

addressed 9" X 4" envelope with stamp worth of Rs. 5 (Five Rupees) to the Registrar of the General, Sir John Kotelawala Defence Academy.

16. Duly filled Applications should accompany a receipt obtained by paying Rs. 100 (One Hundred Rupees) to any Bank of Ceylon Branch in the island in favour of "Commandant, Kotelawala Defence Academy" to be Credited to Current Account No. "000610117473" of Bank of Ceylon "Moratuwa-Idama" Branch. The Applications without at least basic qualifications, not duly completed or not conform to the conditions laid down in this *Gazette Notification* will be rejected without any information to the Applicant. The Application fee will not be refunded under any circumstances. Further a self addressed envelop with stamp worth Rs. 5 (Five Rupees) should be sent along with the application.

17. The perfected Applications should be forwarded in duplicate to the "Registrar, General Sir John Kotelawala Defence Academy, Kandawala Estate, Ratmalana" under registered cover to reach him on or before 11th March, 2005. The left-hand top corner of the envelope should be marked "Application for Cadetships". Applications received at the General Sir John Kotelawala Defence Academy after the closing date or do not conform to the requirements of this Notification will be rejected.

18. Applications from Officers in Government Service, Corporations or Statutory Bodies should be forwarded through the Head of the Department/Corporation/Statutory Body and should accompany a certificate to the effect that the Officer would be released, if selected.

19. Applications should be accompanied by copies of certificates of Registration of Birth and Educational Qualifications.

20. Preliminary selection will be made from among those candidates who have achieved the required standards in accordance with the evaluation criterion determined by the Selection Committee appointed by the Board of Management of the General, Sir John Kotelawala Defence Academy. Candidates so selected will be required to undergo tests as may be prescribed by the Board of Management of the General Sir John Kotelawala Defence Academy. The final selection will be made by the Final Selection Committee appointed by the Board of Management of the General Sir John Kotelawala Defence Academy.

21. Candidates calling for interviews and tests will be informed in writing of the venues, times and the dates of such interviews. No travelling or other expenses will be paid for this purpose to Applicants.

22. Any one who desires to recommend a candidates should do so by giving him a testimonial. Any form of canvassing would be a disqualification.

23. Receipt of Applications will not be acknowledged. No correspondence or inquires will be entertained with regard to rejected Applications.

ASOKA K. JAYAWARDHANA,  
Major General,  
Secretary, Ministry of Defence and  
Chairman of the Board of Management,  
General Sir John Kotelawala Defence Academy.

For official use

THE GENERAL SIR JOHN KOTELAWALA DEFENCE ACADEMY APPLICATION  
FOR UNDER GRADUATE CADETSHIPS

ID No.

01. Name (In Block Letters) :

- (a) Full Name : \_\_\_\_\_.  
(b) Name with Initials : Mr./Miss : \_\_\_\_\_.

02. (a) Address : \_\_\_\_\_.  
(b) Tel. No. : \_\_\_\_\_.

03. Date of Birth :

Year	Month	Date

04. Age : As at 11.03.2005

Years	Months	Days

05. Civil Status :

Married	Single

06. Sex :

Male	Female

07. Sri Lanka Citizenship : by Descent / by Registration  
:\_\_\_\_\_.

08. Educational Qualifications :

(a) G. C. E. (O/L) Examination—

Name of the School you studied for the G. C. E. (O/L)  
Examination : \_\_\_\_\_  
Index No. : \_\_\_\_\_  
Year : \_\_\_\_\_.

	Subject	Grade
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....
7.	.....	.....
8.	.....	.....

Indicate whether you have "D/A" "B/C" or "S" Pass for English at the G.C.E. (O/L) Examination.

☐

(b) G. C. E. (A/L) Examination—

Name of the School you studied for the G. C. E. (A/L) Examination :

Index No. : .....

Year : .....

"Z" Score : .....

	Subject	Grade
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	General test Marks	.....

**Stream**

Physical	Bio	Commerce	Arts
.....	.....	.....	.....

Whether you have been pronounced as eligible to apply for University Admission by the Commissioner General of Examinations :

Yes	No
.....	.....

(Please attach a copy of the certificate or a letter from the Principal)

09. In what Games have you represented :

	*SL	*DL	*CL	*NL
(a) Athletics	.....	.....	.....	.....
(b) Badminton	.....	.....	.....	.....
(c) Basketball	.....	.....	.....	.....
(d) Cricket	.....	.....	.....	.....
(e) Hockey	.....	.....	.....	.....
(f) Rugger	.....	.....	.....	.....
(g) Soccer	.....	.....	.....	.....
(h) Swimming	.....	.....	.....	.....
(i) Table Tennis	.....	.....	.....	.....
(j) Tennis	.....	.....	.....	.....
(k) Volley Ball	.....	.....	.....	.....
(l) Wrestling	.....	.....	.....	.....
(m) Karate	.....	.....	.....	.....
(n) Judo	.....	.....	.....	.....
(o) Boxing	.....	.....	.....	.....
(p) Squash	.....	.....	.....	.....

