

My No: DL/E/21/LO /EB/2022

Establishments Division

Department of Labour

Colombo 05

22/11/2023

Relevant Commissioners of Labour/ All Zonal Deputy Commissioners of Labour/ All District Assistant Commissioners of Labour/ Relevant District Factory Inspecting Engineers/ All Senior Labour Officers,

First (I) Efficiency Bar Examination for Labour Officers - 2023

As per the scheme of recruitment for the of field/ office based, service category segment 2 of the Department of Labour, which was approved on 26.09.2013, the first efficiency bar examination should be passed before the lapse of 3 years after recruitment to the post of Labour Officer - Grade II.

02. Accordingly, First (I) Efficiency Bar Examination for Labour Officers relevant to year 2023 has been planned to be conducted through the National Institute of Labour Studies, in January 2024.

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

04. Please make aware all the Labour Officers in your Division/Zone/Office in this regard. Duly filled applications with the recommendation of applicant's immediate supervisory officer under para No 08, should be submitted to me on or before 21/12/2023.

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

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

06. Payment of examination fees

The applicant should forward the Gen. 118 mentioning the name of the examination and receiving Head as 2003.02.99 with a copy of this notice to the Shroff of the office, to which he/she is attached or the Head Office or if there isn't a Shroff in the office to which the applicant is attached, to the Shroff of any other office of the Department of Labour accessible to the applicant on or before the closing date of applications. The cash receipt (Gen. 172) obtained for payment should be firmly pasted on the space specified in the application.

(It would be useful for the applicant to keep a photocopy of the receipt.)

Note: The examination fee once paid will not be repaid for any reason whatsoever unless the exam is cancelled. Further, the fees paid for this examination cannot be transferred for another examination.


H.T.P. Abayarathna

Commissioner of Labour (Administration)
Department of Labour
Colombo 05

Sgd./by: B.K.P. Chandrakeerthi
Commissioner General of Labour

Copies to: 1. Secretary, Ministry of Labour

2. Director General, National Institute of Labour Studies

3. Chief Accountant

4. Secretary, Government Service Labour Officers' Association – For the information of your Members

Department of Labour

First(I) Efficiency Bar Examination for Labour Officers- 2023

The First Efficiency Bar Examination for Labour Officers has been planned to be conducted through the National Institute of Labour Studies, by the Commissioner General of Labour in the month of January 2024.

1. Examination Procedure

1.1. First (I) Efficiency Bar Examination (For Officers in Grade II)

1.1.1. Description on the Examination

Question Paper	Duration	Maximum Marks	Pass Mark
Labour Laws	Two question papers – 03 hours each	100	40
Procedural Rules of Public Service Commission, Provisions of Establishments Code and Financial Regulations	03 hours	100	40

1.1.2. Syllabus for the examination

Subjects	Syllabus	Duration
(i) Labour Laws	<u>Labour Laws - I</u> 1) Employees Provident Fund Act, No 15 Of 1958. 2) Payment of Gratuity Act, No:12 Of 1983. 3) Termination of Employment Act, No: 45 Of 1971. 4) Industrial Disputes Act, No:43 of 1950	03 Hours
	<u>Labour Laws - II</u> Based on all the other Labour Acts and Ordinances, which are not mentioned above.	03 Hours
(2) Procedural Rules of Public Service Commission, Provisions of Establishments Code and Financial Regulations	<u>Procedural Rules of Public Service Commission,</u> <u>Provisions of Establishments Code</u> Based on the Chapters I, II, III, IV, VII, VIII, XII, XIII, XIV, XIX, XXIV, XLVII, and XLVIII of the Establishments Code and procedural rules of Public Service Commission Volume – 1 published in the Gazette dated 20.02.2009 <u>Financial Regulations</u> Accounting officer - F.R.R 124,125,127,128 and 135 Receipt of public money - F R chapter iv Security of public money etc. - F R chapter vi	03 Hours

- Minimum of 40% marks should be obtained to pass each 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 sized paper in such a manner so that numbers-01-05 appear on one side and the remaining numbers appear 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 21/12/2023.** The term "**First(I) Efficiency Bar Examination for Labour officers –2023**" should be indicated on the top left hand corner of the envelope, in which the application is enclosed. 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. 300/-
- For more than one subject Rs. 500/-

04. Payment of Examination Fee.

Payment of examination fees

The applicant should forward the Gen. 118 mentioning the name of the examination and receiving Head as 2003.02.99 with a copy of this notice to the Shroff of the office, to which he/she is attached or the Head Office or if there isn't a Shroff in the office to which the applicant is attached, to the Shroff of any other office of the Department of Labour accessible to the applicant on or before the closing date of applications. The cash receipt (Gen. 172) obtained for payment should be firmly pasted on the space specified in the application.

(It would be useful for the applicant to keep a photocopy of the receipt.)

Note: The examination fee once paid will not be repaid for any reason whatsoever unless the exam is cancelled. Further, the fees paid for this examination cannot be transferred for another examination.

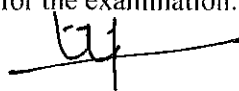
05. Qualifications to appear for examination

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

06. Admission to the examination and issue 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. Travelling expenses, combined allowance or settling-in allowance will not be paid for coming to appear for the examination.


H.T.P. Abayarathna
Commissioner of Labour (Administration)

H.T.P. Abayarathna
Commissioner of Labour (Administration)
Department of Labour
Colombo 05

Sgd./by: B.K.P. Chandrakeerthi
Commissioner General of Labour

Date: 22/11/2023

Department of Labour

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

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

1.3 Name in full (in Sinhala):

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

02. 2.1 Designation :

03. 3.1 Address to which the admission card should be sent (in Sinhala).....

3.2 Address to which the admission card should be sent (in English):

3.3 Workplace and address:

3.4 Telephone No: Official Personal

04. 4.1 N.I.C No:

4.2 Date of Birth:

4.3 Gender:

05. 5.1 Language medium in which you expect to sit for the examination:

5.2 Examination you wish to appear for:

5.3 Subject/ Subjects you wish to appear for:

	<p>1. <u>What is the purpose of the study?</u></p> <p>2. <u>What are the research objectives?</u></p> <p>3. <u>What are the research questions?</u></p> <p>4. <u>What are the hypotheses?</u></p> <p>5. <u>What are the variables?</u></p> <p>6. <u>What are the methods?</u></p> <p>7. <u>What are the results?</u></p> <p>8. <u>What are the conclusions?</u></p> <p>9. <u>What are the implications?</u></p> <p>10. <u>What are the limitations?</u></p> <p>11. <u>What are the future research directions?</u></p> <p>12. <u>What are the contributions?</u></p> <p>13. <u>What are the strengths?</u></p> <p>14. <u>What are the weaknesses?</u></p> <p>15. <u>What are the findings?</u></p> <p>16. <u>What are the implications for practice?</u></p> <p>17. <u>What are the implications for theory?</u></p> <p>18. <u>What are the implications for policy?</u></p> <p>19. <u>What are the implications for education?</u></p> <p>20. <u>What are the implications for society?</u></p>
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06. 6.1 Are you applying for 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 is paid:
6.3 Number and date of the cash receipt:

Paste the cash receipt here firmly by one border 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 aforesigned applicant who is submitting this application, 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) the Candidate is qualified to appear for this examination.

Date:.....

.....
Signature of the Head of the Department

(Official Frank)