Department of Immigration and Emigration

First Efficiency Bar Examination for Operations Assistants (Grade III) in the Management Assistants Non-Technical - Segment 02 Category of Service in the Department of Immigration and Emigration - 2026

01. It is hereby notified that the First Efficiency Bar Examination for Operations Assistants (Grade III) will be held in Colombo in the year 2026 by the Sri Lanka Institute of Development Administration in compliance with the provisions of the relevant Approved Scheme of Recruitment for the Management Assistants Non-Technical - Segment 02 Category of Service of the Department of Immigration and Emigration.

02. (i) The candidates are subject to the rules and regulations stipulated by the Sri Lanka Institute of Development Administration regarding the holding of examination and the issuance of results. The decision of the Director General of Sri Lanka Institute of Development Administration will be the final decision on conducting the examination and the issuance of results.

(ii) If the candidates violate the rules imposed by the Sri Lanka Institute of Development Administration, they will have to be subjected to a penalty imposed by the Director General of the Sri Lanka Institute of Development Administration.

03. Examination Fees: Candidates may sit the subjects of the examination either in one sitting or separately. Charges will not be levied from the candidates who sit the entire examination or one subject for the first time. Subsequently, an examination fee of Rs. 500 per subject and Rs. 1,000 for the entire examination in any sitting will be levied. Receipt obtained after paying these examination fees at any Branch of Bank of Ceylon in the island to be credited to the Account No. 7041443 of the Battaramulla Branch of Bank of Ceylon of the Department of Immigration and Emigration shall be affixed in the appropriate place on the application. (It will be useful to keep a photocopy of the receipt.) The fee paid for the examination will not be refunded or transferred for any other examination under any circumstances.

04. Applications

The application shall be in compliance with the specified format attached to this notice and shall be prepared as per the specimen application using both sides of an A4 size paper. Nos. 01 to 07 shall be on the first page and the rest on the second page. In preparing the application, the name of the examination mentioned in the title shall be indicated in English, in addition to Sinhala in Sinhala applications, and in addition to Tamil in Tamil applications. The application may be prepared and completed clearly by typing or in candidate's own handwriting. Applications prepared accordingly shall be sent by registered post on or before 13.11.2026 through the Sectional Head to reach, “Controller General of Immigration and Emigration, Department of Immigration and Emigration, “Suhurupaya”, Battaramulla or shall be hand delivered to the Management Service Officer in charge of the

relevant subject at the Administration Branch and a letter of acknowledgement shall be obtained. In sending applications, "The First Efficiency Bar Examination for Operations Assistants (Grade III) – 2026" shall clearly be indicated on the top left hand corner of the envelope. Applications with incomplete information and applications received after the closing date will be rejected. Further, the candidate shall scrutinize as to whether the completed application is in compliance with the specimen application in the notice of examination and otherwise the application will be rejected. (It will be useful to keep a photocopy of the completed application.)

05. Candidates shall prove their identity to the satisfaction of the Supervisor of the Examination Hall for each subject they sit in the examination hall. Any of the following documents will be accepted for this purpose.

(i) National Identity Card
(ii) Valid Passport
(iii) Valid Sri Lankan Driving License

Furthermore, candidates shall enter the examination hall without covering their face and both ears so as to verify their identity. Candidates who refuse to prove their identity in that manner will not be permitted to enter into the examination hall. Further, from the moment of entering the examination hall till leaving after the examination, candidate shall not cover the face and both ears enabling the Examination Authorities to identify the candidate.

06. The Director General of the Sri Lanka Institute of Development Administration will issue examination admission cards for the written test to the candidates who have submitted their applications on the presumption that only the candidates who have fulfilled the qualifications mentioned in the Gazette notification have applied. If an candidate has not received the admission card, he should inform the Controller (Administration) of the Department of Immigration and Emigration by calling 0112101553. For further inquiries, please contact the Examination Division of the Sri Lanka Institute of Development Administration by calling 011-5980252 or 011-5980236 on weekdays between 8.30 a.m. and 4.00 p.m. When making inquiries, Candidates should correctly state the name of the examination, their full name, National Identity Card number, and address. It is useful to keep photocopies of the application form, the receipt obtained after paying the examination fee, and receipt obtained for registered post to confirm any details requested by the Sri Lanka Institute of Development Administration.

