

My No: DL/E/21/08/EN EB
Establishment Branch,
Department of Labour,
Colombo 05
22.06.2020

Commissioner of Labour (Industrial Safety Division),
All district Factory Inspecting Engineers,

**Written examination on Departmental/ Establishment Procedures relevant to First Efficiency
Bar Examination for officers in Sri Lanka Engineering Service - Grade III
2020**

It has been planned to be held First Efficiency Bar Examination for officers in Sri Lanka Engineering Service - Grade III in July 2020 at the Department of Labour.

02. A Copy of the application calling notification and a copy of the specimen application form issued in this regard have been attached hereto.

03. Please make aware all the Engineering Officers in your Zone/Office/Division in this regard and forward me the applications (with your recommendation on Para No.08) before 08.07.2020

04. Examination fee of Rs.500/- will be charged from all the candidates except those who apply for this examination for the first time.

05. 5.1. When paying examination fee to regional offices/ sub offices should fill form general 118 and the name of the examination and receipt head as "General Deposits" should be recorded in it. On behalf of paying examination fee a receipt (Form General 172) should be issued to the applicant.

5.2. When paying examination fee to Shroff of the Head office, applicant should fill Form General 118 and the name of the examination and receipt head as 2003/ 02/ 99/ C should be recorded in it. On behalf of paying examination fee a receipt (Form General 172) will be issued to the applicant.

Note: Additional Labour Commissioner / Senior Labour Officers

According to 5.1 Every such receipt should brought to General Deposit Ledger as a Non E.P.F. receipt and a single cheque drawn to the value of total amount of examination fee should be issued in favour of Commissioner General of Labour. When forwarding the cheque to the Head Office in order to credit to government revenue, the particulars relating to it should be submitted to Chief Accountant with a copy to Establishment Division



G.W.N. Viraji

Commissioner of Labour (Administration)

G.W.N. Viraji
Commissioner of Labour (Administration)
Department of Labour
Colombo 05.

Sig.By: A. Wimalaweera

Commissioner General of Labour

Copy to: 1. Secretary, Ministry of Labour and Trade Union Relations.

2. Chief Accountant - For necessary action.

3. All Assistant Labour Commissioners / Senior Labour Officers.

Department of Labour

Written Examination on Departmental/ Establishment Procedures relevant to First Efficiency Bar Examination for officers in Sri Lanka Engineering Service - Grade III 2020

As per the minute on Sri Lanka Engineering Service, which published in Gazette Extraordinary No: 1836/6 of November 11. 2013, it has been planned to be held the above mentioned examination in July 2020 at the Department of Labour.

01) Subject related to examination

Question Paper	Duration	Total Marks	Pass Mark
Factory Laws and Factory Inspections	03 Hours	100	40

02. Forwarding of Applications.

Applicants who wish to appear for this examination should prepare the application form according to the specimen application form attaded at the end of this notification, using both sides of A4 size paper in such a manner that para No. 01-05 on one side and remaining paras on the other side. The application form so prepared should, with the recommendation of Supervisory Officer, be forwarded to reach "Commissioner General of Labour" on or before 08.07.2020. The term "Written Examination on Departmental/ Establishment procedures for the officers in Sri Lanka Engineering Service - 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 of Rs.500/- will be charged from all the candidates except those who apply for this examination for the first time.

04. Payment of Examination Fee.

Examination fee should, before closing date of applications, be paid to Shroff of the Head office or Cashier of regional offices/ sub offices of the Department of Labour. The receipt obtained for payment of examination fee should be pasted on the relevant place of the application form.

N.B. Applicants who pay examination fee to Head Office should state in Form General 118, which should fill in obtaining the receipt, the name of the examination and receipt head as 2003-02-99/C.

And

Applicants who pay examination fee to regional/ sub offices should state in Form General 118, which should fill in obtaining the receipt, the name of the examination and receipt head as general deposits. (Keeping a photo copy of this receipt with the applicant will be useful)

Note: Unless the examination is cancelled, the examination fee once paid will not be refunded under any circumstance. Further, the examination fee paid for this examination cannot be transferred to another examination.

05. Qualifications to appear for examination

Having read the notification carefully, you should forward the duly filled application form on or before the due date. Application forms which are not conform to the requirements of this notification will be rejected.

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

The Commissioner General of Labour will issue Admission Cards and time tables to all the applicants who have fulfilled the qualifications.

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



G.W.N. Viraji

Commissioner of Labour (Administration)

G.W.N. Viraji
Commissioner of Labour (Administration)
Department of Labour
Colombo 05.

Sig.By: A. Wimalaweera

Commissioner General of Labour

Date 22.06.2020

Specimen application Form

For office use

Department of Labour

Written Examination on Departmental/ Establishment procedures relevant to
First Efficiency Bar Examination for officers in Sri Lanka Engineering Service

Grade III - 2020

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

.....

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

.....

1.3 Name in full (in Sinhala):

.....

1.4 Name in full (in English):

.....

02. 2.1 Post :

2.2 Date of appointment to that post:

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

.....

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

.....

3.3 Work place and address :

.....

3.4 Telephone No: Official Private

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:

06. 6.1 Are you applying this examination for the first time?.....
- 6.2 If the answer to 6.1 above is "No", state the name of the office to which the examination fee paid as per Para No.03 of the notification:
.....
- 6.3 Number and date of the cash receipt:

Paste here the cash receipt firmly by one boarder of it.
Keep a photocopy of the cash 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 the conditions of this examination.

Date:

.....

Signature of the Applicant

08. Recommendation of the head of the office or Division:

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

.....
Signature of the Head of the office/ Division
(Official Frank)

Date: