

MINISTRY OF EDUCATION, HIGHER EDUCATION AND VOCATIONAL EDUCATION

First Efficiency Bar Examination for the Grade III Officers of Sri Lanka Education Administrative Service - 2025

IT is hereby informed that the First Efficiency Bar Examination for Grade III Officers of Sri Lanka Education Administrative Service is Scheduled to be held in May 2025.

Application has been published on the website of Department of Examinations of 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 9.00 am on the 17th of February 2025 and is ended at 9.00 pm the 14th of March 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 relevant institution, should be sent by registered post to the Department of Examinations of Sri Lanka, as to be received on or before the last date of close of applications.

02. Syllabus and other provisions relevant to this examination has been published in the Extraordinary *Gazette* Notification No.1928/28 dated 21.08.2015 of the Democratic Socialist Republic of Sri Lanka. The syllabus and other provisions are given below for your convenience.

03. *Details of the Examination :*

<i>Question paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Passing Marks</i>
1. General Administration	Time 03 hours	100	40
2. Financial Administration	Time 03 hours	100	40
3. Education Law, Administration and Evaluation	Time 03 hours	100	40

4. Exam Conducting Authority : Commissioner General of Examinations

5. Syllabus of the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
01. General Administration	(a) The Constitution of the Democratic Socialist Republic of Sri Lanka and the Constitutions of 1972 and 1947 that were in force prior to this. • Convention on the Rights of the Child • Human Rights Commission Act • Commission to Investigate Allegations of Bribery or Corruption Act (b) Office and Field organization methods and the Chapters in the Establishments Code as (Including the contemporary amendments being executed.) VII, IX, X. XVI, XXV, XXVI, XXVII, XXIX, XXXI, XXXII, XLVII, XLVIII (c) Procedural rules of the Public Service Commission.
02. Financial Regulations	(a) Public Financial Regulations. (Excluding the Chapter I/ including the amendments being executed contemporarily) (b) Income and Expenditure estimates in the current year. Ex: - their formulation, revenue heading, monetary and Appropriation bills. (c) Ordinance and other law conventions relevant to the certain accounting activities fulfilled by the zonal education office.
03. Education law, Administration and Evaluation	(a) Legal provisions relevant to the Education. • Education Ordinance No.31 of 1939 • Amendment No.26 of 1947 • Amendment No.05 of 1951 • Amendment No.43 of 1953 • Code of Minute on Government Schools • Amended Act (Special Provisions) of Assisted Schools and Teachers' Colleges No.05 of 1960 • Amended Act (Additional Provisions) of Assisted Schools and Teachers' Colleges No.05 of 1960 • Education Act (Revising the designations) No.35 of 1973 • Amended Act (Special Provisions) of Assisted Schools and Teachers' Colleges No.65 of 1981 • National Institute of Education Act, No.28 of 1985 • Public Examinations Act, No.25 of 1968 • National College of Education Act, No.30 of 1986 • Minutes of the National Education Commission.(Within immediate 03 years to the examination) • Facilities and services fee • Circulars relevant to the Old Boys/Girls Associations and School Development Associations.

	(b) Education Administration. 1. (i) Ministry of Education (ii) Organisation and Performance of Departments and Establishments availed under the Ministry including Provincial Department of Education and in the Ministry of Education. (iii) Implementing Education Planning and Common Objectives (aims) at the National and Provincial Levels (including Schools preparation) 2. School Management and School Community Relationships 3. Education Management Information System.(EMIS) 4. Special Education Programmes, Non Formal Education Activities, School Based Management.
	(c) Evaluation. • Criteria utilizing to assess evaluation of the performance of teachers. • School based evaluation. • Self-Evaluation programmes of the Schools • Monitoring of the schools by the zonal education Office, Provincial Departments of Education and Ministry of Education • Supervision of the internal evaluation by the external groups. (Candidates are instructed to be thorough with the hand books and other publications issued by the Ministry of Education)

N.B.- Please note that all the three papers are consisting with short questions and structural type questions.

06. For the subjects Scheduled for the 1st efficiency bar Examination may be appeared by an Officer at the same time or at several separate occasions.

07. *Language Medium of Examination :*

- i. The examination will be conducted in Sinhala, Tamil and English mediums.
- ii. Candidates should appear for the exam in only one language as per their preference.
- iii. The medium of the language of the competitive examination in which the candidate qualified to enter the public service. In case of those who have joined the public service without an examination, the answers should be written in the medium of the language in which they were qualified to enter the public service.
- iv. 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. The language medium applied for the examination cannot be altered later.

08. 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/ 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 will not be considered as a valid amendment. Incomplete applications will be rejected without a prior notice. Applications received after the closing date will 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.

