

N. B.— (i) Part IV(A) of the Gazette No. 2,020 of 19.05.2017 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,021 – 2017 මැයි මස 26 වැනි සිකුරාදා – 2017.05.26

No. 2,021 – FRIDAY, MAY 26, 2017

(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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Note.— (i) Abdul Majeed Academy (Incorporation) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of May 19, 2017.

(ii) Sugathadasa National Sports Complex Authority (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of May 19, 2017.

(iii) Wijeya Udana Foundation (Incorporation) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of May 19, 2017.

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 *Gazette* should reach Government Press two weeks before the date of publication *i.e.* Notices for publication in the weekly *Gazette* of 16th June, 2017 should reach Government Press on or before 12.00 noon on 02nd June, 2017.

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.”

GANGANI LIYANAGE,
Government Printer (Acting)

Department of Govt. Printing,
Colombo 08,
01st January, 2017.

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.

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

Posts – Vacant

PUBLIC SERVICE COMMISSION

For the Position of Legal Officer (Executive Service Category Grade III) Recruitment on Open Competitive Basis in the Registrar General's Department

APPLICATIONS are hereby called from citizens of Sri Lanka, who possess following qualifications to for the post of Legal Officer in the Registrar General's Department.

1.0 *Recruitment procedure.*– Qualified candidates as per the Notification shall be placed to a structured interview conducted by a panel of interviews appointed by the Public Service Commission and the candidate who score the highest marks shall be recruited as for the existing vacancy, accordingly. The structured interview shall be conducted in compliance with marking procedure (mentioned under No. 06, herein) approved by the Public Service Commission.

2.0 *Qualifications Required :*

I. *Educational/Professional Qualifications :*

Candidate should Possess a LLB Degree from a University recognized by the University Grants Commission or should have taken Oaths as an Attorney-at-Law at a Magistrate Court.

II. *Experience :*

Minimum of 03 years professional experience in the same capacity after taking Oaths as an Attorney-at-Law at a Magistrate Court.

III. *Physical Fitness :*

Every Applicant shall be physically and mentally fit to serve in any part of the island and to perform duties of the post.

IV. *Other qualifications :*

- * Should be a citizen of Sri Lanka.
- * Applicants shall be of excellent character
- * Required qualifications for this examination shall have been completed in every aspect by on or before the date of vacancy notification/*Gazette* Notification
- * Exceptionally fluent in English

3.0 *Conditions of recruitment and Service :*

(i) This post is permanent ;

(ii) Appointment shall be subject to a probationary period of three years. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Legal Officer Grade III as prescribed in the recruitment procedures.

(iii) Pursuant to the Public Administration Circular No. 01/2014 dated 21.01.2014, it is required to acquire prescribed standard of language proficiency before expiry of five (05) years from the date of duty assume.

(iv) A selected candidate shall be subject to the procedural regulations of Public Service Commission, relevant provisions of the Establishments Code and Financial Regulations, government financial regulations and other Departmental Orders of Democratic Socialist Republic of Sri Lanka.

4.0 *Age limits .*– The applicants should not be not less than 21 years and not more than 45 years of age as at the closing date of the applications.

5.0 *Salary Scale.*– Pursuant to the Schedule I of the Public Administration Circular 03/2006 dated 25.02.2016, the monthly salary scale relevant to this position is Rs. 47,615/- 10x1,335-8x1,630- 17x2,170 - Rs. 110,895(SL-1-2016). Your salary shall be paid as per the Schedule II in compliance with the orders of aforesaid circular.

