

Conduct of Institutional and Professional Examinations.

1. Examinations for awarding certificates.
2. Examinations for Recruitment
3. Efficiency Bar Examinations
4. Examinations for Promotion of Officers
5. Other examinations related to both local and foreign agencies

- Institutional and Professional examinations are conducted on behalf of various government and non-government institutions or organizations.
- These institutions decide the dates of examinations in collaboration with the Department of Examinations.
- The Scheme of Examination and the specimen application form are published in the government gazette and the public newspapers. Applications duly perfected by candidates as per specimen form should be sent to the Department of Examinations.
- The Department of Examinations obtains the list of candidates from the respective institutions or candidates send their applications direct to the Department of Examinations.
- After deciding the dates of examinations at the end of each month, a time table for the examinations to be held in the following month will be prepared.
- Admission cards prepared by the Department of Examinations will be posted to candidates two weeks before the date of examinations.
- A notice to the effect that the admission cards have been issued, will be published in the newspapers.
- Whenever a candidate has not received an admission card he/she should inform that fact forthwith to the Organization and Foreign Examinations Branch of the Department of Examinations. Then the branch officers will check the position of such application. If particulars could not be found the matter will be referred to the respective institutions from which a letter supporting the candidature will be obtained. Subsequently a copy of the admission card will be issued to the candidate.
- If there is any error in the admission card, candidate concerned should get it corrected by informing the Department of Examinations in the same manner as mentioned above.
- After conducting the examination results will be sent to the respective institution and to candidates if so advised by the institution.

Note

Each candidate should prove his/ her identity at the time he / she sits the examinations. Following documents will be accepted. For this purpose.

- 1.National Identity Card
- 2.Valid Postal Identity Card issued by the Post Master General.
- 3.Valid Passport.

Common Errors

Incorrect filling of application forms by candidates.