

N. B.– Parts II and IV(A) of the Gazette No. 2399 of 23.08.2024 were not published.



ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,400 – 2024 අගෝස්තු මස 30 වැනි සිකුරාදා – 2024.08.30
No. 2,400 – FRIDAY, AUGUST 30, 2024

(Published by Authority)

PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

	PAGE		PAGE
Post - Vacant	...	Examinations, Results of Examinations &c.	...
	-		-

IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 20th September, 2024, should reach Government Press on or before 12.00 noon on 06th September, 2024.

Electronic Transactions Act, No. 19 of 2006 - Section 9

"Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette."

GANGANI LIYANAGE,
Government Printer.

Department of Govt. Printing,
Colombo 08,
01st January, 2024.



This Gazette can be downloaded from www.documents.gov.lk

1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A Sri Lankan, is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the New Entrants, Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the 'Widows and Orphans' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5 :1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5 :2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5 :3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5 :4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5 :5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility :

6 :1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations,
Department of Examinations,
Pelawatta, Battaramulla.

Examinations, Results of Examinations &c.

MINISTRY OF FOREIGN AFFAIRS

1st and 2nd Efficiency Bar Examination and Foreign Language Test for the Officers of the Sri Lanka Foreign Service - 2020(2024)

IT is hereby notified that the 1st and 2nd Efficiency Bar Examinations and the Foreign Language Test for the Officers in the Sri Lanka Foreign Service will be held in December 2024 Colombo and in Sri Lanka Missions abroad.

02. The time table would be prepared enabling the candidates to sit for both Efficiency Bar Examinations at the sametime.

03. Syllabus:

The syllabus and the other provisions, by which the 1st and 2nd Efficiency Bar Examinations are governed, are indicated in the respective Service Minute.

The Syllabus and the other provisions for the First and Second Efficiency Bar Examinations and for the foreign languages are also indicated in Appendix "A".

The officers are allowed to sit for the subjects of the Efficiency Bar Examination at one or more sittings, as per their choice.

04. The subjects for which the officers should appear in the Efficiency Bar Examination are as follows:

1ST EFFICIENCY BAR EXAMINATION

Subject No.	Subject	Duration hours
PART I		
01	Finance	03
02	History and Geography of Sri Lanka	03
PART II		
03	Elementary Constitutional Law and International Law	03
04	Diplomatic Practice	03
05	International Affairs	03
06	The Sri Lanka Foreign Service Minute. Foreign Ministry Regulations and Computer Literacy	03

2ND EFFICIENCY BAR EXAMINATION

Subject No.	Subject	Duration hours
PART I		
21	Economic and Social Development in Sri Lanka	03
22	Administration (a) Office systems & Organizational Methods (b) Establishments Code (Volume I & Volume II)	03
PART II		
23	Elementary Constitutional Law and International Law	03
24	Diplomatic Practice	03
25	International Affairs	03

FOREIGN LANGUAGES

Subject No.	Subject	Duration hours
07	Arabic	02
08	French	02
09	Russian	02
10	Spanish	02
11	Hindi	02
12	Chinese	02
13	German	02
14	Japanies	02
15	Italian	02
16	Korean	02

05. The attention of the Officers sitting for these Efficiency Bar Examinations is drawn to the paragraph 5 of the Treasury Circular No. 701 dated 04th September 1966 which is reproduced below.

"Departmental examinations (including Promotional and Efficiency Bar Examination)

The medium for promotional Examinations as well as Efficiency Bar Examinations should be the language in which the officer sat for the Competitive Examination to enter the Public Service or the Official Language. In case where initial recruitment has been taken place without a competitive examination, the medium for promotional and Efficiency Bar Examination should

be the language in which the officer was qualified for entry into the Public Service or the Official Language."

05.1 *Issuance of Results:*

Candidates are required to obtain 40% marks or above for each subject for a pass. Two separate result sheets, containing the results of individual candidates, pertaining to both First & Second Efficiency Bar Examination will be sent only to the Foreign Secretary by the Commissioner General of Examinations.

