

Department of Labour

First, Second and Third Efficiency Bar Examination for grade I,II, and III of the Office

Employees Service- September 2020

In accordance with the constitution of the Office Employees Service, No. 1777/35 dated 27.09.2012, the efficiency bar examinations for grade I,II and III employees of the service are scheduled to be held in the Department of Labour in September,2020. This examination will be an oral examination conducted by an interview board approved by the Combined Services Director.

1. First Efficiency Bar Examination (For Grade III employees)

The employee should pass the first First Efficiency Bar Examination before the lapse of 03 years from being appointed to grade III.

1.1 Particulars of the Oral Examination

| Field / Subject Area | Marks given | Total Marks | Minimum marks to pass |
|--|-------------|-------------|-----------------------|
| I. Knowledge regarding the functions of the institution attached | 30 | 100 | 40 |
| II. Knowledge regarding general office procedures and institution administration methods | 30 | | |
| III. Adequate knowledge and proficiency regarding the duties assigned | 40 | | |

2. Second Efficiency Bar Examination (For Grade II employees)

The employee should pass the Second Efficiency Bar Examination before the lapse of 03 years from being promoted to grade II.

* The knowledge of the employee with regard to the procedural and legal amendments and changes that took place in the relevant fields during his service period , which were covered by the First Efficiency Bar Examination, as well as the employee's skills with regard to innovations relevant to his functions will be evaluated.

2.1 Particulars of the Oral Examination

| Field / Subject Area | Marks given | Total Marks | Minimum marks to pass |
|----------------------|-------------|-------------|-----------------------|
|----------------------|-------------|-------------|-----------------------|

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|--|----|-----|----|
| I. Knowledge regarding the functions of the institution attached | 30 | 100 | 40 |
| II. Knowledge regarding general office procedures and institution administration methods | 30 | | |
| III. Adequate knowledge and proficiency regarding the duties assigned | 40 | | |

3. Third Efficiency Bar Examination (For Grade II employees)

The employee should pass the Third Efficiency Bar Examination before the lapse of 05 years from being promoted to grade I.

* The knowledge of the employee with regard to the procedural and legal amendments and changes that took place in the relevant fields during his service period , which were covered by the First Efficiency Bar Examination, as well as the employee's skills with regard to innovations relevant to his functions will be evaluated.

3.1 Particulars of the Oral Examination

| Field / Subject Area | Marks given | Total Marks | Minimum marks to pass |
|--|-------------|-------------|-----------------------|
| I. Knowledge regarding the functions of the institution attached | 30 | 100 | 40 |
| II. Knowledge regarding general office procedures and institution administration methods | 30 | | |
| III. Adequate knowledge and proficiency regarding the duties assigned | 40 | | |

04. Forwarding of Application.

Applicants who wish to sit these examinations should prepare an application on A4 paper in accordance with the specimen application form at the end of this notice and forward it to reach the Commissionre of Labour(Administration), Department of Labour , P.O Box 575 , Colombo 05, with the recommendation of the supervising officer, on or before the 18th of September 2020. “ Efficiency Bar Examination Grade I,II and III employees of the Office Employees Service-2020” should be written on the top left corner of the envelope in which the application is enclosed. The applications received after the due date will be rejected.


05. Eligibility to sit the examination

After the perusal of the notice carefully the application should be fully completed with all the information required and submitted before the due date. The applications incompatible with the requirements of this notice will be rejected.

06. Conduct Of Examination

All the applicants who have submitted applications and are eligible for the examination will be informed of the time and date of the oral examination.

07. travelling allowance, combined allowance or subsistence allowance will not be paid for sitting the examination.


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

Sig.By. A. Wimalaweera
Commissioner General of Labour

Date:2020.09. 07

H.T.P. Abayarathne
Deputy Commissioner of Labour (Administration)(Actg.)
Department of Labour
Colombo 05

For office use

Department of Labour

First, Second and Third Efficiency Bar Examination for grade I,II, and III of the Office

Employees Service- September 2020

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

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

.....

1.3 Name in full (in Sinhala/Tamil):

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1.4 Name in full (in English):

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02. 2.1 Designation and Grade :

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2.2 (a) Date of appointment to Grade III:.....

(b) Date of appointment to Grade II:.....

(c) Date of appointment to Grade I:.....

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

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

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

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3.4 Work place and address (in English) :

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3.5 Telephone No : Official vate

04. 4.1 N.I.C No :

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4.2 Date of Birth :

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4.3 Female / Male :

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

5.2 Examination you wish to appear :

06. 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

07. 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 :

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Signature of the Head of the Office/ Division

(Official Frank)

08. 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:

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Signature of the Head of the Department

(Official Frank)