

MINISTRY OF PORTS & SHIPPING

Merchant Shipping Secretariat

EFFICIENCY BAR EXAMINATION I FOR OFFICERS OF THE ASSISTANT SHIPPING OFFICERS' SERVICE – 2020

1.0 IT is hereby notified that an Efficiency Bar Examination for officers in Grade III of the Assistant Shipping Officers' Service as provided for in paragraph 08 of the Scheme of Recruitment for the Related Services category (Assistant Shipping Officer, Shipping Officer) of the Merchant Shipping Secretariat, shall be held by the Commissioner General of Examinations in the month of December 2020.

2.0 This exam for the officers in Grade III of the Assistant Shipping Officers' Service shall be held in Colombo only.

3.0 (i) This exam shall be held by the Commissioner General of Examinations and candidates are bound by the rules and regulations prescribed by him for conducting the examination.

(ii) The rules prescribed for candidates are printed in the *Gazette* notification, separately. The candidates who violate these rules are liable to any of the punishments prescribed by the Commissioner General of Examinations.

4.0 *Eligibility*.– the officers who have been appointed to the Assistant Shipping Officer Grade III are eligible to sit for this examination.

5.0 The application shall comply with the specimen form attached to this notification. The candidates shall prepare their application in accordance with the specimen form and send the application so prepared through the respective Head of Department by registered post to reach “the Commissioner General of Examinations, Organizations (Institutional & Foreign Examinations) Branch, Department of Examinations Sri Lanka, P.O. Box 1503, Colombo on or before 23rd of October 2020. The name of the examination should be indicated on the top left hand corner of the envelope in which the application is sent to the Commissioner General of Examinations. Applications received after the closing date and not duly completed shall be rejected.

6.0 Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for

each subject they offer. For this purpose any of the following documents shall be accepted :

- (i) The National Identity Card,
- (ii) A Valid passport,
- (iii) A Valid driving license.

And, examination candidates should enter the examination hall keeping their face and ears openly so as to confirm their identity. The candidates who refuse to confirm his/her identity as such shall be denied entering the examination hall. And, every candidate should be in the examination hall from the moment they enter and leave the examination hall at the end of the examination in such a way keeping his/her face and ears to be clearly recognizable to the examination authorities.

7.0 (i) *Applications*.– The application should be prepared on a paper of “A4” size in such a manner that paragraph Nos. 1.0 to 6.0 appear on the first page and the remaining numbers in the other pages. Although application form could be typewritten, it should be duly and clearly filled by the candidate’s own handwriting. The application should be prepared in accordance with the specimen attached hereto and each candidate shall send one application only and it is notified not to send photocopies of the application. Applications that are not duly completed and that do not comply with the specimen shall be rejected without any notice. The name of the examination appearing in the heading of the application should be written in Sinhala applications in addition to Sinhala in English and in Tamil applications in addition to Tamil in English. And, the candidate shall recheck that the completed application complies with the specimen referred to in the exam notification, that the application is duly completed, that the prescribed examination fee has been paid, that details have been included and that the receipt has been affixed, and it would be advisable to keep a photocopy of the application at the candidate’s possession.

(ii) *Punishments for false information*.– When completing the application, correct information should be provided with due consideration. If it is revealed that a candidate is ineligible in terms of the rules and regulations of this examination, his/her candidature can be annulled at any stage before, during or after the examination.

(iii) No examination fees shall be levied in respect of officers appearing for the first time. However, if officers appear for the full examination or for more than one subject

and for one subject on subsequent occasions, Rs.500 and Rs.250 respectively shall be paid as examination fee at any post office/sub post office or District/Divisional Secretariat in the Island to be credited to the revenue head 20-03-02-13 of the Commissioner General of Examinations and the receipt obtained in favor of the candidate himself/herself should be affixed to the relevant cage of the application. It is advisable to keep a photocopy of the receipt. It is kindly notified that no fees other than this examination fee shall be levied. This fee shall not be refunded under any circumstances. The examination fee shall not be allowed to be transferred in respect of any other examination. And, stamp or money order shall not be accepted in the payment of examination fee.

8.0 On the assumption that there are only those who fulfill necessary qualifications as per the *Gazette* notification, the officers who have submitted duly completed applications along with the receipt of the duly paid examination fee on or before the closing date of applications shall receive the admission card with a copy of the examination timetable from the Commissioner General of Examinations. A notification shall be published in newspapers and the official website by the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such notification, steps shall be taken to notify the Department of Examinations in the manner specified in the advertisement. It is notified to inquire indicating your full name, address, National Identity Card number and name of the examination from the Department of Examinations Sri Lanka with the copy of application at your possession and receipt of payment if the examination fee has been so paid, and it would be advisable to inquire from the Department of Examinations Sri Lanka through fax by forwarding a letter of request with your fax number to send your above details and a copy of the admission card through fax. The officers appearing for the examination must produce admission cards with signatures attested in advance to the supervisor of the examination center.

Note. – The issuance of an admission card should not be considered as an acceptance of requisite qualifications of a candidate to sit for the examination.

9.0 The signature of the candidate in the application and admission card for the examination must be certified by the Head of Department or an officer authorized by him.

10.0 The admission card with his/her signature attested must be produced to the supervisor of the examination center on the first day of appearing for the examination.

11.0 Heads of Department shall grant duty leave for the officers to whom admission cards have been issued by the Commissioner General of Examinations and appearing for the examination for the first time, to present themselves at the examination. Travelling expenses are not payable.

