



අධ්‍යාපන, උසස් අධ්‍යාපන හා වෘත්තීය අධ්‍යාපන අමාත්‍යාංශය 'අසුරුපාය', බත්තරමුල්ල, ශ්‍රී ලංකාව.
கல்வி, உயர் கல்வி மற்றும் தொழிற் கல்வி அமைச்சு 'இசுரூபாய்', பத்தரமுல்ல, இலங்கை.
Ministry of Education, Higher Education and Vocational Education 'Isurupaya', Battaramulla, Sri Lanka.

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මගේ යොමුව
எனது இல.
My Ref.

ED/12/1/2/22

ඔබේ යොමුව
உமது இல.
Your Ref.

දිනය
திகதி
Date

.02.2025

Internal Circular No: 37/2024

To: All the Legal Officers in Grade III of Executive Service Category of the Ministry of Education, Higher Education and Vocational Education

First Efficiency Bar Examination for the Legal Officers in Grade III of Executive Service Category of the Ministry of Education, Higher Education and Vocational Education - 2024(2025)

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, Higher Education and Vocational Education will be held in June 2025, 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 Ministry of Education, Higher Education and Vocational 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)

- | | | |
|----------------|---|--|
| 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

ගරු අමාත්‍යවරයා
கௌரவ அமைச்சர்
Hon. Minister

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ලේකම්
செயலாளர்
Secretary

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2) Financial Regulations (A paper which consist with structured question of 1 hour)

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 return 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 Procedure

Note:

Each 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 A4 size paper 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 – True and 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 General Establishments Branch (Combined Services) of the Ministry through respective Heads of Divisions on or before 28.03.2025 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. Only the following documents will be accepted for the purpose.
 - (a) National Identity Card
 - (b) Valid Passport
 - (c) Valid Sri Lankan Driving Licensee

Also, the applicant should enter the examination hall without covering their face and both ears so can be confirmed except from electronic communication devices to verify their identity. 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.

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.
- | | |
|--|-------------------------|
| (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 situation of any inconsistency among the texts of this notification published in Sinhala, Tamil and English languages, the Sinhala text shall prevail.

Nalaka Kaluwewa
Secretary
Ministry of Education, Higher Education and Vocational Education

Specimen Application

අධ්‍යාපන, උසස් අධ්‍යාපන සහ වෘත්තීය අධ්‍යාපන අමාත්‍යාංශයේ විධායක සේවා කොටස - නීති නිලධාරී III
ශ්‍රේණියේ නිලධාරීන් සඳහා වන පළමු කාර්යක්ෂමතා තක්සේරු විභාගය - 2024(2025)
Executive Service Category of the Ministry of Education, Higher Education and Vocational Education
- First Efficiency Bar Examination for Grade III Legal Officers - 2024(2025)

01. Medium of Language appearing:

☐

Sinhala

- 2

Tamil

- 3

English

- 4 (Write the relevant number in the cage)

(For Office Use Only)

02. (i) Name in Full (In English Block Letters) :

(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

(ii) Name with surname and initials of other names at the end

(In English Block Letters):

(Eg: GUNAWARDHANA, H.M.S.K.)

(iii) Name in full (in Sinhala/Tamil) :

03. Address of the Workplace (In English Block Letters)

(Admissions will be posted to this address)

04. Gender :

☐

Male

- 0

Female

- 1

05. National Identity Card No.

06. Telephone No: Official:

Mobile:

07. Subjects applied for the examination:

Subject No.

Subject

.....
.....

.....
.....

08. Whether appeared for full or part of the examination before. If appeared, mention the subjects, year and the month.

Examination	Subject	Year and Month

09. Date appointed to the post of Legal Officer of the Ministry of Education:

Year Month Date

10. Amount of Examination Fee paid: Rs.....

Date of Payment :

Receipt Number :

Post office/Sub post office paid :

(Firmly affix the receipt here with one end)

11. I do hereby declare that the information furnished above is accurate and I am entitled to sit this examination in the medium of language applied. I declare that I sit for this examination for the first time*/as this is not my first sitting for this examination, I have paid the relevant examination fee and the relevant receipt has been attached hereto*. (Strike off irrelevant words). Further, I do declare that I agree to be subjected to the rules and regulations imposed by the Commissioner General of Examinations pertaining to the conduct of the examination and the issuance of results.

.....
Date

.....
Signature of the Applicant

12. Secretary to the Ministry of Education

It is hereby certified that the applicant described herein placed his/her signature before me on the day of

.....
Date:

.....
Signature of Attesting Officer
(Place the official Stamp)

13. Commissioner General of Examinations,

I do hereby recommend and forward this application while certifying that the applicant described herein is qualified to sit for this examination in the medium of language indicated and he /she is exempted from paying the examination fee as he/ she is applied for this examination for the first time / has obtained the receipt upon payment of the prescribed fees and has affixed the receipt herein.

.....
Date:

.....
Signature and the Designation of the
Head of the Institution
(Place the official Stamp.)