6.0 Marking procedure for the structured interview shall be based upon following;

	<i>Subject</i>		<i>Maximum Marks</i>
01	Additional Educational Qualifications LLB Degree obtained from a University recognized by the University Grants Commission - For a First class pass 20 - For a second class upper 15 - For a second class lower 10 For a first class pass in the final year at the Law College 15 For a second class pass in the final year at the Law College 10 (Marks shall only be given for the highest qualifications obtained - only for a degree or qualifications obtained from Law College)		20
02	Additional professional Qualifications For a post graduate diploma in the relevant field not less than one year, offered by a university or institution recognized by the University Grants Commission or Post Law Diploma Course (05 marks for each diploma) For a diploma course in the relevant field not less than six (06) months offered by a recognized institution (03 marks for each diploma) For a certificate course in the relevant field not less than three (03) months offered by a recognized institution (02 marks for each certificate course)		15
03	Additional Experience Experience as an Attorney-at-Law in the public service or Private Sector - More than 06 months and less than 01 year - 02 Marks - A maximum of 30 marks at 05 marks for each years (Excluding the period of 03 years of service to be qualified to become an Attorney-at-Law) (Additional experience should be certified by a certificate obtained from an Attorney-at-Law who possessed 20 years experience as a lawyer, Present's Counsel or a Judge)		30
04	Proficiency in Information Technology - For following Information Technology as a major subject for the degree offered by a University recognized by the University Grants Commission 15 - For a Diploma Course in Information Technology, not less than 01 year or 1500 hours, offered by institution recognized by the government 10 - For a certificate course on Information Technology, offered by institution recognized by the government - 06 months/720 hours 07 - 03 months/360 hours 05		15

	<i>Subject</i>		<i>Maximum Marks</i>
05	Proficiency in English Language Followed Post graduate degree/basic degree/LLM/LL degree in English medium (All the relevant questions papers should have been answered in English)	15	15
06	Skills and performance shown at the interview		05
07	Aggregate marks		100

7.0 *Identity of the candidate.*— Only the candidates who submit applications in full compliance to the notice shall be called for the structured interview. All certified copies of the testimonials and duly produced copies should be submitted at the interview.

Following identity cards shall be accepted at the interview as means of identity verification of the candidates.

- (i) National Identity Card issued by the Commissioner of the Department of the Registrations of persons
- (ii) Valid passport

8.0 *Submission of application :*

- (a) Applications should be forwarded under registered cover to the address hereunder, on or before 26.06.2017 Applications received after the closing date shall be rejected.
Registrar General,
Registrar General's Department,
234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla
- (b) "Recruitment of Legal Officer in the Registrar General's Department" should be mentioned on the top left hand corner of the envelop enclosing the application.
- (c) Candidate's signature in the application form should have been attested by a Principal of a Government School/ a Justice of Peace, Commissioner of Oaths/ Attorney-at-Law/ Notary Public/ Commissioned Officer in the Armed Forces, or a Government Officer holding a permanent post in the government drawing a monthly consolidated salary of not less than Rs. 22,935/-.
- (d) All the candidates who are already employed by any of the government institute should submit their applications through the respective heads of their institutions they are attached to.
- (e) All applications that are not in compliance with the specimen application form given here shall be rejected. No complains with regard to lost or late application shall be accepted. Please indicate the name of examination in English in the specimen application forms that are submitted either in Sinhala or Tamil medium. The application should be prepared in paper of 22-29 cm (A4) by using both sides in such a manner that heading (1)-(5) appear on the first page and rest of the headings) appear on the second page and pertinent information/details should be filled by applicant's own hand writing.
- (f) Calling letter for the structured interview shall be forwarded to the address stated in the application.

9.0 *Submission of false information.*— If the information furnished by the candidate are found to be false, inaccurate or incorrect, his/her candidature is liable to be cancelled. In case of such false, inaccurate information are found after the recruitment, actions shall be taken to dismiss from the service subject to other relevant actions.

10. Public Service Commission reserves the right to fill or to refrain from filling the vacancy.

On the order of Public Service Commission

NEIL DE ALWIS,
Registrar General.

Registrar General's Department,
Battaramulla.

SPECIMEN APPLICATION FORM

STRUCTURED INTERVIEW FOR RECRUITMENT OF LEGAL OFFICER IN THE REGISTRAR GENERAL'S OFFICE - 2017

Medium opted for the interview

(for office use only)

Indicate the relevant number in the cage: Sinhala 2/ Tamil 3

1. (i) Name with initials (initials at the end) :_____.

In English (Block capitals)

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

(ii) Names denoted by initials :_____.

In English (Block capitals)

(iii) Name with initials :_____.

(in Sinhala/ Tamil)

(iv) Names denoted by initials :_____.

(in Sinhala/ Tamil)

2. Address in full :

(i) Permanent Residential Address :_____.

In English (Block capitals)

(ii) Permanent Residential Address :_____.

(in Sinhala/ Tamil)

(iii) Address to which calling letter for the interview should be sent (In English Block capitals) :_____.

(iv) Telephone Number :_____.

