



FOREIGN MINISTRY

1st and 2nd Efficiency Bar Examination and Foreign Language Test for the Officers of the Sri Lanka Foreign Service - 2020 (2021)

IT is hereby, notified that the 1st and 2nd Efficiency Bar Examinations and the Foreign Language Test for the Officers in the Sri Lanka Foreign Service will be held in Colombo and in Sri Lanka Missions abroad **in March 2022**. The oral test will be held **only in Colombo**.

02. The time table would be prepared enabling the candidates to sit for both Efficiency Bar Examinations at the same time.

03. **Syllabus.**- The syllabus and the other provisions, by which the 1st and 2nd Efficiency bar Examinations are governed, are indicated in the respective Service Minute.

The Syllabus and the other provisions for the First and Second Efficiency Bar Examinations and for the foreign languages are also indicated in Appendix "A".

The officers are allowed to sit for the subjects of the Efficiency Bar Examination at one or more sittings.

04. The subjects for which the officers should appear in the efficiency Bar Examination are as follows :

1ST EFFICIENCY BAR EXAMINATION

PART I		
Subject No.	Subject	Duration hours
01.	Finance	03
02.	History and Geography of Sri Lanka	03
PART II		
03.	Elementary Constitutional Law and International Law	03
04.	Diplomatic Practice	03
05.	International Affairs	03
06.	The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Computer Literacy	03

2ND EFFICIENCY BAR EXAMINATION

PART I		
Subject No.	Subject	Duration hours
21.	Economic & Social Development in Sri Lanka	03
22.	Administration	03
(a) Office systems & Organizational Methods (b) Establishments Code (Volume I & Volume II)		
PART II		
Subject No.	Subject	Duration hours
23.	Elementary Constitutional Law and International Law	03
24.	Diplomatic Practice	03
25.	International Affairs	03

FOREIGN LANGUAGES

Subject No.	Subject	Duration hours
07.	Arabic	02
08.	French	02
09.	Russian	02
10.	Spanish	02
11.	Hindi	02
12.	Chinese	02
13.	German	02
14.	Japanese	02
15.	Italian	02
16.	Korean	02

05. The attention of the Officers sitting for these efficiency Bar Examinations is drawn to the paragraph 5 of the Treasury Circular No. 701 dated 04th September 1966 which is reproduced below :

"Departmental examinations (including Promotional and Efficiency Bar Examinations) - The medium for promotional Examinations as well as Efficiency Bar Examinations should be the language in which the officer sat for the Competitive Examination to enter the Public Service or the Official Language. In case where initial recruitment has been taken place without a competitive examination, the medium for promotional/ Efficiency Bar Examination should be the language in which the officer was qualified for entry into the Public Service or the Official Language."

05.1 Issuance of Results :

Candidates are required to obtain 40% marks or above for each subject for a pass. Two separate result sheets, containing the results of individual candidates, pertaining to both First & Second Efficiency Bar Examination will be sent only to the Foreign Secretary by the Commissioner General of Examinations.

06. Arrangements will be made by the Commissioner - General of Examinations for the candidates to answer the question papers in Sinhala, Tamil or English, except for the question papers on foreign languages. Medium applied to sit for the exam cannot be changed.

07. If a candidate is later found to have sat in a medium in which he is not entitled to sit, his candidature will be cancelled.

08. Application forms should be prepared in an A - 4 size paper as per the specimen appended to this notifications, containing items 1-8 on the first page and the rest on the second page. Both sides of the paper should be used. Applications should be filled clearly in applicant's own handwriting. Applications prepared in Sinhala and Tamil medium should also bear the name of the examination in English. Candidates appearing for both Examination should submit separate applications in respect of each Examination.

Since the applications which are not in conformity with the specimen and not provided with the required details will be rejected without notification. The applicants are advised to keep a photocopy of the application. Before sending the application, the applicant should verify whether the completed application is in conformity with the specimen form given in the notification regarding the examination and all the details have been included in it and the receipt has been affixed to it.

08.1 Penalty for furnishing false information : - You should be careful to provide correct information in perfecting the application. According to the laws and regulations, if an applicant is found to be ineligible at any time before, during or after the examination his/her candidature is liable to be cancelled.

09. The examinations will be conducted by the Commissioner General of Examinations and the candidates will be bound by the rules and regulations prescribed by the Commissioner General for conducting the examinations. Candidates are subject to the laws and regulations imposed by the Commissioner General of the Examinations in relation to examination procedure and issuance of the results, In case of any violations of such laws and regulations, the candidate will be subject to a penalty imposed by the Commissioner General of the Examinations.

