

MINISTRY OF EDUCATION

**Efficiency Bar Examination for the Officers in
Grade III of Sri Lanka Teacher Educators'
Service - 2018 (1)**

EFFICIENCY Bar examination for the officers in Grade III of Sri Lanka Teacher Educators' Service will be held in the month of May 2018 in Colombo.

2. The syllabus and other relevant provisions for this examination have been published in *Gazette Extraordinary* No. 1925/37 of Sri Lanka Democratic Socialist Republic dated 28th July 2015. The said syllabus and other relevant provisions are as follows for the ease of use.

An officer may sit the prescribed subjects of the efficiency bar examination at one sitting or at several instances

- (a) *Examination Procedure.* - Following are the subjects of the efficiency bar examination.
- (i) Subject No. 01 - General Management and Establishments Activities
Marks 100 - 1 1/2 hours
 - (ii) Subject No. 02 - Financial Regulations
Marks 100 - 1 1/2 hours
 - (iii) Subject No. 03 - Educational Reforms and Education Law
Marks 100 - 2 hours
 - (iv) Subject No. 04 - English Language
Marks 100 - 2 hours

Syllabus :

- (i) *General Management and Establishments Activities.* - Having special attention on chapters i, ii, iii, iv, v, vii, viii, ix, xii, xiv, xxiv, xxviii and xxxi of the Establishments Code,
And
Having special attention to chapters i, iii, iv, v, vi, viii, x and xii of the procedural rules of Public Service Commission.
- (ii) *Financial Regulations.* - Having special attention to Chapters i, ii, v, viii, xii and xiv of Part I of Government Financial Regulations.
- (iii) *Educational Reforms and Education Law.* - Candidates are expected to have knowledge on following Ordinances and Parliamentary Acts :
 - (i) Educational Reforms of 1972 (New Path of Education)
 - (ii) Educational White Paper 1981
 - (iii) First report of National Education Commission 1992
 - (iv) New Educational Reforms 1997
 - (v) New Educational Reforms implemented from 1999 (Primary, Secondary and G.C.E. (A/L))
 - (vi) Public Examinations Act No. 25 of 1968 revised by the Public Examinations (revised) Act No. 15 of 1976
 - (vii) National Education Institutions Act No. 28 of 1986
 - (viii) Education Institutions Act, No. 30 of 1986

(ix) National Education Commissions Act, No. 19 of 1991

(x) National Teacher Education Authority Act, No. 32 of 1997

(xi) Constitution of Sri Lanka with special attention to 13th amendment and Chapter 3 on Fundamental Rights.

(xii) Conventions enforced by Provincial Councils relevant to Education.

(iv) *English Language*. – This is to assess the English Language Competence of the following subject areas:

- English Grammar - Tense and Number, Sentences (Simple/Compound/Complex/Compound Complex), Relative Clauses, Adjectives and Adverbs, Prepositions.

- Listening and Speaking Skills - General Greetings and Introductions, giving and getting information, advising, Suggesting and Expressing Opinions, Telephone Skills, Interviewing Skills, Meetings.

- Writing Skills - Internal modes of communication, Formal Correspondence Skills, Writing Descriptions / Explanations, Summary Writing Skills, Report Writing Skills.

N. B.- At least 40 marks per question paper should be obtained by the candidates in order to get through the efficiency bar examination. A candidate may sit one or more subjects per sitting and pass.

The requirement of passing the subject of English under this efficiency bar will be exempted when the degree, postgraduate diploma or postgraduate degree has been followed in English medium.

3. *Language medium of the examination :*

(i) This examination will be conducted in Sinhala, Tamil and English media, No permission will be given to change the language medium applied later on.

(ii) A candidate entered the Government service through a competitive examination should consider/ Select the language medium for this examination as the language medium appeared for his/her competitive examination and a candidate entered

the Government service without a competitive examination should select the language medium for this examination as the language medium he/she was eligible to be appeared to the examination to enter the Government service.

4. If a candidate is revealed to have appeared the examination through a language medium not entitled to his/her candidature will be cancelled.

5. Application should be prepared as per the specimen appeared herewith on a A4 size paper using both sides as heading numbers 01 to 05 on the first side and rest on the other side. When preparing the application, the name of the examination on the topic should be indicated in English as well apart from Sinhala and Tamil applications respectively. The applications which are not in conformity with the specimen application form and unperfected applications will be rejected without notice. Therefore, the applicant should be much vigilant whether the application is in conformity with the specimen application appeared in the notification on Examination before sending the application and whether the application is duly perfected including all the details and whether the receipt obtained after paying the Examination Fees is affixed by including the details of the receipt in the application. It will be useful to keep a photocopy of the application.

6. This examination will be conducted by the Commissioner General of Examinations in Colombo and the candidates are bound to adhere to rules and regulations imposed by him.

Note: Punishments for providing false information – The applicant should provide accurate information very carefully when filling the application. The candidature of any candidate will be cancelled in any occasion prior to the Examination or during the Examination or after the Examination if it is proved that the candidate is not qualified as per the rules imposed on this Examination.

7. Applications should be sent by registered post on or before 16th of March 2018 to "Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Sri Lanka Department of Examinations, P.O. Box 1503, Colombo". Any application sent after this date will be rejected. "Efficiency Bar Examination for officers in Grade III of Sri Lanka Teacher Educators' Service" – 2017-11 should be indicated on the top left hand corner of the envelope containing the application.

