

To Receptionists who are working under the Ministry of Home Affairs
Through: All District Secretaries/Government Agents

First Efficiency Bar Examination for the Receptionists Recruited under the Ministry of Home Affairs- 2018

You are hereby informed that the first efficiency bar examination for the officers in above service is expected to be held in Colombo in July 2018. As such, applications are hereby invited from the those Grade III Reception Officers who have not completed the first efficiency bar examination, and presently attached to district secretariats and divisional secretariats after being recruited by this Ministry.

01. Syllabus:-

Name of the Question Paper	Syllabus														
Office Methods (01 hour)	<p>Basic knowledge on the office methods used in government offices and the ability to apply such knowledge will be tested.</p> <p>Covering the following chapters of the Establishment Code, the questions will be based in Section I of the Establishment Code, enabling the applicants to gain knowledge on the establishment matters which are applicable in office management functions.</p> <table style="width: 100%; border: none;"><tr><td style="width: 30%;">Chapter I</td><td>General</td></tr><tr><td>Chapter II</td><td>Scheme of Recruitment/Recruitment Procedures and appointments</td></tr><tr><td>Chapter IV</td><td>Monthly salaries/wages, temporary status and awarding of Pension Rights</td></tr><tr><td>Chapter V</td><td>Release, reversion to the previous post, termination of service</td></tr><tr><td>Chapter VII</td><td>Salaries</td></tr><tr><td>Chapter XV</td><td>Studies, overseas visits on training or official duties</td></tr><tr><td>Chapter XXVII</td><td>Modes of letter exchanging/correspondence</td></tr></table>	Chapter I	General	Chapter II	Scheme of Recruitment/Recruitment Procedures and appointments	Chapter IV	Monthly salaries/wages, temporary status and awarding of Pension Rights	Chapter V	Release, reversion to the previous post, termination of service	Chapter VII	Salaries	Chapter XV	Studies, overseas visits on training or official duties	Chapter XXVII	Modes of letter exchanging/correspondence
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Accounting (03 hours)	Knowledge and understanding on the basic accounts and the activities of the cash control books used in government offices, pertinent to the post, are expected to be evaluated. Section I to Section V of the Financial Regulations shall be applicable.														

02. Language Medium:-

The language medium for this examination shall be either the language medium of the competitive examination where the officer appeared at the time of entering into public service or the official language and the candidates shall not be allowed to change the applied language at a later stage.

If the candidate is found to have appeared for the examination in some other medium of language where he/she is not entitled to, his/her candidature shall be forfeited.

03. Method of Application:-

Candidates are required to prepare their application in accordance with the specimen form attached herewith and the complete applications shall be sent through the Head of Department by registered post, to the following address, on before 13 July 2018. Name of the examination should be mentioned on top left-hand corner of the envelope containing the application. Applications received after the closing date and the unperfected applications shall be rejected.

Senior Assistant Secretary (District Administration)
Ministry of Home Affairs,
Independence Square,
Colombo - 07.

04. It is the responsibility of the candidates to provide evidence to substantiate their identity at the examination hall and for this purpose only the National Identity Card issued by the Department of Registration of Persons, valid passport or valid driving license shall be accepted. The candidature of any applicant who is unable to furnish any of the above documents is liable to be cancelled at the discretion of the Secretary, Ministry of Home Affairs.

05. The admission cards together with a copy of the said examination timetable shall be issued to those candidates who have submitted the applications. No candidate shall be allowed to sit for the examination without such admission card. If the admission card is not received by any candidate at least seven (07) days before the examination, it should be informed using this phone numbers 0115999618/ 0115883324 with the following information.

- 1) Name of the Examination
- 2) Full name of the candidate
- 3) Address to which the admission card should be sent
- 4) Date of posting the application, registered number and the post office

06. The Head of Departments shall approve duty leave for the officers, to whom the admission cards are issued in such manner, enabling them to sit for the examination. No travelling expenses shall be paid in this regard.



S.T.Kodikara

Secretary

Ministry of Home Affairs

28 of 06, 2018
Ministry of Home Affairs,
Independence Square,
Colombo- 07.