07. The signature of the candidate on the application and the admission card for the examination shall be certified by the Head of the Institution or an officer authorized by him. Candidate is required to sit the examination at the examination hall assigned to him / her under the prescribed Index number. The Admission card certified by an officer specifically mentioned in his / her admission card shall be handed over to the Supervisor of the Examination Hall on the day he /she sits the examination. A candidate who does not present his / her admission card will not be permitted to sit for the examination.

08. The post and place of work of a candidate at the event of applying for the examination is applicable to all the activities related to the examination and any relevant change after sending the application will not be considered.

09. Heads of Departments shall grant duty leave to enable candidates holding admission cards issued by the Director General of the Sri Lanka Institute of Development Administration to sit for the examination. No traveling expenses will be paid for this purpose.

10. This examination is held in Sinhala, Tamil and English languages. If the candidate has joined the Public Service through a competitive examination, he / she shall select the medium of language, in which he /she sat that competitive examination, and for a person who has joined the Public Service without a competitive examination, the medium of language of the examination that he / she was eligible to enter the Public Service shall be selected as the medium for this examination. All subjects of the examination must be answered in the same medium of language, and changing the language medium after application will not be permitted.

11. The oral examination will be conducted by a panel of examiners appointed by the Controller General of Immigration and Emigration only for candidates who pass the written examination conducted by the Sri Lanka Institute of Development Administration. Candidates will be notified in writing in this regard using the same address mentioned in the application to which their admission cards were mailed.

12. Procedure of the Examination:

    1. Name of the Examination: First Efficiency Bar Examination for Operations Assistants (Grade III) of the Department of Immigration and Emigration.

    2. Details of the Examination
        - A written and oral examination. (Only the candidates who pass the written examination will be called for the oral examination.)

Subject	Duration	Total Marks	Pass marks
Written examination	1 ½ hours	100	40%
Oral Examination	20 minutes	30	12

    3. Authority conducting the examination:
       Written examination - Director General of the Sri Lanka Institute of Development Administration
       Oral examination - Controller General of Immigration and Emigration

4. Syllabus of the Examination:

Name of the question paper	Syllabus
Written examination	Evaluation of basic knowledge of the Immigrants and Emigrants Act No. 20 of 1948 and its amendments; and Evaluation of knowledge of the matters contained in the Port and Investigation Operations Manual and Evaluation of basic knowledge regarding Chapters VII, VIII, XII, XIII, XIV, XXII, XXIV, XLVII, and XLVIII of the Establishments Code, and Chapters III, IV, V, VI, VII, VIII, X, and XVI of the Procedural Rules.
Oral examination	Evaluating the ability to speak Sinhala, Tamil and English, evaluating knowledge of public relations

Note

* Failure to pass the examination within the stipulated period will result in the deferment of subsequent salary increment.
* The Procedural Rules dated 14.12.2022 on appointment, promotion and transfer of public officers and to provide for matters connected therewith and incidental thereto shall come into force with effect from 01.01.2023.

13. The issuance of an examination admission card to a candidate should not be considered as an acknowledgement that he or she has met the qualifications to appear for the examination.

14. The decision of the Controller General of Immigration and Emigration on any matter not provided for in this Gazette Notification shall be final.

15. In the event of any inconsistency among the Sinhala, Tamil, and English versions of this notification, the Sinhala text shall prevail.

A.H. Lakshan de Zoysa
Additional Controller General of Immigration and Emigration
Controller General of Immigration and Emigration (Acting)
Department of Immigration and Emigration
Suhurupaya
Battaramulla

On …… day of October 2026