

N.B.— Part III of the Gazette No. 1,907 of 20.03.2015 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,908 - 2015 මාර්තු මස 27 වැනි සිකුරාදා - 2015.03.27
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(Published by Authority)

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 the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All Notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after three months from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 17th April, 2015 should reach Government Press on or before 12.00 noon on 02nd April, 2015.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette.”

W. A. A. G. FONSEKA,
Government Printer. (Acting)

Department of Government Printing,
Colombo 08,
22nd January, 2015.

This Gazette can be downloaded from www.documents.gov.lk



1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A “Sri Lankan” is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the “New Entrants” Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments:

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in

the new post for a specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the ‘Widows and Orphans’ Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service, Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (II) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

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. It 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.

Department of Examinations,
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

DEPARTMENT OF GOVERNMENT INFORMATION

Recruitment to Posts of Editor (Sinhala/Tamil/English) in the Publication Unit of the Department of Government Information (on Contractual Basis)

APPLICATIONS are called from qualified candidates for recruitment to the Posts of Editor (Sinhala/Tamil/English) in the publication unit of the Department of Government Information (on contractual basis).

1. 'Director General' in this notice refers to the Director General of Government Information.

2. *Structured Examination.* – The date of the examination will be decided by the Director General of Information.

<i>Fields considered in granting marks</i>	<i>Maximum Marks</i>
Additional Educational Qualifications	40
Additional Professional Qualifications	25
Additional Professional Experience	30
Skill demonstrated in the interview	05
Total	100

3. *Number of Appointments.* – Steps will be taken to fill 03 vacancies of Posts of Editor (Sinhala/Tamil/English) in the publication Unit of the Department of Government Information (on contractual basis).

4. *Effective date of appointments.* – The date will be decided by the Director General of Government Information.

5. *Service Conditions.* – Selected candidates will be appointed to the post of Editor subject to general conditions governing public service appointments, conditions and regulations in the recruitment procedure of the post of Editor (Sinhala/Tamil/English) at the Publication Unit of the Department of Government Information (on contractual basis) approved by the Public Service Commission on 09.05.2014 and amendments already done and would be done in the future to the Recruitment procedure.

6. The Public Service Commission has the authority to cancel the appointments of candidates who fail to assume duties on the due date and/or who reject or avoid to assume duties.

7. *Monthly Allowance.* – Rs. 25,000.

8. Qualifications at the closing date of applications :

(i) *Educational Qualifications.* – Obtaining a degree from a university recognized by the University Grant

Commission or an institution recognized by the University Grant Commission as a degree offering institution.

(ii) *Professional Qualifications.* – Should have successfully completed a Diploma course in editing publications or in a related field, which the course duration is not less than one year from an institution acknowledged by the Tertiary and Vocational Education Commission.

(iii) *Experience.* – A minimum 03 years experience in editing of articles in a publishing institution registered in the government.

(iv) *Physical Qualifications.* – Each candidate should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties of the post.

(v) *Other :*

(i) Should be a citizen of Sri Lanka,

(ii) Should possess an excellent character,

(iii) All qualifications in regard to the appointment to the post should be duly completed.

9. *Age :*

Minimum limit : 18 years

Maximum limit : 55 years

10. *Method of Application :*

(a) It should be peculiarly concerned that the applications should be prepared according to the specimen form of application attached to this notice in an A4 sheet. Application should be filled in with candidates own handwriting. Applications that do not comply with the specimen form of application and incomplete applications will be rejected without notification. It will be useful to keep a photocopy of the application. Candidate must check whether the duly filled in application complies with the specimen form of application. Otherwise, it may be rejected.

(b) Completed applications should be sent by registered post to reach the Department of Government Information, No. 163, Kirulapona Avenue, Colombo 05 before 24.04.2015. "Recruitment to the post of Editor at the Department of Government Information on Contractual Basis" should be clearly cited on the top left hand corner of the envelope, in which the application form is enclosed. Applications received after the closing date will not be accepted.

(c) Incomplete applications in any manner will be rejected.
Complaints on misplacements or delays will not be entertained.

11. If any candidate was found guilty of providing any false information or suppressing any important information purposely, he/she is liable to be dismissed.

12. Matters not covered by these regulations will be determined by the Public Service Commission.

Director General of Government Information,
Powers Delegated by the Public Service Commission,
Department of Government Information.

