

Examinations, Results of Examinations & c.

FIRST EFFICIENCY BAR EXAMINATION FOR DEVELOPMENT OFFICERS RECRUITED UNDER THE MINISTRY OF PLAN IMPLEMENTATION - 2004

It is hereby notified that the Efficiency Bar Examination for Development Officers recruited under the Ministry of Plan Implementation which should be passed before they reach the salary step of Rs. 93,840 will be held in Colombo in February 2005 by the Commissioner General of Examinations and that the closing date for applications will be on 22nd November 2004.

02. Scheme of Examination :

This efficiency bar examination will consist of the following subjects.

- (i) Financial Regulations/Office System (2h)
- (ii) English Language (1 1/2h)

Note:

- (a) An officer may sit all subjects in one attempt or several attempts.
- (b) A candidate should obtain 40% or above, of the marks in each paper for a pass

03. Subjects:-

- (i) Financial Regulations/Office System (2h)
 - (i) State Management Structure of Sri Lanka
 - (ii) Financial Management and Annual Estimates
- (ii) Orders of the Establishment Code & Financial Regulations

The following Chapters of the Establishment Code will be covered I, II, IV, V, VII, IX, XII, XV, XXIII, XXVI, XXVII, XXX, XXXI, XXXII, XXXIII

State Financial Regulations - 1st Section (except the chapter X) (IV) Office Management.

- (ii) English Language (11/2h)

This question paper is designed to test the English knowledge required for the Development Officers to carry out their duties. This paper will be equal to G. C. E. (O/L) paper and will consist of language knowledge, essay writing, precis writing, grammar and comprehension.

04. Qualifications:-

All Development Officers recruited under the Ministry of Plan Implementation are eligible to sit for examination.

05. Method of Application:-

- (a) An application form should be prepared on a A4 size paper using both sides according to the specimen form appended at the end of this notification. From column 1 to 7 should be in the first page and 8 upwards should be in the second page. The form should be filled in by the candidate's own hand writing.
- (b) Applications should be sent through the heads of the Departments by registered post to reached the Commissioner General of Examinations, National Evaluation and Testing Services, Department of Examination of Sri Lanka P. O. Box 07, Pelawaththa, Battaramulla on or before 22nd November 2004. The name of the examination should be mentioned on the top left - hand corner of the envelope.
- (c) Applications should be prepared in the language in which the candidates sit for the examination.
- (d) Applications which are not in the above relevant format and do not contain all information and delay to reach will be rejected without any notification. No allegation that an application has been lost or delayed in the post will be considered.

06. The Commissioner General of Examinations will issue admission cards together with a copy of the Time Table to all candidates whose applications have been accepted. If a candidate doesn't receive his Admission Card at least four days before the day of the examination he should communicate without delay with the Commissioner General of Examinations, Organizations and Foreign Examinations Division, Sri Lanka Examinations Department, Pelawaththa, Battaramulla informing him that he has not received the Admission Card and giving the following information.

- (i) Name of the Examination :_____.
- (ii) Full name of Applicant :_____.
- (iii) Full postal address :_____.
- (iv) A photocopy of the application :_____.
- (v) A photocopy of the cash receipt :_____.

07. Identity Cards:-

Candidature will be required to prove their identity (in respect of each subject) in the examination hall to the satisfaction of the supervisor. For this purpose any of the following document will be accepted.

- (a) A valid passport.
- (b) A valid Identity Card issued by the Commissioner for Registration of Persons.
- (c) A valid Identity Card issued by the Post Master General.

The Commissioner General of Examinations has the power to cancel or reject the candidate of any applicant who is unable to provide any one of the above mentioned documents.

08. Examination Fees:-

Fees will be levied from the candidates who sit for this examination on the following basis :-

<i>Examination Fees</i>	<i>Rs. Cts.</i>
(a) No fees will be levied from candidates who sit for the examination for the first time	
(b) For each subsequent sitting for the whole Examination	115.00
(c) For a single subject	75.00

A cash receipt obtained from any Divisional Secretariat in the Island drawn in favour to the Revenue Head 4000-20-03-20-13 of Commissioner General of Examinations should be affixed to the application.

09. Heads of the Departments / Offices are requested to grant duty leave to officer of their Departments/ Offices who have been issued Admission Cards by the Commissioner General of Examinations to present themselves at the examinations.

10. Any matter not provided for in these Regulations will be dealt with direction of this Ministry.

W. J. S. KARUNARATNE,
Secretary to the President.

Presidential Secretariat,
Colombo - 01

Specimen Application Form

FIRST EFFICIENCY BAR EXAMINATION FOR
DEVELOPMENT OFFICERS
RECRUITED UNDER THE MINISTRY OF PLAN
IMPLEMENTATION - 2004

(Note: This form should be filled correctly and legibly in candidate's own handwriting)

Index No.
(for office use only)

Language Medium in which
You sit for the Examination
Sinhala - S/Tamil - T / English - E
(Put the appropriate letter in relevant cage)

01. (i) Surname with initials (In Sinhala/Tamil) : _____.
(ii) Surname with initials (In English capital letters) : _____.
(iii) Names denoted by initials (In Sinhala/Tamil) : _____.
(iv) Names denoted by initials (In English capital letters) : _____.

02. (i) Official Address (In Sinhala / Tamil) : _____.
(ii) Official Address (In English capital letters) : _____.
03. Date of Birth : _____.
Year : _____, Month : _____, Date : _____.
04. Date of assuming duties as a Development Officers:-
(The correct date on which duties were assumed should be stated).
Year : _____, Month : _____, Date : _____.
05. Subjects applied for under Para 2 of the Gazette Notification :-
(i) _____
(ii) _____
06. Are you sitting for the examination for the first time ?
07. If not the first sitting, examination fees paid :-

A cash receipt obtain from any Divisional Secretariat in the Island drawn in favour to the Revenue Head 4000 - 20-03-20-13 of Commissioner General of Examinations should be affixed to the application.

08. I hereby certify that the particulars furnished in this application are correct and also that I am entitled to sit for the examination in the language medium indicated above.

_____,
Candidate's Signature.

Date: _____.

Note.—The candidate should sign in the presence of Head of his/ her Department or an officer authorized to sign on behalf of such Head of Department of his local head.

09. Attestation :

I certify that Mr. /Mrs/Miss _____ who is an officer in my office and who is known to me personally his/her signature in my presence this _____ day of _____ 2004.

_____,
Signature of Attestor.

Name : _____.
Designation : _____.
Address : _____.

10. Certificate of Head of the Department :-

- I certify,
(i) that the particulars furnished above have been checked and found to be correct.
(ii) that the candidate is eligible to sit for this examination.

_____,
Signature of the Head of the Department.
(Official Seal should be placed)

Name : _____.
Designation : _____.
Address : _____.
10-546