

N.B.— Part IV(A) of the *Gazette* No. 1,505 of 06.07.2007 was not published.

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PART I : SECTION (IIA) — ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to each of the ‘Notices’ appearing in the 1st week of every month, regarding the latest dates and times of acceptance of notices for publication in the weekly *Gazette* at the end of each Part of the *Gazette of the democratic Socialist Republic of Sri Lanka*.

All notices to be published in every Part of the *Gazette* shall close at 12 noon of each Friday, *a fortnight before the date of publication*. All Departments, Corporations, Boards, etc., are advised that any notification fixing specific dates for closing times of applications in regard to vacancies, tender notices and the dates and times of auction sales, etc., should be prepared with due regard to this change, i.e., by giving adequate time both from the time of despatch of notice to the Government Press and from the date of publication thus enabling those interested in the contents of the notices to actively and positively participate.

All notices to be published in the weekly *Gazette* should reach this Department positively by 12 noon of the Friday, two weeks prior to date of publication e.g., Notices for publication in the weekly *Gazette* of 20th July, 2007, should reach the Government Press on or before 12 noon on 06th July, 2007.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
July 13th, 2007.

Rules and Instructions for Candidates

"All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968."

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :-

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for practical and oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination hall other than a member of the Examination hall staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the index number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. If should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination hall. Should the Supervisor so requires each candidate is bound to declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :-

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your index number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Depart. of Examinations, Commissioner General of Examinations.
Pelawatta,
Battaramulla.

Examinations, Results of Examinations, &c.

FIRST EFFICIENCY BAR EXAMINATION FOR OFFICE OF THE SRI LANKA EDUCATIONAL ADMINISTRATIVE SERVICE

IT is hereby notified that the First Efficiency Bar Examination for Officers in the Sri Lanka Educational Administrative service will be held in October 2007, in Colombo.

02. Scheme and syllabus of the Examination published in the *Gazette Extra ordinary* of the Democratic socialist Republic of Sri Lanka, No. 1,225/32 dated 01.03.2002 is indicated below for easy reference.

(a) The first Efficiency Bar Examination will consist of the following subjects;

- | | | |
|----------------|-----|---|
| Subject Number | 001 | General Administration-Constitution of Sri Lanka, Provisions of the Establishment Code and Other Regulations of the Government. |
| Subject Number | 002 | Finance |
| Subject Number | 003 | Education, Education Law, Administration and Supervision. |

(b) An officer may take up the subject of the 1st Efficiency Bar Exemption. on one and the same occasion or on separate occasions.

(c) Each paper will be of 3 hours duration.

03. Scheme of Examination

(a) General Administration :

The Ceylon (a) (Constitution and independence); Orders in Council, 1946 and 1947 (C379) The Citizenship Act No. 18 of 1948 (C. 349) The constitution adopted and enacted on 22nd May 1972; Registrations of Elections Act No. 44 of 1980; Parliamentary Elections Act No. 19 of 1981; Referendum Act No. 07 of 1981; Presidential Elections Act No. 15 of 1981; The constitution of the Democratic Socialist Republic of Sri Lanka.

(b) Office and Field Organisation and Methods :-The Establishment code - Chapters I, II, III, IV, V, VII, IX, X, XI, XVI, XXV, XXVI, XXVII, XXIX, XXXI, XXXII, XXXIII, XLVII, XLVIII

(ii) Finance :

- (a) The Financial Regulation of the Government Part 1 (Except Chapter X)
- (b) The Estimates of Revenue and Expenditure of the current year, e. g. their arrangements; The Head of Revenue, Finance and Appropriation, Acts
- (c) Ordinances and Other Legislation relating to Specific Accounts dealt with in Education office

(iii) Education, Education Law, Administration and Supervision
B2 -B 079521

- (a) Education Law - Candidates are excepted to be familiar with following Ordinances and Acts of Parliament-
Education Ordinance No. 31 of 1939
Amendment Ordinance No. 26 of 1947
Amendment Act, No. 05 of 1951
Amendment Act, No. 43 of 1953
Code of Regulations for Government Schools,
Assisted Schools and Training Colleges (Special Provisions) Act No. 05 of 1960
Assisted Schools and Training Colleges (supplementary Provisions) Act No. 08 of 1961
Education (Change of Designations) Act No. 35 of 1973
Pirivena Act No. 64 of 1979
The Assisted Schools and Training Colleges (Special Provisions Amendment) Act No. 65 of 1981
National Institute of Education Act No. 28 of 1985

(b) Educational Administration-

1. Policies of the Ministry of Education

- (i) Ministry of Education
- (ii) The Organization of the Ministry of Education and Development and Agencies under the Ministry including District Education Departments and their functions.
- (iii) Educational Planning at National and Regional levels; Aims and Objectives, methods (including school mapping) implementation etc.

2. School Management, School community relationship

3. Educational Management information Systems

4. Special; Education Programmes.

(c) Education supervision-

Scheme for school supervision and criteria used in evaluation of teacher performance.

Continuous evaluation programmes in schools, Self evaluation programmes in schools.

