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திகதி
Date } . 12.2023

Internal Circular No : 41/2023

To: All Legal Officers in Grade III of Executive Service Category of the Ministry of Education

First Efficiency Bar Examination for the Legal Officers in Grade III of Executive Service Category of the Ministry of Education - 2023 (2024)

It is hereby notified that the First Efficiency Bar Examination for Legal Officers in Grade III of the Executive Service Category of Ministry of Education will be held in March 2024, in Colombo by the Commissioner General of Examinations in accordance with the Scheme of Recruitment for the post of Legal Officer in the Executive Service Category (SL 01-2016) of the Ministry of Education approved by the Public Service Commission on 05.03.2013 and its amendments thereafter.

02. Examination Procedure: The examination includes following subjects.

1. Establishments Code
2. Financial Regulations

Recommendation Sheet: Applicant's knowledge on following subject matters will be tested.

1) Establishments Code (01-Hour Structured Question paper)

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|----------------|---|--|
| Chapter II | - | Recruitment Procedure and Appointment |
| Chapter IV | - | Grant of Monthly Pay, Temporary Status, and entitlement of Pensions. |
| Chapter V | - | Release, Reversion and Termination of Employment |
| Chapter VII | - | Salaries |
| Chapter VIII | - | Overtime, Holidays, Holiday Pay and Allowances |
| Chapter XII | - | Leave |
| Chapter XIII | - | Railway Warrants |
| Chapter XIV | - | Travel on Duty within the Island |
| Chapter XVI | - | Holiday Travel |
| Chapter XIX | - | Government Quarters |
| Chapter XXVIII | - | Administrative Procedures |
| Chapter XXX | - | Rights of Government over its Officers |
| Chapter XLVII | - | General Conduct and Discipline |

Procedural Rules of the Public Service Commission

2) Financial Regulations (01-Hour Structured Question paper)

Chapter I	-	Consolidated Funds, Annual Estimates, Changing of Annual Estimates
Chapter II	-	Losses and Waivers
Chapter III	-	Chief Accounting Officers, Revenue Accounting Officers, Authorization, Approval, Certification, Payments
Chapter IV	-	Custody of Public Funds, Payments and Receipts Procedure, Payment procedure of dishonored Cheques
Chapter VI	-	Custody of Public Money, Boards of Survey, Overdrafts, Bank Accounts
Chapter XIII	-	Works and Services, Procedure on verification, accepting, receipt and supply of stocks

Government Procurement Guidelines

Note:

Each question paper carries 100 marks. Applicants are required to obtain at least 40% for each paper to be passed.

03. The applicant can appear for this examination in Sinhala, Tamil or in English language. The medium of language applied will not be allowed to change later.
04. (1) The application should be prepared in accordance with the specimen attached using both sides of an A4 size paper so as the headings from 01 to 07 appears on the first page while rest of the headings on the other page and should be filled by the applicant in his/ her own handwriting. Furthermore, the title of the Examination should be mentioned in English in addition to Sinhala / Tamil languages in the applications filled in Sinhala / Tamil languages. Applications not compatible with the specimen as well as incomplete applications will be rejected without notice and therefore, the applicant should be attentive whether the application is in accordance with the specimen given in the Gazette Notification and duly filled with all details while the receipt has been affixed to the application after including all details of the receipt obtained upon payment of the prescribed examination fee. It may be useful to keep a photocopy of the completed application and the receipt of the examination fee.
- (2) Punishment for providing false information - Accurate information should be carefully furnished while filling the application. According to rules and regulations of this examination, the candidature of any candidate, who is revealed of not qualified to appear for the examination can be cancelled on any instance before, during or after the examination.
05. All applicants will be subjected to rules and regulations imposed by the Commissioner General of Examinations relating to the conduct of the examination and the issuance of results. If such rules and conditions are violated he/she will be liable to any punishment imposed by the Commissioner General of Examinations. Furthermore, the applicants should produce their admission with their signature attested, to the supervisor of the examination

hall on the first day they appear for the examination or else the applicants will not be allowed to sit for the examination.

06. Applications should be sent to the Establishments Branch (Combined Services) through respective Heads of Divisions on or before .12.2023 which is the closing date of applications. Late applications will be rejected.

07. On presumption that only the applicants, who have fulfilled the qualifications stated in this notification have applied, admissions shall be issued by the Commissioner General of Examinations to the applicants, who have submitted duly perfected applications on or before the closing date of applications with the relevant receipt subsequent to paying the prescribed examination fee. A notification shall be published in newspapers and on the official website of the Department of Examinations immediately after the issuance of admissions to applicants. As per the advertisement, any applicant, who does not receive his/her admission within 02 or 03 days after publishing the notification, should inquire from the Institutional Examinations Organization Branch of the Department of Examinations Sri Lanka. During such inquiry, the applicant should accurately indicate the title of the Examination, full name of the applicant, National Identity Card number and the address. If the applicant resides outside Colombo, it will be effective to fax a request letter to the fax number stated in the notification mentioning above details along with a fax number of the applicant through which the applicant can obtain a copy of the admission immediately. It would be useful to keep in hand the copy of the application, copy of the receipt obtained upon payment of examination fees; if applicable and the receipt issued at sending the application by registered post to confirm any information requested by the Department of Examinations during such inquiry.

08. Identity - The applicants should prove his/her identity at the examination hall to the satisfaction of the Supervisor of Examinations at every subject he/she appears. Any of the following documents will be accepted for the purpose.

- (a) National Identity Card
- (b) A valid Passport
- (c) A valid Driving License of Sri Lanka

Further, the applicants should enter the examination hall without covering the face and ears so that their identity can be confirmed. Those who refuse to prove their identity will not be allowed to enter the examination hall. Moreover, the candidates should remain without covering the face and ears from the moment they enter the examination hall until they leave the hall after examination enabling respective authorities to identify the candidates.

09. Issuance of an admission to an applicant should not be considered as an acceptance that he or she has fulfilled qualification to appear for the examination or to hold the post.

10. The signature of the applicant in the application and in the admission for the examination should be attested by the Head of the Institution or an officer authorized by him.

11. Fees will be levied as follows from applicants of this examination.

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|--|-------------------------|
| (a) First sitting (For the whole examination or parts) | Fees will not be levied |
| (b) Each sitting after first sitting for the whole examination | Rs.500.00 |
| (c) For one subject | Rs.250.00 |
| (d) For two or more subjects | Rs.500.00 |

The receipt drawn in favor of the applicant upon payment of the examination fee to any Post Office/Sub Post Office in the island to be credited to the Revenue Head 20-03-02-13 of the Commissioner General of Examinations should be affixed firmly within the relevant cage in the application. Money orders or stamps will not be accepted as the examination fee. Refunding or transferring the fees to another examination will not be permitted under any circumstance. It would be useful for the applicant to retain a photocopy of the receipt.

12. In the event of any inconsistency among the texts of this notification published in Sinhala, Tamil and English languages, the Sinhala text shall prevail.

M. N. Ranasinghe
Secretary
Ministry of Education