

MINISTRY OF EDUCATION

Efficiency Bar Examination for Officers in Grade III of the Sri Lanka Teacher Educators' Service – 2025

GENERAL public is hereby notified that the Efficiency Bar Examination for Officers in Grade III of the Sri Lanka Teacher Educators' Service shall be conducted in the month of **March 2025** in Colombo in accordance with the Service Minute of the Sri Lanka Teacher Educators' Service No.1925/37 dated 28.07.2015 published in the *Extraordinary Gazette* Notification of the Democratic Socialist Republic of Sri Lanka.

Application has been published on the website of Department of Examinations, Sri Lanka under “Our Services” of www.doenets.lk in “Online Applications- Recruitment Exams/EB Exams” and applications can be submitted *via* online only. Acceptance of Online Applications is opened at 9.00am on the 10th of January 2025 and is ended at 9.00 p.m. on the 14th of February 2025. After submitting the application online, it should be downloaded and the relevant parts of the printed copy should be filled in by hand, the signature of the applicant should be authenticated, and together with the certificate of the Head of the concerned institution, should be sent by registered post to the Department of Examinations, Sri Lanka as to be received on or before the last date of close of applications.

Syllabus and other provisions relevant to this examination has been published under the schedule III of the Service Minute aforementioned. The syllabus and other provisions are given below for the convenience of the applicants.

An officer can sit for the prescribed subjects of this Efficiency Bar Examination in the same sitting or in separate sittings.

02. Examination Procedure – Written Test

<i>Subject Number</i>	<i>Subject</i>	<i>Marks</i>	<i>Duration (Hours)</i>
01	General Management and Establishments Affairs	100	1 1/2
02	Financial Regulations	100	1 1/2
03	Education Reforms and Education Law	100	02
04	Communication Skills	100	02

03. The Syllabus

<i>Subject Number</i>	<i>Subject</i>	<i>Content of the Subject</i>
01	General Management and Establishments Affairs	With special reference to Chapters I, II, III, IV, V, VII, VIII, IX, XII, XIII, XIV, XXIV, XXVIII, XXX and XXXI of the Establishments Code With special reference to Chapter I, III, IV, V, VI, VIII, X and XII of the Procedural Rules of the Public Service Commission.
02	Financial Regulations	With special reference to Chapters I, II, V, VIII, XII and XIV of Part 1 of the Financial Regulations of the Government of Sri Lanka
03	Education Reforms and Education Law	Candidates are expected to be familiar with the following Ordinances and Parliament Acts. i. Education Reforms 1972 (New Approach to Education) ii. White Paper on Education 1981

		<p>iii. First Report of the National Education Commission 1992</p> <p>iv. New Education Reforms 1997</p> <p>v. New Education Reforms implemented since 1999 (Primary, Secondary & G. C. E. (A/L))</p> <p>vi. The Public Examinations Act, No. 25 of 1968 amended by the Public Examinations (Amendment) Act, No. 15 of 1976</p> <p>vii. The National Institute of Education Act, No. 28 of 1986</p> <p>viii. The Colleges of Education Act, No. 30 of 1986</p> <p>ix. The National Education Commission Act, No. 19 of 1991</p> <p>x. The National Authority on Teacher Education Act, No. 32 of 1997</p> <p>xi. The Constitution of Sri Lanka with special reference to the 13th Amendment and Chapter 3 on Fundamental Rights</p> <p>xii. Conventions enforced by Provincial Councils relevant to Education.</p>
04	Communication Skills	<p>This is to assess the English Language Competence of the following subject areas.</p> <p>- English Grammar:-</p> <p>Tense and Number, Sentences (Simple/Compound/Complex/Compound Complex), Relative Clauses, Adjectives and Adverbs, Prepositions.</p> <p>- Listening and Speaking Skills: -</p> <p>General Greetings and Introduction, Giving and getting information, Advising, Suggesting and expressing opinions, telephone skills, Interviewing skills, Meeting.</p> <p>- Writing Skills: -</p> <p>Internal modes of communication, Formal correspondence skills, writing descriptions Explanations, Summary Writing Skills, Report Writing Skills</p>

N.B.:- Candidates are required to obtain at least 40% marks on each paper for a pass in the Efficiency Bar Examination. A candidate may pass the examination with one or more subjects at a single sitting.

