

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.