10. All applicants should send their applications to the Human Resources and Mission Management Division of the Foreign Ministry for forwarding them to the Commissioner General of examinations, on or before **31.12.2021**. Those who are serving in Sri Lanka missions abroad should send their applications through the relevant Heads of Mission. Any application received after the closing date will be rejected.

11. Admission cards will be issued by the Commissioner General of Examination to all the applicants who had submitted the duly perfected applications on or before the closing date of applications and receipts for the payment of the required examination fees as per the notification attached, on the presumption that only those who possess the qualifications have applied. A notice will be published in the newspapers and the official website to that effect by the Department of examinations as soon as the admission cards are issued. In case the admission card of any candidate is not received within 02 or 03 days after the appearance of the notification, it would be more effective to send a letter by fax to the Sri Lanka Department of Examinations along with the photocopies of the application forms and the receipt (if the payment of an examination fee is relevant) mentioning a fax number enabling the same department to fax a copy of the admission card to the candidate.

11.1 Issuing an admission card to a candidate should not be considered as that he/she has fulfilled the required qualifications to sit for the examination or for the post.

11.2 The applicant should get his/her signature placed in the application and the admission card attested by the head of institution or an officer to whom the power is delegated by him.

12. Subsequent appeals by the candidates who fail to comply with the requirements as stipulated in paragraph 11 above will not be entertained. Candidates should sit for the examination at the examination hall assigned to him/her. Every candidate who appears for the examination should produce the admission card with his/her signature attested to the Supervisor of the examination hall. Candidates who have failed to produce his/her admission card will not be allowed to sit for the examination.

13. The following are the documents of Identity acceptable at the examination centre :

- (i) National Identity Card
- (ii) Valid Passport
- (iii) Valid Driving License

Further, candidates should enter the examination hall without covering their face and ears in order to verify their identity. Candidates who refuse to prove their identity will not be admitted to the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving, the candidates should not cover their face and ears so that the authorities can identify them.

14. The candidates who sit for the examination for the first time are exempted from the examination fees, while in the case of the subsequent sittings, fees will be levied on the following basis ;

a) First sitting (whole examination or part thereof) : free of charge

b) Each subsequent sitting :	<i>Rs. Cts.</i>
Complete examination	1200. 00
One subject	600. 00

The receipt obtained for the payment of fees at any post office/sub post office in the island or at a Foreign Mission/ Post to the credit of Revenue Head 20-03-02-13 of the Commissioner General of Examinations, should be affixed firmly to the application in the place provided.

You are kindly informed that no fees other than the examination fees will be charged. Money orders or stamps will not be accepted for the payment of examination fees. Under no circumstances will the examination fees be reimbursed or transferred in respect of another examination. It will be useful to keep a photocopy of the receipt.

15. The decision of the Public Service Commission will be final with regard to any matter that has not been mentioned in this notification. The decision of the Commissioner General of Examinations will be the final with regard to the examinations.

16. In case of any divergence or inconsistency among different texts of this notification published in Sinhala, Tamil and English languages, the Sinhala text shall prevail.

ADMIRAL PROF. JAYANATH COLOMBAGE,
Foreign Secretary.

Foreign Ministry,
Republic Building,
Colombo 01.

SPECIMEN APPLICATION FORM

FOREIGN MINISTRY

(For Office use only)

1ST AND 2ND EFFICIENCY BAR EXAMINATIONS AND FOREIGN
LANGUAGE TEST
FOR THE OFFICERS OF THE SRI LANKA FOREIGN SERVICE - 2020
(2021)

THE Medium in which the candidate is appearing for the
examination.

(Please mark the relevant number in the cage)

Sinhala - 2
Tamil - 3
English - 4

01. The Examination applied for :

(Please mark the relevant number in the cage)

Examination	Relevant No.
Efficiency Bar 1	1
Efficiency Bar 2	2
Foreign Language	3

02. (i) Name in Full (In English block capitals) :

.....
.....

(ii) Name in full (In Sinhala/Tamil) :

.....
.....

