

Department of Labour
First Efficiency Bar Examination for Assistant Commissioner of Labour
(Departmental) Executive Service Category - 2021

It has been planned to be held First Efficiency Bar Examination for Assistant Commissioner of Labour (Departmental) Executive Service category in the department of Labour through, National Institute of Labour Studies, in February 2021. Officers should apply for these examinations according to their Grades.

01. Examination procedure

1.1 First Efficiency Bar Examination (For Officers in Grade III)

1.1.1 Details on the Examination

Question Paper	Duration	Total Marks	Pass Mark
(i) Law	3 papers - Each paper will be of 3 hours	100	40
(ii) Administration	3 hours	100	40
(iii) (a) Economics or (b) Sociology	3 hours	100	40
(iv) English	3 hours	100	40

1.1.2 Syllabus of the Examination

Question Paper	Syllabus
(i) Law (consist of 3 papers)	<p>Paper I - Constitutional Law and Administrative Law</p> <p>(i) The Structure of the Constitution of Sri Lanka with historical Development and the Second Republic Constitution. (ii) The Executive, President of Republic, Cabinet of Ministers and the Prime Minister, Central Government Departments and the Public Service. (iii) Administration of Justice (iv) Judicial Control over Administration (v) Directive Principals of the State Policy and Fundamental Duties. (vi) Delegated legislations (vii) Liability of the state and the public Authorities (viii) Fundamental Rights</p> <p>Paper II - The legal System of Sri Lanka</p> <p>(i) The legal history of Sri Lanka (ii) The Organization of the Courts (iii) The Courts Ordinance (Chapter - 06) (iv) The Act of No 44 of 1971 Administration of Justice</p> <p>Paper III - Criminal Law and Evidence Law</p> <p>(i) The penal Code (ii) The Evidence ordinance</p> <p>Note: A candidate will be required to obtain 35% in each paper and average of 40%</p>

(ii) Administration	<p>(i) Office and field organization and methods (ii) The Establishment Code chapters I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII</p> <p>Note: A candidate will be required to obtain 40%</p>
(iii) (a) Economics or (b) Sociology	<p>(i) Principles of Economic with special reference to the theories of Value, Production and Distribution (ii) Finance, Financial matters, Financial Theories. (iii) Economic Structure of Sri Lanka</p> <p>(i) Social structure, organization and functions (ii) Human Relationships and groupings (iii) Kinship, marriage and the family (iv) Rural and Urban Society (v) Social Control (vi) Culture, religion, morals and values</p> <p>Note: A candidate will be required to obtain 40%</p>
(iv) English	<p>(i) Listening and speaking skills</p> <ul style="list-style-type: none"> ❖ General Greeting introductions ❖ Giving and Getting information ❖ Advising, Suggesting and expressing opinions ❖ Describing Events and Situations ❖ Telephone Skills ❖ Interviewing Skills ❖ Meeting ❖ Listening and Note Taking Skills <p>(ii) English Grammar</p> <ul style="list-style-type: none"> ❖ Tense and Numbers ❖ Sentences (Simple/Compound/Complex/Compound Complex) ❖ Relative Clauses ❖ Reported Speech ❖ Adjectives and adverbs ❖ Determiners ❖ Prepositions <p>(iii) Writing Skills</p> <ul style="list-style-type: none"> ❖ Internal modes of Communication ❖ Formal Correspondence Skills ❖ Writing Descriptions/Explanations ❖ Summary Writing Skills ❖ Report Writing Skills ❖ Meeting Minutes/Agendas/Invitations ❖ Comprehension <p>(iv) Reading Skills</p> <ul style="list-style-type: none"> ❖ Reading and understanding the specific and general meaning of a printing text; ❖ Reading and Interpretation (Verbal/Writing) ❖ Understanding the cohesion and Coherence of a passage

02. Forwarding of Application.

Applicants who wish to appear for this Examination should prepare the application form appended at the end of this notification, using both sides of A4 size paper in such a manner that para Nos-01-05 on one side and remaining paras on the other side. The application form so prepared should, with the recommendation of the immediate supervisory officer, be forwarded to reach the Commissioner General of Labour on or before **31.01.2021**. The term “**First Efficiency Bar Examinations for Assistant Commissioner of Labour (Departmental) Executive Service category - 2021**” 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 will be charged as follows from all the other candidates except those who appear for the examination for the first time.

- For one subject Rs. 500/-
- For more than one subject Rs. 1000/-

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/ 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 2003.02.99.

(Keeping a photocopy 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 submit all the completed information on or before the due date. Applications which are not conform to the requirements of this notification or not forwarded on or before the due date will be rejected.

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

National Institute of Labour studies will issue Admission Cards and timetables to all the applicants who have fulfilled the qualifications.

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

Sig.By. B.K.P. Chandrakeerthi
Commissioner General of Labour

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

Date: /01/2021

Specimen application Form

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For office use

Department of Labour

**First Efficiency Bar Examinations for Assistant Commissioner of Labour
(Departmental) Executive Service Category - 2021**

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

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1.2 Name in full (in English):

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1.3 Applicant's name with initials (in Sinhala):

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1.4 Name in full (in Sinhala):

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02. 2.1 Designation :

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

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

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3.3 Work place and address (in English):

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3.4 Work place and address (in Sinhala):

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3.5 Telephone No : Official Private

04. 4.1 N.I.C No:

4.2 Date of Birth:

4.3 Female / Male:

05. 5.1 Examination you wish to appear (First or Second):

5.2 Subject/ Subjects you wish to appear:

- 06. 6.1 Are you applying the examination for the first time?
- 6.2 If the answer to 6.1 above is “No”, 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 photocopy of the 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 all the conditions of this examination.

Date:
Signature of the Applicant

- 08. Recommendation of the head of the Institute/ 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 institute/ 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)