\*SL - School Level      \*CL - Club Level  
\*DL - District Level      \*NL - National Level

10. Extra Curricular Activities :

(a) Band
(b) Cadeting
(c) Scouting
(d) Societies
(e) Prefect
(f) House Captain
(g) School Captain
(h)
(i)

11. Physical Requirements :

Hight		Weight	Chest
Ft.	Inches	Lbs.	Inches
.....	.....	.....	.....

12. Any Other relevant facts : .....

(Please attach a separate sheet if necessary)

13. Details of Two Referees :

(i) Name      Address      Designation      Telephone No.

.....	.....	.....	.....
.....	.....	.....	.....

(ii)

.....	.....	.....	.....
.....	.....	.....	.....

14. Please pay Rs. 100 (One Hundred Rupees) to any Bank of Ceylon Branch in the Island in favour of "Commandant, Kotelawala Defence Academy" to be Credited to Current Account No. "000610117473" of Bank of Ceylon "Moratuwa-Idama Branch" and give following details. (receipt should be attached here to).

- Date of Payment :
- BOC Branch of payment :

15. I declare in honour that the information given above me are to the best of my knowledge and belief, correct. I am aware that if any information given in the application are found to be incorrect, prior to my selection, I am liable to be disqualified, and if it is found after the selection, I am liable to be dismissed without any compensation.

\_\_\_\_\_  
Signature of Applicant.

Date : .....

# **FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS OF THE SRI LANKA EDUCATIONAL ADMINISTRATIVE SERVICE**

IT is hereby notified that the first Efficiency Bar Examination for officers in the Sri Lanka Educational Administrative Service will be held in May 2005, in Colombo.

02. Scheme and syllabus of the Examination published in the *Gazette Extra ordinary* of the Democratic Socialist Republic of Sri Lanka, No. 423/12 dated 15.10.1986 is indicated below for easy reference.

Scheme of Examination :

(a) subjects for the first Efficiency Bar Examination are as follows :-

001 General Administration - Constitution of Sri Lanka, Provisions of the Establishment Code and Other Government Regulations.

002 Finance

003 Education, Education Law, Administration and Supervision

(b) A candidate may offer one subject or all the subjects at a time and complete the First Efficiency Bar Examination.

(c) All question papers are 03 hour papers.

03. Syllabas

(I) General Administration

(a) *Constitution of Sri Lanka* -

Ceylon (cconstitution) independence Orders in Council, 1946 and 1947 (Chapter 379) Citizenship Act No. 18 of 1948 (Chap. 349)

The constitution enacted and adopted on 22nd May 1972. Registration of Electorate Act No. 44 of 1980.

Parliamentary Election Act No. 01 of 1981.

Referendum Act No. 07 of 1981.

Presidential Election Act No.15 of 1981

The constitution of the Democratic Socialist Republic of Sri Lanka

(b) Provisions in the Establishement Code and other Regulations of the Government Chapters I, II, III, IV, V, VI, VII, IX, X, XI, XVI, XXV, XXVI, XXVII, XXIX, XXXI, XXXII, XXXIII, XLVII, XLVIII

(II) *Finance* -

(a) Financial Regulations of the Government - Part 1 (Except Chapter X)

(b) Revenue and Expenditure estimates of the current year, their arrangements, heads of Revenue, Finance and Appropriation, Acts.

(c) Ordinances and other Legislation relating to Specific Accounts dealt with by Education Offices.

(III) *Education, Education Law Adminstration and Supervision-*

(a) Candidates are excepted to be familliar with following Ordinances and Acts of Parliament -

Education Ordinance No. 31 of 1939

Amendment Ordinance No. 26 of 1947

Amendment Ordinance No. 05 of 1951.

Amendment Ordinance No. 43 of 1953.

Code of Regulations of the Government Schools, Assisted Schools and Teachers' Centers (Special Provisions) Act No.05 of 1960.

Assisted Schools and Teachers' Centres (Supplementary Provisions) Act No. 08 of 1961.

Education (Change of designations) Act, No. 35 of 1973. Pirivena Act, No. 64 of 1979.

Assisted Schools and Teachers' Centres (Special Provisions - Amendment) Act, No. 65 of 1981.

National Institute of Education Act, No. 28 of 1985.

(b) Educational Administration -

Policies of the Ministry of Education and Higher Education; Organization and functions of the Ministry of Education and Higher Education including Provincial Department and Institutions under it ;

Education Planning on National and Provincial levels; Aims and methods (Including school mapping) and their implementation etc;

School Management, School community relationship, Educational Management information network, Special Education programmes.

(c) *Education supervision* -

Scope for school supervision and criteria for evaluation of teachers' "Performance", Continuous evaluation programmes in schools ;

Self evaluation programmed in schools;

Supervision of schools by Ministry of Education and Higher Education and Provincial Departments;

Validation of Internal Evaluation by External Terms ;  
(Candidates are advised to be through with Circulars, Manuals, Other Publication issued by the Ministry of Education and Higher Education.)