06. Arrangements will be made by the Commissioner-General of Examinations for the candidates to answer the question papers in Sinhala, Tamil or English, except for the question papers on foreign languages. Medium applied to sit for the exam cannot be changed.
07. If a candidate is later found to have sat in a medium in which he is not entitled to sit, his/her candidature will be cancelled.
08. Application forms should be prepared in the A-4 size paper as per the specimen appended to this notification, containing items 1-8 on the first page and the rest on the second page, Both sides of the paper should be used. Applications should be filled clearly in applicant's own handwriting. Applications prepared in Sinhala and Tamil medium should also bear the name of the examination in English. Candidates appearing for both Examinations should submit separate applications in respect of each examination.

Since the applications which are not in conformity with the specimen and not provided with the required details will be rejected without notification, the applicants are advised to keep photocopy of the application. Before sending the application, the applicant should verify whether the complete application is in conformity with the specimen form given in the notification regarding the examination and all the details have been included in it and receipt has been affixed to it.

09. *Penalty for furnishing false information :-*

You should be careful to provide correct information in perfecting the application. According to the laws and regulations, in an applicant is found to be ineligible at any time before, during or after the examination his/her candidature is liable to be cancelled.

10. The examinations will be conducted by the Commissioner General of Examinations and the candidates will be bound by the rules and regulations prescribed by the Commissioner General for conducting the examination. Candidates are subject to the laws and regulations imposed by the Commissioner General of the Examinations in relation to examination procedure and issuance of the results, In case of any violations of such laws and regulations, the candidate will be subject to a penalty imposed by the Commissioner General of the Examinations.

11. All applicants should send their applications to the Human Resources and Mission Management Division of the Foreign Ministry for forwarding them to the Commissioner General of examinations, on or before 20 September 2024. Those who are serving in Sri Lanka missions abroad should send their applications through the relevant Heads of Mission. Any application received after the closing date will be rejected.

12. Admission cards will be issued by the Commissioner General of Examination to all the applicants who had submitted the duly perfected application on or before the closing date of applications and receipts for the payment of the required examination fees as per the notification attached, on the presumption that only those who possess the qualifications have applied. A notice will be published in the newspapers and the official website to that effect by the Department of examinations as soon as the admission cards are issued. In case the admission card of any candidate is not received within 02 or 03 days after the appearance of the notification, it would be more effective to send a letter by fax to the Sri Lanka Department of Examinations along with the photocopies of the application forms and the receipt (if the payment of an examination fee is relevant) mentioning a fax number enabling the same department to fax a copy of the admission card to the candidate.

12.1 Issuing an admission card to a candidate should not be considered as that he/she has fulfilled the required qualifications to sit for the examination or for the post.

12.2 The applicant should get his/her signature placed in the application and the admission card attested by the head of institution or an officer to whom the power is delegated by him.

13. Subsequent appeals by the candidates who fail to comply with the requirements as stipulated in paragraph 11 above will not be entertained. Candidates should sit for the examination at the examination hall assigned to him/her. Every candidate who appears for the examination should produce the admission card with his/her signature attested to the Supervisor of the examination hall. Candidates who have failed to produce his/her admission card will not be allowed to sit for the examination.

14. Candidates must prove their identity to the satisfaction of the Supervisor for each subject they sit for in the examination hall. Any of the following documents will be accepted for that purpose:

- (i) National Identity Card;
- (ii) Valid Passport;
- (iii) Valid Driving License.

Further, candidates should enter the examination hall without covering their face and ears in order to verify identity. Candidates who refuse to prove their identity will not be admitted to the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving, the candidates should not cover their face and ears so that the authorities can identify them.

15. The candidates who sit for the examination for the first time are exempted from the examination fees, while in the case of the subsequent sittings, fees will be levied on the following basis;

- (a) First sitting (whole examination or part thereof) free of charge.

