

My No : DL/E/21/09/HRDO EB  
Establishment Division  
Department of Labour  
Colombo 05  
03.03.2020

All Commissioners of Labour/Deputy Commissioners of Labour/  
Assistant Commissioners of Labour/ Senior Labour Officers

**First and Second Efficiency Bar Examinations for Human Resource Development Officers.**  
**2020**

It has been scheduled to be held First and Second Efficiency Bar Examinations for Human Resource Development Officers in the month of March 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 Human Resource Development Officers in your zone / office / division in this regard and forward me the applications (With your recommendation on part No 08) before 16.03.2020

04. All candidates should be forwarded applications separately for each examination. Except the candidates those who apply for the examination for the first time, examination fee will be charged as follows for each Efficiency Bar Examination.

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

05. 5.1 When paying examination fee to regional offices / sub offices applicant should fill form general 118. 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 applicant.

5.1.1. 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 fees should be issued in favour of Commissioner General of Labour. When forwarding the cheque to head office in order to credit to government revenue, particulars relating to it should be submitted to Chief Accountant with a copy to establishment division.

5.2 When paying examination fee to shroff of the Head office, applicant should fill form General 118. 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) should be issued to applicant.



G.W.N. Viraji  
Commissioner of Labour (Administration)

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Commissioner of Labour (Administration)  
Department of Labour  
Colombo 05.

Sig.By: A. Wimalaweera  
Commissioner General of Labour

Copy to :  
1. Secretary, Ministry of Skills Development, Employment and Labour Relations  
2. Chief Accountant - For necessary actions  
3. Secretary, Human Resource Development Officer's Association

## Department of Labour

### First and Second Efficiency Bar Examinations for Human Resource Development Officers – 2020

It has been scheduled to be held First and Second Efficiency Bar Examinations for Human Resource Development Officers in the month of March 2020 at the Department of Labour.

#### 01. Examination Procedure.

##### 1.1. First efficiency Bar Examination

(For Human Resource Development Officers in Grade III)

Subjects	Syllabus	Duration
01. Establishments Procedures and Office Management	<ul style="list-style-type: none"><li>• Knowledge on Establishments code chapters II, III, IV, VII, VIII, XII, XIV, XLVII, and XLVIII and chapters of procedural rules of public service commission volume – 1.</li><li>• Basic knowledge on office systems adopted in government offices relevant to respective post and ability of using that knowledge practically.</li><li>• Ability to understand properly the official letters and to present your own ideas and observations by clear and concise minutes.</li><li>• Ability to draft a letter according to the order (Based on establishments code chapter XXVIII)</li></ul>	02 Hours
02. Financial Management	<ul style="list-style-type: none"><li>• This paper is designed to test the knowledge and understanding on basic accounts and activities of cash control books adopted in government offices relevant to respective post (Based on financial regulations - 02, 50, 56, 124, 126, 127, 135, 136, 137, 138, 139, 365, and 366)</li></ul>	02 Hours
03. Computer Technology	<ol style="list-style-type: none"><li>1. Introduction to Computer Technology.</li><li>2. Documentation of Information.</li><li>3. Analyzing Data.</li><li>4. Presentation of Information.</li><li>5. Communication of Information.</li></ol> <ul style="list-style-type: none"><li>• Based on the above topics, a multiple choice question paper of one hour (01 hour) and a practical test of two hours (02 hours) based on Ms – Office and Internet explorer will be held.</li></ul>	03 Hours

- Candidates who have secured minimum of 40% marks for each subject will be considered as passed the subject.

## 1.1 Second efficiency Bar Examination

(For Human Resource Development Officers in Grade II)

Subjects	Syllabus	Duration
01. Establishment Procedures and office management	<ul style="list-style-type: none"> <li>• Knowledge on Establishments code chapters II, III , IV , VII , VIII , XII , XIV , XXVII , XXXII , XLVII and XLVIII and all the chapters of procedural rules of public service commission volume – 1.</li> <li>• Basic Knowledge on office systems adopted in government offices relevant to respective post and ability of using that Knowledge practically.</li> <li>• Ability to understand properly the official letters and to present your own ideas and observations by clear and concise minutes.</li> <li>• Ability to draft a letter according to the order (based on Establishments code chapter XXVIII)</li> </ul>	02 Hours
02. Financial Management	<ul style="list-style-type: none"> <li>• This paper is designed to test the knowledge and understanding on basic accounts and activities of cash control books adopted in government offices relevant to respective post (Based on Financial regulations – 02,50,56,58,124,125,126,127, 128,135, 136,137,138,139,365,366,369,370, and 373)</li> </ul>	02 Hours
03. Skill – building	<ul style="list-style-type: none"> <li>• This question paper is designed to test the knowledge and skills relating to the role of respective post including organization of surveys, creation of forms to collect information, analyzing of collected information, distributing having prepared, preparing reports/ progress reports.</li> </ul>	02 Hours

- Candidates who have secured minimum of 40% marks for each subject will be considered as passed the subject.

## 02. Forwarding of Applications.

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 No: 01 – 05 on one side and remaining paras on the other side. The application form so prepared should with the recommendation of the supervisory officer, be forwarded to **reach the Commissioner General of Labour on or before 16<sup>th</sup> of March 2020.** The term **“Efficiency bar Examinations for Human Resource Development 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. It should be forwarded applications separately for each examination.

## 03. Examination Fee.

Except the candidates those who apply for the examination for the first time, examination fee will be charged as follows for each Efficiency Bar Examination.

- 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 shroff of the head office or cashier of the regional offices/ sub offices of the Labour Department. 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 conforming 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.**



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Colombo 05.

Sig.By: A.Wimalaweera  
Commissioner General of Labour

Date: 2020.03. 03

Specimen Application Form

[Empty box for office use]

For office use

Department of Labour

Efficiency Bar Examination for Human Resource Development Officers - 2020

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

.....

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

.....

1.3 Name in full (in English) : .....

.....

1.4 Name in full (in Sinhala) : .....

.....

02. 2.1. Designation and grade :.....

2.2. Date of appointment to that grade :.....

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

.....

3.2. Address to be sent admission Card : (in Sinhala) .....

.....

3.3. Work place and address :.....

.....

3.4 Tel No : Official [Empty box]

Private [Empty box]

04.4.1. N.I.C. No : [Grid of 12 boxes]

4.2. Date of Birth : [Grid of 8 boxes]

4.3. Female / Male : [Empty box]

05. 5.1. Language medium in which sit for Examination : [Empty box]

5.2.Examination you wish to apply : [Empty box]

5.3.Subject / Subjects you wish to appear [Table with 3 rows and 2 columns]

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 : .....

6.3. Number and date of the cash receipt : .....

Paste here the cash receipt firmly by one boarder of it.  
Keep a photo copy 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/ 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