

**EFFICIENCY BAR EXAMINATION FOR
GRADE II LEGAL OFFICERS IN THE
DEPARTMENT OF LEGAL AFFAIRS - 2020**

01. HEREBY notify that the second efficiency bar examination for Legal Officers will be held by the Department of Examinations of Sri Lanka in January 2021 in accordance with the provisions in the approved recruitment procedure for Legal Officers in the Executive Service Category of the Department of Legal Affairs.

02. (i) This examination will be held by the Commissioner General of Examinations and candidates are liable to terms and conditions imposed by him in relevant to conducting the examination and issuance of results. In relevant to conducting the examination and issuance of results, decision of the Commissioner General of Examinations will be final.

(ii) Terms and conditions for the candidates is separately printed in the *Gazette* Notification. They are liable to any penalty imposed by the Commissioner General of Examinations in case of breaching these laws.

03. *Examination fee:-* Candidates can sit for the subjects prescribed for examinations at one sitting or separately. Fee is not charged from the candidates who sit for the examination for the first time. A fee of Rs. 250.00 is charged for any subsequent sitting. Receipt obtained on payment of examination fee to any post office, sub post office credited to 20-03-02-13 Revenue Heading of the Commissioner General of Examinations should be firmly affixed to the

prescribed place in the application. (keeping a copy of the receipt will be useful). Money orders or stamps are not accepted for examination fee and any fee is not refunded or transferred for another examination due to any reason.

04. *Applications.*– Applications should be prepared in accordance with the specimen application attached to this notification. It should be prepared as per the specimen application using both sides of A4 size paper including No.01 to No.04 to the first page and rest to the other page. While preparing applications, applications with a Sinhala title should be indicated in English language in addition to Sinhala language and in the application with a Tamil title should be indicated in English language in addition to Tamil language. Though the application can be prepared by computer typesetting, it should be clearly filled by applicant in his own hand writing. Applications prepared accordingly should be forwarded through the Head of the Department to the address “Commissioner General of Examinations, Organization (Corporate and foreign Examinations) Branch, Department of Examination of Sri Lanka, P.B.1503, Colombo, *via* registered post before 06.11.2020. Name of the examination should be written in the top left hand corner of envelope. Applications that are incomplete or received late will be rejected. Further the applicant should verify whether the completed application is in accordance with the specimen application in the notification for examination and if not the application will be rejected. (Keeping a copy of the completed application will be useful).

05. *Identity of the candidate.*– A candidate should prove his identity to the satisfaction of examiner in charge of the examination center for all subjects of the examination. Any of the following documents should be produced to confirm the identity of the candidate :

- I. National Identity Card
- II. Valid Passport
- III. Valid Driving License

Also applicants should enter the examinations hall avoiding face or ear masks to enabling to verify their identity. Applicants who refused to prove their identity are not allowed to enter the examination hall. Further, during entire period stayed at the examination hall from start to the end of examination, refrain from covering the face and ears.

06. The Commissioner General of Examinations will issue admissions together with a copy of the time table to the candidates assuming that only the applicants who fulfilled qualifications stipulated in the *Gazette* Notification have

applied for the examination. Department of Examinations will publish a paper notice immediately after issuance of admissions to applicants. If admissions have not received even after 02 or 03 days publishing notice, it should be informed to Department of Examinations *via* the telephone numbers thereof mentioning full name, address, NIC No. and the name of the examination and it is useful to keep a copy of the application, a copy of the receipt and receipt obtained on forwarding the application by registered post. If applicant lives outside Colombo, it is fruitful to forward a request letter to the Department of Examinations through fax message mentioning your fax number and above details for obtaining a copy of the application *via* fax.

07. Signature of the applicant both in application and admission should be certified by the Head of the Department or any other officer authorized by him. Applicant should sit for the examination at the prescribed center under the index number assigned to him and admission certified for signature should be handed over the examiner in-charge. Applicant, who does not provide his/ her admission, will not allow appearing for the examination.