Department of Government Information,
No. 163, Kirulapona Avenue,
Colombo 05,
10th March, 2015.

SPECIMEN FORM OF APPLICATION

(For official use only)

RECRUITMENT TO POSTS OF EDITOR (SINHALA/TAMIL/ENGLISH) IN
THE PUBLICATION UNIT OF THE DEPARTMENT OF GOVERNMENT
INFORMATION (ON CONTRACTUAL BASIS)

01. Medium :

Sinhala - 1
Tamil - 2
English - 3

(Write the relevant number in the cage)

02. Personal Information :

1. Name with initials in English block letters, stating initials at the end : Mr./Mrs./Miss : _____.
E. g.- SILVA, A. B.

2. Name in full in English block letters : _____.

3. Name in full (In Sinhala/Tamil) : _____.

4. Personal Address (In Sinhala/Tamil) : _____.

5. Gender :

Male - 0
Female - 1

(Write the relevant number in the cage)

6. Civil status :

Unmarried - 1
Married - 2

(Write the relevant number in the cage)

7. Ethnicity :

(Sinhala - 1, Tamil - 2, Ind. Tamil - 3,
Muslim - 4, Other - 5)

(Write the relevant number in the cage)

8. National Identity Card No. :

9. Date of Birth :

Year : Month : Date :

10. Age at the closing date of applications :

Years : Months : Days :

11. Telephone Number (If available) :

03. Educational Qualifications :

University	Degree	Date of validation of the degree	Subjects

04. Professional Qualifications :

Institution	Diploma	Date of validation of the diploma	Duration

05. Experience : _____.

06. Certification of the applicant :

I certify that the above information is true and correct.

_____,
Signature of the Applicant.

Date : _____.

07. Attestation of the signature :

I certify that Mr./Mrs./Miss who is submitting this application is known to me personally and he/she placed his/her signature in my presence on

_____,
Signature of the officer attesting.

Name : _____.
Designation : _____.
Address : _____.
Date : _____.

(The signature of the applicant should be attested by a Principal of a Government School/Justice of the Peace/Commissioner for Oaths/Attorney-at-Law/Notary Public/a Commissioned Officer of the Army, Navy or Air Force or a Government Officer receiving a monthly consolidated salary greater than Rs. 22,935).

03-891

DEPARTMENT OF GOVERNMENT INFORMATION

Recruitment to Post of Design Editor in Publication Unit of the Department of Government Information (on Contractual Basis)

APPLICATIONS are called from qualified candidates for recruitment to the Posts of Design Editor in the publication unit of the Department of Government Information (on contractual basis).

1. 'Director General' in this notice refers to the Director General of Government Information.

2. *Structured Examination.* – The date of the examination will be decided by the Director General of Government Information.

Fields considered in granting marks	Maximum Marks
Additional Educational Qualifications	40
Additional Professional Qualifications	25
Additional Professional Experience	30
Skill demonstrated in the interview	05
Total	100

3. *Number of appointments.* – Steps will be taken to fill 01 vacancy of Post of Design Editor in the publication Unit of the Department of Government Information.

4. *Effective date of appointments.* – The date will be decided by the Director General of Information of the Department of Government Information.

5. *Service Conditions.* – A selected candidate will be appointed to the post of Design Editor subject to general conditions governing public service appointments, conditions and regulations in the Recruitment procedure of the post of Design Editor in the publication unit of the Department of Government Information (on contractual basis) approved by the Public Service Commission on 08.05.2014, and amendments already done and would be done in the future to the Recruitment Procedure.

6. The Public Service Commission has the authority to cancel the appointments of candidates who fail to assume duties on the due date and/or who reject or avoid to assume duties in the appointed post.

7. *Monthly Allowance.* – Rs. 25,000.

8. *Qualifications : at the closing date of applications :*

(i) *Educational Qualifications.* – Obtaining a degree from a university recognized by the University Grant Commission or an institution recognized by the University Grant Commission as a degree offering institution.

(ii) *Professional Qualifications.* – Should have successfully completed a Diploma course in Design Editing or in a related field, which the course duration is not less than one year from an institution acknowledged by the Tertiary and Vocational Education Commission.

(iii) *Experience.* – A minimum 03 years experience in Design Editing related tasks in a publishing institution registered in the government.