8. Admissions will be issued by the Commissioner General of Examinations, based on the presumption that only the persons having qualifications indicated in the *Gazette* Notification have applied, to candidates who have submitted applications which are accurately perfected along with the receipt issued subsequent to paying the prescribed Examination Fees on or before the closing date appeared on the applications. Sri Lanka Department of Examinations may publish a newspaper notification as soon as admissions are issued by the Commissioner General of Examinations to the applicants.

If any candidate does not receive the admission 02 or 03 days prior to the date of the examination appeared on the notification, the Department of Examinations should be notified as indicated in the notification. It should be successful to notify Sri Lanka Department of Examinations through fax along with certified photocopies of the application and the invoice of paying examination fees in your possession, the invoice of paying examination fees when posting it as well as a fax number to send the admission if you are in a remote place from Colombo.

9. Complaints submitted by candidates unable to fulfill the requirements indicated in paragraph 08 above will not be dealt with later on.

10. Applicants' signature should be certified in both the application and the admission for the examination. A candidate applying through a particular head of an institution or an officer authorized by him should get the signature certified by the same officer. The admission on which the signature is certified should be submitted to the head of the examination hall on the date of inauguration of the examination. No applicant unable to submit their admission shall be permitted to sit the examination.

11. It is the responsibility of the candidates to submit an identity card at the examination hall and either of the following documents will be valid for the purpose :

(i) National Identity Card issued by the Commissioner for Registration of Persons,

(ii) A valid passport.

12. Issuance of an admission to the Examination will not be considered as a fulfilment of qualifications to appear at the Examination or to hold a post.

13. The candidates so appearing the examination shall pay examination fees on the following basis :

(i) No fees will be charged for the whole or part of the examination from those appearing the examination for the first time.

(ii) When not appearing the examination for the first time following examination fees will be applicable.

Fees for the whole examination - Rs. 500

Fees per subject - Rs 250

The invoice obtained to the name of the applicant by paying the examination fees in cash to any post/sub post office in the island to be credited to the Government income under income heading 2003-02-13 of Commissioner General of Examinations, should be pasted on the precise place of the application from one side of the voucher firmly. In addition, keeping a photocopy of the same will be important. No money orders or cash will be accepted as examination fees and the fees paid for the examination will not be refunded or transferred to any other examination in no circumstances. Any payment in addition to the examination fee will not be charged by the candidate.

14. Sri Lanka Department of Examinations may hand over the Secretary, Ministry of Education, a list of results of all the applicants, sat the examination.

15. Candidates are subject to rules and regulations imposed by the Commissioner General of Examinations in relation to the conduct of the Examination and the issuance of results. In case such rules and regulations are violated by a candidate, he/she has to undergo a punishment imposed by the Commissioner General of Examinations.

16. The decision of the Secretary to the ministry of Education will be the final decision on any matter not provided by this examination notification.

SUNIL HETTIARACHCHI,
Secretary,
Ministry of Education.

Isurupaya,
Battaramulla,
On the day of 05th February 2018.

SPECIMEN APPLICATION

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III OF
SRI LANKA TEACHER EDUCATORS' SERVICE - 2018(1)

Application should be submitted through the head of the institution by registered post to "The Commissioner General of Examinations, Organizations and Foreign Languages Branch, Sri Lanka Department of Examinations, P. O. Box 1503, Colombo " (Name of the examination should be appeared on the top left hand corner of the envelope)

Medium of the Examination :

Sinhala - 2

Tamil - 3

English - 4

(Write in the relevant cage)

01. (i) Name in full (in block letters) : _____.
(Ex. - HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

(ii) Name with initials placing initials at the end (in block letters) : _____.
(Ex : GUNAWARDHANA, H. M. S. K.)

(iii) Name in full (In Sinhala/Tamil) : _____.

02. (i) Name and address of the College of Education/ Teachers' Training College/ Teachers' Centre in which the candidate is serving. (In English Block Capitals) (Admissions will be sent to this address) : _____.

(ii) Private Address (In English Block Capitals) : _____.

(iii) Mobile Phone No. : _____.

03. (i) National Identity Card No. :

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(ii) Sex : Male - 0

Female - 1

(Indicate the relevant number inside the cage)

04. Subjects applied for should be clearly indicated with the subject number and the name of the subject indicated under (a) of second paragraph in the Notification.

Subject Number	Name of the Subject

05. (i) Date of Birth :

Year : Month : Date :

(ii) Designation : _____.

06. If appeared the whole or part of the examination previously, indicate those subjects, year appeared and medium :

Subjects	Year	Medium	Index No.

07. Details of the receipt obtained by paying Examination fees :

Receipt No. : _____.

Post Office/Sub Post Office : _____.

Date : _____.

Amount Paid : _____.

Paste the invoice herewith.

08. I do herewith state that the particulars furnished above are accurate and have rights to appear this examination in the language medium indicated as per paragraph 03 in the *Gazette* Notification. In addition, I do herewith agree to rules and regulations enforced by the Commissioner General of Examinations with regard to conducting the examination.

Signature of the Applicant.

Date : _____.

Commissioner General of Examinations,
Sri Lanka Department of Examinations,

I do hereby certify that the candidate whose details are furnished above possess qualifications to appear this examination, and has qualifications to sit the examination in the language medium he/she has indicated as per the paragraph 03 of the *Gazette* notification. In addition, I do herewith certify the candidate is free from examination fees/ has affixed the invoice for paying.

Signature and Designation of the
President/Teachers' Principal/Head of the Centre
(Confirm with the official stamp)
(Write off where irrelevant)