3. Sex :- Female - 1 (indicate the relevant number in the cage)

Male - 0

4. Marital status :- Married - 1 (indicate the relevant number in the cage)

Unmarried - 2

5. (i) Date of birth:-

Year

Month

Date

(ii) Age as at 26.06.2017:-

Years

Months

Days

6. National Identity Card No. :

7. Details of the qualifications obtained as at the date of notification for the interview :

<i>Qualification</i>	<i>Institute where it obtained</i>	<i>Date of obtained</i>
.....
.....

8. Date of taken Oaths as an Attorney-at-Law at a Magistrate Court :———.

9. Relevant details of respective qualifications obtained, under No. 06 of the notice for calling applications :

<i>Qualification</i>	<i>Institute where it obtained</i>	<i>Date of obtained</i>
1. Additional Educational qualifications :		
(i)
(ii)
(iii)
2. Additional Professional qualifications		
(i)
(ii)
(iii)
3. Additional Experiences		
(i)
(ii)
(iii)
4. Proficiency in English Language		
(i)
(ii)
(iii)
5. Computer Literacy		
(i)
(ii)
(iii)

10. Attestation of the signature of the applicant -

I hereby certify that the particulars furnished by me are true and accurate and further declare that I shall be abided by all the orders with regard to conducting the structured interview and the decision taken with regard to release of results by the Public Service Commission

_____,
Signature of the applicant.

Date :———.

11. Attestation of Applicants' Signature :

I hereby certify that Mr./Mrs./Miss (full name), the aforesaid applicant, is known to me personally and that he/she placed his/her signature before me.

_____,
Signature of attester official frank.

Name of the officer attesting the signature :———.

Post :———.

Date :———.

12. Recommendation of the Head of the Department :

I hereby certify that Mr./Mrs./Miss who is submitting this application is serving this in this department and the particulars furnished by him/her are true and accurate and further certify that he/she could be released from his/her present post, if selected for the position.

_____,
Signature of Head of Department/ Authorized Officer.

Name : _____.
Designation : _____.
Address : _____.
(Place official frank)

05-634

Examinations, Results of Examinations & c.

MINISTRY OF FINANCE

Sri Lanka Customs Department

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF ASSISTANT SUPERINTENDENT OF CUSTOMS, GRADE II DEPARTMENT OF SRI LANKA CUSTOMS -2017

THE Open Competitive Examination for recruitment to the posts of Assistant Superintendent of Customs, Grade II of the Sri Lanka Customs Department will be held by the Commissioner General of Examinations in September 2017, only in Colombo. The date of the examination will be notified in due course through the newspapers. The Sri Lanka Customs Department **reserves the right of** postponing or cancelling this examination.

Applications are invited for these posts from both males and females possessing the qualifications given below:

02. Eligibility:-

- (i) Every candidate must furnish satisfactory proof to the fact that he/she:

- (a) is a citizen of Sri Lanka
- (b) is of excellent moral character,
- (c) is not less than 22 years and not more than 28 years of age, as at the closing date of applications. (Accordingly, only those who were born on or before 23.06.1995 or born on or after 23.06.1989 are eligible to apply for this post)

Note.- No person ordained in any religious sect shall be permitted to sit this examination.

- (ii) *Physical requirements.*— In the case of males, their height should not be less than 5 feet 5 inches and chest should not be less than 33 inches (when expanded). In the case of females their height should not be less than 5 feet 3 inches.

- (iii) *Educational qualifications.*— The candidates must possess the following educational qualifications:-

- (a) A degree obtained from a recognized university;

and

- (b) At least a credit pass in English language as a subject at the General Certificate of Education (Ordinary Level). Examination (English language as an optional subject is not considered) ;

or

- (c) A Simple pass (minimum) in English Language as a subject at the General Certificate of Education (Advanced Level) Examination.

Note.— No person will be eligible to sit this examination, on pending results of a Degree Examination. However a person who has passed a degree of a recognized University may be permitted to sit this examination, when an official letter obtained from the Registrar of the University is produced to the effect, that he/she has passed the degree examination.

03. Conditions of Service :

- (i) *Salary.*— The consolidated monthly salary scale attached to the post is as follows:-

MN -5 Rs. 34,605 - 660X10 – 755X11-930X15 - Rs. 63,460 (As per Public Administration circular No.3/2016).