(iv) *Physical Qualifications.* – Each candidate should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties of the post.

(v) *Other :*

(i) Should be a citizen of Sri Lanka,

(ii) Should possess an excellent character,

(iii) All qualifications in regard to the appointment to the post should be duly completed.

9. *Age :*

Minimum limit : 18 years

Maximum limit : 55 years

10. *Method of Application :*

(a) It should be peculiarly concerned that the applications should be prepared according to the specimen form of application attached to this notice in an A4 sheet. Application should be filled in with candidates own

hand writing. Applications that do not comply with the specimen form of application and incomplete applications will be rejected without notification. It will be useful to keep a photocopy of the application. Candidate must check whether the duly filled in application complies with the specimen form of application. Otherwise, it may be rejected.

(b) Completed applications should be sent by registered post to reach the Department of Government Information, No. 163, Kirulapona Avenue, Colombo 05 before 24.04.2015. "Recruitment to the post of Design Editor in the Department of Government Information on Contractual Basis" should be clearly cited on the top left hand corner of the envelope, in which the application form is enclosed. Applications received after the closing date will not be accepted.

(c) Incomplete applications in any manner will be rejected. Complaints on misplacements or delays will not be entertained.

11. If any candidate was found guilty of providing any false information or suppressing any important information purposely, he/she is liable to be dismissed.

12. Matters not covered by these regulations will be determined by the Public Service Commission.

Director General of Government Information,
Powers Delegated by the Public Service Commission,
Department of Government Information.

Department of Government Information,
No. 163, Kirulapona Avenue,
Colombo 05,
10th March, 2015.

SPECIMEN FORM OF APPLICATION

(For official use only)

RECRUITMENT TO POST OF DESIGN EDITOR IN THE PUBLICATION
UNIT OF THE DEPARTMENT OF GOVERNMENT INFORMATION
(ON CONTRACTUAL BASIS)

01. Medium :

Sinhala - 1
Tamil - 2
English - 3

(Write the relevant number in the cage)

02. Personal Information :

2.1. Name with initials in English block letters, stating initials at the end : Mr./Mrs./Miss : _____.

E. g.- SILVA, A. B.

2.2. Name in full in English block letters : _____.

2.3. Name in full (In Sinhala/Tamil) : _____.

2.4. Personal Address (In Sinhala/Tamil) : _____.

2.5. Gender :

Male - 0

Female - 1

(Write the relevant number in the cage)

2.6. Civil status :

Unmarried - 1

Married - 2

(Write the relevant number in the cage)

2.7. Ethnicity :

(Sinhala - 1, Tamil - 2, Ind. Tamil - 3,

Muslim - 4, Other - 5)

(Write the relevant number in the cage)

2.8. National Identity Card No. :

2.9. Date of Birth :

Year : Month : Date :

2.10. Age at the closing date of applications :

Years : Months : Days :

2.11. Telephone Number (If available) :

03. Educational Qualifications :

University	Degree	Date of validation of the degree	Subjects

04. Professional Qualifications :

<i>Institution</i>	<i>Diploma</i>	<i>Date of validation of the diploma</i>	<i>Duration</i>

05. Experience : _____.

06. Certification of the applicant.

I certify that the above information is true and correct.

_____,
Signature of the Applicant.

Date : _____.

07. Attestation of the signature :

I certify that Mr./Mrs./Miss who is submitting this application is known to me personally and he/she placed his/her signature in my presence on

_____,
Signature of the officer attesting.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

(The signature of the applicant should be attested by a Principal of a Government School/Justice of the Peace/Commissioner for Oaths/Attorney-at-Law/Notary Public/a Commissioned Officer of the Army, Navy or Air Force or a Government Officer receiving a monthly consolidated salary greater than Rs. 22,935).

03-892

REGISTRAR GENERAL'S DEPARTMENT**Posts of Registrars of Marriages, Births and Deaths****GAMPAHA DISTRICT**

APPLICATIONS are invited for the Posts of Registrars of Marriages, Births and Deaths in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and other Qualifications etc., could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 27th April, 2015.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
09th March, 2015.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Gampaha	Minuwangoda	Post of Registrar of Marriages (General) of Aluthkuru Korale North and Birth and Deaths of Horampella Division	District Secretary/Additional Registrar General, District Secretariat, Gampaha.

03-728

Examinations, Results of Examinations &c.

FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF CLASS III, REGISTRAR SERVICES 2014(2015)

IT is hereby notified that an Efficiency Bar Examination for the officers in Grade II of Class III Registrar Service of Registrar Generals Department in the month of July 2015 as per the provisions of Section 8 of the approved service minute of officers of Grade II of Class III, Registrar Service of Registrar Generals Department in reference to the No. NSCC/6/25/090/SR of Public Service Commission and dated 26.08.2011.

2. This examination for officers of Grade II of Class III, Registrar Service will be held in Colombo.

3. (i) This examination will be conducted by the Commissioner General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

(ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

4. *Eligibility.*– Officers who have been appointed to posts of Grade II of Class III, Registrar Service are eligible to appear for this examination.

5. The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the Registered post through the respective Heads of Departments to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, P. O. 1503, Colombo on or before 24.04.2015 therefore the application should be submitted to Registrar General on or before 17.04.2015. Name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date and incomplete applications will be rejected.

6. *Identity of the candidates.*– Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor :

- (i) The National Identity Card issued by the Department of Registrations of Persons,
- (ii) A valid passport.

The candidature of those who fail to produce any of the above mentioned documents may be cancelled at the discretion of the Commissioner General of Examinations.

7. *Applications.*– Applications should be prepared in a paper of A4 size in such a manner that para Nos. 1.0 to 5.0 appear on the first page and remains from 6.0 to the other pages. The applications could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting.

Application should strictly conform to the specimen appended and candidates are advised to send one application and not to send photocopies of the application. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

Officers appearing for the examination for the first time need not pay examination fees, However for subsequent sittings, the applicants need to pay due examination fees.

For whole examination	- Rs. 400.00
For one subject	- Rs. 200.00

The examination fee should be credited to the revenue head 2003-02-13 of Commissioner General of Examinations at any post office/

Sub post office in the Island and the receipt obtained should be affixed to the application. The examination fee cannot be paid by stamps or money order and under no circumstances ; the fee will be transferred in respect of any other examination.

8.0 The Commissioner General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. A notification will be published in newspapers as soon as the admission cards are issued to the candidates.

If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations stating your Full Name, Address, National Identity Card Number and Name of the Examination : i. e. certified photocopies of the application form and the receipt kept at your possession. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinations through fax. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall.

Note.— Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination.

9.0 The Heads of Departments should approved duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No traveling expenses will be paid.

10.0 The examination will be held in Sinhala and Tamil languages.

Candidates can sit for the examination in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a competitive examination can sit for the examination in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.

11.0 Officers may appear separately for each subject at different occasions at their discretion. However, they should score at least forty percent (40%) of the total marks allocated for each subject for a pass.

12.0 For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.

13.0 The Commissioner - General of Examinations will release the results of the examination to the Registrar General and the lists of names of the candidates who have passed the exam will be published in Website of Registrar General's Department.

14.0 *Examination Procedure.*— Candidates should sit for a written examination, which will consist of the following subjects :

<i>Subject No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Mark</i>
01	Office Systems	3 hours	100	40
02	Accounting Systems	3 hours	100	40

14.1

<i>Name of the Paper</i>	<i>Syllabus</i>
Office Systems	(a) Chapter iii, iv, v, vi, vii, viii, ix, xii, xiii, xiv, xv, xvi, xvii, xxvi, xxvii and xxviii of Establishments Code. (b) Procedural rules of Public Service Commission
Accounting Systems	(a) Chapter i, ii, iii, iv, v, vi, vii, viii of Financial Regulations. (b) Government Procurement Procedure * Work/supply/services * Inventory/Assets Accounting, safeness and board of survey

15.0 This examination notification will be published in Sinhala, Tamil and English languages and in case of any inconsistency among text, the Sinhala text shall prevail. Any matter not referred to herein will be decided by the Registrar General.

Registrar General's Department,
Denzil Kobbakaduwa Mawatha,
Battaramulla,
27th March, 2015.

Specimen Application Form

**FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS
IN GRADE II OF CLASS III, REGISTRAR SERVICES
2014(2015)**

Medium :

(Write the relevant letter in the cage)

(Sinhala - 2) (Tamil - 3)

01. 1.1 Last name followed with initials : _____.

(In English block capitals)

Ex. : GUNAWARDHANA, M. G. B. S. K.

