

<i>2nd Efficiency Bar</i>			Foreign Affairs to forward them to the Commissioner-General of Examinations, on or before 03.09.2004 (Those who are serving in Sri Lanka Missions abroad should send their applications through the Heads of Missions.) Any Application received after the closing date will be rejected.
<i>Subject No.</i>	<i>Subject</i>	<i>Duration hours</i>	
<i>Part I</i>			12. If a candidate does not receive his/her admission card, he/she should communicate without delay with the Commissioner General of Examinations, Pelawatta, Battaramulla (Telegraphic Address "Exams" Battaramulla) informing him that he/she has not received the admission card and giving following information:-
21.	Economic & Social Development in Sri Lanka	3	(1) Name of Examination ; (2) Full Name ; (3) Full Postal Address ;
22.	Administration	3	
	(a) Office Systems & Organisation and Methods		
	(b) Establishment Code (Volume I & Volume II)		
<i>Part II</i>			Those in the vicinity are advised to communicate with the Branch of "Organization and Foreign Examinations" of the Department of Examinations.
23.	Elementary Constitutional Law and International Law	3	13. Subsequent correspondence by candidates who fail to comply with the requirements as laid down in paragraph 12 above will not be entertained.
24.	Diplomatic Practice	3	
25.	International Affairs	3	
05. Second Languages :			14. The following are the documents of Identity acceptable at the examination center.
30.	Sinhala (Written)	2	(1) National Identity Card issued by the Commissioner of Registration of Persons. (2) Valid Passports. (3) Valid Identity Cards issued by the Post Master General.
31.	Tamil (Written)	2	
32.	English (Written)	2	
33.	Sinhala (Oral)		
34.	Tamil (Oral)		
35.	English (Oral)		
06. The attention of Officers sitting these Efficiency Bar Examination is drawn to paragraph 5 of the Treasury Circular No. 701 dated 04.09.1966 which is reproduced below:-			15. It has been decided to charge fees from candidates who appear for this examination on the following basis :
"Departmental Examination (including Promotional and Efficiency Bar Examination). The medium for Promotional Examination as well as Efficiency Bar Examination should be the language in which the officer sat the Competitive Examination to enter the Public Services or the Official Language in case where initial recruitment took place without Competitive examination the medium for Promotional/Efficiency Bar Examination should be the language in which the officer qualified for entry into the Public Service or the Official Language."			(a) First sitting (whole examination or part there of) free of charge ;
07. Arrangements will be made by the Commissioner-General of examination to enable the candidates to answer the question papers in Sinhala, Tamil or English.			(b) Each subsequent sitting
08. If candidates is later found to have sat in a medium in which he is not entitled to sit his candidature will be cancelled.			
09. Candidates should submit their applications according to the subjoined form on A4 sheet of foolscap paper, both sides of the paper should be used. Candidates appearing for both examination should submit separate applications in respect of each examination.			
10. The examination will be conducted by the Commissioner General of Examination and candidates will be bound by the rules and regulations prescribed by him for the conduct of examination.			
11. All applicants should send their applications to Overseas Administration Division of this Ministry to enable the Ministry of			
			Rs.
			Complete examination 115.00
			One Subject 70.00
			Oral Test 70.00
			The fees should be paid to the revenue head 20-03-20-13 and the receipt should be attached to the application.
			Candidates who have already sat for this examination are required to pay the relevant fees as indicated above.
			H. M. G. S. PALIHAKKARA, Secretary, Ministry of Foreign Affairs.
			Ministry of Foreign Affairs, Republic Building, Colombo 01. 26th July, 2004.

## SPECIMEN APPLICATION FORM

## DEPARTMENT OF EXAMINATION - SRI LANKA

*Efficiency Bar Examination and the Test in the Second Language  
for Officers in the Sri Lanka Foreign Service*

Medium	Sinhala		Town Applied	
	Tamil			
	English			

(Please Mark '✓' in the right cage)

01. (a) (i) Last name with initials : \_\_\_\_\_.  
(In Sinhala/Tamil)

(ii) Last name with initials : \_\_\_\_\_.  
(In English block capitals)

(b) (i) Names denoted by initials : \_\_\_\_\_.  
(In Sinhala/Tamil)

(ii) Names denoted by initials : \_\_\_\_\_.  
(In English block capitals)

02. Address (for despatch of admission card) : \_\_\_\_\_.  
(In English block capitals)

03. The name of examination applied for

1. E. B. 1:
2. E. B. 2:
3. Sinhala (as second language):
4. Tamil (as second language):
5. English (as second language):

04. Date of appointment to the Sri Lanka Foreign Service :-

05. Subjects Offered should be clearly stated with the subject numbers given in para 04 of the notification. (Applicants will not be allowed to sit for other subjects not indicated in the application.)

