

## MINISTRY OF EDUCATION

### The Second Efficiency Bar Examination for Officers of Sri Lanka Principals' Service - 2024 (The Officers who are in Sri Lanka Principals' Service Grade 2 and appointed to Sri Lanka Principals' Service Class 2 Grade II on Supernumerary Basis should be sat for the Examination.)

IT is hereby informed that in terms of the Service Minute of the Sri Lanka Principals' Service No. 1885/31 dated 22.10.2014, the Efficiency Bar Examination for Grade 2 officers of the Sri Lanka Principals' Service and for the officers appointed on supernumerary basis to Grade II of Class 2 of the Sri Lanka Principals' Service pursuant to Cabinet decisions No. CP/21/1824/308/139 dated 23.11.2021 and No. CP/12/1101/530/035 dated 08.08.2012 will be held in Colombo in **December 2024**.

02. The Syllabus and the other provisions of this examination has been published in the *Gazette Extraordinary* No. 1885/31 of 22.10.2014 of the Democratic Socialist Republic of Sri Lanka. The Syllabus (Table 01) and the other provisions will be listed below for easy reference of the applicants.

- (a) Examination Procedure – Subjects of the Efficiency Bar Examination will be as follows. Each paper consists of Semi-Structured and Essay type Questions requiring short answers.

(Table 01)

Subject No.	Subject	Duration	Marks	Minimum Pass Mark
01	School Administration and Monitoring	3 hours	100	40
02	School Planning	3 hours	100	40
03	New trends and practices of education	3 hours	100	40

*Syllabus :-*

(i) **School Administration and Monitoring**

Questions will be included to measure the knowledge and comprehension of the applicant on the role of a Principal in good governance of a school. Knowledge will be measured in the sectors of school management strategies, preparing time tables, devolving responsibilities. Public participation in school development, school-based management, school- based teacher development, teacher welfare, child-friendly school concept and student-centred education.

(ii) **School Planning**

Questions will be included to measure the knowledge and comprehension of applicants on

the role of a Principal as a leader in development. Knowledge will be measured with regard to School Management Committees, Vision and Mission of a school, formulation of school databases, corporate plans, long term and short term plans, annual action plans, planning school networks and resources and the school contribution in regional development.

(iii) **New Trends and Practices of Education**

Knowledge will be measured in connection to new teaching - learning concepts, learning from experience, logical thinking, equity in education, education for persons with special needs, non-formal education, adult education, life-long education, competency-based education, education for living and student counselling and professional guidance.

03. *Language Medium of the Examination :-*

Examination will be conducted in Sinhala and Tamil languages. Candidates should face the examination in one preferred language. Candidates will not be allowed to change the language medium stated in the application.

04. Result sheet containing the results of all candidates will be forwarded to the Secretary to the Ministry of Education. Accordingly, the results will be published in the official website of the Ministry [www.moe.lk](http://www.moe.lk). Commissioner General of Examinations will not personally issue result sheets to respective candidates.

05. Application should be prepared according to the format given at the end of this notice; the titles 01 to 07 in page one and the rest in the second page, and the candidate should himself complete the application clearly in his own handwriting. Applications not in accordance with the specimen application as well as incomplete applications will be rejected without further notice. It would be beneficial for the candidates to keep a copy of the completed application and the copy of the receipt paying examination fees. Furthermore, the candidate should ensure that the application is in accordance with the specimen application, otherwise the application will be rejected. When preparing the application, the title of the examination should be included in English in addition to Sinhala in Sinhala medium applications while in addition to Tamil in Tamil medium applications. Acceptance of Online applications will start on the next Monday after the date of publication of the *Gazette* Notification.

*Penalizing False Information:-* Application should be completed carefully with accurate information.

According to rules of this examination, if any candidate reveals to be not eligible, his/her candidacy may be cancelled at any time before or even after the examination.

06. Commissioner General of Examinations will conduct the examination and the candidates are bound to follow the rules and regulations imposed by him. Rules and regulation in relation to the examination are published at the end of this notification.

07. Applications should be sent by registered post in order to reach the “Commissioner General of Examination, Institutional Examination Organization Branch, Department of Examinations, P.O. Box 1503, Colombo” on or before **15<sup>th</sup> October 2024** through the Divisional Director of Education / Zonal Director of Education or Additional Provincial Director of Education / Provincial Director of Education or your Head of the Department. Late applications will be rejected.

08. On presumption of that only qualified persons have applied and examination fees have been paid on or before the closing date of applications as mentioned in the *Gazette* Notification, admissions will be forwarded to the applicants, who have submitted perfectly completed applications along with the payment receipt by the Commissioner General of Examinations. Department of Examinations will publish a newspaper advertisement at once the admissions have been issued. Any candidate, who does not receive the admissions even after 02 or 03 days after the notice, should inform the same to the Department of Examinations as stated in the advertisement. When informing, candidates should mention his / her full name, address, NIC No. and the examination applied. Any candidate outside Colombo to forward a letter of request to the fax No. mentioned in the advertisement mentioning a fax No. to send a copy of the admission. It would be beneficial for the candidate to keep the copy of the application, copy of the payment receipt if applicable, postal registration receipt in case of confirming the candidacy of the applicant when inquiring the Department of Examination. Issuance of an admission to a candidate will not be considered as he / she has fulfilled qualifications to face the examination.

09. i. Signature of the applicant in his application as well as in the admission should be attested by the Head of the Department or an authorized officer. A candidate should face the examination under the prescribed Index No. in the examination hall assigned to him. All candidates should hand over the attested

admission to the Supervisor of the examination centre on the first day of the examination. Any candidate, who fail to produce his/her admission, will not be allowed to sit for the examination.

ii Complaints (Later submitted) of candidates, who fail to fulfil the requirements prescribed in para 08 above, will not be entertained.