12.0 The examination will be conducted in Sinhala, Tamil and English languages. The officers may sit for the examination in the language in which the officers sat for the examination to enter the relevant Service or in an Official Language. The officers who entered the Service without a competitive examination may also sit for the examination in the language medium in which they had education or in an Official Language. Permission will not be given to change the medium applied for the examination later.

13.0 The officers may appear for each subject separately and in different occasions as they wish. However, a minimum of 40% of the total marks for each subject must be secured to pass the examination. (See Annex 01 of the Scheme of Recruitment for Assistant Shipping Officers, Shipping Officers – Related Services category of the Merchant Shipping Secretariat for more details).

14.0 For the purposes of Official Languages Policy all the officers should prepare and fill their application forms in the official language.

15.0 The Department of Examinations will release the result sheet including the results of all candidates to the Director General of Merchant Shipping, Merchant Shipping Secretariat.

16.0 *Scheme of Examination:* Candidates must appear for a written examination including the following subjects.

<i>Subject</i>	<i>Marks</i>	<i>Time</i>	<i>Subject No.</i>
1. Establishments and Procedural Code	100	01 hour	01
2. Fundamental knowledge on Financial Regulations	100	01 hour	02

16.1. Establishments and Procedural Code:

Chapters I, II, VII, XIV, XXIV, XXVII, XXVIII, XXX, XXXIII of Volume I of the Establishments Code and Chapter XLVIII of Volume 2

16.2. Fundamental knowledge on Financial Regulations

Chapters I, IV, V, VI, VIII, XIII of the Code of Financial Regulations and Government Procurement process

17.0 In the event of any incompatibility or inconsistency among the terms of this notification published in Sinhala, Tamil and English languages, the notification published in Sinhala language should prevail. Further, any matter which does not provide for in this notification will be determined by the Director General of Merchant Shipping.

A. W. SENEVIRATHNE,
Director General of Merchant Shipping.

Merchant Shipping Secretariat,
Ministry of Ports & Shipping and Southern Development,
First Floor, Bristol Building, 43-89, York Street,
Colombo 01,
On 25th September 2020.

SPECIMEN FORM OF APPLICATION

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කඩඉම් විභාගය - 2020
FIRST EFFICIENCY BAR EXAMINATION OF ASSISTANT SHIPPING
OFFICERS SERVICE - 2020

for office use

Medium of application and Divisional Secretariat (Indicate the relevant number in the cage)

Sinhala - 2
Tamil - 3
English - 4

1.0

- 1.1 Name in Full (in English block capitals) : _____.
1.2 Name with initials (in English block capitals) : _____.
1.3 Name in full (In Sinhala/Tamil) : _____.

2.0 Service Station and address:

- 2.1 Name and address of the office (in English block capitals) : _____.
2.2 Name and address of the office (In Sinhala/Tamil) : _____.
2.3 Address to which the admission card should be sent (in English block capitals) : _____.

3.0 Gender :

Female - 1
Male - 0

(Indicate the relevant number in the cage)

4.0 National Identity Card No. :

5.0 Telephone number :

6.0 The subject/subjects you are appearing for :

Subject	Subject No.
1.	
2.	

7.0 Present post :

- 7.1 Post : _____.
7.2 Number of the letter of appointment : _____.

8. 8.1 Are you appearing for the examination for the first time? : _____.
8.2 If not, the examination fees paid : _____.
8.3 Post Office/Sub Post Office or District/Divisional Secretariat : _____.
8.4 Receipt Number : _____.
8.5 Date : _____.

The receipt should be affixed so as not to be detached
(It is advisable to keep a photocopy of the receipt)

9.0 Certificate of Candidate :

I declare that the particulars furnished above are true, that I am entitled to sit for the examination in the medium stated above, that it is not necessary to pay the examination fee/ that the examination fee of Rs.has been paid to the Post office/ Sub Post office/ Divisional Secretariat on and the receipt so obtained has

been affixed since I am appearing for the examination for the time. Further, I hereby declare that I shall be bound by the decisions taken by the Commissioner General of Examinations and all provisions of the Public Examination Act for conducting the examination and issuance of the results.

_____,
Signature of Candidate.

Date : _____.

Note : The Candidate shall sign before his/her Head of Department or an officer authorized to sign on behalf of the Head of Department.

Attestation of the signature

It is hereby certified that Mr./ Mrs./ Miss. who is known as an officer in my office and is personally known to me, has signed this application in my presence on and that he/she is eligible to be exempted from examination fee since he/she is appearing for the examination for the first time/ the relevant examination fee has been paid and, the receipt has been affixed.

_____,
Signature of the attester and official stamp.

Name : _____.
Designation : _____.
Address : _____.
Date : _____.

Certificate of the Head of Department

I, hereby certify that,

- (i) the particulars furnished above have been checked,
- (ii) this officer belongs to the Combined Service/ has consented to be absorbed to the Development Officers' Service,
- (iii) he/she has appeared/ not appeared* for this examination in a previous occasion,
- (iv) the receipt, paying the prescribed examination fee, has been duly affixed since he/she* has appeared for this examination in a previous occasion,

(v) he/she* is eligible to sit for this examination.

*strike off the irrelevant words.

_____,
Signature of the Head of Department and
official stamp.

Name : _____.
Designation : _____.
Address : _____.
Date : _____.