

**FIRST EFFICIENCY BAR EXAMINATION
FOR WOMEN DEVELOPMENT OFFICERS
OF THE STATE MINISTRY OF WOMEN AND
CHILD DEVELOPMENT, PRE - SCHOOLS
& PRIMARY EDUCATION, SCHOOL
INFRASTRUCTURE & EDUCATION
SERVICES - 2022**

THE first Efficiency Bar Examination for Women Development Officers in the State Ministry of Women and Child Development, Pre - Schools and Primary Education School Infrastructure and Education Services will be held by the Commissioner - General of Examinations in June 2022 in Colombo. It is announced that the closing date for applications is **25.03.2022**.

02. Examination Procedure :-

This Efficiency Bar Examination consists of the following subjects. It is conducted in Sinhala and Tamil media only, and the requested medium will not be allowed to change later.

Subject No. 01 -	Financial Regulations/ - Office System	-	Duration 02 hours 100 Marks
Subject No. 02 -	Gender and Women's Rights	-	do.
Subject No. 03 -	Sociology and Psychological Counselling	-	do.

Note :

- (a) An officer may sit for all subjects at one sitting or several separate sittings.
- (b) An applicant shall score 40% or more marks in each question paper for passing over the Efficiency Bar.
- (c) Each question paper consists of compulsory questions.

03. Subjects :- (Consists of three structured question papers)

- 03.01 Financial Regulations / Office System
Public Management Structure in Sri Lanka
Regulations of the Establishments Code and Financial Regulations
The following chapters of the Establishments Code will be covered.
Chapters I, II, IV, V, VII, IX, XII, XV, XXIII, XXVI, XXVII, XXX, XXXI, XXXII, XXXIII, Financial Regulations of the Government (Except Chapter X)
Office Management

- 03.02 Gender and Women's Rights
Discrimination against women
Gender in Sri Lankan society
Women's Charter (Sri Lanka) and Women's Rights
- 03.03 Sociology and Psychological Counselling
Rural Sociology
Urbanization in Sri Lanka
Rural Development
Fundamental characteristics and ethics of psychological counselling
Woman and Psychological Disorders
Counselling Scheme and Counselling
Opportunities in Sri Lanka

04. A Specimen Application Form for applying for this examination appears at the end of this announcement. Candidates should prepare their applications according to it. Applications should be set on A4 size papers, and Headings from 01 to 07 should appear on the front page and the rest on other pages. The candidate should complete it in her handwriting.

When preparing the application form, the name of the examination in the title should be indicated in English Language too, along with the Sinhala or the Tamil title on respective application forms.

Position and workplace of Applicant at the time of applying will be applicable for all the activities related to the examination, and any changes taking place in that regard after applying will not be considered.

Applications that are incomplete and do not comply with the specimen application form published with the notice will be rejected without notice. Before forwarding the application form, the Applicant should ensure whether it is in accordance with the specimen application form appended to the notice of examination, whether the application has been completed correctly entering all the details, and whether the receipt has been affixed to the application after paying the prescribed examination fee and entering its details. It is advisable to keep a photocopy of the completed application form.

05. Applications should be sent through the Head of Department (in case of Divisional Secretariat, through Divisional Secretary) by registered post to reach the Commissioner General of Examinations, Organization Branch (Institutional and Foreign Examinations) Department of Examinations, Sri Lanka, PO Box. 1503, Colombo, on or before 25.03.2022. The name of the examination should be indicated on the top - left corner of the envelop enclosing the application. Incomplete applications and applications received after the closing date will be rejected.

Officers, who are new entrants for the activities of the Official Language Policy, may prepare and submit their applications in the official language or Tamil/English

depending on the language medium in which they were recruited.

06. (i) Immediately after the admission cards are issued to the candidates, a press release will be issued by the Department of Examinations, Sri Lanka. If the admission card is not received even after 02 or 03 days of such notice, the matter should be informed to the Department of Examinations, Sri Lanka, as stated therein. It is advisable to inform the Department of Examinations, Sri Lanka, of the matter and state your full name, address, National Identity Card number and the name of the examination keeping the photocopy of the Application and the receipt obtained by paying the examination fee, if applicable, in your hand. In case of an applicant outside Colombo, it would be more effective to fax a request letter furnishing a fax number to the Department of Examinations, Sri Lanka, enabling it to reply to you with the above details and a copy of the admission card.
- (ii) The signature of the applicant placed on the admission card of the examination should have been attested, and the admission card which bears the candidate's attested signature should be presented to the Supervisor on the date of the commencement of the examination.
- (iii) The issuance of an Admission Card to a candidate shall not be treated as an acceptance that he or she has qualified to sit for the examination.
07. **Identity** :- Candidates shall prove their identity to the satisfaction of the Supervisor at the Examination Hall for each subject they appear for. Any of the following documents will be accepted for this purpose.
- National Identity Card ;
 - Valid Passport ;
 - Valid Sri Lankan driving license .

Further, candidates shall enter the examination hall without covering their face and ears as their identity may be verified. Any candidate who refuses to let his/her identity in the said manner will not be allowed to enter the examination hall. Moreover, the candidates shall remain in the examination hall without covering their faces and ears from the moment they enter the examination hall till they leave upon completion of the examination so that the invigilators could identify them.