(The provisions of the Public Administration Circular No. 03/2016 will be applicable in paying salaries from 01.01.2016 to 01.01.2020).

- (ii) The post is permanent and will be subject to the policy decision taken by the government, regarding the pension scheme in future.
- (iii) Successful candidates will be appointed subject to a probationary period of three years with effect from the date of appointment.
- (iv) The appointees must undergo a medical examination held by a Government Medical Officer to test whether he/she is physically fit to serve in any part of the island.
- (v) The appointees are bound to serve day and night in any part of the island.
- (vi) The attention is invited to the General Conditions applicable to the posts in Public Service which have been published at the beginning of part I: Section (IIA) of the Government Gazette notification.

04. *Scheme of Examination.* – The Scheme of examination for recruitment is as follows :

	<i>Marks</i>
(01) Aptitude Test (01 Hour)	100
(02) English Language (01 ½ hours)	<u>100</u>
Total	<u>200</u>

Aptitude paper. – This paper will consist of 50 multiple choice questions and questions for short answers, to test the language skills, the ability in mathematical and logical reasoning of the candidate. All questions should be answered.

English Language paper. – This paper will test the reading, writing, comprehension and communication skills of the candidates. All questions should be answered.

Note:- This examination will be conducted in all the three languages Sinhala, Tamil and English. Candidates should sit this examination in the same medium in which they passed the qualifying examination referred to in paragraph 02(iii) of this notification. (*i.e.* Sinhala or Tamil or English), or in the Official Language. It is not permitted to change the language medium applied.

(i) Marks will be deducted for unclear handwriting and wrong spelling.

(ii) Admission cards of the examination will be sent by the Commissioner General of Examinations to the candidates who forward applications to sit the examination. The receipt of an admission card must not be treated as a fulfillment of qualifications to sit the examination.

(iii) Evaluation: Candidates who score 60% or above in each paper will be listed in a priority list based on the aggregate marks. A number of candidates equivalent to the number of vacancies will be called for the structured interview according to merits, starting from the candidate who has obtained the highest aggregate marks. Maximum of 10 marks will be awarded for the sports talents at the structured interview. Subsequently, the successful candidates will be referred to a general interview in which no marks will be awarded and information regarding qualifications of the candidates will be verified at this interview.

Marks Awarding procedure at the structured interview:

Marks for individual sports at the zonal level : 3 marks for the first place, 2 marks for the second place, and 1 mark for the third place.

Marks for individual sports at the district level : 4 marks for the first place, 3 marks for the second place, and 2 marks for the third place.

Marks for individual sports at the national level : 5 marks for the first place, 4 marks for the second place and 3 marks for the third place

Marks for a member of a team game at the zonal level: 3 marks for the first place, 2 marks for the second place, and 1 mark for the third place.

Marks for member of a team game at the district level: 4 marks for the first place, 3 marks for the second place, and 2 marks for the third place.

Marks for a member of a team game at the national level: 5 marks for the first place 4 marks for the second place and 3 marks for the third place.

05. *Basis of selection.* – Candidates who are successful at the written examination and the interview will be selected for conferment of appointments, subject to the number of vacancies approved by the Ministry of Finance. Not more than 10% of the number of vacancies of the combined cadre will be reserved for female candidates.

05. (I) *Release of results*: - The results list prepared in order of merit based on aggregate marks obtained by the qualified candidates at the written examination and the structured interview will be sent to the Director General of Customs by the Department of Examinations. The Department of Examinations will issue the result to all candidates who sat the examination, by post or will publish result in the official website www.results.exams.gov.lk

Note:- The nature of the work in Customs Department is such that even the female officers will have to perform night duties.

06. It is compulsory for every candidate that, he/she should have fulfilled all the required qualifications prior to the date of closing applications for the examination.

