending the application by registered post, if it is necessary to substantiate any information requested by the Department of Examinations. Issuance of an admission to a candidate should not be deemed as an acceptance that he/she has fulfilled qualifications for sitting the Examination.

12. The complaints lodged by the candidates who fail to fulfill the requirements mentioned in the Para 11 above will not be entertained.

13. The signature of the candidate should have been attested in the application as well as in the admission for the Examination. A candidate applying for the Examination from a certain Institute should certify his/her signature from the Head of the institution or from an officer authorized by the Head of the institution. A candidate should hand over the admission, in which his/her signature has been attested to the Supervisor of the Examination on the first day of sitting the Examination. Any candidate who fails to submit his/her admission that has been systematically completed is not permitted to sit the Examination.

14. *Examination Fees :*

(a) The candidates sitting this Examination should pay Examination Fees on the following basis.

(i) Fees will not be charged for the first sitting.

(ii) Examination Fees as mentioned below will be charged for each sitting subsequent to the first sitting.

Full Examination fee Rs.500/-

Fee per one Subject Rs.250/-

(b) The receipt obtained in favour of the Candidate by paying the Examination fee to any Post office/ Sub post office or District Secretariat/ Divisional Secretariat of the island to be credited to the revenue of the Government under the Revenue head 20-03-02-13 of the Commissioner General of Examinations should be firmly affixed through an edge of the receipt on the specified place of the application. It will be useful for the candidate to retain a photocopy of the receipt.

(c) Money orders or stamps will not be accepted for the Examination fee. The fees charged for this Examination will not be refunded or transferred to any other examination under any circumstances.

15. The result sheet of all the Candidates who sat the Examination will be forwarded to the Secretary of the Ministry of Trade by the Commissioner General of Examinations. Results sheets will not be personally issued to the Candidates by the Commissioner General of Examinations.

16. The candidates are subjected to rules and regulations imposed by the Commissioner General of Examinations in relation to the conduct of Examination. It is informed that he/she will have to undergo any punishment imposed by the Commissioner General of Examinations in case such rules or regulations are violated. undergo any punishment imposed by the Commissioner General of Examinations in case such rules or regulations are violated.

17. The Secretary of Trade reserves the right of deciding any matter, which is not covered by this notification.

J. M. B. JAYAWARDANA,
Secretary,
Ministry of Trade.

CWE Secretariat Building,
No. 27, Vauxhall Street,
Colombo 02.

09. I, do hereby declare that the information mentioned above is accurate and I am entitled to sit this Examination. Further, I do declare that I agree to be liable to the rules and regulations imposed by the Commissioner General of Examinations pertaining to the conduct of the Examination.

.....,
Signature of the applicant.

Date :.....

Commissioner General of Examinations,
Department of Examinations Sri Lanka.

I, do hereby certify that the applicant whose information stated above is qualified to sit this Examination and that the candidate is exempted from paying the Examination fee/has paid the specified examination Fee and affixed the receipt issued for the payment of the Examination fees.

.....,
Signature of the Director General of Commerce,
(Substantiate with the official Frank)
(Delete the words not applicable)