03. Address : (For the dispatch of the admission card)

.....
(In English block capitals)

04. Date of Birth :

Date : Month : Year :

05. National Identity Card No.

06. Mobile Telephone No.

07. Sex :

(Please mark the relevant number in the cage)

Male - 0

Female - 1

08. Date of appointment to the Sri Lanka Foreign Service.

Date : Month : Years :

09. Present Post :

10. Subjects offered should be clearly stated with the
subject numbers given in paragraph 04 of the notification.
(Applicants will be allowed to sit only for subjects indicated
in the application.)

Subject	Subject No.
i.	
ii.	
iii.	
iv.	
v.	
vi.	

11. State whether the applicant has appeared for the whole
examination or part thereof previously. If so, state the index
number, subjects, year and the month :

I declare that, the informaton furnished above is accurate
and that, I am eligible to sit for this examination in the
language medium indicated above. Further, I shall abide by
the rules and regulations laid down by the Commissioner
General of Examinations with regard to the conduct of the
examination.

The receipt No. for payment of examination
fee is annexed.

Fee paid : Rs.

.....,
Signature of the applicant.

Date :

Examination fees

I. Post office/ sub post office/ Foreign Diplomatic
Mission where the examination fee was paid.

.....

II. Amount paid :

III. Date :

iv. Receipt Number

The Receipt should be pasted here
(Please keep a photocopy of the receipt)

- (ii) Diplomatic Practice
- (iii) International Affairs
- (iv) The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Computer Literacy.

12. Certification by the Head of the Department

Commissioner General of Examinations,

I, do hereby certify that the information furnished above is accurate and that Mr./Mrs./Miss is eligible to appear for this examination in the language medium indicated by him/her. I also attest the applicant's signature and the examination fees have been paid and the receipt is attached herewith.

.....
Signature and Designation of the
Head of Department

Date :
(Official Stamp)

Appendix "A"

1. 1ST EFFICIENCY BAR EXAMINATION

- 1.1. The 1st Efficiency Bar Examination will consist of two parts and the officers may take both parts at one sitting or separately.
- 1.2. The examination will be conducted in the following subjects.

Part I

- (i) Finance - This paper is based on the following :
 - (a) Financial Regulations of the Government of Sri Lanka, Part I (Except Chapter X)
 - (b) The estimates for the current year
Eg. Their arrangement, the heads of revenue, Financial Methods and Appropriation Acts.
 - (c) Ordinance relating to specific accounts maintained by the Kachcheries.
- (ii) History and Geography of Sri Lanka.

Part II - SPECIAL PAPERS

- (i) Elementary Constitutional law and International Law

- 1.3. Each of the above papers will be of a three hour duration and the candidates are required to obtain 40% marks or above in each paper for a pass.
- 1.4. An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the respective paper when he/she has obtained the qualifying marks.

2. 2ND EFFICIENCY BAR EXAMINATION

- 2.1. The 2nd Efficiency Bar Examination will consist of two parts and officers may take both parts at one sitting or separately.
- 2.2. The examination will be conducted in the following subjects.

PART I

- (i) Economic and Social Development in Sri Lanka.
- (ii) Administration - This paper is based on the following :
 - (a) Office systems and organizational methods.
 - (b) Establishments Code - Volume I and Volume II.

PART II - SPECIAL PAPERS

- (i) Elementary Constitutional Law and International Law
 - (ii) Diplomatic practice
 - (iii) International Affairs
- 2.3. Each of the above papers will be of a three hour duration and the candidates are required to obtain 40 % marks or above in each paper for a pass.
 - 2.4. An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the respective paper when he/she has obtained the qualifying marks.

Note :

- (i) Questions on Constitutional Law will be mainly on the evolution of the parliamentary System of Government of Sri Lanka, with special reference to the Constitution of the Democratic Socialist Republic of Sri Lanka.
- (ii) Questions on the International Law will include inter - state relations, both bilateral and multilateral and the diplomatic law and the law of treaties.
- (iii) An officer who is an Attorney-at-Law or who has obtained a degree in Law from a recognized university will be exempted from the paper on Eelemenary Constitutional Law and International law provided that, he/she has secured a pass in those subjects at the relevant Examination.

3. FOREIGN LANGUAGES**3.1. Foreign Languages**

- (i) Arabic
- (ii) French
- (iii) Russian
- (iv) Spanish
- (v) Hindi
- (vi) Chinese
- (vii) German
- (viii) Japanese
- (ix) Italian
- (x) Korean

- 3.2. Aforesaid each written question paper on foreign languages will be of two-hour duration. Candidates are required to obtain 40% marks or above in each paper for a pass.