

My No:DL/E/21/LO /EB/2020

Establishments Division

Department of Labour

Colombo 05

2020.06 18

All Commissioners of Labour/ Deputy Commissioners of Labour/ Assistant Commissioners of Labour/ District Factory Inspecting Engineers/ Senior Labour officers,

First (I) Efficiency Bar Examination for Labour Officers - 2020

As per the scheme of recruitment for the service Category of field/ office based, segment 2 of the Department of Labour, which approved on 26.09.2013, the first efficiency bar examination should be passed before lapse of 3 years after recruitment to the post of Labour officer - Grade II.

02. Accordingly, First (I) Efficiency Bar Examinations for labour officers relevant to year 2020 have been planned to be conducted through National Institute of Labour Studies, in August 2020.

03. A Copy of the application calling notification and a copy of the specimen application form issued in this regard are sending herewith.

04. Please make aware all the labour officers in your Division/Zone/Office in this regard. Duly filled applications with the recommendation of applicant's immediate supervisory officer on para No 08, should be submitted to me on or before 03.07.2020

05. Examination fee will be charged as follows from all the candidates except those who apply the examination for the first time.

- For one subject - Rs. 300/-
- For more than one subject - Rs. 500/-

06. Payment of examination fee

Examination fee should, before closing date of applications, be paid to the Shroff of your office or the head office. The Cash receipt obtained for payment of examination fee should be firmly pasted on the specified place on the application.

Sig.By. A. Wimalaweera
Commissioner General of Labour

H.T.P Abayarathne

Deputy Commissioner of Labour (Administration)

J.T.P. Jayaratna
Deputy Commissioner of Labour (Administration)(Actg.)

Department of Labour

Colombo 05.

Copies to :

1. Secretary, Ministry of Labour and Trade Union Relations
2. Director General, National Institute of Labour Studies
3. Chief Accountant
4. Secretary, Government Service Labour Officers' Association - To make aware the officers in

your Association

Department of Labour

First (I) Efficiency Bar Examination for Labour Officers - 2020

It has been planned to be held First Efficiency Bar Examination for Labour Officers through National Institute of Labour Studies, by Commissioner General of Labour, in August 2020.

1. Examination Procedure

1.1. First (I) Efficiency Bar Examination (For Officers in Grade II)

1.1.1. Description on the Examination

| Question Paper | Duration | Maximum Marks | Pass Mark |
|--|--|---------------|-----------|
| Labour Laws | Two question papers – 03 hours for each paper | 100 | 40 |
| Procedural Rules of Public Service Commission, Provisions in Establishments Code and Financial Regulations | 03 hours | 100 | 40 |

1.1.2. Syllabus

| Subjects | Syllabus | Duration |
|--|--|----------|
| (i) Labour Laws | <p><u>Labour Laws - I</u></p> <p>1) Employees provident fund Act No 15 Of 1958. 2) Payment of Gratuity Act No:12 Of 1983. 3) Termination of Employment Act No : 45 Of 1971. 4) Industrial Disputes Act No:43 of 1950</p> | 03 Hours |
| | <p><u>Labour Laws - II</u></p> <p>Based on all the Other Labour Acts and Ordinances, which are not mentioned above.</p> | 03 Hours |
| (2) Procedural Rules of Public Service Commission, Provisions in Establishments Code and Financial Regulations | <p><u>Procedural Rules of Public Service Commission, Provisions in Establishments Code</u></p> <p>Based on the Chapters I, II, III, IV, VII, VIII, XII, XIII, XIV, XIX, XXIV, XLVII, and XLVIII in the Establishments code and procedural rules of Public Service Commission volume - 1 which published in the Gazette of 20.02.2009</p> <p><u>Financial Regulations</u></p> <p>Accounting officer - F.R.R 124,125,127,128 and 135 Receipt of public money - F R chapter iv Security of public money etc. - F R chapter vi</p> | 03 Hours |

- Minimum of 40% marks should be obtained to pass each subject.

02. Forwarding of Application.

Applicants who wish to appear for this Examination should prepare the application form according to the specimen application form appended at the end of this notification, using both sides of A4 size paper in such a manner that para Nos-01-05 on one side and remaining paras on the other side. The application form so prepared should, with the recommendation of the immediate supervisory officer, be forwarded to reach **The Commissioner General of Labour on or before 03.07.2020.** The term **"First(D) Efficiency Bar Examination for Labour officers -2020"** should be indicated on the top left hand corner of the envelope containing the application. Applications received after that date will be rejected.

03. Examination fee

Examination fee will be charged as follows from all the other candidates except those who appear the examination for the first time.

- For one subject Rs. 300/-
- For more than one subject Rs. 500/-

04. Payment of Examination Fee.

Examination fee should, before closing date of applications, be paid to the Shroff of your office or the head office. The cash receipt obtained for payment of examination fee should be firmly pasted on the specified place on the application. (Keeping a photocopy of the cash receipt with the candidate would be useful.)

05. Qualifications to appear for examination


Having read the notification carefully, you should submit the completed application on or before the due date. Applications, which do not conform, to the requirements of this notification will be rejected.

06. Admission to the Examination and issuance of Admission cards.

The National Institute of Labour Studies will issue Admission Cards and time tables to all the applicants who have fulfilled the qualifications.

07. No any travelling expenses, combined allowance or settling- in allowance will be paid for coming to appear for the examination.

Sig.By. A. Wimalaweera
Commissioner General of Labour


H.T.P Abayarathne
Deputy Commissioner of Labour (Administration)

Date: 2020.06.18

| |
|---|
| H. T. P. Abayarathna Deputy Commissioner of Labour (Administration) (Actg.) Department of Labour Colombo 05. |
|---|

Specimen application Form

Empty rectangular box for office use.

For office use

Department of Labour

First(I) Efficiency Bar Examination for Labour Officers - 2020

01. 1.1 Applicant's name with initials (in Sinhala/Tamil)

.....

1.2 Applicant's name with initials (in English):

.....

1.3 Name in full (in Sinhala/Tamil):

.....

1.4 Name in full (in English):

.....

02. 2.1 Designation :

03. 3.1 Address to be sent admission card (in Sinhala/Tamil) :

.....

3.2 Address to be sent admission card (in English) :

.....

3.3 Work place and address (in Sinhala/Tamil) :

.....

3.4 Work place and address (in English) :

.....

3.5 Telephone No : Official vate

04. 4.1 N.I.C No :

4.2 Date of Birth :

4.3 Female / Male :

05. 5.1 Language medium in which sit for the examination :

5.2 Examination you wish to appear :

5.3 Subject/ Subjects you wish to appear :

Empty table with two rows and two columns.

06. 6.1 Are you applying the examination for the first time?
- 6.2 If the answer to 6.1 above is "No", the name of the office to which the examination fee paid?.....
- 6.3 Number and date of the cash receipt :

Paste here the cash receipt firmly by one border of it.
Keep a photocopy of the receipt with you.

07. Declaration of the applicant :

- (a) I Certify that the particulars furnished by me in this application are true and correct.
- (b) I agree to abide by all the conditions of this examination.

Date :

.....

Signature of the Applicant

08. Recommendation of the Head of the Office/ Division:

I certify that the officer who submits this application, placing the above signature is serving in this office/ Division. The application is recommended and forwarded.

Date :

.....

Signature of the Head of the Office/ Division

(Official Frank)

09. Certificate of the Head of the Department:

I certify that,

- (i) The particulars furnished above have been checked and found to be correct, and
- (ii) Candidate is qualified to appear for this examination.

Date:

.....

Signature of the Head of the Department

(Official Frank)