08. Designation and service station of the applicants at the submission of application for examination are applicable to all purposes of the examination and any alterations after forwarding applications will not be considered.

09. Head of the Departments should grant duty leave to the candidates who have issued applications by the Commissioner General of Examinations to appear for the examination.

10. This Examination will be held only in Sinhala, Tamil and English media. If an applicant joined the public service by a competitive examination, his medium will be the medium he appeared for the competitive examination or if an applicant joined the public service without competitive examination, medium that he was eligible to join the public service will be his medium. The candidate should sit for all the subjects in same medium and the applied medium is not allowed to change later.

11. This examination will be held only in Colombo.

12. *Examination Procedure:* Examination relevant to the above post consists of the following subjects.

<i>Question paper</i>	<i>Duration</i>	<i>Total marks</i>	<i>Pass marks</i>
Law	03 hrs	100	40

Syllabus :

Name of the Question Paper	Syllabus
Law	Acts under the purview of Ministry of Finance I. Legal Systems of Sri Lanka II. Law of Contracts III. Law of Agency

Note -

* Failure to pass the examination within the prescribed period will be a reason to defer the next increment.

13. Issuance of admission to a candidate should not be considered as he/she has fulfilled qualifications required to sit for the examination.

14. Regarding any matter that has not been provided provisions by this *Gazette* Notification the decision of the Director General, Department of Legal Affairs will be final.

15. If the Sinhala, Tamil and English versions of the notifications are inconsistent, then the Sinhala version will be accepted.

Director General.

Department of Legal Affairs,
Colombo 01.

Specimen Application

EFFICIENCY BAR EXAMINATION FOR LEGAL OFFICERS IN GRADE II OF THE EXECUTIVE SERVICE CATEGORY IN THE DEPARTMENT OF LEGAL AFFAIRS - 2020

(For office use only)

Medium to sit for the examination:

Sinhala - 2
Tamil - 3
English - 4

(write the relevant No. in the square)

01. 1.1 Name in full (in English block capitals) :———. (Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
1.2 Name with surname in the first and initials to the end of the name (in English block capitals) :———. (Ex : GUNAWARDHANA, H. M. S. K.)
1.3 Name in full :———. (Sinhala/ Tamil)
02. 2.1 Name and address of the office / department/ institute (In English block capitals) :———. (Admission Card will be sent to this address)
2.2 Name and address of the office/ department/ institute :———. (Sinhala/ Tamil)
2.3 Private Address :———. (Sinhala/Tamil)
2.4 Mobile Tele. No.:

03. National Identity Card No. :

04. Gender:

4.1 Male - 0
Female - I

(write the relevant No. in the square)

05. Date of birth :

Year: Month: Date:

06. Present post :

6.1 Post :———.
6.2 No. in the appointment letter :———.

07. 7.1 Do you sit the examination for the first time ? :———.
7.2 If not amount paid as examination fee :———.
7.3 Receipt No. :———.
7.4 Date :———.

Affix the receipt here (Only if relevant)
(Keeping a copy of the receipt will be useful)

I do hereby declare that the above details are correct and entitled to sit for the examination in the above mentioned media and receipt obtained on payment of

Rs. as examination fee has been affixed here.
Further declare that I agree with the terms and conditions
impose by the Commissioner General of Examinations in
relevant to conducting examination and issuance of results.

_____,
Signature of the candidate.

Date : _____.

Applicant should sign before the Head of the Department
or officer authorized to sign on behalf of the Head of the
Department.

Certification of Signature :

I do hereby certify that, an officer
serving in my department and personally known to me
signed at my presence on this date of
and the receipt obtained on payment of examination fee has
been affixed herewith.

_____,
Signature of the certifying officer.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

(Certify by the seal)

Certificate of the Head of the Department :

I do hereby certify that,

1. The above details are examined,
2. Officer is eligible to sit for this examination.

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

Name : _____.

Designation : _____.

Address : _____.

Date : _____.