Subject	Subject No.
(i)	
(ii)	
(iii)	
(iv)	
(v)	
(vi)	

06. Date of Birth :

Date : \_\_\_\_\_. Month : \_\_\_\_\_. Year : \_\_\_\_\_.

07. Post : \_\_\_\_\_.

08. State whether the applicant had appeared for the whole examination or part thereof previously. If so, state the index number, subjects, year and month :

I declare that the information furnished above is accurate and that I am eligible to sit for this examination in the language medium indicated above.

The receipt No. : ..... for the payment of examination fee is annexed.

Fee paid Rs. ....

Date :

\_\_\_\_\_.  
Signature of applicant

Original receipt should be pasted here

Commissioner - General of examinations,

*Forwarded.*—

Mr./Mrs./Miss ..... whose details are given above is eligible to appear for this examination indicated by him/her. I also attest the applicant's signature.

\_\_\_\_\_.  
Signature and designation of the  
Head of Department.

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

### Appendix "A"

SINHALA :

The Test in Sinhala will consist of a written and oral part.

The written paper will be of two hours duration and will contain questions on :

- (i) Grammar,
- (ii) Translation into English of petitions or reports from Gramaseva Niladharis written in different running hands,
- (iii) Translation into Sinhala from an Official paper or document in English.

THE ORAL TEST WILL CONSIST OF THE FOLLOWING :

- (i) Dictation of official material from English into Sinhala so that the passage can be understood and taken down in writing by a Sinhalese,
- (ii) Reading of a petition in Sinhala,
- (iii) *Conversation and Interpretation.*— The purpose of the test will be to assess the candidates' power of understanding Sinhala as it is spoken by different native speakers and of making himself understood both in common conversation and in the usual course of official business.

TAMIL :

The Test in Tamil will consist of a written and an oral part.

The written paper which will be of two hours duration and will contain questions on :

- (i) Grammer,
- (ii) Translation into English of petitions or reports from Gramaseva Niladharis written in different running hands,
- (iii) Translation into Tamil from an Official paper or document in English.

THE ORAL TEST WILL CONSIST OF THE FOLLOWING :

- (i) Dictation of official material from English in to Tamil so that the passage can be understood and taken down in writing by a Tamil,
- (ii) Reading of a petition in Tamil,
- (iii) *Conversation and Interpretation.*— The purpose of the test will be to assess the candidates' power of understanding Tamil of different classes and of making himself understood both in common conversation and in the usual course of official business.

ENGLISH :

The English paper will be of two hours duration and will contain questions on :

- (i) Grammer,
- (ii) Comprehension,
- (iii) Precis writing,
- (iv) Report and letter writing,
- (v) Vocabulary.

A prototype of the question papers is furnished below for the information of candidates:-

(a) Fill in the blanks with the correct form of the verb given within brackets :-

During the last war our country ..... 1(b) a British Colony ..... 2 (take) a full part in the war effort. Consequently our tea, rubber and coconut ..... 3 (ship) to Britain at very favourable prices and the foreign exchange we ..... 4 (earn) ..... 5 (accumulate) as assets. Again during the Korean war in the early fifties our products ..... 6(fetch) good prices and we ..... 7 (not have) any exchange problem. However, political independence ..... 8 (not given rise) to any effort to ..... 9 (build up) our economy we ..... 10 (be) a nation of consumers and we ..... 11 (Squander) our foreign exchange on consumer goods which ..... 12 (can produce) locally and incidentally diversified our economy. Over the last decade we ..... 13 (begin) to feel the pinch when our primary products ..... 14 (fail) to command good prices in the world market while our requirements of food both rice and subsidiary food stuffs ..... 15 (rise) in price.

(b) Fill in the blanks with the correct preposition (where necessary) :—

As Assistant secretary ..... 16 charge ..... 17 subjects, it was my duty to convene groups of officers dealing ..... 18 different aspects of development work in the Ministry ..... 19 time to time. They discussed ..... 20 various problems that they confronted and which they could not cope ..... 21 on their own. We were thus able to share our experience ..... 22 each other and make concrete proposals ..... 23 the Secretary every month. He in turn put ..... 24 his own plans for discussion ..... 25 these meetings.

(c) Underline the correct letters given within brackets that would complete the spelling of the following words—

26. har.....ment (rass/as/ass).
27. ember.....(rass/as/ass).
28. tol..... (arreance/erance/erence).
29. Par..... arian (liament/limen/liment).
30. bal..... ing (let/lat/lot).
31. itin.....(erary/arary/erarie)
32. Pers.....(everance/everence/ewerence).
33. bour.....(geoise/joursie/juwarsy).
34. prolet.....(ariet/ariat/eriyat).
35. Com.....ate (memorr/emor/memor).

