

Examinations, Results of Examinations & c.

FIRST EFFICIENCY BAR EXAMINATION FOR WOMEN DEVELOPMENT OFFICERS OF THE MINISTRY OF WOMEN AND CHILD AFFAIRS - 2018

THE first Efficiency Bar Examination for the Women Development Officers of the Ministry of Women and Child Affairs will be conducted by the Commissioner General of Examinations in December 2018 in Colombo. It is hereby announced that the closing date for applications is 21.09.2018.

02. *Scheme of Examination.*— This Efficiency Bar Examination shall consist of the Following subjects. The examination will be held in Sinhala and Tamil medium only. Applicants will not be allowed to change the medium of examination they selected.

Subject No. 01 - Financial Regulations/ Office Systems - Duration 02 hrs.	100 marks
Subject No. 02 - Gender and Women's Rights	do
Subject No. 03 - Social Science and Psychological Counseling	do

Note :

- (a) An officer may appear for all the subjects at one sitting or separate subjects at several sittings.
- (b) Applicants should score a minimum of forty percent (40%) marks for each paper to pass the examination.
- (c) Every question paper has compulsory questions.

03. Subjects: (consist of three structured papers)

03.01. Financial Regulations/ Office Systems
Public Management Systems of Sri Lanka
Financial Control and Annual estimates
Regulations of the Establishments Code and
Financial Regulations
The following Chapters of the Establishments
Code will be covered.
Chapters I, II, IV, V, VII, IX, XII, XV, XXIII,
XXVI, XXVII, XXX, XXXI, XXXII, XXXIII,
Volume 1 of the Financial Regulations of the
Government

(Except Chapter X)
Office Management

enclosing the application. Applications received after the closing date and incomplete applications will be rejected.

03.02. Gender and Women's Rights
Discrimination against women
Gender in the Sri Lankan Society
Women's Charter and Women's Rights

Officers who are new entrants for the purpose of Official Language Policy may prepare and fill their application forms in official language or in Tamil/ English according to the medium they were recruited to the service.

03.03. Social Science and Psychological Counselling
Rural Social Science
Urbanization of Sri Lanka
Rural Development
Fundamentals and ethics in Psycho-counselling
Woman and mental disorder
Counselling in Sri Lanka and counselling opportunities

06. (i) A notification will be published in the newspaper by the Sri Lanka Examinations Department as soon as the admission cards are issued to the applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, steps should be taken to notify the Organization and Overseas Examination Branch, Department of Examinations, in the manner specified in the advertisement. When making such notice, you are informed to have the photocopy of the application form and the photocopy of the receipt obtained by paying the examination fee, if relevant, in your hand and specify the name of the examination, full name of the applicant, national identity card number and address accurately. In case of applicants outside Colombo, it would be advisable to send a letter of request including the said details indication a fax number to which a copy of the admission card can be obtained promptly to the fax number mentioned in the advertisement.

04. A specimen application for this examination appears at the end of this notification. The candidate herself should prepare her application in the form of the specimen. Application should be prepared using a paper of A4 size in such a way that No. 01 to 06 appear on the first page and other section on the second page. Application form should be perfected by the candidate in her handwriting.

The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.

Applicant's post and work station at the time of applying for the examination will be applicable for all purposes related to the examination, and any changes that had taken place after sending applications would not be considered.

Applications which are incomplete and not in compliance with the specimen form shall be rejected without notice. Applicants shall ensure that the application complies with the specimen given in the notification, all the particulars included in the application are accurate, the prescribed examination fee has been paid and the details relevant to the same have been entered in the application and the receipt is affixed before submitting the application. It would be advisable to keep a photocopy of the completed application form and the receipt obtained by paying the examination fee.

05. Duly filled application forms should be sent through the Head of Department (through the Divisional Secretary in a Divisional Secretariat) by registered post to reach the Commissioner General of Examinations, Organization and Overseas Examination Branch, Department of Examinations, Sri Lanka, P.O. Box. 1503, Colombo on or before 21.09.2018. The name of the examination should be clearly indicated on the top left - hand corner of the envelop

(ii) The Signature of the applicant on the admission card for the examination shall have been attested in advance. Every applicant should produce the admission card in which her signature has been attested to the supervisor of the examination on the first day on which she sit for the examination.

(iii) Issuance of an admission card to an applicant does not mean to have accepted that she possesses all the qualification to sit for the examination.

07. *Identity*.- Candidates should prove their identity at the examination hall to the Supervisor at every paper they sit for. For the purpose, any of the following documents will be accepted.

- (i) National Identity Card,
- (ii) A valid passport,
- (iii) A valid driving license.