1.2 Name with initials : _____.

(In Sinhala/Tamil)

1.3 Names denoted by initials : _____.

(In English block capitals)

1.4 Names denoted by initials : _____.

(In Sinhala/Tamil)

02. Place of work and address : _____.

2.1 Name and address of the Office/Department/Institution :

_____.

(In English block capitals)

2.2 Name and address of the Office/Department/Institution :

_____.

(In Sinhala/Tamil)

2.3 Address to which the Admission card should be sent (In

English block capitals) : _____.

03. Sex :

Female - 1

Male - 0

(Write the relevant number in the cage)

04. National Identity Card No. :

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05. Subject/s to which you sit for :

Subject	Subject No.

06. Present Post :

6.1 Post : _____.

6.2 Appointment letter number : _____.

6.3 Date of appointment to in Grade II of Class III Registrar Services : _____.

07. Certification of the Applicant :

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above. I agree to abide by the decisions taken by the Commissioner General of Examinations and all provisions in the Examination Act in respect of the holding examination.

_____,
Signature of applicant.

Date : _____.

Note.— Candidate should place his/her signature in the presence of his/her respective Head of Department or an officer assigned to sign on behalf of him.

Attestation of Signature

I certify that Mr./Mrs./Miss who is an employee of my work station, is personally known to me and placed his/her signature in my presence on

Further he/she has paid the relevant examination fee and the receipt is affixed in the application.

_____,
Signature and official stamp of the
Person attesting.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

Certificate of the Head of the Department

I certify that,

(i) The information furnished above was verified ;

(ii) He/She is eligible to appear for this examination ;

(iii) He/She is appearing for this examination for the

_____,
Signature and official stamp of the
Head of the Department.

Date : _____.

Name of the Attester : _____.

Designation : _____.

Address : _____.

03-800

REGISTRAR GENERAL'S DEPARTMENT

Open Competitive Examination for Grade II of Class III Registrar Service - 2014(2015)

APPLICATIONS are hereby invited for recruitment to the Posts of Registrar Grade II of Class III, Registrar Service of Registrar General's Department.

02. *Examination.*— Recruitment will be made according to the highest marks of the result of written exam conduct by Commissioner General of Examination in July, 2015. Exam will be held in the towns and the numbers denoting the town given below. Commissioner General of exam has the power to cancel and change the exam center according to the second choice of the candidate, where there is no enough application as required or any other reason, further the Commissioner General of Exam has the power to held the exam only in Colombo where there is no enough application to the other all or majority of denoted towns.

Town	Town No.
Colombo	01
Kandy	05
Galle	07
Jaffna	10
Ampara	16
Anuradhapura	19
Badulla	21
Ratnapura	24

Head of the Department regard the power to postponed or cancel the exam.

03. *Conditions of Service.*— Recruitment to the Grade II of Class III of Registrar Service will be made subject to the general conditions governing appointments in the Public Service and on the following conditions :

- (i) This post is permanent and pensionable. The selected candidates should make contribution to the Widow/ Widower and Orphans Pension Fund.
- (ii) Establishment Code, Financial Regulations, the orders already made and orders that may be issued from time to time under rules and regulations of this will apply on this regard.

Selections 10 to 12 of Chapter 11 of the Establishments Code and regulations under Chapter 1 of Public Service Commission of Republic of Sri Lanka will also apply on this regard.
- (iii) An officer appointed to service should undergo a training as determined by the authorities of the appointment.

- (iv) New entrant officer to the public service will be subject to a probation period of three (03) years.
- (v) Candidates who are already in Public Service will be appointed on acting basis for one year.
- (vi) Candidates should pass the written Efficiency Bar Examination before lapse of 3 years from appointment held by any institution approved by the Registrar General. No exemption from this Efficiency Bar will be granted on the basis of age.
- (vii) On confirmation in the post the officers selected from the Public Service will cease to be a member of the former service and will have no right of reversion to that service.

04. *Salary Scale.*— MN-5-2006(A) - Rs. 16,720 - 10x320 - 11x 365 - 15x450 - Rs. 30,685 (Circular 6/2006(iv)).

05. *Age limit.*— Applicants should not be less than 21 years and not more than 35 years of age on the closing date of application (therefore the birthday of the candidates who are illegible to apply for the post should be on or before the date 24.04.1994 and or after the date 24.04.1980)

06. *Qualifications.*— The following qualifications should have completed as at 24.04.2015.