(b) Each subsequent sitting

	<i>Rs. Cts.</i>
Complete Examination	1200.00
One subject	600.00

The receipt obtained for the payment of fees at any post office/ sub post office in the island or at a Foreign Mission/ Post to the credit of Revenue Head 20-03-02-13 of the Commissioner General of Examinations, should be affixed firmly to the application in the place provided. You are kindly informed that no fees other than the examination fees will be charged. Money orders or stamps will not be accepted for the payment of examination fees. Under no circumstances will the examination fees be reimbursed or transferred in respect of another examination. It will be useful to keep a photocopy of the receipt.

16. The decision of the Public Service Commission will be final with regard to any matter that has not been mentioned in this notification. The decision of the Commissioner General of Examinations will be final with regard to the examination.

17. In case of any divergence or inconsistency among different texts of this notification published in Sinhala, Tamil and English languages, the Sinhala text shall prevail.

ARUNI WIJewardane,
Foreign Secretary.

Ministry of Foreign Affairs,
Republic Building,
Colombo - 1.

SPECIMEN APPLICATION FORM

MINISTRY OF FOREIGN AFFAIRS

(For Office use only)

1ST AND 2ND EFFICIENCY BAR EXAMINATIONS AND FOREIGN
LANGUAGE TEST
FOR THE OFFICERS OF THE SRI LANKA FOREIGN SERVICE -
2020 (2024)

THE Medium in which the candidate is appearing for the
examination.
(Please mark the relevant number in the cage)

Sinhala - 2
Tamil - 3
English - 4

01. The Examination applied for :
(Please mark the relevant number in the cage)

Examination	Relevant No.
Efficiency Bar 1	1
Efficiency Bar 2	2
Foreign Language	3

02. (a) (i) Name with initials (In Sinhala/ Tamil) :
.....
.....

(ii) Name with Initials (In English block capitals) :
.....
.....

(b) (i) Name in full (In Sinhala/ Tamil) :
.....
.....

(ii) Name in full (In English block capitals) :
.....
.....

03. Address : (For the dispatch of the admission card)
.....
(In English block capitals)

04. Date of Birth :

Date : Month : Year :

05. National Identity Card No.

06. Mobile Telephone No.

07. Sex :

(Please mark the relevant number in the cage)

Male - 0
Female - 1

08. Date of appointment to the Sri Lanka Foreign Service.

Date : Month : Year :

09. Present Post :

10. Subjects offered should be clearly stated with the
subject numbers given in paragraph 04 of the notification.
(Applicants will be allowed to sit only for subjects indicated
in the application.)

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

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

I declare that, the informaton furnished above is accurate
and that, I am eligible to sit for this examination in the
language medium indicated above. Further, I shall abide by
the rules and regulations laid down by the Commissioner
General of Examinations with regard to the conduct of the
examination.

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

Fee paid : Rs.

.....
Signature of the applicant.

Date :

Examination fees

I. Post office/ sub post office/ Foreign Diplomatic Mission where the examination fee was paid.

.....

II. Amount paid :

III. Date :

IV. Receipt Number :

The Receipt should be pasted here
(Please keep a photocopy of the receipt)

12. Certification by the Head of the Department

Commissioner General of Examinations,

I, do hereby certify that the information furnished above is accurate and that Mr./Mrs./Miss is eligible to appear for this examination in the language medium indicated by him/her. I also attest the applicant's signature and the examination fees have been paid and the receipt is attached herewith.

.....
Signature and Designation of the
Head of Department

Date :

(Official Stamp)

Appendix "A"

1. 1ST EFFICIENCY BAR EXAMINATION

1.1. The 1st Efficiency Bar Examination will consist of two parts and the officers may take both parts at one sitting or separately.

1.2. The examination will be conducted in the following subjects.

Part I

(i) Finance - This paper is based on the following :

- (a) Financial Regulations of the Government of Sri Lanka, Part I (Except Chapter X)
- (b) The estimates for the current year
Eg. Their arrangement, the heads of revenue, Financial Methods and Appropriation Acts.
- (c) Ordinance relating to specific accounts maintained by the District Secretariat.

(ii) History and Geography of Sri Lanka.

