



DEPARTMENT OF IMMIGRATION AND EMIGRATION

Efficiency bar Examination for the Assistant Controller (Departmental) Officers of Executive Service Category of the Department of Immigration and Emigration - 2018 (2021)

01. IT is hereby notified that the First Efficiency Bar Examination for Assistant Controllers will be held in Colombo in the month of April 2022 by the Department of Examinations of Sri Lanka in compliance with the provisions of the relevant Approved Scheme of Recruitment for the post of Assistant Controller (Departmental) of the Executive Service Category of the Department of Immigration and Emigration.
02. (i) The Candidates are subject to the rules and regulations stipulated by the Commissioner General of Examinations of the Department of Examinations of Sri Lanka regarding the holding of examination and the issuance of results. The decision of the Commissioner General of Examinations will be the final decision on conducting the examination and the issuance of results.
(ii) The rules imposed on the candidates have separately been printed in the *Gazette* Notification. If these rules are violated, they will be subject to a penalty imposed by the Commissioner General of Examinations.
03. Examination Fees : Candidates may sit the subjects of the examination either in one sitting or separately. Charges will not be levied from the candidates who sit the entire examination or one subject for the first time. Subsequently an examination fee of Rs. 250 per subject and Rs. 500 for the entire examination in any sitting will be levied. An examination fee of Rs. 250 and for the entire examination and examination fee of Rs. 500 will also be charged. Receipt obtained making payment of these examination fees to be credited to the Revenue Heads of the Commissioner General of Examinations 20-03-02-13 at any post /Sub Post Office in the island shall be affixed in the appropriate place on the application. (It will be useful to keep a photocopy of the receipt.) The fee paid for the examination will not be refunded or transferred or any other examination on any reason.
04. Application

The application shall be in compliance with the specified format attached to this notice and shall be prepared as per the specimen application using both sides of a A4 size paper. Nos.01 to 06 shall be on the first page and the rest on the second page. In preparing the application, the name of the examination mentioned in the title shall be indicated in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications. Even though the application may be prepared by typing, it shall be completed accurately and clearly in the applicant's own handwritings. Applications prepared accordingly shall be sent by registered post on or before **31.01.2022** through the Head of the Department to reach "the Commissioner General of Examinations, Institutional Examination Organizing Branch, Department of examinations of Sri Lanka, P.O. Box. 1503, Colombo". In sending applications, the name of the examination shall be indicated on the upper left hand corner of the envelope. Applications with incomplete information and applications received after the closing date will be rejected. Further, the applicant shall scrutinize as to whether the completed application is in compliance with the specimen application in the notice of examination and otherwise the application will be rejected. (It will be useful to keep a photocopy of the completed application with you.)
05. Candidates shall prove their identity to the satisfaction of the Supervisor for each subject they sit in the examination hall. Any of the following documents will be accepted for this purpose.
 - (i) National Identity Card
 - (ii) Valid Passport
 - (iii) Valid Sri Lankan Driving License

Furthermore, candidates shall enter the examination hall without covering their face and ears so as to verify their identity. Candidates who refuse to prove their identity so will not be permitted to enter into the examination hall. Further,

from the moment of entering the examination hall till leaving after the examination, candidate shall not cover the face and both ears enabling the Examination Authorities to identify the candidate.

06. The Commissioner General of Examinations will issue an admission card along with a copy of the time table of the examination to the candidates assuming that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. Immediately after issuing the admissions to candidates, the Department of Examinations of Sri Lanka will publish a newspaper advertisement mentioning the same. If there is any applicant who has not received admission card even after 02 or 03 days from the date of publishing the advertisement shall inform the Department of Examinations of Sri Lanka using the telephone numbers mentioned in the notice. The applicant's full name, address, National Identity Card Number and name of the examination shall be mentioned then and it is important to have the copy of the application kept by the applicant at the event of such inquiry, the copy of the receipt of payment and the receipt received at the time of registering the application. If you are an applicant from outside Colombo, it may be helpful to send a letter of request to the Department of Examinations by fax stating a fax number and the above information in order to obtain a copy of the admission card through fax.
07. The Signature of the applicant on the application and the admission card for the examination shall be certified by the Head of the Institution or an officer authorized by him. Candidates are required to sit the examination at the examination hall assigned to them under the prescribed Index number. The Admission card certified by an officer specifically mentioned in his/her admission card shall be handed over to the Supervisor of the Examination Hall on the first day he/she sits the examination. A candidate who does not furnish his / her admission card will not be permitted to sit for the examination.
08. The post and place of work an applicant at the event of applying the examination is applicable to all the activities related to the examination and any relevant change after sending the application will not be considered.
09. Heads of Departments shall grant duty leave as to enable the candidates who have the Admission cards issued by the Commissioner General of Examinations of the Department of Examinations of Sri Lanka to sit the examination. No travelling charges will be paid for this respect.
10. This examination is held in Sinhala , Tamil and English media. If the candidate has joined the Public Service through a competitive examination, he/she shall select the language medium he/she sat such competitive examination and for a person who has joined the Public Service without a competitive examination, the language medium of the examination he/she was eligible to enter the Public Service shall be selected as the medium of examination to sit this examination. All subjects of the examination shall be answered in a same language medium and the language medium applied will not be permitted to change subsequently.
11. Examination Procedure :
 1. Name of the Examination : Efficiency Bar Examination for the Assistant Controller (Departmental) Executive Service Category of the Department of immigration and Emigration.