- (i) Applicants should be Sri Lankan and applicants should have good character and liable to work in any part of Sri Lanka and should be mentally and physically fit to serve in any part of the Sri Lanka.
- (ii) Graduate from a University recognized by University Grants Commission ; or
- (iii) Attorney-at-law who have passed the final examination of the Law College and have completed all required qualifications as an Attorney-at-Law.

07. *Method of recruitment.*— Selections will be made at an interview held for the highest scorers of the competitive examination conducted by the Commissioner General of Examination for the qualified candidates who were selected after calling for applications through a notice in the Government Gazette. 40% of marks should be obtained in each subject in order to pass the examination. Candidates who have the highest aggregate of marks will be summoned for an interview in the descending order of such marks, the interview will be held only for the purpose of scrutiny of certificates.

08. *Examination Fee.*— The examination fee is Rs. 600.

The receipt obtained on payment of this fee to the District/ Divisional Secretariat under the revenue Head No. 2003-02-13 the Commissioner General of Examination before the closing date of applications should be pasted from the edge, in the relevant place given in the application. Money orders or stamps will not accept as

the exam fee and fee is not refundable and cannot transfer to any other exam. Retaining a photocopy of the receipt with the candidate will be useful in future.

09. *Method of application :*

- (a) The application should be in conformity with the specimen appended to this notice. Name of examination indicated at the top of the specimen application should be written in English in addition to Sinhala in the Sinhala application and should be written in English in addition to Tamil in the Tamil application. It should be prepared on a paper sized 8 1/2" x 12" using both sides. Nos. 1-6 in the specimen application should be included in page 01 and the rest in page 02. The application which are not in conformity with the specimen and not complete will be rejected without prior notice. Further informed that the candidate should inquire whether the application is conformable to the specimen and application will be rejected otherwise. It may be useful to retain a photocopy of the application by the candidate.
- (b) The application should be filled in the language in which the candidate is eligible to sit for the examination.
- (c) The applications for the post should be sent under the registered cover to the Commissioner General of Examinations Sri Lanka, Department of Examinations, Pelawatta, Battaramulla on or before 24.04.2015. "Competitive examination for Grade II of Class III, Registrar Service - 2014(2015)" should be clearly written on the top left hand corner of the envelope containing the application. Applications received after the closing date will not be accepted.

Note.– Candidates in the Public Service/Provincial Public Service should send their applications through the respective Heads of their Department/Organization.

- (d) Applications which have not been duly completed will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.
- (e) Receipt of an application will not be acknowledged. Commissioner General of Examinations will send the admission cards by post to the candidates who have duly filled and send before the closing date. A paper notice will be published by the Department of Examinations once the admission issued. A candidate, who does not receive the admission card at least five days before the date of examination, should be notified

to the Organization and Foreign Examinations Branch, Department of examinations with the following particulars :

Name of the Examination
Full name of the candidate
Identity Card No.
Address

If the candidate is out of Colombo, mentioning a fax number along with the other details and fax the request letter to the given number in the notice will be benefitted to obtain the copy of admission soon. In such instance, copies of the letter of request and the registration receipt should be retained with the candidate.

10. *Admission to the Examination Centre :*

- (i) A candidate who presents himself to the examination must produce his admission card with the attested signature to the Supervisor of the examination center. A candidate who fails to produce his admission card will not be permitted to sit for the examination.
- (ii) A candidate must sit for the examination at the examination hall assigned to him. Every applicant should observe the general rules and regulations that should be observed by the candidates for examinations.
- (iii) The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit for the examination.

11. *Identity of the candidate.*– A candidate will be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose any of the following documents will be accepted :

- (i) An Identity Card issued by the Department of Registration of Persons ;
- (ii) A valid passport issued not more than three years prior to the date of examination.

12. *Furnishing false information :*

- (a) If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to or during or after the examination.
- (b) Examination is will be conducted by the Commissioner General of Examinations and candidates are bound by the rules prescribe by him for conducting the examination and breach of these rules is a punishable act.

13. Any matter not provided for in this notification will be dealt with as determined by the Public Service Commission.

14. *Method of examination :*

(i) *Medium :*

(a) Candidate may apply for the examination in one of two mediums, i. e. : Sinhala/Tamil.

