

**FIRST EFFICIENCY BAR EXAMINATION FOR  
GRADE II STATISTICAL OFFICERS IN THE  
DEPARTMENT OF CENSUS AND STATISTICS  
- 2013 (2019)**

01. IT is hereby notified that First Efficiency Bar Examination for Grade II Statistical Officers belonging to the post of Statistical Officer in the Department of Census and Statistics in accordance with the provisions of relevant approved recruitment scheme will be held in May, 2019 by the Department of Examination.

02. (i) This examination will be held by the Commissioner General of Examinations and candidates are bound by the rules and regulations stipulated by him in respect of holding this examination and issuance of results. The decision of the Commissioner General of Examinations will be the final decision with respect to holding the examination and issuing results.

(ii) A set of rules and regulations for candidates is published separately in the *Gazette* notification. Any candidate who violates these rules and regulations will be liable to any punishment imposed by the Commissioner General of Examinations.

03. *Examination Fees.*— Candidates can sit for the whole examination or relevant subjects separately. Candidates, who are sitting for this examination or part of it for the first time, need not pay any examination fees. However, at consequent sittings, candidates are required to pay Rs. 500 for the whole examination and Rs. 250 for each subject. This could be paid at any post office/sub post office or any District/Divisional Secretariat office in the island to be credited to Revenue Head 20-03-02-13 of Commissioner General of Examinations. The receipt should be affixed in the relevant cage. And kindly be informed that in addition to examination fees, you will not be charged of any extra payment. (It would be advisable to keep a photocopy of the receipt). Money orders or stamps are not accepted as examination fees and under any circumstances ; this fee will not be refunded or transferred to any other examination.

04. *Applications.*— Application should be in the form of the specimen appended to this notification and should be prepared on a 'A4" size paper using both sides in such a way that headings number 01 to 05 appear on the first page and rest on the second page. It is compulsory to indicate the title of the examination appearing the application in English language, too, on both Sinhala and Tamil application forms.

Application form can be typewritten but should be filled accurately and legibly by the candidate himself in his own handwriting. Applications prepared thus by the candidate should be sent through the respective Head of Department by registered post to the "Commissioner General of Examinations, Organization and Foreign Examination Branch , Sri Lanka Examinations Department, P. O. Box 1503, Colombo" so as to reach him/her on or before 22nd February 2019. The top - left corner of the envelope containing the application should clearly bear the name of the examination. Applications received after the closing date and that have not been perfected properly will be rejected. It would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice, if not, application will be rejected. (It would be advisable to keep a photocopy of the completed application).

05. *Identity of the candidate.*— Candidates are required to prove their identity for each subject they are sitting at the examination hall to the satisfaction of the supervisor. For this purpose, any of the following documents can be submitted to the supervisor :

- (i) National Identity Card,
- (ii) A valid passport,
- (iii) Valid Driving License.

Decision on candidature of any candidate, who fails to submit any of the above, will be taken by the Commissioner General of Examinations and such will be the final decision.

06. The Commissioner General of Examinations will be issuing admission cards with a copy of the time table for the examination to all candidates who have paid examination fee on or before the closing date of application and submitted duly filled applications with the affixed receipt of the payment made on the assumption that all the applicants possess required qualifications stated in the *Gazette* notification. The candidates should produce the admission card with the attested signature to the supervisor of the examination hall. Any candidate who fails to produce his/her admission card will not be allowed to sit for the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations through telephone numbers specified in the advertisement. There, the applicant's full name, address, National Identity Card number and name of the examination should be

mentioned and it would be advisable to keep the copy of the application, photocopy of receipt of the paid examination fees, and the receipt of the registered letter in hand at the time of calling the Department of Examinations. In case of applicants who are out of Colombo, a letter of request, furnishing a fax number can be sent to the Department of Examination in order to get a copy of the admission card through fax.

- 06.1 The post and service station of the candidate, at the time he/she applies for the examination will be applicable for all matters relating to examination and any changes which occur thereafter in the post and service station after sending the application will not be considered.
- 06.2 The candidates should get his/her signature certified on the admission card in advance. Candidate's signature in the application form and the admission card should be certified by the Head of the Department or any authorized officer.
- 06.3 The candidates should produce their admission card with the certified signature to the supervisor of the examination hall during the first day of the examination.

07. Head of Department should grant duty leave to candidates to whom admission cards have been issued by the Commissioner General of Examinations and who are sitting this examination for the first time enabling them to present themselves at the examination. Travelling expenses will not be paid in this respect.