Part II - SPECIAL PAPERS

- (i) Elementary Constitutional law and International Law
- (ii) Diplomatic Practice
- (iii) International Affairs
- (iv) The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Computer Literacy.

1.3. Each of the above papers will be of a three hour duration and the candidates are required to obtain 40% marks or above in each paper for a pass.

1.4. An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the respective paper when he/she has obtained the qualifying marks.

2. 2ND EFFICIENCY BAR EXAMINATION

2.1. The 2nd Efficiency Bar Examination will consist of two parts and officers may take both parts at one sitting or separately.

2.2. The examination will be conducted in the following subjects.

PART I

(i) Economic and Social Development in Sri Lanka.

(ii) Administration - This paper is based on the following :

- (a) Office systems and organizational methods.
- (b) Establishments Code - Volume I and Volume II.

PART II - SPECIAL PAPERS

- (i) Elementary Constitutional Law and International Law
- (ii) Diplomatic practice
- (iii) International Affairs

2.3. Each of the above papers will be of a three hour duration and the candidates are required to obtain 40 % marks or above in each paper for a pass.

2.4. An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the respective paper when he/she has obtained the qualifying marks.

Note :

- (i) Questions on Constitutional Law will be mainly on the evolution of the parliamentary System with of Government of Sri Lanka, with special reference to the Constitution of the Democratic Socialist Republic of Sri Lanka.
- (ii) Questions on the International Law will include inter - state relations, both bilateral and multilateral and the diplomatic law and the law of treaties.

(iii) An officer who is an Attorney-at-Law or who has obtained a degree in Law from a recognized university will be exempted from the paper on Eelemenary Constitutional Law and International law provided that, he/she has secured a pass in those subjects at the relevant Examination.

3. FOREIGN LANGUAGES

3.1. Foreign Languages

- (i) Arabic
- (ii) French
- (iii) Russian
- (iv) Spanish
- (v) Hindi
- (vi) Chinese
- (vii) German
- (viii) Japanese
- (ix) Italian
- (x) Korean

3.2. Aforesaid each written question paper on foreign languages will be of two-hour duration. Candidates are required to obtain 40% marks or above in each paper for a pass.

08-221

**THE CHITHTHA ADVANCED
PSYCHOLOGICAL STUDIES OPEN
INSTITUTE OF SRI LANKA**

**(Arrangements have been made to incorporate
under the Parliament Act Bill No. 105 of 2022)**

**Executive Diploma in Business Planning and
Labour Law 2024/ 2025 (Main Intake)**

EXECUTIVE Diploma in Business Planning and Labour Law of the Chiththa Advanced Psychological Studies Open Institute of Sri Lanka can be applied to those who are university students, after A/L students, who are studying in the business fields, Government or private sector employers,

entrepreneurs, expect to expatriate or who are interested in business management and labour laws who have completed the following qualifications.

Qualifications : G.C.E. A/L 3S passes in any stream
or

Acceptable other educational and professional qualifications by the governing council institute.

Total credits : 30

Semesters : 2 semesters

Nature of Course : Online (Open and Distance Learning)

Teaching Methods : Lectures and tutorials are delivered through the LMS system.

Medium : English or Sinhala

Course Duration : 12 months

Course fee and Student Registration Fee :

The registration fee is **Rs. 1000.00**, and the course fee is **Rs. 36,000.00**. An amount of Rs. 1000.00 must be paid as a registration fee while registering for the Diploma. **Rs. 36,000.00** can be paid at once or in 12 installments.

To Apply for the Course: The applicants should send their,

1. Photographs of a document that can verify their identity (National Identity Card/ Driving license/ Passport)

2. G.C.E. A/L examination result sheet and other educational certificate photographs,
3. Self-coloured clear photograph to 076-9459206 (WhatsApp) number.

The last date for enrolling for the course : 29/09/2024

For more information : Can inquire through the phone number 081 316 9800 at Office hours **from 8.30 a.m. to 4.30 p.m.**

Senior Registrar,

The Chiththa Advanced Psychological Studies Open Institute of Sri Lanka.

08-215