(b) Every candidate should answer the question papers in the language which is stated in the application.

(c) No candidate will be allowed to change the medium of language indicated in his/her application.

(ii) *Subjects and syllabus :*

Following subjects should be passed in the written exam :

<i>Subject</i>	<i>Subject No.</i>	<i>Time</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Intelligence	01	01 hour	100	40
General Knowledge	02	01 hour	100	40
Language and Essay	03	01 hour	100	40

Syllabus :

<i>Question Paper</i>	<i>Syllabus</i>
Intelligence The paper is consisted with 50 multiple choice method questions and small questions. Answers should be given to all questions.	The question paper designed to test the candidate's rational and analytical skills and ability to arrive at rational conclusion in association with non-verbal clues.
General knowledge The paper is consisted with 50 multiple choice method questions and small questions answers should be given to all questions	The question paper designed to test the candidate's knowledge about social and cultural styles of Sri Lanka, locally and internationally important current affairs and scientific and technical development.
Language and Essay The paper is consisted with small questions and essay type questions answers should be given to all questions.	The question paper designed to test the candidate's knowledge of inquiring, arranging and presenting of views to given topics/themes

15. If it seems that there is a contradiction in the notices published in, Sinhala, Tamil and English mediums, in such case the Sinhala medium notice will be considered.

E. M. GUNASEKARA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
27th March, 2015.

SPECIMEN APPLICATION FORM

REGISTRAR GENERAL'S DEPARTMENT OPEN COMPETITIVE EXAMINATION
FOR RECRUITMENT TO THE POSTS OF REGISTRARS GRADE II OF CLASS III
REGISTRAR SERVICE - 2014(2015)

For official use only

Medium :

(Write the relevant letter in the cage)
(Sinhala - 2) (Tamil - 3)

* Mentioned the Town and No. as given in the *Gazette*.

	Town	Town No.
1		
2		

01. (i) Last name followed with initials (in English block capitals)
:_____.

Ex. : GUNAWARDHANA M. G. B. S. K.

(ii) Names denoted by initials :_____.
(in English block capitals)

(iii) Full Name (in Sinhala/Tamil) :_____.

02. Full Address :_____.

(i) Permanent residence address :_____.
(in English block capitals)

(ii) Permanent residence district :_____.

(iii) Address to which the Admission card should be sent (in English block capitals) :_____.

03. Sex :

Female - 1

Male - 0

(Write the relevant number in the cage)

04. Marital Status :

Married - 1

Single - 2

(Write the relevant number in the cage)

05. National Identity Card No. :

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06. (i) Date of birth :

Year :

Month :

Date :

(ii) Age as at 24.04.2015 :

Years :

Months :

Days :

07. Under which paragraph of the notice of examination do you qualify to apply for the examination ? 6(II) or 6(III) :

7.1 If under para (II) :

Degree :_____.

Qualified Date :_____.

7.2 If under para (II) :

Date of affirmation at Supreme Court as Attorney-at-Law :
_____.

08.

Affix the receipt of the payment here firmly.

Particulars of receipt :

(i) Office where the payment done :_____.

(ii) No. and date of receipt :_____.

(iii) Amount paid :_____.

09. Certificate of the candidate :

I certify that to the best of my knowledge and belief all the information given in this form is true and I have affixed cash receipt No. dated in payment of the examination fee. I declare that I am bound by the rules and regulations imposed by the Commissioner General of Examinations in relation to conduct of this examination and accept any decision taken on cancelling my candidature if I am found to be ineligible for this position before, during or after the examination and is liable to be dismissed from the service without any compensation if the detection is made after appointment.

_____,
Signature of the Candidate.

Date :_____.

10. Attestation of the signature of the applicant :

I certify that Mr./Mrs./Miss who forwards this application is personally known to me and he/she has paid the relevant examination fee and the receipt is affixed in the application. He/she signed this document on 2015 before me.

_____,
Signature of the Attester.

Date :_____.

Name of the Attester :_____.

Designation :_____.

Address :_____.

11. Certificate by the Head of Department :

I certificate that Mr./Mrs./Miss is employed as in the and the information given by him/her in this application are true and correct. In the event he/she is selected to this post he/she can/cannot be released.

_____,
Signature of Head of Department.

Name :_____.

Designation :_____.

Date :_____.

Official Stamp :_____.

03-801