Note:- Requirement to obtain a pass in the subject of English Language under this Efficiency Bar Examination will be exempted when a candidate has followed the Degree or Post Graduate Diploma or Post Graduate Degree in the medium of English.

04. Language Mediums of the Examination

- 4.1 This Examination will be conducted in Sinhala, Tamil and English mediums. The language medium applied for the Examination cannot be altered later.
- 4.2 The efficiency bar examination should be completed in the same medium of language in which the candidate qualified to gain entry into the Sri Lanka Teacher Educators service.

4.3 If a candidate is found to be appearing in the examination through a medium to which he is not entitled, his/her candidature shall be cancelled.

05. Online examination application should be completed in English language only. After the Department of Examination receives both the soft copy made online and the printout sent by registered post, the soft copy and the printed copy shall be verified and accepted by the department as a valid application. The mobile phone number used to access the system will be notified by a SMS or an e-mail that it is accepted/ it is not accepted as valid application by the Department. Before completion of the online application, download the instructions for applying for the exam. Follow the instructions carefully while filling the application form. Any amendment made in the application after receipt of hard copy shall not be considered as a valid amendment. Incomplete applications shall be rejected without a prior notice. Applications received after the closing date shall not be accepted.

If candidates with special needs appear for this examination, it must be mentioned in the application and copies of relevant medical certificates must be submitted with the application.

06. This Examination will be conducted by the Commissioner General of Examinations in Colombo and the candidates are bound to follow the Rules and Regulations imposed by him.

07. Punishments for providing false information – Accurate information should be furnished carefully in filling the application. The candidature of a certain Candidate will be cancelled in any instance before, during or after the examination if it is revealed that he/she is not qualified and has furnished false information according to the provisions related to this Examination.

08. Applications should be sent through registered post to reach “The Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations of Sri Lanka, P. O. Box 1503, Colombo on or before 14th February 2025 The applications sent after this date will be rejected. The caption, “Efficiency Bar Examination for Officers in the Grade III of the Sri Lanka Teacher Educators’ Service – 2025” should be mentioned on the top left hand corner of the envelope enclosing the applications.

09. The candidate should substantiate his/her identity to the supervisor for each subject that he/she sits at the Examination Hall. For that purpose, any of the followings will be accepted.

- i. National Identity Card,
- ii. Valid Passport,
- iii. Valid Driving License.

Similarly, the candidates should enter the Examination Hall without covering their face and ears, in a manner the identity of the candidate can be confirmed. Furthermore, candidates who refuse to substantiate his/her identity will not be permitted to enter the Examination Hall. In addition, candidates should keep their face and ears uncovered from the moment they enter the Examination Hall until they leave the Hall after completing the examination enabling the examination authorities to identify the candidate. If any objection in this regard is made, the candidate will not be permitted to sit the examination. Nevertheless, results will not be issued for such candidates who fail to substantiate their identity.

10. With the presumption that only the candidates fulfilling qualifications stipulated in the *Gazette* notification have applied for the Examination, admissions will be issued by the Commissioner General of Examinations to the candidates who have submitted duly perfected applications with the relevant receipt obtained after paying the prescribed Examination fee on or before the closing date of applications. A notification on the issuance of admissions will be published by the Department of Examinations in newspapers and in the Official Website of the Department of Examinations of Sri Lanka immediately after issuing admissions to candidates. A notification, should inform it to the Department of Examinations of Sri Lanka as mentioned in the advertisement. Full name of the candidate, the address of the candidate and the National Identity Card number and the title of the Examination applied for should be indicated in making such inquiries. If the candidate resides outside Colombo, it will be effective to fax a request letter along with such details of the candidate to the fax number mentioned in the notification including a fax number of the candidate through which the candidate

can obtain a copy of the admission *via* fax. In inquiring so, it will be useful to get prepared to produce the copy of the application kept with the candidate and copy of the relevant receipt if the payment of examination fees is applicable and receipt issued for sending the application by registered post, if it is necessary to substantiate any information requested by the Department of Examinations. Issuance of an admission to a candidate should not be deemed as an acceptance that he/she has fulfilled qualifications for sitting the examination.