Examination Fees

Rs. Cents

- | | |
|--|--------|
| (a) First sitting (A fee will not be charged) | |
| (b) For the full examination after the first sitting | 500.00 |
| (c) Per Subject | 250.00 |

The receipt obtained by paying Examination Fee to any Post / Sub Post Office in the island under the Revenue Head 20-03-02-13 of the Commissioner General of Examinations to be credited to the government revenue should be affixed in the prescribed place of the application form so that it does not detach. Money orders or cash will not be accepted for the examination fee. The fee paid for the examination will not be refunded under any circumstance or will not be transferred in respect of any other examination. It is advisable to keep a photocopy of the receipt obtained by paying the examination fee.

09. (i) This examination is conducted by the Commissioner General of Examinations, and the candidates shall be bound by the rules and regulations imposed by him on conducting the examination. Candidates are liable to any punishment imposed by the Commissioner General of Examinations in case of violation of those rules and conditions.
- (ii) The result sheet containing the results of all the candidates who sat for the examination will be submitted to the Secretary of the State Ministry of Women and Child Development, Pre-Schools and Primary Education, School Infrastructure and Education Services.
10. The Head of Departments / Offices should grant duty leave to the officers of their Departments / Offices who are eligible to appear for this Examination and who have Admission Cards issued by the Commissioner - General of Examinations.
11. Any matter not included in these regulations will be dealt with at the discretion of the Secretary to the State Ministry of Women and Child Development, Pre-Schools and Primary Education, School Infrastructure and Education Services.
12. In the event of any inconsistency or discrepancy between the texts published in this announcement in Sinhala, Tamil and English mediums, the Sinhala text shall prevail.

K. M. S. D. JAYASEKARA,
State Secretary,
State Ministry of Women and Child
Development,
Pre-School and Primary Education,
School Infrastructure and Education Services.

State Ministry of Women and Child Development,
Pre-Schools and Primary Education,
School Infrastructure and Education Services,
05th Floor, Sethsiripaya (Stage 2),
Battaramulla.
10th February, 2022

Specimen Application

First Efficiency Bar Examination for Women Development Officers of State Ministry of Women and Child Development, Pre - School & Primary Education School Infrastructure & Education Services - 2022

01. Medium under which you appear for the Examination

Sinhala - 2

Tamil - 3

(Write the relevant number in the cage)

2.0

2.1 Name in Full (In block capitals) :

Ex : (HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

2.2 Name indicating surname at the beginning and initials at the end (In block capitals) :

Ex : (GUNAWARDHANA, H.M.S.K.)

2.3 Name in Full (In Sinhala/Tamil) :

3.0

3.1 Office Address (In block capitals) :

3.2 Office Address (In Sinhala / Tamil) :

3.3 Address to which Admission Card to be posted (In block capitals) :

3.4 Telephone Number :

4.0

4.1 Sex : Male - 0
(Write the relevant Number in the Cage) Female - 1

4.2 Date of Birth :

Year : Month : Date :

4.3 Age as at Closing Date for Applications (25.03.2022) : Years: Months: Dates:

5.0 National Identity Card No.:

6.0 Mobile Number :

7.0 Subjects and Subject Numbers you appear for under paragraph 02 of the *Gazette* Notification :

<i>Subject</i>	<i>Subject Number</i>
1.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

8.0 Date of Appointment to the post of Women Development Officer in the State Ministry of Women and Child Development, Pre - school and Primary Education, School Infrastructure and Education Service :

.....
 (Date of assuming duties permanently)

9.0 Are you an old entrant to the objectives of the Official Language Policy ?
 If not, are you a new entrant ?

10.0 Name of Department (In case of a Divisional Secretariat, its name) :

11.0 Is this your first attempt at this examination ?

12.0 Particulars of the receipt obtained by paying examination fee :

- i. Post office to which you paid examination fee :
- ii. Number and date of the receipt :
- iii. Date of payment :

Affix the receipt firmly
 (Keep a photocopy with you)

13.0 I hereby declare that the particulars furnished herein are true and accurate, and I have the right to sit for the examination in the medium specified above. I further declare that I am subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of examination and issuance of results.

.....
 Date

.....
 Applicant's Signature.

Note : The Applicant should place her signature in the presence of the Head of Department or any officer who has been authorized to sign on behalf of the Head of Department.

Attestation of Applicant's Signature

I hereby certify that Ms. who is an employee of this office is personally known to me, has paid the due examination fee, and has affixed the receipt. She placed her signature in my presence.

Name :
 Designation :
 Address :

.....
 Attestor's Signature.

Certification of the Head of Department

I do hereby certify that I checked the particulars furnished herein and found them accurate, that the Applicant has paid the prescribed examination fee and has affixed the receipt on the application, and that the applicant is a first - time candidate and eligible to sit for the examination.

.....
 Signature of the Head of the Department.
 (Place the Official Frank)

Name :
 Designation :
 Address :
 Date :

(Strike off words inapplicable)