

MINISTRY OF EDUCATION

Efficiency Bar Examination for Officers in Grade III of the Sri Lanka Teacher Educators' Service – 2021 (I)

IT is hereby notified that the Efficiency Bar Examination for Officers in Grade III of the Sri Lanka Teacher Educators' Service will be conducted in the month of April in Colombo in accordance with the Service Minute of the Sri Lanka Teacher Educators' Service bearing No.1925/37 dated 28.07.2015 and published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka.

02. The relevant syllabus and the other Provisions applicable to this Examination have been published under the Schedule III of the aforementioned Service Minute. The syllabus and the other Provisions are mentioned below for the convenience of the Candidates.

An Officer can sit for the prescribed subjects of this Efficiency Bar Examination in the same sitting or in separate sittings.

03. *Procedure of the Examination.*– Written Test :

Subject Number	Subject	Marks	Duration (Hours)
01	General Management and Establishment Affairs	100	1 1/2
02	Financial Regulations	100	1 1/2
03	Educational Reforms and Educational Law	100	02
04	English Language	100	02

04. *The Syllabus :*

Subject Number	Subject	Content of the Subject
01	General Management and Establishment Affairs	With special reference to Chapters I, II, III, IV, V, VII, VIII, IX, XII, XIII, XIV, XXIV, XXVII, XXX and XXXI of the Establishments Code With special reference to Chapter I, III, IV, V, VI, VIII, X and XII of the Procedural Rules of the Public Service Commission.
02	Financial Regulations	With special reference to Chapters I, II, V, VIII, XII and XIV of Part 1 of the Financial Regulations of the Government of Sri Lanka
03	Educational Reforms and Educational Law	Candidates are expected to be familiar with the following Ordinances and Acts of the Parliament. i. Education Reforms 1972 (New Approach to Education) ii. White Paper on Education 1981 iii. First Report of the National Education Commission 1992 iv. New Education Reforms 1997 v. New Educational Reforms implemented since 1999 (Primary, Secondary & G. C. E. (A/L)) vi. The Public Examinations Act, No. 25 of 1968 as amended by the Public Examinations (Amendment) Act, No. 15 of 1976 vii. The National Institute of Education Act, No. 28 of 1986 viii. The Colleges of Education Act, No. 30 of 1986 ix. The National Education Commission Act, No. 19 of 1991 x. The National Authority on Teacher Education Act, No. 32 of 1997 xi. The Constitution of Sri Lanka with special reference to the 13th Amendment and Chapter 3 on Fundamental Rights xii. Conventions enforced Provincial Councils relevant to Education

<i>Subject Number</i>	<i>Subject</i>	<i>Content of the Subject</i>
04	English Language	<ul style="list-style-type: none">- <i>English Grammar</i>:- Tense and Number, Sentences (Simple/Compound/Complex/Compound Complex), Relative Clauses, Adjectives and Adverbs, Prepositions.- <i>Communication Skills</i>: - General Greetings and Introduction, Giving and getting information, Advising, Suggesting and expressing opinions, telephone skills, Interviewing Skills, Meeting.-- <i>Writing Skills</i>: - Internal modes of communication, Formal correspondence skills, writing descriptions Explanations, Summary Writing Skills, Report Writing Skills

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

Note: - Requirement to obtain a pass in the subject of English Language under this Efficiency Bar Examination will be exempted when a candidate has followed the Degree or Post Graduate Diploma or Post Graduate Degree in the Medium of English.

05. Language Mediums of the Examination :

5.1 This Examination will be conducted in Sinhala, Tamil and English Mediums. The language Medium applied for the Examination cannot be altered later.

06. Application should be prepared as per the format mentioned here using the 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 appearing in the heading of the applications should be mentioned in English Language in addition to the Sinhala Language in Sinhala applications and in English Language in addition to the Tamil Language in Tamil applications. You 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 prior to directing the application as the applications not in conformity with the specimen application and with incomplete information are rejected without prior notice. Further, please be attentive whether the prescribed Examination Fees have been paid and the said details are included in the relevant place of the application and the receipt is affixed to the application. It would be beneficial to keep 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 follow the Rules and Regulations imposed by him. Further, the candidates should also obey the quarantine rules and regulations in the country.

08. Punishment for providing 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, during or after the examination if it is revealed that he/ she is not qualified and has furnished false information according to the provisions related to this Examination.

09. The candidate should substantiate his/ her identity to the supervisor for each subject that he /she sits at the Examination Hall. For that purpose, any of the followings will be accepted.

- i. National Identity Card
- ii. Valid Passport
- iii. Valid Driving License

Similarly, the candidates should enter the Examination Hall without covering their face and ears, in a manner the identity of the candidate can be confirmed. Furthermore, candidates who refuse to substantiate his/her identity will not be permitted to enter the Examination Hall. In addition, candidates should keep their face and ears uncovered from the moment they enter the Examination Hall until they leave the Hall after completing the Examination enabling the examination authorities to identify the candidate. If any objection in this regard is made, the candidate will not be permitted to sit the Examination. Nevertheless, results will not be issued for such candidates who fail to substantiate their identity.