The Commissioner General of Examinations has powers to cancel or reject the candidature of any applicant who fails to produce any of the above documents.

08. *Examination Fees*.- an examination fee will be charged from applicants who sit for this examination as mentioned below.

Examination Fee**Rs. Cts.****Specimen Application**

- (a) A fee will not be charged from first-time candidates
- (b) For the whole examination after the first time 500 0
- (c) Per subject 250 0

The examination fee can be paid to any post office or sub post office under the Head 20-03-02-13 of the Commissioner General of Examinations to be credited to the Revenue, and the receipt obtained in the name of applicant should be affixed in the relevant cage of the application so as not to be detached. Under no circumstances, examination fee will be refunded or transferred for any other examination and money orders or stamps are accepted. It is advisable to keep a photocopy of the receipt for future reference.

09. (i) This examination is conducted by the Commissioner General of Examinations, and all the candidates shall be bound by the rules and regulations imposed by him for the purpose of conducting this examination. Candidates are liable to be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

(ii) The results sheets containing the results of all the candidates who sat for the examination will be handed over to the Secretary, Ministry of Women and Child Affairs.

10. The Heads of Departments shall grant duty leave to officers in their Departments offices who are qualified to sit for the examination and who have Admission Cards issued by the Commissioner General of Examinations.

11. Any matter not referred to herein will be dealt with at the discretion of the Secretary, Ministry of Women and Child Affairs.

12. This examination notification is published in Sinhala, Tamil and English Languages and in case of any inconsistency among texts, the Sinhala text shall prevail.

Secretary,
Ministry of Women and Child Affairs.

Ministry of Women and Child Affairs,
5th Floor, II nd Stage, Sethsiripaya,
Battaramulla,

(for office use only)

**FIRST EFFICIENCY BAR EXAMINATION FOR
WOMEN DEVELOPMENT OFFICERS OF MINISTRY
OF WOMEN AND CHILD AFFAIRS - 2018**

Medium of the Examination:

Sinhala - 2

Tamil - 3

(Write relevant number in the cage)

01. 1.1 Name in full (in block capitals) :_____.
(Eg.- HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name with initials indicating initials at the end (in block capitals) :_____.
(Eg : GUNAWARDHANA. H. M. S. K.)
- 1.3 Name in full (in Sinhala / Tamil) :_____.
02. 2.1 Office Address (in block capitals) :_____.
2.2 Office Address (in Sinhala/ Tamil) :_____.
2.3 Address to which Admission card to be posted (in block capitals) :_____.
2.4 Telephone No. :_____.
03. 3.1 Gender : Male - 0
Female - 1
(Write relevant Number in the Cage)
- 3.2 Date of Birth :
Year Month Date
- 3.3 Closing date for Application (Age as at 21.09.2018) :
Years Months Days
04. Identity Card No. :
05. Date of Appointment to the post of Women Development Officer in the Ministry of Women & Child Affairs : _____.
(Specify the date on Which the duties were assumed substantively)

06. Are you an old entrant to the Official Language Policy objectives ? :_____.

If not are you a new entrant ? :_____.

07. Name of the Department (If it is a Divisional Secretariat, name of that Divisional Secretariat) :_____.

08. Subjects and Subject number you sit for under paragraph 02 of the *Gazette Notification* :

Subject	Subject No.						
1.	<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>						
2.							
3.							

09. Is this the first attempt of the attempt ? :_____.

10. Description of receipt obtained by paying examination fee :

I. Post office to which you paid examination fee :
_____.

II. Number and Date of Receipt :_____.

III. Date of payment :_____.

Affix the receipt firmly
(Keep a photocopy with you)

11. I, hereby declare that the particulars furnished herein are true and accurate, and I have right to sit for the exam in the medium specified above. Further, I hereby agree to abide by all the rules and regulations imposed by the Commissioner General of Examinations for the purpose of holding the examination and decisions taken with regard to issuing results.

_____,
Applicant's Signature.

Date :_____.

Note : The applicant should place her signature in the presence of the Head of Department or any officer who has been authorized to sign on behalf of the Head of Department.

Attestation of Applicant's Signature

I hereby certify that Ms. who is an employee of this office is personally known to me, and she placed her signature in my presence on

_____,
Attester's Signature.

Name :_____.

Designation :_____.

Address :_____.

Certification by the Head of Department

I do hereby certify that the particulars furnished herein were checked and found to be correct, the prescribed examination fee has been paid and the receipt has been pasted on the application, the applicant is a first time candidate and she is eligible to sit for the examination.

_____,
Signature of the Head of Department.
(Official Frank)

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

(Strike out words in applicable)

08-1196