

- 4.4.2 Should pass the 2<sup>nd</sup> Efficiency Bar Test within 03 years from the date of promotion to the Grade II.
- 4.4.3 Should pass the 3<sup>rd</sup> Efficiency Bar Test within 03 years from the date of promotion to the Grade I.
- 4.4.4 Should pass the 4<sup>th</sup> Efficiency Bar Test within 05 years from the date of promotion to the Special Grade.
- 4.4.5 Relevant syllabus is given in the paragraph 7. If an employee fails to get through the efficiency bar test during the prescribed period, he/she shall be dealt with in terms of the provisions of the Establishment Code and the Manual of Procedure of the Institute.
- 4.4.6 Efficiency Bar Examinations will be held once a year, or as and when necessary.
- 4.5 In addition to the above efficiency bar requirements, all employees should acquire proficiencies and competencies which will be prescribed by the Government from time to time.

**05. Recruitment to Unskilled Category:**

**5.1 Qualifications:**

**Office Aide**

**Library Attendant:**

**External**

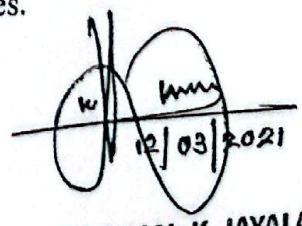
**Educational:** Should have passed the G.C.E. (O/L) Examination in six subjects with at least two credit passes in not more than two sittings.

**Labourer:**

Sat for the G.C.E.(O/L) Examination

**5.2 Age:**

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.



Handwritten signature and date stamp: 12/03/2021

**ROSHAN. K. JAYALATH**  
Director  
Department of Management Services  
General Treasury  
Colombo 01