

07. Completed applications should be sent by Registered Post to the Address given in the Schedule on or before 08th April, 2019.

N. C. VITHANAGE,
Registrar General.

At Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
On the 18th day of February, 2019.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Galle	Galle Four Gravets	Post of Marriages Registrar of Galle Four Gravets (Milidduwa) Division (General)	District Secretary/Additional Registrar General, District Secretariat, Galle.
Galle	Bope-Poddala	Post of Birth and Death Registrar of Poddala Division and Post of Marriage Registrar of Galle Four Gravets Division (General)	District Secretary/Additional Registrar General, District Secretariat, Galle.

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Examinations, Results of Examinations & c.

FIRST EFFICIENCY BAR EXAMINATION FOR THE OFFICERS OF SRI LANKA A EDUCATION ADMINISTRATIVE SERVICE - 2019

IT is hereby notified that the First Efficiency Bar Examination for the officers of Sri Lanka Education Administrative Service will be held on June of 2019.

02. The Syllabus and other provisions relating to this examination have been published in the *Gazette Extra Ordinary* of the Democratic Socialist Republic of Sri Lanka bearing No. 1928/28 and dated 21.08.2015. The Syllabus and other provisions are given below for the convenience of candidates.

03. *Examination Procedure :*

	<i>Paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass mark</i>
I.	General Administration	03 hours	100	40
II.	Financial Regulations	03 hours	100	40
III.	Education law, Administration and Supervision	03 hours	100	40

04. *Examination Authority.* – Commissioner General of Examinations.

05. Syllabus of the Examination :

Name of the Paper	Syllabus
I. General Administration	<p>(a) Constitution of the Democratic Socialist Republic of Sri Lanka</p> <ul style="list-style-type: none"> • Declaration on Child Rights • Human Rights Act • Bribery and Corruption Act <p>(b) Office and Field Organization and Methods</p> <p>The Establishments Code and other Government Regulations Chapters I, II, III, V, VI, VII, IX, X, XI, XVI, XXV, XXVI, XXVII, XXIX, XXXI, XXXII, XXXIII, XLVII, XLVIII of the Establishment Code</p> <p>(c) Procedural rules of the Public Service Commission</p>
II. Financial Regulations	<p>(a) The Financial Regulations of the Government - Part I (Expect Chapter I)</p> <p>(b) The Estimates of Revenue and Expenditure of the current year, e.g. their arrangement; the Head of Revenue, Finance and Appropriation Acts.</p> <p>(c) Ordinances and other Legislation relating to Specific Accounts dealt with in Education Officers.</p>
III. Education, Education Law, Administrative and Supervision	<p>(a) Education Law :</p> <ul style="list-style-type: none"> ■ Education Ordinance No.31 of 1939 ■ Amendment Ordinance No.26 of 1947 ■ Amendment Act, No.05 of 1951 ■ Amendment Act, No.43 of 1953 ■ Code of Regulations for Government Schools ■ Assisted Schools and Training Colleges Act, No. 05 of 1960 (Special Provisions) ■ Assisted Schools and Training Colleges Act, No.08 of 1961 (Supplementary Provisions) ■ Education Act, No 35 of 1973 (Change of designations) ■ The Assisted Schools and Training Colleges Act, No. 65 of 1981 (Special Provisions) ■ National Institute of Education Act, No. 28 of 1985 ■ Public Examinations Act, No. 25 ■ National Colleges of Education Act, No. 30 of 1986 ■ National Education Commission Reports (Within three preceding years to the examination) ■ Facilities and Services fees ■ Circulars related to past pupils' associations and school development societies <p>(b) Education Administration :</p> <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> i. Ministry of Education ii. Organization and functions of the Ministry of Education and the Departmental Institutions under the Ministry including District Department. iii. Educational Planning developments at National and Regional levels: Aims and Objectives, methods (including school mapping), implementation etc.

<i>Name of the Paper</i>	<i>Syllabus</i>
	<p>2. School management and school community relations</p> <p>3. Education Management Information Systems (EMIS)</p> <p>4. Special Education Programs, Non Formal Education, School Based Management</p> <p>(c) <i>Supervision</i></p> <ul style="list-style-type: none"> ■ Scheme for school supervision and criteria used in evaluation of teacher performance ■ School Based Assessments ■ Self-evaluation programs in schools ■ School supervisions by Zonal Education Offices, Provincial Education Departments and Ministry of Education. ■ Validation of internal evaluations by external teams: (Candidates are advised to be thorough with the circulars, manuals and other publications issued by the Ministry of Education).

06. An officer is allowed to appear the subjects relevant to first efficiency bar examination at one sitting or in several sittings separately.

07. *Language medium of the examination :* \

- (i) Examination would be held in Sinhala, Tamil and English languages
- (ii) Candidates may appear the examination in any one language of their preference.
- (iii) A Candidate can answer in the language medium of the competitive examination he/she passed to enter the public service or if there was no competitive examination, language medium of the examination through which he/she was qualified to enter the public service.