2. Details of the Examination :

	<i>Subject</i>	<i>Period</i>	<i>Total Marks</i>	<i>Pass Marks</i>
01	Law	03 Hours	100	40 %
02	Administration	03 Hours	100	40 %
03	Public Sector Financial Management and Procurement Process	03 Hours	100	40 %

1. The Authority Conducting the Examination : Commissioner General of Examinations.

2. How often the examination is held ? : At least twice a year

3. Syllabus for the Examination :

<i>Subject No. and Subject</i>	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01. Law	Constitutional Law and Administrative Law	i. Structure and Constitution of the Constitution of Sri Lanka, inclusive of Historical Development. ii. President, Prime Minister, Cabinet of Ministers and Public Service of the Executive Republic. iii. Administration of justice iv. Administrative Judiciary v. Guideline policies for Government Policy and Basic Duties vi. Delegated constitutions vii. Responsibility of the Government and state authorities viii. Fundamental rights
	The legal system of Sri Lanka	i. Administration of justice ii. Legal History of Sri Lanka iii. Judicial Organizations iv. Court Ordinance of Sri Lanka (Chapter 6) v. Administration of Justice Act, No. 44 of 1971
	Criminal Law and evidence law	i. Penal Code ii. Evidence Ordinance
02. Administration		i. Organizing and organizing methods of office and field activities. ii. The following chapters of the Establishments Code. I, II, III, V, VI, VII, IX, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII iii. Procedural Rules of the Public Service Commission
03. Public Sector Financial Management and Procurement Process		i. Financial control of Sri Lanka <ul style="list-style-type: none"> • Constitutional provisions related to the management of public finance • Parliamentary control over public finances • Definition of funds • Consolidated Fund and its operation • Objectives appropriation and appropriation methods • Uncertainty occasion fund • Other funds and their activities • Government Revenue • Powers and Roles of the Minister of Finance • Powers and Roles of the Treasury • Warrant and imprest Authority • Auditor General, his powers and role • Committee on Public Accountants (COPA) • Committee on Public Enterprises (COPE) ii. Appointment of Accounting Officers, Chief Accounting Officers and Accounting Officers on Public Revenue, Powers and Roles Liabilities and responsibilities of those Officers iii. Internal audit iv. Planning and Management of Government Expenditure <ul style="list-style-type: none"> • Identification of the objectives and roles of organizations • Identification of government policies, objectives, goals and programmes • Prioritization of development projects, programme planning and evaluation • Preparation of annual revenue and expenditure estimates and making final decisions.

		<p>v. Making changes to approved estimates</p> <ul style="list-style-type: none">• Implementing the Weeramon procedure• Public Sector Cadre and salary management• Total cost estimates and their revisions• Supplementary Estimates <p>vi. Losses and writing of the government property</p> <p>vii. Various accounting activities</p> <p>viii. Assignment of tasks for financial management</p> <p>ix. Trusteeship of Government Money and Bank Accounting Scheme</p> <p>x. Government Procurement Process</p> <ul style="list-style-type: none">• Government Procurement Manual• Government Procurement Guidelines
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Note.-

- * The above subjects may be sat in on sitting or separately.
- * Failure to pass the examination within the stipulated time will result the suspension of subsequent salary increment.
- * Candidates shall obtain a minimum of thirty five marks (35) in each of its question papers and an average of forty percent (40%) of the total marks in order to pass the subject Law.

12. Issuance of an examination admission card to a candidate shall not be constituted as the fulfilment of eligibility to sit the examination.
13. The decision of the Controller General of Immigration and Emigration on any matter not provided for in this *Gazette* Notification shall be the final.
14. If there is any inconsistency or incompliance between the language of this notification published in the Sinhala, Tamil and English media, action will be taken as per the Sinhala notification.

U. V. SARATH RUPASIRI,
Controller General,
Department of Immigration and Emigration,
Suhurupaya,
Battaramulla.

7.0. Date of Birth :

Year : Month: Date:

8.0. Present Post :

8.1 Post :

8.2 Letter of appointment No.

9.0. 9.1. Are you sitting the examination for the first time ?

9.2. In case of not sitting the examination for the first time then the examination fee paid :

9.3. Receipt Number :

9.4. Date :

The receipt may be affixed here. (if applicable only)
(It will be useful to keep a photocopy of the receipt)

10.0. I state that the above particulars furnished are correct, that I am entitled to sit the examination in the language medium mentioned above and the receipt obtained after paying the examination fee of Rupees has been affixed / exempted from the examination fee. I further state that I agree with the rules and regulations stipulated by the Commissioner General of Examinations regarding the conducting of the examination and the issuance of results.

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Signature of the Candidate.

Date :

(The applicant shall place his/her signature in the presence of an officer authorized to sign on behalf of the Head of the Department or Head of the Department)

11.0. *Attestation of Signature :*

I Certify that Mr./ Mrs./ Miss personally known as an officer in the Executive Service category in my Department placed his/her signature in my presence on and the receipt obtained after paying the due examination fee has been affixed.

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Signature of the officer attesting the signature

Name :

Designation :

Address :

Date :

(Confirm with Official Seal)

12.0. *Attestation of the Head of the Department :*

I Certify that the particulars furnished above have been checked and the officer is eligible to sit this examination.

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Signature of the Head of the Department
and Official Seal