

Guidelines for completing the application

Serial No.

Instructions

- 1.4.1** If the applicant belongs to an All Island Service, Combined Service or any other service, specify the service.
- 1.4.2** State the Class or Grade of the relevant Service to which the applicant belongs.
- 1.5** State the Post held by the applicant as at present according to the relevant Scheme of Recruitment/Service Minute.
- 1.6** State the Service Category of the applicant from among such categories given in the Public Administration Circular 06/2006.
- 1.6.1** State as to what Grade the officer belongs to in the relevant Service Category.
- 2.1** Indicate whether the applicant seeks a concession for Efficiency Bar or Language Proficiency or Departmental Examination or for all three of them by ticking off the relevant cage.
- 2.2** Indicate whether the applicant requests an exemption from the Efficiency Bar/Language Proficiency/Departmental Examination or seeks a concession period to fulfill the requirement, by ticking off the relevant cage.
- 2.3** Indicate the reason for applying for concessions by ticking off the relevant cage of the column with reference to the Serial Number 2.1
- 2.3.1** This includes requests for a concession period where failure in the completion of prescribed qualifications was due to non conduct of the stipulated examinations or non-conduct of the stipulated number of examinations etc. For this purpose, submit the following documents as annexes. Head of the Department should certify this information as correct.
- Particulars to vouch for the non-conduct of the respective examinations and reasons adduced thereto.
 - Details according to the following chart

Due date of the examination scheduled to be held	Date of the examination held	Whether the officer sat for the examination	Subjects passed	Reasons if failed to be present at the examination

- 2.3.2** Requests for the inability to sit for the examinations due to reasons beyond the control of the officer, such as illnesses, maternity leave etc. The documents to be forwarded for this purpose are given below. Head of the Department should certify this information as correct.
- Furnish the information in the table given below having regard to the number of examinations held from the date of the officer qualifying to sit for the examination to the date of the request of the concession and the number of times officer concerned sat for the examination.

Date on which the examination was conducted	Whether officer sat for the examination	Whether passed or failed	Special reasons for not being present at the examination, if any.

- Documents to prove the personal reasons for not being present at the examination (Eg. Medical reports)

2.3.3 Officers whose date of completing of 45 years of age and due date of reaching Efficiency Bar point occur before 01.10.2001, exempt from the requirement of passing Efficiency Bar Examination in terms of the Public Administration Circular 20/2001. Requests in this connection could be made under this item. For this purpose documents to be forwarded as annexes are as follows.

- A certified copy of the Birth Certificate of the applicant.

2.3.4 Requests can be made under this item where an alternative qualification of the level similar to the qualification Prescribed for the Efficiency Bar/Language Proficiency/ Departmental Examination has been secured by the applicant. This includes requests for exemption from the relevant subject where there is an alternative subject (Eg. L.L.B for the subject of Law) prescribed for such examinations. For this purpose documents to be forwarded as annexes are as follows.

- Documents certified by the relevant authorities confirming that the syllabus of the prescribed examination/qualification is congruent with the syllabus/course content of the examination passed/qualification fulfilled by the applicant.
- Syllabus of the examination passed/qualification fulfilled by the applicant.
- Certified copies of the certificates of the examinations passed by the applicant, (Eg. A certified copy of the L.L.B. Degree for exemption from the subject of Law).

2.3.5 This includes the reasons other than the ones stated above. Give a brief description of it here. For this purpose documents to be forwarded as annexes are as follows;

- Documents supporting the reason claimed.
 - ❖ **Note:** In addition, the following documents as annexes should be submitted for all the requests referred to from, Serial Nos. 2.3.1 to 2.3.5 of the application.
- A certified copy of the letter of appointment to the Post/Grade relating to the Efficiency Bar/Language Proficiency/ Departmental Examination for which the concession is sought.
- A certified copy of the Service Minute or the Scheme of Recruitment relating to the post. (In the case of the Service Minute or Scheme of Recruitment formulated according to the Public Administration Circular No.06/2006 and approved by the Public Service Commission, indication of the PSC REF.No. and date would suffice and if not, a certified copy of the Scheme of Recruitment or Service Minute has to be submitted).

3.1.1 State as to which Efficiency Bar III, II or I is relevant to the concession sought for.

3.1.2 State the date of appointment to the Grade/Post relating to the Efficiency Bar/ Departmental Examination.

3.1.3 State the date reaching Efficiency Bar/ Departmental Examination Point according to the salary scale belonging to the Grade/Post of the service category.

- 3.1.4** State the date of passing the EB examination if a concession is sought after having passed such examination.
- 3.1.5** (a) State as to whether a concession period has been obtained previously for the Efficiency Bar/ Departmental Examination in question.
(b) If concession periods have been obtained as stated above, give each of such periods in a chronological order.
- 3.1.6** State the periods of time/duration of the concession sought. This is not applicable to requests for exemptions under the items 2.2.
- 3.1.7** State briefly the date on which the candidate was appointed/promoted to the post relating to Efficiency Bar/ Departmental Examination for which the concession is sought, all dates on which the Efficiency Bar/ Departmental Examination was held as from such date up to the of passing over of the reflective Efficiency Bar/ Departmental Examination and the particulars as to whether the candidate applied for such examinations, sat for it and met with success and the reasons, if failed to be present himself/herself at the examinations.
- 3.2.3** If a concession is sought following the completion of the Language Proficiency, give the date of meeting such qualification.
- 3.2.4** (a) State as to whether a concession period has been obtained previously for the Language Proficiency in question.
(b) If concession period have been obtained as stated above, give each of such periods in a chronological order.
- 3.2.5** State the periods of time/duration of the concession sought. This is not applicable to requests for exemption under sub item 2.2.
- 5.** Give the recommendation of the Head of the Department or the Head of the Institution to which the post held by applicant belongs.
- 6.** Give the recommendations of the Secretary to the Ministry under whose purview the applicant's Department comes.
- 7.** Give the recommendations of the Administrative Authority to whom the Administrative Power has been delegated by the Public Service Commission in the case of applicants belonging to an All Island Service and the recommendation of the Director General of Combined Services in the case of applicants belonging to a Combined Service.
- ❖ **Note:** I.For the posts under the Head of Department who is also the Appointing Authority, recommendation at Sub Item 5 would suffice and the recommendations at Sub Items 6 & 7 are not required.
- II.For the posts under Director General of Combined Services who is also the Appointing Authority, recommendation at Sub Item 6 is not compulsory.
- III.For the posts under the Secretary of Ministry who is also the Appointing Authority, recommendation at Sub Item 5 & 6 would suffice and the recommendation at Sub Item 7 is not required.
- ❖ In the case of general requests of group of applicants, complete the entire application from except Sub Items 1 & 4. Information relating to Sub Items 1 & 4 should be furnished as a separate annex.
- ❖ General requests of this nature could be made in regard to a group of officers with a common problem concerning a service or post.