11. The complaints lodged by the candidates who fail to fulfil the requirements mentioned in the Para 11 above will not be entertained.
12. The signature of the candidate should have been attested in the application as well as in the admission for the examination. A candidate in Public service / Provincial Public Service / Public Corporation should certify his/her signature from the Head of the Institution or from an officer authorized by the Head of the institution. A candidate should hand over the admission; in which his/her signature has been attested, to the Supervisor of the Examination on the first day of sitting the examination. Any candidate who fails to submit his / her duly filled admission is not permitted to sit the examination.

13. Examination Fees:

- (a) The amount paid for the examination shall not be refunded or transferred for any other examination for any reason.
- (b) The Candidates sitting this examination should pay examination fees on the following basis.
 - (i) Fees will not be charged for the first sitting.
 - (ii) Examination Fees as mentioned below will be charged for each sitting subsequent to the first sitting.

Full Examination fee	Rs.500/-
Fee per one subject	Rs.250/-

While paying the examination fees, the payment should be made only under the following fee payment methods provided through the online system.

- i. By Any Bank Credit Card
- ii. By Any Bank Debit Card with the Facility of Internet Transactions
- iii. Online Banking Method of Bank of Ceylon
- iv. Any Branch of the Bank of Ceylon

Note:

- (a) Instructions on how to make payment through the above methods have been published in the website under the technical instructions relevant to the Examination Posted under Instructions.
 - (b) The receipt of payment shall be notified by means of a short message (SMS) or by an e-mail. The full amount of examination fee shall be paid and applications with under or over payment of examination fee shall be rejected. The Department of Examinations, Sri Lanka shall not be held responsible for any short comings encountering in the payment of examination fees through the above mentioned payment methods.
14. A result sheet of all the candidates who sat the examination will be forwarded to the Secretary of the Ministry of Education by the Commissioner General of Examinations. The result sheets will not be personally issued to the candidates by the Commissioner General of Examinations.
 15. The Candidates are subject to rules and regulations imposed by the Commissioner General of Examination in relation to the conduct of the examination. It is informed that he/she will have to undergo any punishment imposed by the Commissioner General of Examinations in case such rules or regulations are violated.

(ii) Sex: Male - 0 (Indicate the relevant number in the cage)
 Female - 1

05. (i) Date of birth: Year: Month : Date :

(ii) Designation:
 (write in the relevant cage)

06. The subjects for which the candidate sits should be clearly indicated with the Subject Number and the Subject mentioned under (a) in para two of the notification.

<i>Subject</i>	<i>Subject No.</i>

07. Whether sat the full or part of the Examination before and if so, mention the subjects and the year of sitting the Examination and the mediums.

<i>Subject</i>	<i>Year</i>	<i>Medium</i>	<i>Index Number</i>

08. (i) Are you a candidate with special needs ? (Yes/No)

(ii) If yes, please state the nature of such special needs:.....

.....

09. I do hereby declare that the information mentioned above is accurate and I am entitled to sit this Examination in the medium of Language mentioned as per para 04 of this *Gazette* notification. I have affixed receipt herein obtained after paying the examination fee. Further, I do declare that I agree to be liable to the rules and regulations imposed by the Commissioner General of Examinations pertaining to the conduct of the Examination and the issuance of results.

.....
 Date

.....,
 Signature of the Applicant.

10. Attestation of Signature

I certify that, Mr./Mrs./Ms. serving in my National College of Education / Teachers' College / Teachers' Center is personally known to me and he/she placed his/her signature before me on..... and he/she is exempted from the examination fee /has paid the due examination fee and affixed the receipt here.

.....,
 Signature of the officer attesting the signature.
 (Immediate Staff officer)

Name :
Designation :
Address :
Date :

11. Commissioner General of Examinations,
Department of Examination, Sri Lanka

I do hereby certify that the candidate described above is qualified to sit this examination and he/she is eligible to sit this examination in the medium of Language indicated by him/her as per the para 04 of the *Gazette Notification*. Further, I certify that the candidate is exempted from paying the examination fee/ has paid the specified examination fee and affixed the receipt obtained after the payment of the Examination fees.

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Signature of the President of National College of Education / Principal of the Teachers’ College / Manager of the Teachers’ Centre.

Designation:
(Substantiate with the Official Frank)
(Delete the words not applicable)