

My No: DL/E/21/17/LEO EB

Establishment Division

Department of Labour

Colombo 05

.03.2022

Chief Legal officer and Commissioner of Labour (Enforcement/Termination)/  
Deputy Commissioners of Labour/ Deputy Commissioners of Labour in Charge of Zones  
(Western -I, Western -II, Western -III, Southern, Northern, Central, Wayamba, North Central)

**First Efficiency Bar Examination for Legal officers in the Department of Labour**  
**(Executive Service Category Grade III) 2022 -I**

First Efficiency Bar Examination should be passed before lapse of 03 years after recruitment to the post of Legal Officer Grade III as per the new scheme of recruitment of the Executive Service Category (Legal Officer) in the Department of Labour, which was approved on 15.02.2013.

02. Accordingly, First Efficiency Bar examination for legal officers has been planned to be held first time by Commissioner General of Labour through National Institute of Labour Studies, in April 2022.

03. A Copy of the application calling notification and a copy of the specimen application form issued in this regard, are forwarding herewith.

04. Please make aware all the legal officers in your Division /Zone/Office in this regard. Also kindly be informed that duly filled applications with the recommendation of applicant's immediate supervisory officer on para 08, should be submitted on or before 18.04.2022


05. Examination fee will be charged as follows from all the candidates except those who apply for examination for the first time.

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

**06. Payment of examination fee**

6.1 When paying examination fee to your office, applicant should fill form general 118, and the name of the examination and receipt head as 2003.02.99 should be recorded in it. On behalf of paying examination fee a receipt (Form General 172) should be issued to the applicant.

6.1 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 should be recorded in it. On behalf of paying examination fee a receipt (Form General 172) will be issued to the applicant

  
B.K.Prabhath Chandrakeerthi  
Commissioner General of Labour

**B.K. Prabhath Chandrakeerthi**  
(Attorney-at-Law)  
Commissioner General of Labour  
Department of Labour  
Colombo 05.

- Copies to: 1. Secretary, Ministry of Labour  
2. Director General, National Institute of Labour Studies  
3. All Zonal Deputy Commissioners /  
Assistant Commissioners (District Labour Offices)/  
Senior Labour Officers (Sub Labour Offices)

} for collection of the  
examination fee

## Department of Labour

### First Efficiency Bar Examination for Legal officers (Executive Service Category Grade III) 2022 - I

It has been planned to be held First Efficiency Bar examination for Legal Officers, by Commissioner General of Labour through National Institute of Labour Studies, in April 2022.

#### 01) Examination Procedure

##### 1.1 First Efficiency Bar Examination (For officers in Grade III)

###### 1.1.1. Details on the Examination

Question paper	Duration	Maximum mark	Pass mark
01. Labour Laws – I	03 hours	100	40
02. General Administration and Financial Management	03 hours	100	40

###### 1.1.2. Syllabus of the Examination

Question paper	Syllabus
01. Labour Law – I	<ol style="list-style-type: none"><li>1. All the Labour Acts and ordinances which are presently operative in Sir Lanka.</li><li>2. Powers and function of the courts of first instance.</li><li>3. Criminal Procedure Code/The Evidence Ordinance.</li><li>4. Interpretation Ordinance.</li><li>5. Preparation of charge sheets, complaint sheets and Affidavits of Courts of first instance, filing and challenging.</li><li>6. Judgements related to Labour Acts and ordinances in Sir Lanka</li></ol>
02. General Administration and Financial Management	<ol style="list-style-type: none"><li>1. The Establishments Code chapter's II, III, IV, VII, XII, XIX, XLVII, and XLVIII,</li><li>2. Procedural rules of Public Service Commission chapters III, IV, VI, VII, VIII, IX, X and XI</li><li>3. Financial Regulation chapter IV and VI and F.R. 124, 125, 127, 128, 135, 136, 137, 138</li></ol>

#### 02. Forwarding of Application.

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.s 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 the Commissioner General of Labour on or before 18.04.2022. The term "First Efficiency Bar Examination for Legal officers (Executive Service Category Grade III) 2022 - I" 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 the examination for the first time.

- 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/ 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.

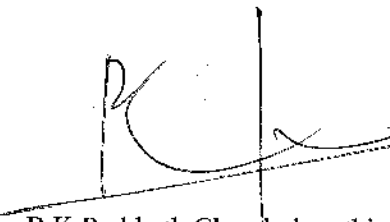
**05. Qualifications to appear for examination**

Having read the notification carefully, you should submit duly completed applications on or before the due date. Applications which are not conform to the requirements of this notification will be rejected.

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

The National Institute of Labour Studies will issue Admission Cards and time tables 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.**

  
B.K.Prabhath Chandrakeerthi  
Commissioner General of Labour

**B.K. Prabhath Chandrakeerthi**  
(Attorney-at-Law)  
Commissioner General of Labour  
Department of Labour  
Colombo 05.

Date: 29/03.2022

Specimen application Form

Department of Labour

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For office use

**First Efficiency Bar Examination for Legal officers (Executive Service Category Grade III)**

**2022- I**

01. 1.1 Applicant's name with initials (in English) .....
- .....
- 1.2 Name in full (in English) .....
- .....
- 1.3 Applicant's name with initials: (in Sinhala).....
- .....
- 1.4 Name in full (in Sinhala): .....
- .....
02. 2.1 Designation : .....
03. 3.1 Address to be sent admission card (in English): .....
- .....
- 3.2 Address to be sent admission card (in Sinhala): .....
- .....
- 3.3 Workplace and address (in English): .....
- .....
- 3.4 Workplace and address (in Sinhala): .....
- .....
- 3.5 Telephone No: Official  Private
04. 4.1 N.I.C No: 

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- 4.2 Date of Birth 

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- 4.3 Female / Male:
05. 5.1 Language medium in which sit for the examination:
- 5.2 Subject/ Subjects you wish to appear:
- |  |  |
|--|--|
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|  |  |
|  |  |

- 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 bank branch 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 office/ 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.

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)