(d) In each of the following statements underline the correct work within brackets :-

36. The inventory was checked by the Board of (Survellance/Survey/Surveyours).
37. At the enquiry I had to be satisfied that the accused officer had (contradicted/contravened/contaminated) the regulations.
38. Every receipt should have a (counterfoil/counterfeit/counterpane) for the purpose of audit.
39. There was a possibility that the prosecution had (fabricated/fumigated/promulgate) the evidence.
40. (Discrete/Discretionary/Discriminatory) power was given to the Head of the Department under the relevant Act.
41. The Police Party had (laid/lie/lain) in ambush until the bribe taker arrived.
42. The entire staff turned upon (facilitate/infiltrate/felicitate) the watcher on his retirement.
43. In times of national crisis we must avoid (luxuriant/luxurious) habits.
44. Martial music was played over the radio during height of the battle to keep up the (moral/morale/morals) of the people.
45. Candidates are advised to use (Stationary/Stationery) sparingly owing to the acute paper shortage.

- (e) Underline the correct phrase in the brackets that means the same as the work or phrase underlined in each sentence:-
46. In good management the boss should, support his staff in their work (back out/ back up / back away).
47. The sales and replacement of stock amounted to over Rs. 5,000 (turn out/ turn up/ turn away).
48. We were warned at the start not to let out work get into arrears (set out / outset).
49. They younger son wasted his father's wealth in a few years (ran over/ranthrough).
50. I wanted to see the film, but the queue deterred me from going (put away / put off).

### Part B

Read the following passage carefully and then answer the questions set out below:

Most modern political ideals such, for example, as justice, liberty, constitutional government, and respect for the law or at least the definitions of them, began with the reflection of Greek thinkers upon the institutions of City State. But in the long history of political thought the meaning of such terms has been variously modified and always that meaning has to be understood in the light of the institutions by which the indicates were to be realized and of the society in which those institutions did their work. The Greek City States was so different from the political communities in which modern men live that it requires no small effort of the imagination to picture its social and political life. The Greek Philosophers were thinking of political practices far difference from any that have prevailed commonly in modern work, and the whole climate of opinion in which the work was done was different. Their problems though not without their analogies in the preset, were never identical with modern problems, and the ethical apparatus by which political life was evaluated and criticized varied widely from any that now prevails. In order to understand at all accurately what their theories meant it necessary first to realize at least roughly what kind of institutions they had in view and what citizenship connected. as an effect and as an ideal, to the public for whom they wrote. For this purpose the Government of Athens is especially important, partly because it is the best known, by chiefly because it was an object of special concern to the greatest of Greek Philosophers.

As compared with modern states the ancient City-State was exceedingly small both in area and in population. The numbers were exceedingly uncertain but, a figure somewhat in excess of three hundred thousand would be approximately correct. Such an arrangement of a small territory dominated by a single City was typical off the City State.

In each of the following cases, choose the alternative which in your opinion supports the views expressed in the above passage. Place a tick (right mark) against the correct answer:-

51. Athens is significant for the students of Greek political thought mainly because :-
- (a) It was the most powerfull of the Greek City-States ;
- (b) its ideals had been carefully studied by the Greeks themselves;
- (c) It had the most ideal form of Government;
- (d) It is the best known of the Greek City - States.
52. Greek political thought was concerned with problems :-
- (a) entirely unrelated to,
- (b) identical with,
- (c) different from Analogous but to,
53. The moral and religious basis of Greek political idea is :-
- (a) very similar to modern moral and religious ideas ;
- (b) unknown;
- (c) very different from modern moral and religious ideas.
54. It is :-
- (a) Easy,
- (b) not at all easy,
- (c) impossible,  
For a modern man to imagine what life was like in a Greek City - State.
55. In comparison with the ancient Greek City States are :-
- (a) very large,
- (b) very small,
- (c) about the same size.
56. The population of an ancient Greek City States was :
- (a) much less that 300,000
- (b) over 3 million,
- (c) just over 300,000
57. The City-State of Athens comparisons :-
- (a) a small territory governed by a singly city.
- (b) a large thrterritory governed by a number of cities,
- (c) a small territory with village councils,
- (d) a large territory with a decentralized administration.
58. At different times in the history of the world people :-
- (a) have thought in basically the same way,
- (b) have thouth in different ways,
- (c) have contradicted the views of people of the previous generation.
59. Details of political theory are derived from Greek Political thought :-
- (a) because the Greek City States was very similar to modern states,