09. Providing of false information – While filling the application accurate information should be provided with consideration. If any candidate is found ineligible as per the rules of this examination, his/ her candidature can be cancelled before or during the examination or after the examination or at any time.
10. Printed Copy of the application should be sent by registered post on or before the 14th day of March, 2025 as to be received to “Commissioner General of Examinations , Institutional Examination Organization Branch, Department of Examinations, Sri Lanka, P.O. 1503 , Colombo. Name of the examination should be mentioned at the top left corner of the envelop. Applications sent after this date shall be rejected.
11. With the presumption that only the candidates fulfilling qualifications stipulated in the *Gazette* notification have applied for the examination, on or before the last date of acceptance of applications, if making the payment of examination fees is applicable, the relevant prescribed examination fee shall be paid by the applicants and for those who have completed applications, Commissioner General of Examinations will issue the examination admission. An announcement stating the same shall be published on the official website of the Department of Examinations, Sri Lanka as soon as the admissions are issued to the applicants. If the admission has not been received within 02 or 03 days after the publication of the announcement, Applicants should inform such to Department of Examinations, Sri Lanka as mentioned in the announcement. The applicant's full name, address, National Identity Card number and the name of the exam should be mentioned in the notice. If the applicant is from outside of Colombo, it is more effective to send a request letter to the fax number mentioned in the advertisement with a fax number where a copy of the admission can be sent along with the details. It shall be useful to keep the copy of the application kept with him/her to confirm the candidate's candidacy, the copy of the receipt if the payment of the examination fee is applicable and the receipt registered at the time of posting the application, if necessary at the time of making the enquiry from the Department of Examination, Sri Lanka. The issuance of an admission card for the examination to an applicant shall not be considered that he or she has already fulfilled the qualifications to be appeared at the examination.

N.B.- Complaints submitted subsequently by applicants who fail to meet the requirements mentioned in paragraph 11 above shall not be considered.
12. The applicant's signature should be attested in both the application form and the admission card for the examination. The signature should be certified by the head of the institution or an officer authorized by him.
13. An applicant should appear for the examination under the prescribed examination number in the examination hall allocated to him/ her. Every candidate appearing for the examination should hand over the admission card with his/her signature to the head of the examination hall on the first day of the examination. A candidate who does not submit his admission card duly shall not be allowed to appear in the examination.
14. It is the responsibility of the candidates to submit evidence to the satisfaction of the Head of the Examination Hall in order to confirm their identity for each subject they appear in the examination hall. For this a following document shall only be accepted.
 - i. National ID card ,
 - ii. Valid passport or ,
 - iii. Valid driving license of Sri Lanka.

Candidate should enter the examination hall without covering their faces and ear to ensure that they are not wearing electronic communication devices and should not cover their face by restricting to verify their identity. Those who refuse to prove their identity will not be allowed to enter the examination hall. Moreover, from the time of entering in to the examination hall until the end of the examination and leaving it, the applicant must remain uncovered their face and ears as to the examination authorities could identify the candidate.

15. Examination Fees:

- (a) Fees shall not be charged for the first attempt.
- (b) Thereafter, Rs. 1,200.00 is charged for each time for the full examination and Rs. 600.00 each will be charged for one subject.

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

- i. Any Bank Credit Card
- ii. 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 a short message (SMS) or by an e-mail. The full amount of examination fee will be paid and applications with under or over payment of examination fee will be rejected. The Department of Examinations, Sri Lanka will not be held responsible for any short comings encountering in the payment of examination fees through the above mentioned payment methods.
- (c) The amount paid for the examination will not be refunded or transferred for any other examination for any reason.

Candidates are required to adhere the rules laid down by the Commissioner General of Examinations regarding the examination. Violation of these rules will be made him or her liable to a penalty imposed by the Commissioner General of Examinations.

17. Examination Results :

- i. The decision of the Commissioner General of Examinations regarding the holding of the examination and the release of the results shall be final and conclusive.
- ii. The Commissioner General of Examinations will provide the result sheets containing the results of all the candidates who appeared for the examination, to the Secretary, Ministry of Education, Higher Education and Vocational Education

18. In case of if there is any inconsistency among the language texts of this notification published in the Sinhala, Tamil, or English languages, the Sinhala text will prevail in such an instance.

19. The Secretary of the Ministry of Education, Higher Education and Vocational Education Reserves the right of deciding on any matter which is not covered by this notification.

NALAKA KALUWEWA,
Secretary,
Ministry of Education, Higher Education and
Vocational Education.

Battaramulla,
Isurupaya,
Ministry of Education, Higher Education and
Vocational Education,
05th of February, 2025.