

My No: E/CCED
Ministry of Public Administration,
Home Affairs & Plantation Industries,
Independence Square,
Colombo 7.

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To All Secretaries and
Heads of Departments.

**Provisions regarding Efficiency bars that should be
included in Schemes of Recruitment - Amendments
to Chapter II of the Establishments Code**

Your attention is drawn to Section 2, Chapter II of the Establishments Code containing provisions regarding preparation of Schemes of Recruitment in respect of every post in the Public Service, and Section 15 containing provisions relating to Efficiency Bars in respect of those posts. The said Section 15 is amended as shown below and accordingly present sub - sections 15:1 to 15:7 are consecutively renumbered as 15:2 to 15:8.

02. It appears that authorities responsible for preparing and amending Schemes of Recruitment do not pay sufficient attention with regard to Efficiency Bars. Very often only a mere mention of an Efficiency Bar is made in a Schemes of Recruitment, and non-inclusion of relevant information relating to such Efficiency Bars has resulted in creating various problems that have to be faced subsequently. Therefore Heads of Departments/ Secretariats of Ministries are held responsible for ensuring that following particulars are included in Schemes of Recruitment, and that a certificate stating that such inclusion has been made is forwarded to the Director of Establishments.

- 15:1 (i) An efficiency Bar or bars should be provided for in respect of every post with a salary scale.
- (ii) When reference is made to a salary scale, the first Efficiency Bar should be included before the 3rd salary step is reached. If a second Efficiency Bar is mentioned it should be included before the 7th salary step is reached.
- (iii) (a) Information as to whether the Efficiency Bar Examination is a written test, a professional test/an oral test or combination of those should be mentioned.
- (b) If the Efficiency Bar is a written test, subject included, and particulars of the syllabuses in respect of each subject should be mentioned.

- (c) If it is a Professional test or a combination as mentioned in (a) above, the limits of the subject matter for that test should be mentioned.
- (d) If the Efficiency Bar Examination is an oral test, particulars as to the areas on which it is expected to test them orally should be mentioned.
- (e) The number of occasions every Efficiency Bar examinations is held per year, and by whom they are held should be mentioned.
- (f) In the case of a written test, the minimum number of marks that should be obtained for a pass in each subject, and in the case of a professional test, oral test or a combination mentioned in (iii) above, the minimum number of marks necessary for a pass should be separately and clearly mentioned.
- (g) Whenever there are more than one subject for an Efficiency Bar test, mentioned should be made as to whether the candidate should be successful in all the subjects at one and the same occasion, or whether it is sufficient if he sits for each subject on different occasion and obtain passes.

(IV) If the Secretary of the relevant Ministry decided that a pass obtained by an officer at an Efficiency Bar test held for officers of the Sri Lanka Administrative Service is acceptable, it may be included in the Scheme of Recruitment, provided that.

- (a) Prior approval of the Director-General of Combined Services, and concurrence of the Commissioner-General of Examinations have been obtained.
- (b) Co-ordination with the Director-General of Combined Services should be established to get the necessary particulars included in the Gazette notification relating to that examination so as to enable the relevant officers to sit for the examination.
- (c) When such Schemes of Recruitment are forwarded for the approval of the Director of Establishments, certified copies of letters giving approval and concurrence specified in (IV) (a) above should be attached.

(V) Whenever a Secretary of a Ministry decided that a pass obtained by an officer in an Efficiency Bar test held for officers in a different Service is an acceptable qualification, it should be mentioned in the Scheme of

Recruitment provided that the prior approval of the authorities specified in paragraph (IV) above, and the concurrence of the Commissioner General of Examination have been obtained, and when such Schemes of Recruitment are forwarded to the Director of Establishments for approval, certified copies of letters giving approval and concurrence specified in (IV) (a) above should be attached.

- (VI) In instances mentioned in IV and V above where officers belonging to different Services sit for an Efficiency Bar Examination held under a different Service Minute or different Scheme of Recruitment, any exemption from the Efficiency Bar available under the Minutes of said Services is not available to those who sit thus. What they get is only permission to sit for that Efficiency Bar Examination.
- (VII) When a Diploma Certificate/a Post Graduate Degree Certificate or any other Educational or Professional Certificate is accepted as a pass in an Efficiency bar Examinations.
- (a) Such Post Graduate Degree Certificate, Diploma Certificate or the Professional Certificate should have been issued by an Institution recognized by the Government and mention should be made of the name of the Institution issuing such certificate, and in the case of a Diploma Certificate, mention should be made of the period relating to it.
- (b) In the case of an examination held by a Government Institution, particulars regarding such Institution and the examination should be mentioned.
- (VIII) In the case of officers in the Teaching Service, if the certificates obtained by participating in Seminars and Conferences etc. constitute passes in the Efficiency Bars particulars regarding such Seminars and Conferences, and the number of Seminars and Conferences the officer should participate in to obtain the certificates, should be mentioned.
- (IX) The Appointing authority , Administrative Authority and Head of the Department are jointly responsible for holding Efficiency Bar Examinations on the due dates.

Sgd./Dixon Nilaweera
Secretary,
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