10. Candidates should prove his/her identity to the satisfaction of the Supervisor at each and every subject faced at the examination and any of the following documents will be accepted for the purpose.

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

Furthermore, the candidates should enter the examination hall without covering their face and ears enabling to confirm their identity. Candidates, who refuse to confirm identity, will not be allowed to enter the examination hall. Furthermore, the candidates should remain their face and ears uncovered from the moment of entering the examination hall till leaving the hall at the end of the examination so that the examination authorities could confirm the identity of the candidate.

**11. Examination Fees :**

- (a) Fees levied for this examination will not be refunded at any cost or allowed to exchange for any other examination.
- (b) Fees will not be levied for the whole examination or a part of it at the first attempt.
- (c) Fees for the second or later attempts will be as

follows.

For the whole examination : Rs. 500/-  
For one subject : Rs. 250/-

This examination may be paid to any Post Office / Sub Post Office in the island to the credit of Revenue Head No. 20-03-02-13 of the Commissioner General of Examinations and firmly affix the receipt obtained upon payment in the prescribed box in the application. Keeping a copy of the receipt will be beneficial.

12. Examination candidates will be subjected to rules and regulations imposed by the Commissioner General of Examinations in relation to conducting examinations and issuing results. If aforesaid regulations are violated, he /she will be subjected to penalties imposed by the Commissioner General of Examinations. Furthermore, the candidates should comply with the quarantine regulations prevailing in the country.
13. In the event of any inconsistency between Sinhala and Tamil texts of this notice, the Sinhala text shall prevail.
14. Secretary to the Ministry of Education reserves the right in determining any matter not covered by this notification.

J.M. THILAKA JAYASUNDARA,  
Secretary,  
Ministry of Education.

Ministry of Education, Pelawatta, Isurupaya,  
3rd September.

Specimen Application

**The Second Efficiency Bar Examination for Officers of Sri Lanka Principals' Service - 2024 (The Officers who are in Sri Lanka Principals' Service Grade 2 and appointed to Sri Lanka Principals' Service Class 2 Grade II on Supernumerary Basis should be sat for the Examination.)**

(Forward under registered post to Commissioner General of Examinations, Institutional Examination Organization Branch, Department of Examinations Sri Lanka, P. O. 1503, Colombo through Divisional or Zonal Director of Education / Additional Provincial Director of Education / Provincial Director of Education. Name of the Examination should be mentioned on top left-hand corner of the envelope.)

1. Language medium of the examination  
(Write relevant No. in the box)  
Sinhala - 2   
Tamil - 3

2. i. Name in Full (In English capitals) :  
(Eg :- HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)  
.....
- ii. Last name first with initials of other names (In English capitals)  
.....  
(Eg:- GUNAWARDHANA, H.M.S.K.)
- iii. Name in Full (In Sinhala/Tamil)  
.....
3. Address
- i. Personal : .....
- ii. Official : .....
- iii. Address to which the admission should be sent : .....
- (In English capitals)
- iv. Telephone No : (Official) .....
4. i. Class / Grade in Principals' Service : .....
- ii. Whether a supernumerary appointment?  
Yes  No
- iii. School / Office : .....
- iv. Provincial Department of Education / Zonal Education Office: .....
5. i. National Identity Card No. :
- ii. Date of Birth :  
Year     Month   Date
- iii. Gender:  
Male - 0   
Female - 1   
(Write relevant No. in the box)
6. Mobile No. :

Subjects applied along with subject Nos. as stated in para 02 (a) of the *Gazette* Notification

<i>Subject</i>	<i>Subject No.</i>	<i>No. of the Subject Applied</i>
School Administration and Monitoring	01	
School Planning	02	
New Trends and Practices of Education	03	

Write relevant subject No. / Nos. in the box / boxes.

8. Officers, who have passed the Education Administration and Monitoring subject in the Efficiency Bar Examination conducted previously in terms of the Service Minute of the Sri Lanka Principals' Service No. 1086/26 of 02.07.1999, will be exempted from the requirement of passing the Education Administration and Monitoring subject in this Second Efficiency Bar Examination conducted according to Ministry of Education Circular No. 33/2014. If the subject is passed, mention the year, grade and the medium.

<i>Subject</i>	<i>Year</i>	<i>Grade</i>	<i>Medium</i>
Education Administration and Monitoring			

9. Examination Fees:-

- i. Post / Sub-post Office paid :- .....
- ii. Amount paid :- .....
- iii. Date :- .....
- iv. Receipt No. :- .....

Firmly affix the receipt here  
(Keeping a copy of the receipt will be beneficial)

10. I declare that the aforesaid particulars are accurate. I abide by the rules imposed by the Commissioner General of Examinations relating to conducting examinations and issuing results. Furthermore, I will be subjected to the rules and regulations imposed by the Commissioner General of Examinations relating to conducting examinations and issuing results.

.....  
Date

.....  
Signature of the Applicant.

11. Commissioner General of Examinations,

I hereby certify that the aforementioned candidate is an officer in my Division/ Zone/ Province and he/she has signed today in my presence. Furthermore, I certify that the candidate is exempted from examination fees/ has accurately affixed the receipt.

.....  
Signature of the Divisional or Zonal Director of Education/  
Additional Provincial Director of Education /  
Provincial Director of Education.

Address : .....  
Date : .....

(Confirm with the official stamp)  
(Strike off unnecessary words)