08. The examination will be held only in Sinhala, Tamil and English medium, if an officer has been recruited to the government service through competitive examination, the medium of such examination or if the officer has been recruited to the government service without competitive examination, the medium of the examination which served as an entry qualification to be recruited for the public service should be selected as the medium of this examination. Candidates are required to sit for all the subjects in one medium and applied medium will not be allowed to change later.

09. This examination will be held only in Colombo.

10. *Scheme of Examination.* – Relevant examination of the above post consists of following subjects :

<i>Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Marks</i>
1. Basic Statistical Methods	02 hours	100	40%
2. Office Administration and Establishment Code	02 hours	100	40%
3. Financial Regulations	02 hours	100	40%

	<i>Paper</i>	<i>Syllabus</i>
1	Basic Statistical Methods	<p>* Data Collection and Presentation, t distribution, Normal distribution, t hypothesis testing theories and X<sup>2</sup> testing, Histogram and Frequency Curve, Central Tendency and Measures of Dispersions (Mode, Median, Mean, Variance, Quartiles and Standard Deviation, Principles of Sampling Techniques, Sampling Survey, Sampling Error, Non Sampling Error, indices, Simple Co-relation, Linear Regression, Basic Statistical Knowledge).</p> <p>Paper structure :</p> <p>(a) The question paper consists of 4 essay type questions.</p> <p>(b) All questions are answerable.</p>

	<i>Paper</i>	<i>Syllabus</i>
2	Office Administration and Establishment Code	<p>➤ Chapters : II, III, IV, V, VIII, XII, XIII, XIV, XIX of Establishment Code and also amended circulars for above chapters should be followed :</p> <p>Paper structure :</p> <p>(a) The question paper consists of 5 essay type questions.</p> <p>(b) All questions are answerable.</p>
3	Financial Regulations	<p>This paper will be prepared based on the following chapters of Financial Regulation :</p> <p>➤ 1<sup>st</sup> chapter - Income and Expenditure Estimates, Consolidated Fund, Annual Estimates, Changing of Annual Estimates (From F. R. 1 to 68)</p> <p>➤ III<sup>rd</sup> Chapter - Financial Management and Accountability, giving authority for making payments, approval, certifying and assigning duties for Chief Accounting Officers, Accounting Officers, Revenue Accounting Officers (From F. R. 124 to 147)</p> <p>Paper structure :</p> <p>(a) The question paper consists of 5 essay type questions.</p> <p>(b) All questions are answerable.</p>

**Note :**

- Candidates can sit for the above subjects separately.
- If a candidate fails to complete the exam successfully within the due period, his/her next increment will be subjected to differ.

11. Issue of an admission card to a candidate should not be regarded as an acceptance of his/her eligibility to sit for the examination.

12. Candidates are bound by the rules and regulations stipulated by him in respect of holding this examination and issuance of results. Any candidate who violates these rules and regulations will be liable to any punishment imposed by the Commissioner General of Examinations.

13. Pass marks for each subject is 40%. The Department of Examinations will be sending a result sheet of applicants to Director General, Department of Census of Statistics. Commissioner General of Examinations will not inform results personally to applicants who sat for the examination. The applicants may complete the examination at once or at several sittings.

14. The decision of the Director General of Census and Statistics will be final in respect of any matter not provided in this *Gazette* notification.

15. In the event of any inconsistency between the Sinhala, Tamil and English texts in this *Gazette* notification, the Sinhala text shall prevail.

Director General,  
Department of Census and Statistics.

"Sankyana Mandiraya",  
No. 306/71,  
Polduwa Road,  
Battaramulla.

### Specimen Application Form

#### FIRST EFFICIENCY BAR EXAMINATION FOR GRADE II STATISTICAL OFFICERS IN THE DEPARTMENT OF CENSUS AND STATISTICS - 2013(2019)

(For office use only)

Language Medium of Examination :

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

01. 1.1 Full Name (In English Block Capitals) :\_\_\_\_\_.  
(E.g. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Write Surname first and initials of other names at the end (In English Block Capitals) :\_\_\_\_\_.  
(E.g.: GUNAWARDHANA, H. M. S. K.)

1.3 Full Name :\_\_\_\_\_.  
(In Sinhala/Tamil)

02. 2.1 Name and address of the Office/Department/  
Institution :\_\_\_\_\_.  
(In English Block capitals)  
(Admission cards will be posted to this address)

2.2 Name and address of the Office/Department/  
Institution :\_\_\_\_\_.  
(In Sinhala/Tamil)

2.3 Personal Address :\_\_\_\_\_.  
(In English Block capitals)

2.4 Telephone Number :

Mobile :

Residence :

03. National Identity Card No. :

04. Sex :

Male - 0

Female - 1

(Indicate the relevant number in the cage)

05. Subjects you appear in this examination :

Serial No.	Subject	Subject No.
1		
2		
3		

06. Date of Birth :

Year			

Month	

Date	

07. Current Post :

7.1 Post :\_\_\_\_\_.

7.2 Number of the appointment letter :\_\_\_\_\_.

08. 8.1 Are you sitting the examination for the first time ?  
:\_\_\_\_\_.