08. If it was revealed that a candidate has appeared the examination in a language medium for which he/she is not entitled, his/her candidature shall be cancelled. Moreover, he/she shall not be allowed to change the language medium applied for the examination later.

09. Application should be prepared and submitted by using both sides of A4 size paper in conformity with the specimen from given below. Item 01 to 06 should appear on the first page and the remaining items should appear on second page. In Sinhala applications, the name of the examination should be written in English in addition to Sinhala and in Tamil applications the name of the examination should be written in English in addition to Tamil. Relevant Information in the application should be clearly written in candidate's own handwriting. Applications which are not in conformity with the specimen form and those which are incomplete will be rejected without notification. It is advisable to keep a photocopy of the application with the candidate. Candidates should make sure if the duly completed application is in conformity with the specimen from attached herein and the applications that are not in conformity with the attached specimen shall be rejected.

10. *Exam Results :*

- I. The decision of the Commissioner General of Examinations shall be the final on conducting examination and releasing results.
- II. Commissioner General of Examinations shall submit the results of all candidates appeared to the examination to the Secretary, Ministry of Education.

11. Applications should be forwarded under registered cover through relevant Department Heads, addressed to the Commissioner General of Examinations, Organization (Institutional and Foreign Examinations) Branch, Department of

Examinations, Sri Lanka P.O. Box-1503, Colombo to be received on or before 05.04.2019 Name of the examination should be written on the top left hand corner of the envelope. Any application received after the closing date shall be rejected.

12. Admissions shall be issued by the Commissioner General of Examinations for those applicants, who have submitted duly completed applications on or before the closing date of applications, with the signature of applicant, certified by the head of department along with the payment receipt obtained for relevant examination fees, if it is required to pay examination fees. Immediately after the issuance of admission cards to applicants a newspaper and a web notification to that effect shall be published by the Department of Examinations. If an applicant does not receive the admission card within 02/03 days of the said newspaper notice, it should be notified with following details to the Department of Examinations as per the instructions given in the newspaper notice. With such requests, it would be advisable to attach a certified copy of the application, the registration receipt and a fax number for sending the admission card in case of the applicant is a resident outside Colombo. A copy of the said letter of request should be faxed to the Department of Examinations on Fax No. - 011-2784232.

13. Complaints of those candidates, unable to fulfill the said requirements in Para 12 above shall not be considered.

14. (i) Each candidate should get his/her signature attested and duly completed admission card should be submitted to the supervisor of examination hall on the first day of examination.

(ii) At the examination hall it is the responsibility of the candidates to produce valid evidence in proof of their identity. National identity card issued by the Department of Registration of Persons or a valid driving license shall only be accepted.

15. Fees for examination will be charged as follows. The relevant examination fee should be paid at any Post Office/ sub post office to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained for the payment from the District /Divisional Secretariat should be pasted in the relevant box of the application from. (It is advisable to retain a copy of the receipt with you)

(a) First sitting (fees won't be levied for the whole examination or part of it)

(b) Thereafter, for each sitting

For the whole examination Rs. 1,200.00

For one subject Rs. 600.00

16. (i) Issuance of an admission card should not be considered as an acceptance that he/she has fulfilled the qualifications to appear for the examination.

(ii) All candidates are subject to the rules and regulations imposed by the Commissioner General of Examination. Candidates who violate such rules and regulations shall be subject to the punishments given by the Commissioner General of Examinations.

17. In a case of any inconsistency among the Sinhala, Tamil and English texts of this notification arises, the Sinhala text shall be considered the final.

18. The right of making decisions regarding any matter, which has not been covered by this notification, is reserved by the Secretary, the Ministry of Education.

PATHMASIRI JAYAMANNA,
Secretary,
Ministry of Education.

Ministry of Education,
"Isurupaya",
Battaramulla,
12th February, 2019.

10. State whether you have appeared for this examination previously, in whole or in part and if so state year, subjects and medium in which answers were written :

<i>Year</i>	<i>Subject</i>	<i>Medium</i>
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11. Details of the receipt :

- (I) Post Office which has paid the examination fee : _____.
(II) Receipt number and date : _____.
(III) The amount paid :

Paste the receipt received after payment here
(A photo copy to be retained by the candidate) only if relevant

12. I hereby declare that the particulars furnished above are true and correct and that, I am entitled to sit this examination in the medium indicate in the application. I also agree to abide by all the rules and regulation of the examination. I also declare that I will be subject to the rules and regulation to be imposed relating to this examination by the Commissioner General of Examination.

_____,
Signature of candidate.

Date : _____.

Commissioner General of Examination,
Submitted,

I certify that the candidate whose particulars appear as above is eligible to sit examination and that he/she is entitled to sit in the language medium indicated by him/her in the application. I mention further that the receipt for payment is affixed above (*)

_____,
Signature and Designation of the Head of Department and official frank.

Date : _____.

(*) To be deleted when payment of fees is not required.

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