School Supervision by the District Departments and the Ministry of Education

Validation of Internal Evaluation by External by Teams;
(Candidates are advised to be through with the Circulars Manuals and other Publication issued by the Ministry of Education)

Reference:-

- Asian Institute of Educational Planning and Administration (1970) Modern Management Techniques in Educational Administration.
A Report of a Seminar-New Delhi
Barry and Tye (1975) Running a school- Temple Smith London
Bush T. Glatter, R. Gooday, I. Riches, C. (eds. 1980) Approaches to School Management, Harper and Row.
Khan Dr. Mohideen Sheriff (1989) School Administration, New Delhi.
Ministry of Education-Ceylon (1969) Education in Ceylon

A Centenary Volume Part II, Part III Ministry of Education and Cultural Affairs, Ceylon.

Open University (1981) Policy Making, Organization and Leadership in Schools (Block 4 of Course E 323)

Open University Press London

Shipman, Mortem (1983) In School Evaluation, Heineman Education Books,

Report on the Management Reforms in the Ministry of Education, July, 1984.

04. Candidates should obtain 40% the total marks allocate for each subject for a pass.

05. *Language medium of the Examination*

- (i) Candidates can answer the question papers in any one of the official Languages
- (ii) In the language medium of the Competitive Examination he passed to enter the public service, if there was no competitive examination, language medium of qualifying examination to enter public service.

06. If it is detected that a candidate has sat for the examination in a language medium, for which he is not entitled his/her candidature will be cancelled.

07. Applications should be prepared and submitted in a Foolscap sheet using both side of the paper and according to the specimen appended. Indicate the name of the examination in English in addition to the Sinhala in the application, also in the Tamil application, indicate the name of the examination in English in addition on Tamil.

08. The Examination will be conducted by the Commissioner General of Examination and the candidates are bound by the rules prescribe by him for conducting examinations. These rules are indicated at the end of this notification.

09. Applications should be forwarded under registered post through Heads of Departments addressed to the Commissioner General of the Examinations. Pelawatta Battaramulla, to be received on or before 13th August, 2007. Name of the examinations should be written on the top left hand corner of the envelope. Any application received after this date will be rejected.

10. If admission cards are not received at least seven days before the date of examination, candidates should contact the Commissioner General of Department of Examinations, Organization and foreign Examinations Branch. Pelawatta Battaramulla.

Telegraphic address is "Exams" Battaramulla. Following information should be supplied while promptly informing the Commissioner General, Examinations regarding admission cards which are not received.

- (i) Name of examinations;
- (ii) Full name of candidate;
- (iii) Candidates address in full;
- (iv) Date of posting the application, registered letter number and Post Office;

Applicants residing close by can contact the Commissioner General Examinations (E) Branch through a messenger.

11. Complaints from candidates who fail to fulfill the requirements indicated in para 9 above will not be considered.

12. At the examination hall it is the responsibility of the candidates to produce evidence in proof of their Identity and for this purpose only the identity card issued by the Department of Registration of persons and a valid passport will accepted.

13. Fees for examinations will be charged as Follows

- (a) First instance (fees will not be levied for the whole examination or part of it)
- (b) Thereafter, for each instance.
For the whole examination Rs. 225.00
For one Subject Rs. 75.00

candidates should pay the fees by revenue stamps which are properly cancelled by placing their signature on it.

ARIYARATNE HEWAGE,
Secretary,
Ministry of Education.

20th June, 2007,
Ministry of Education,
Pelawatta,
Battaramulla.

Specimen Application

Efficiency Bar Examination for Officers of the Sri Lanka Educational Administrative Service

(To be forwarded to Commissioner-General of Examinations, Battaramulla, Pelawatta under registered post through Head of the Department)

(Name of the Examination should be indicated on the top left-corner of the envelope enclosing the application)

01. (a) Name with initials (English block letters) : _____.
(Ex. : Silva S. A)
- (b) Names denoted by the initials (English block letters) : ____.
02. Date of Birth :
03. (a) Designation : _____.
(b) Department/Zonal Education department/Division/School : _____.
04. (a) Postal Address : _____.
(b) Private Address : _____.
(c) Address for dispatch of Admission Card (English block letters) : _____.

05. Subjects offered with the subjects numbers as indicated in cage 2(a) of the notification (write clearly)

Stamps for payment of fees should be properly affixed here.

Subject Number : Subject :

Subject Number : Subject :

Subject Number : Subject :

Signature of the candidate.

Date : _____.

06. The Language medium of the examination : _____.

The Commissioner General of Examinations,

07. State whether you have sat this examination previously, in whole or in part if so state subjects year and month

Forwarded,

I certify that the candidate whose particular appear above is eligible to sit this examination and that he/she is entitled to sit in the medium indicated in para 6.

I further certify that the stamp/stamps has/have been duly cancelled by the candidate himself.(*)

<i>Year</i>	<i>Subject</i>	<i>Medium</i>
.....
.....
.....

Head of the Department's
Signature and Designation.

Date : _____.

08. I here by declare that the particulars given above are correct and that I am entitled to sit the examination in the medium indicated in para 06 above. I also agree to abide by the rules and regulations of the the examination.

(*) Please strike off when money is paid.

09. The amount of Examination fees paid :

07-167