
Examinations, Results of Examinations &c.

MINISTRY OF EDUCATION, HIGHER EDUCATION AND VOCATIONAL EDUCATION MANAGEMENT ASSISTANT NON-TECHNICAL- (SEGMENT 2)

First Efficiency Bar Examination for officers in Sports Coach Grade III - 2025

01. IT is hereby announced that an Efficiency Bar Examination is scheduled to be held in the month of November 2025 by the Department of Examinations, Sri Lanka in accordance with the provisions of the relevant approved recruitment procedures for the officers under the above post.
02. I. This examination is conducted by the Commissioner General of Examinations of the Department of Examinations, Sri Lanka , and candidates are subject to the rules and regulations prescribed by him on the conduct of the examination and the release of results.
- II. Rules laid down for obtaining candidature for the examination are printed separately in the *Gazette* Notification. For those who violate these rules shall be subject to the imposition of penalties prescribed by the Commissioner General of Examinations.
- III. Only the sports coaching officers who have been appointed under **this Ministry** shall be eligible for this examination.
03. **Examination fees :-**

This Efficiency Bar Examination consists of three subjects, and candidates appearing for the first time shall not be charged any examination fee. If the candidate is appearing for the entire examination in subsequent times, an examination fee of Rs. 500/- shall be charged, if the candidate is appearing for only one of these subjects, an examination fee of Rs. 200/- shall be charged, and if the candidate is appearing for only two subjects, an examination fee of Rs. 400/- shall be charged. This examination fee should be credited to the Revenue Head 20- 03-02-13 of the Commissioner General of Examinations , at any post office / post office in the island. The receipt

obtained by paying at a sub-post office should be affixed to the application form at one edge so that it does not detaching. Please note that money orders or stamps shall not be accepted as the examination fee and that the fee paid for the examination shall not be refunded or transferred to another examination for any reason.

04. Applications :-

Application should be prepared in accordance with the specimen form attached to this notice. According to the said specimen application, it should be prepared using both sides of an A 4 size paper, with headings 01 to 07 on the first page and the rest on the second page. It should be prepared as follows. When preparing the application, the name of the examination mentioned in the title should be written in English medium in addition to Sinhala medium, in Sinhala medium applications and in English medium in addition to Tamil medium in Tamil medium applications. Although the application can be typed, it should be completed correctly and clearly in the applicant's own handwriting. Candidates should submit the applications prepared accordingly to their Zonal Director of Education/ Head of the NCE's/ Head of Department on or before **10th of September, 2025**. Applications should be sent by registered post to the “ Commissioner General of Examinations”, Establishments Examinations Organization Branch, Department of Examinations, Sri Lanka, P.O. Box 1503, Colombo . The name of the examination should be mentioned on the top left corner of the envelope when the application is enclosed.

Applications with incomplete information shall be rejected without notice. Further, the applicant should check whether the completed application complies with the specimen application form mentioned in the examination notice and if not, the application shall be rejected.

05. Examination candidates must prove their identity to the satisfaction of the invigilator for each subject they appear for in the examination hall. Any of the following documents will be accepted for this purpose. :-

1. National Identity Card ;
2. Valid passport ;
3. Valid Sri Lankan driving license.

Candidates must also enter the examination hall without covering their faces and not wearing electronic communication devices so that their identity can be verified. Candidates who refuse to verify their identity shall not be admitted to the examination hall. Further, from the moment they enter the examination hall until the examination is concluded and until they leave, they must remain without covering their faces and not wearing electronic communication devices so that the examination authorities can identify them.

06. On the premise that only those who meet the qualifications specified in the *Gazette* notification have applied, examination admission cards shall be issued online only to those candidates who have submitted duly completed applications along with the relevant receipt and paid the prescribed examination fee on or before the last date of receipt of applications. Officers appearing for the examination should submit their admission cards with their signatures attested to them by the Examination Superintendent. Unless such an authentication, candidates shall not be allowed to appear for the examination without such admission cards. As soon as the admission cards are issued to the candidates, a notice to this effect shall be published in the newspapers and/or on the official website of the Department of Examinations of Sri Lanka. If the admission card cannot be downloaded, the same should be enquired by the Department of Examinations of Sri Lanka as stated in the notice. When making such enquiry, the candidate should correctly record the name of the examination for which he has applied, the full name of the candidate, the National Identity Card number and address. If the applicant is a resident outside Colombo, it would be more effective to send a request letter stating the applicant's fax number, along with the details, to the fax number mentioned in the notification for prompt receipt of the examination admit card . In such an enquiry, the applicant should keep ready a copy of the application form and it will be useful to the people to have a copy of the relevant receipt for payment of the examination fee, if applicable, and the registered receipt for mailing the application form, in order to confirm any information sought by the Examinations Department.

07. The Heads of Departments (Head of NCE's/Principal of the National College of Education) shall grant duty leave to enable officers having admission cards issued by the Commissioner General of Examinations of the Department of Examinations, Sri Lanka to appear for the examination. Travelling expenses shall not be paid.