*Recommended Readings -*

Report on modern Managment Techniques;  
Asian Institute of Educational Planning and Aministration (1970)- 'New Delhi';  
Running a school - Barry and Tye (Temple Smith London) 1975 ;  
Approaches School Management by Bush, T. Glatter, R God and C. Riches 1980 (Sarpur and Joe);  
School Administration - Dr. Khan Mohideen Periff - New Delhi 1983;  
Education in Ceylon - Education Ministry - Ceylon 1969 ;  
Centenary Volume of the Ministry of Education and Cultural Affairs - Parts II and III;  
Policy formulation, organization and leadership in schools (part 4 in Course E 323);  
Open University - Open University Press London (1981);  
In school Evaluation - Shipman, Morten, Hyman Education book - London (1984);  
Report on Managment Reforms in the Ministry of Education - 1984 ;  
Proposals for Education Reforms (White Paper)- Education Law (1981) - U. D. I. Sirisena ;

04. Candidates should obtain 40% the total marks allocate for each subject for a pass.

05. Language medium of the Examination

- (i) Candidates can answer the question papers in any one of the official languages.
- (ii) In the language medium of the Competitive Examination he passed to enter the public service, if there was no competitive examination, language medium of qualifying examination to enter public service.

06. If it is detected that a candidate has sat for the examination in a language medium, for which he is not entitled his/her candidature will be cancelled.

07. Applications should be prepared and submitted in a foolscap sheet using both side of the paper and accoding to the specimen appended.

08. The Examination will be conducted by the Commissioner General of Examinations and the candidates are bound by the rules precribed by him for conducting examinations. These rules are indicated at the end of this notification.

09. Applications should be forwarded under registered post through Heads of Departments addressed to the Commissioner

General of the Department of Examinations, Pelawatta Battaramulla, to be received on or before 18th March 2005. Name of the examination should be written on the top left hand corner of the envelope. Any application received after this date will be rejected.

10. If the admission cards are not received at least seven days before the date of examination, candidates should contact the Commissioner General of the Department of Examinations, Organization sand Foreign Examinations Branch. Pelawatta, Battaramulla.

Telegraphic address is "Exams" Battaramulla Following information should be supplied while promptly informing the Commissioner General, Examination regarding admission cards which are not received.

- (i) Name of examination ;
- (ii) Full Name of candidate;
- (iii) Candidates address in full;
- (iv) Date of posting the application, registered letter number and Post Office ;

Applicants residing close by can contact the Commissioner General Examination (E) Branch through a messenger.

11. Complaints from candidates who fail to fulfill the requirements indicated in para 9 above will not be considered.

12. At the examination hall it is the responsibility of the candidates to produce evidence in proof of their identity and for this purpose only the identity card issued by the Department of Registration of Persons and a valid passport will accepted.

13. Fess for exmination will be charged as follows :

- (a) First instance (Fees will not be levied for the whole examination or part of it)
- (b) Thereafter, for each instance.

For the whole examination	Rs. 90.00
For one subject	Rs. 30.00

Candidates should pay the fees by revenue stamps which are properly cancelled by placing their signature on it.

Dr. TARA DE MEL,  
Secretary,  
Ministry of Education.

Ministry of Education,  
Pelawatta,  
Battaramulla.

**Specimen Application Form**

**DEPARTMENT OF EXAMINATIONS**

**EFFICIENCY BAR EXAMINATION FOR OFFICERS OF THE SRI LANKA  
EDUCATIONAL ADMINISTRATIVE SERVICE**

To be forwarded to Commissioner - General of Examination,  
Battaramulla, Pelawatta under registered post through Head of the  
Department.

(Name of the Examination should be indicated on the top left -  
hand coner of the envelope enclosing the application)

1. (a) Name with initials (English block letters) : (REV/MR/  
MRS/MISS) : \_\_\_\_\_.
- (b) Names denoted by the initials (English block letters) :  
(REV/MR/MRS/MISS) : \_\_\_\_\_.
2. Date of Birth : \_\_\_\_\_.
3. (a) Designation : \_\_\_\_\_.
- (b) Department/Zonal Education Department/Division/  
School : \_\_\_\_\_.
4. (a) Postal Address : \_\_\_\_\_.
- (b) Private Address : \_\_\_\_\_.
5. Subjects offered with the subjects numbers as indicated in cage 2  
(a) of the notification (write clearly)  
Subject Number : ..... Subject .....  
Subject Number : ..... Subject .....  
Subject Number : ..... Subject .....
6. The Language medium of the examination : \_\_\_\_\_.

7. State whether you have sat this examination previously in whole  
or in part if so state subjects year and month : \_\_\_\_\_.

8. I hereby declare that the particulars given above are correct and  
that I am entitled to sit the examination in the medium indicated  
in para 06 above.

9. The amount of Examination fees paid :



\_\_\_\_\_,  
Signature of the Candidate.

Date : \_\_\_\_\_.

The Commissioner General of Examinations,

Forwarded,

I certify that the candidate whose particulars appear above is  
eligible to sit this examination and that he/she is entitled to sit in the  
medium indicated in para 06.

I further certify that the stamp/stamps has/have been duly cancelled  
by the candidate himself.(\*)

\_\_\_\_\_,  
Head of the Department's  
Signature and Designation.

(\*) Please stike off when the fee is paid.

02-727