10. Applications should be sent through registered post to reach "The Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations of Sri Lanka, P.O. Box. 1503, Colombo on or before **07.02.2022**. The applications sent after this date will be rejected. The caption, "Efficiency Bar Examination for Officers in the Grade III of the Sri Lanka Teacher Educators' Service - 2021 (I) " should be mentioned on the top left hand corner of the envelop enclosing the applications.

11. With the presumption that only the candidates fulfilling qualifications stipulated in the *Gazette* Notification have applied for the Examination, admissions will be issued by the Commissioner General of Examinations to the candidates, who have submitted duly perfected applications with the relevant receipt obtained after paying the prescribed 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 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 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 to the Fax No. mentioned in the Notification including a fax number of the candidate through which the candidate can obtain a copy of the admission via 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 fulfil 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 in public service/ provincial public service/public corporation should certify his/her signature from the Head of the Institution or from an officer authorized by the Head of 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 duly admission 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 this Examination fee to any Post Office / Sub Post Office 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 keep 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. A result sheet of all the Candidates who sat the Examination will be forwarded to the Secretary of the Ministry of Education by the Commissioner General of Examinations. The result sheets will not be personally issued to the Candidates by the Commissioner General of Examinations.

16. The Candidates are subject to rules and regulations imposed by the Commissioner General of Examination in relation to the conduct of the 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.

17. In case of any inconsistency prevails among language texts of this notification published in Sinhala, Tamil and English Languages, the Sinhala text shall prevail in such an instance.

18. The decision of the Secretary of Education will be final and conclusive pertaining to any matter, which is not covered by this notification.

PROF. K. KAPILA. C. K. PERERA,
Secretary,
Ministry of Education.

Ministry of Education,
Isurupaya,
Battaramulla,
On 24th December, 2021.

SPECIMEN APPLICATION

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EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III OF THE SRI LANKA TEACHER EDUCATORS' SERVICE – 2021 (I)

Applications should be sent by registered Post through the Head of the institution to reach Commissioner General of Examinations, Institutional examinations Organization Branch, Department of Examinations of Sri Lanka, P.O Box 1503, Colombo. (The title of the Examination should be mentioned on the top left hand corner of the envelope)

The Medium of Language through which the Officer sits the Examination: - Sinhala - 2
Tamil - 3
English - 4
(Indicate the relevant number in the cage)

01. (i) Name in Full: (In English Block Capitals) :
(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

(ii) Name indicating the last name first and the initials at the end (In English Block Capitals) :
(Ex: Gunawardhana, H.M.S.K.)

(iii) Name in Full (In Sinhala/Tamil) :

02. (i) National College of Education/ Teachers' College/ Teachers' Centre wherein the candidate is serving and its Address (In English Block Capitals) The admissions are referred to this Address :

(iii) Personal Address (In English Block Capitals) :

03. Telephone Number :

(i) Mobile Telephone :

(ii) Fixed Telephone :

04. (i) National Identity Card Number:

(ii) Sex: Male - 0
Female - 1

(Indicate the relevant number in the cage)

05. The subjects for which candidate sits should be clearly indicated with the Subject Number and the Subject mentioned under (a) in para two of the notification.

Subject	Subject No.

06. (i) Date of birth: Year : Month : Date :

(ii) Designation :

07. Whether sat the full or part of the Examination before and if so, mention the subjects and the year of sitting the Examination and the Mediums.

Subject	Year	Medium	Index Number

08. Particulars in relation to the payment of the Examination fee if applicable :

(i) Receipt Number :

(ii) Post Office/ Sub post office to which the fee has been paid :

(iii) Date :

(iv) The Amount paid :

Paste the receipt here in one edge

09. I, do hereby declare that the information mentioned above is accurate and I am entitled to sit this Examination in the Medium of Language mentioned as per para 05 of this *Gazette* Notification. I have affixed receipt herein obtained after paying the examination fee. 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 and the issuance of results.

Signature of the Applicant.

Date : _____.

10. Attestation of Signature :

I certify that Mr. /Mrs./Ms. serving in my National College of Education / Teachers' College/Teachers' Center is personally known to me and he/she palced his/her signature before me on and he/she is exempted from the examination fee /has paid the due examination fee and affixed the receipt here.

Signature of the Officer attesting the signature
(Immediate Staff officer)

Name :
Designation :
Address :
Date :

11. Commissioner General of Examinations,
Department of Examination, Sri Lanka

I do hereby certify that the candidate described above is qualified to sit this Examination and he/she is eligible to sit this Examination in the medium of Language indicated by him/her as per the para 05 of the *Gazette* Notification. Further, I certify that the Candidate is exempted from paying the Examination fee/ has paid the specified Examination Fee and affixed the receipt obtained after the payment of the Examination fees.

Signature of the President of National College of Education /
Principal of the Teachers' College / Manager of the Teachers' Centre.
Designation :
(Substantiate with the Official Frank)

(Delete the words not applicable)