

N. B.– Parts II and IV(B) of the Gazette No. 2401 of 06.09.2024 were not published.



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අංක 2,402 – 2024 සැප්තැම්බර් මස 13 වැනි සිකුරාදා – 2024.09.13
No. 2,402 – FRIDAY, SEPTEMBER 13, 2024

(Published by Authority)

PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

	PAGE		PAGE
Post - Vacant	...	Examinations, Results of Examinations &c.	2032

IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 04th October, 2024, should reach Government Press on or before 12.00 noon on 20th September, 2024.

Electronic Transactions Act, No. 19 of 2006 - Section 9

"Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette."

GANGANI LIYANAGE,
Government Printer.

Department of Govt. Printing,
Colombo 08,
01st January, 2024.



This Gazette can be downloaded from www.documents.gov.lk

1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A Sri Lankan, is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the New Entrants, Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the 'Widows and Orphans' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations,
Department of Examinations,
Pelawatta, Battaramulla.

Examinations, Results of Examinations &c.

THE CHITHTHA ADVANCED PSYCHOLOGICAL STUDIES OPEN INSTITUTE OF SRI LANKA

(Arrangements have been made to incorporate under the Parliament Act, Bill No. 105 of 2022)

General Certificate in Applied Psychology - 2024 (Additional Intake)

APPLICATIONS are invited from those who are aspiring to pursue the General Certificate Course in Applied Psychology at the Chiththa Advanced Psychological Studies Open Institute of Sri Lanka. Those who have fulfilled the following qualifications can apply to success the first step on becoming Certified Professional Psychological Counsellor through this course or who are interested to pursue their higher in Psychology.

Qualifications :

G.C.E. (A/L) 3S pass grades in any stream and,

18 years of age on 02/09/2024, of good character and in good health.

Nature of Course : Online (Open and Distance Learning)

Medium : English or Sinhala

Course Duration :

A six month part time course. Lecture recordings and additional readings links are will be provided meanwhile the lectures which can be viewed at convenient times.

Course Fees and Student Registration Fees : The total course fee is Rs. 12,900.00. While registering for the course, the student registration fee of 900.00 must be paid. Rs. 12,000.00 can be paid at once or Rs. 2000.00 payable in six monthly instalments.

How to Apply for the Course :

By the applicants should send their,

1. National Identity Card photo/ Passport photo (front and rear sides)
2. G.E.C. (A/L) examination result sheet's photograph,
3. Self coloured clear photograph (for processing online student ID card)

070-4191660 (WhatsApp)

The last date for enrolling students for the course is : 30.09.2024.

For more information : Can inquire through the phone number 032 - 3137500 at Office hours from **8.30 a.m. to 4.30 p.m.**

Registrar - Department of Psychology,

The Chiththa Advanced Psychological Studies Open Institute of Sri Lanka.

MINISTRY OF EDUCATION

(b) (Table 02) - Syllabus

The First Efficiency Bar Examination for Officers of Sri Lanka Principals' Service - 2024 (The Officers who are in Sri Lanka Principals' Service Grade 3 and appointed to Sri Lanka Principals' Service Class 3 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 3 officers of the Sri Lanka Principals' Service and for the officers appointed on supernumerary basis to Class 3 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 January 2025.**

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. Examination procedure (Table 01) and the syllabus (Table 02) will be listed below for easy reference of the applicants.

(a) (Table 01) - Examination Procedure

Subject No.	Subject	Duration	Marks	Minimum Pass Mark
01	Provisions of the Establishments Code & the Procedural Rules of the Public Service Commission	2 hours	100	40
02	Financial Administration in Schools and Financial Regulations	2 hours	100	40

Subject No.	Subject	Syllabus
01	Provisions of the Establishments Code & the Procedural Rules of the Public Service Commission	Knowledge in relation to Chapters VII, VIII, IX, X, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII, of the Establishments Code and the Procedural Code of the Public services Commission published on the <i>gazette</i> No. 2310/29 dated 14.12.2022 will be evaluated.
02	Financial Administration in Schools and Financial Regulations	Knowledge in financial control, budget estimates and devolving financial responsibilities, receiving money & accounting and acceptance, payments, custody of public finance, imprest and bank accounts, works and services, Board of Survey, Audit Queries, ledgers used in Government offices, summary of income and expenditure, bank reconciliations, unpaid wages and the Circulars issued in relation to official telephones and the general understanding in financial regulations will be evaluated.

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. 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 **15th 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, 2024.

SPECIMEN APPLICATION

THE FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS OF SRI LANKA PRINCIPALS' SERVICE - 2024 (THE OFFICERS WHO ARE IN SRI LANKA PRINCIPALS' SERVICE GRADE 3 AND APPOINTED TO SRI LANKA PRINCIPALS SERVICE CLASS 3 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. :

7. 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>
Provisions of the Establishments Code and the Procedural Rules of the Public Service Commission	01	
Financial Administration in Schools and Financial Regulations	02	

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

8. 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)

9. 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.

.....
 Date

.....
 Signature of the Applicant.

10. 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)

09-158/1

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. 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 **15th 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)

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