8.2 If not, value of the paid cash amount :\_\_\_\_\_.

8.3 Receipt No. :\_\_\_\_\_.

8.4 Date :\_\_\_\_\_.

Affix the cash receipt (Only if applicable)  
(It would be advisable to keep a photocopy of  
the receipt)

09. Declaration of the Applicant :

I declare that the above particulars are true and correct to the best of my knowledge and that I am eligible to appear for the examination, in the language medium indicated above and that the receipt of paid examination fees of Rs. .... has been affixed here. I agree to abide by the rules and regulations imposed by the Commissioner General of Examination regarding the conduct of this examination and issuing results.

\_\_\_\_\_,  
Signature of the candidate.

Date :\_\_\_\_\_.

**Note.**— The applicant should place her/his signature in the presence of the relevant Head of Department or an officer authorized to do so on behalf of him.

10. Attestation of the signature :

I, hereby certify that Mr./Mrs./Miss ..... who serves at my office department is personally known to

me and that he/she placed his/her signature in my presence on ..... and receipt of paid examination fees has been affixed here.

\_\_\_\_\_,  
Signature of the Attesting Officer.

Name : \_\_\_\_\_;  
Designation : \_\_\_\_\_;  
Address : \_\_\_\_\_;  
Date : \_\_\_\_\_;  
(Certify of the official rank)

11. Certification of the Head of the Department :

I certify that,

1. The particulars furnished by the officer above have been checked.
2. He/She is eligible to sit for the examination.

\_\_\_\_\_,  
Signature of Head of Department and  
Official Frank.

Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Address : \_\_\_\_\_.  
Date : \_\_\_\_\_.

02-274/1

**SECOND EFFICIENCY BAR EXAMINATION  
FOR GRADE I STATISTICAL OFFICERS  
IN THE DEPARTMENT OF CENSUS AND  
STATISTICS - 2013 (2019)**

IT is hereby notified that Second Efficiency Bar Examination for Grade I Statistical Officers belonging to the post of Statistical Officer in the Department of Census and Statistics in accordance with the provisions of relevant approved recruitment scheme will be held in May, 2019 by the Department of Examinations.

02. (i) This examination will be held by the Commissioner General of Examinations and candidates are bound by the rules and regulations stipulated by him in respect of holding this examination and issuance of results. The decision

of the Commissioner General of Examinations will be the final decision with respect to holding the examination and issuing results.

- (ii) A set of rules and regulations for candidates is published separately in the *Gazette* notification. A candidate who violates these rules and regulations will be liable to any punishment imposed by the Commissioner General of Examinations.

03. *Examination Fees.*— Candidates can sit for relevant subjects of this examination once or separately twice. Candidates, who are sitting for the whole examination or one subject for the first time, need not pay any examination fees. However, at consequent sittings, candidates are required to pay Rs. 500 for the whole examination and Rs. 250 for each subject. This could be paid at any post office/sub post office or any District/Divisional Secretariat office in the island to be credited to Revenue Head 20-03-02-13 of Commissioner General of Examinations. The receipt should be affixed in the relevant cage. And kindly be informed that in addition to examination fees, you will not be charged of any extra payment. (It would be advisable to keep a photocopy of the receipt). Money orders or stamps are not accepted as examination fees and under any circumstances and this fee will not be refunded or transferred to any other examination.

04. *Applications.*— Application should be in the form of the specimen appended to this notification and should be prepared on a 'A4' size paper using both sides in such a way that headings number 01 to 05 appear on the first page and rest on the second page. It is compulsory to indicate the title of the examination appearing the application in English language, too, on both Sinhala and Tamil application forms. Application form can be typewritten but should be filled accurately and legibly by the candidate himself in his own handwriting. Applications prepared thus by the candidate should be sent through the respective Head of Department by registered post to the "Commissioner General of Examinations, Organization (Institutional and Foreign Examination) Branch, Sri Lanka Examinations Department, P. O. Box 1503, Colombo" so as to reach on or before 22nd February 2019. The top - left corner of the envelope containing the application should clearly bear the name of the examination. Applications received after the closing date and that have not been perfected properly will be rejected. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice, if not, application will be rejected. (It would be advisable to keep a photocopy of the completed application form).