08. The examination is conducted in Sinhala and Tamil medium only. Among these, candidates are entitled to appear for the examination in the medium of their education or in the official language, and answers for each question paper appearing must be given in the same medium. Medium of language applied for shall not be allowed to be changed later. This examination shall be conducted only in Colombo.
09. The applicant's signature must be certified on the application form and on the admission card for the examination. An applicant must get his signature certified by the Head of the Institution or an officer authorized by him. The applicant must submit the admission card with his signature certified to the Examination Hall Supervisor on the first day of appearing for the examination.
10. Examination Procedure - The examination for the above post is consisting of the following subjects :-

<i>Subject</i>	<i>Subject number</i>	<i>Marks</i>	<i>Time</i>	<i>Minimum passing mark</i>
01. Office Procedures	01	100	2 hours	40
02. Basic knowledge of Financial Regulations	02	100	2 hours	40
03. Subject knowledge	03	100	1½ hours	40

(01) **Office Methods (A structured essay question paper)**

Basic knowledge of office procedures used in government offices

- Office procedures Principles
- Importance of principles of office methods
- Understanding of using office methods
- Filing

(02) **Basic knowledge of financial regulations (a structured essay question paper)**

Basic knowledge of financial regulations used in Government office

Under the Chapter I II ,III, IV and V of the Monetary Regulations Code, consolidated fund, annual expenditure estimates, authority to spend according to revenue estimates and knowledge of expenditure control, financial control and General Understanding of accounts receivable and payable.

(03) **Subject knowledge**

- National and international sports competitions
 - Sports training plans
 - School Sports Circulars
 - Playgrounds and equipment
 - First Aid
 - Game rules and match notes
 - Sports ethics
 - Prohibited substances and stimulants
 - Sports Nutrition
- (Basic knowledge of the above subject areas)

11. Issuance of an examination admission card to appear for the examination to a candidate, should not be considered as an acceptance or that she has met the qualifications.
12. Any matter not provided for in this examination notice shall be subject to the approval of the Ministry of Education, Higher Education and Vocational Education and the decision of the Secretary of the Ministry shall be final and conclusive.

13. If it appears that there is any discrepancy or inconsistency between the language texts of this announcement published in the Sinhala, Tamil or English medium, in such a case, action shall be taken in accordance with the Sinhala medium announcement.

NALAKA KALUWEWA,
Secretary,
Ministry of Education, Higher Education and Vocational Education.

Ministry of Education, Higher Education and Vocational Education,
" Isurupaya ",
Battaramulla,
On 22nd of July 2025.

Speciman Application

MINISTRY OF EDUCATION, HIGHER EDUCATION AND VOCATIONAL EDUCATION

Management Assistant Non-Technical- (Segment 2)

FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS IN SPORTS COACH GRADE III - 2025

(For Office Use only)

Medium of Language sitting for the
Examination :

Write the relevant number in the cage above.

Sinhala - 2
Tamil - 3

01. 1.1 Full name (in English Capital Letters):
.....
(eg HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name that ends with firstly and the initials of the other names thereafter (in English capital letters) :
.....
(Example: GUNAWARDHANA H.M.S.K.)
- 1.3 Full Name (in Sinhala/Tamil)
.....
02. Place of work and address:
- 2.1 At the workplace Nature : (National School -1, Provincial Council School-2, NCE -3)
(Write the number relevant to the service station in the box)
- 2.2 Name of the Service Station:
- 2.3 Official Address
(In English Capital letters) (Admissions are posted to this address)
- 2.4 Postal City of the Official Address
- 2.5 Zonal Education Office to which the place of work applies (in English capital letters) (Only for applicants employed in places of work except NCE's)

03. Female / Male:

Male - 0 Female - 1 (Write the relevant number in the box.)

04. Mobile phone numbers :

05. National Identity Card Number:

06. Current post held (as stated in the letter of appointment) :

6.1 Reference Number of the Appointment letter:

6.2 Date of Appointment :

6.3 Number of times previously applied for Efficiency Bar Examination

07. Subject(s) relevant to the Efficiency Bar Examination you are appearing for
(See paragraph 10 of the *Gazette* Notification.)

Serial number	Subject	Subject number
01		
02		
03		

08. Examination fee (only if applicable)

- I. Amount paid : Rs.
II. Paid Post Office :
III. Receipt number :

Please paste here by a one margin of the receipt. (if relevant only)
(It would be useful to keep a photo copy of the receipt)

09. Applicant's Statement :

I declare that the above details are correct and that I am entitled to appear for the examination in the language medium specified above and I also declare that I agree to the rules and regulations imposed by the Commissioner General of Examinations on the conduct of this examination and the release of results. I declare that I have paid the prescribed examination fee and attached the receipt/exemption from the examination fee.

.....
Candidate's signature.

Date :

Note - Applicant must sign in the presence of his/her Head of Department or an officer authorized to sign on behalf of the Head of that Department.

10. Signature verification :

I certify that the officer who have signed above is serving at my office/school/NCE and Mr./Mrs./Ms....., whom I know personally, signed in my presence on

..., and has been exempted from the prescribed examination fee/ has been paid the prescribed examination fee and the relevant receipt has been attached herewith.

.....
Signature and official frank of the officer certifying the signature
(Immediate Staff Officer / Principal)

Name :
Designation :
Address :
Date :

11. Certificate from the Head of Department:

1. Having checked the details provided above,
2. The officer has the necessary qualifications to appear for this examination ,
3. I certify that the officer is exempted from the examination fee as he/she is appearing for this examination for the time/ has paid the prescribed examination fee and attached the relevant receipt herewith.

.....
Head of Department/Zonal Director of Education/Head of the NCE
Signature and official frank

Name :
Designation :
Address :
Date :

(Strike off the irrelevant words.)

08-15