07. *Method of application:-*

- (i) A specimen form of the application has been given at the end of this notification. Candidates should prepare their application forms themselves in the medium which they intend to sit the examination conforming to the specimen form referred to above and fill them in their own handwriting. Every cage of the application must be filled by the candidates as instructed and if there are cages not applicable, the words “not applicable” should be entered in such cages. It must be strictly noted that leaving blank cages in the application will cause the applications liable to be rejected. (Heading numbers 01 to 06 of the specimen form should be on the first page, 07 to 11 in the second page, and the rest in the third page of the application which should be prepared in A4 size papers). The title of the examination should be written in English too, in Sinhala and Tamil applications. Retaining a copy of the duly filled application with the candidate may be more appropriate.
- (ii) The completed application form must be sent by registered post on or before 23.06.2017 to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, P.B.1503, Colombo. Any applications received after the due date will be rejected. The name of the examination should be written clearly on the top left-hand corner of the envelope in which the application is enclosed.
- (iii) The examination fee is Rs. 750. This fee should be paid at any Post office /Sub Post office to the credit of the revenue head number 2003-02-13 of the Commissioner General of Examinations. Money orders or stamps will not be accepted for the payment of examination fee. The receipt must

be attached to the application and it is advised to retain a photocopy of the receipt with the candidate. This fee will not be refunded under any circumstances or not be transferred in lieu of a payment for another examination.

- (iv) Candidates who are already employed in Government Departments/ Corporations/ Boards must forward their applications through the Heads of their Department or Institutions in which they are serving at present. Candidates are requested to forward their applications to heads of their Departments or Institution well on time with a request that they be transmitted to the Commissioner General of Examinations so as to reach him on or before 23.06.2017. The applications should not be sent addressing personally to the Director General of Customs or any other officer of the Department. Applications received after the due date; even if they are forwarded by the departments will be rejected. Applications of the applicants who are in the Government Service will be rejected if the attestation of the signature of the applicant does not bear the signature and the official seal of the Head of Department/ Head of the Institution.
 - (v) *Attestation:-* The signature of an applicant who is in Government Service should be attested by his/her Head of Department or by an officer authorized to do so on his behalf. The signature of other applicants should be attested by a person authorized to do so, *i.e* a Justice of Peace, a Commissioner of Oaths, Attorney - at - Law, a Notary Public, a Principal of a Government School, a Commissioned Officer of the Navy, Air Force or Army, a permanent Public Officer drawing an annual salary of Rs. 240,360/= or over, a Chief Incumbent or a Head of a Buddhist temple or any other religion in charge of a place of worship or holding a position of importance.
08. (i) *Admission to the Examination:-* On the presumption that applications have been forwarded by persons who have fulfilled the qualifications referred to in the *Gazette* notification, admission cards will be issued by the Commissioner General of Examinations to all candidates who are within the age limit mentioned in the *Gazette* notification and have paid the prescribed examination fee and submitted the accurately completed applications on or before the closing date including the name of the city and medium intended to appear for examination, signature of the applicant, the attestation of the signature and the attestation of the Head of

the Department (If applicable) along with the receipt of the payment.

Immediately after the issuance of admission cards to the candidates a newspaper advertisement will be published by the Department of Examinations, Sri Lanka. If a candidate does not receive his/her admission card even after two or three days of such advertisement, he /she should, without any delay, inform the Department of Examinations of Sri Lanka regarding non-receipt of the admission cards, as mentioned in the notification. In making such an inquiry, full name of the candidate, address, National Identity Card No. and name of the examination should accurately be mentioned. In case of an applicant residing outside Colombo it will be more appropriate to contact the Department forwarding a letter of request including the above details and a fax number to receive the admission card (to the fax number referred to in the notification). It will be more successful to retain a certified photocopy of the application with the paying receipt and the registered post no. readily available with the candidate to produce as a proof of such information requested by the Department of Examinations.

- (ii) A Candidate must sit the examination at the examination hall assigned to him/her. Every candidate must get his signature attested in advance and hand over the admission card to the supervisor on the first day he/she presents himself/herself for the examination. A candidate who fails to produce his/her admission card will not be permitted to sit the examination. The rules for candidates have been indicated separately in part I: Section II (A) of this *Gazette* notification. Candidates will be bound by the rules of Examination.
- (iii) No notification of receipt of applications will be issued to the applicants. Candidates will be subject to the rules and regulations enacted by the Commissioner General of Examinations with respect to the conduct of examinations and release of the results. In case of violating these rules and regulations, he/ she will be liable to a punishment to be imposed by the Commissioner General of Examinations.

Note :- The issue of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

09. *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. Any of the following documents will be accepted for this purpose:

- (a) National Identity Card issued by the Department of Registration of Person.
- (b) A valid passport issued no more than five years before the date of examination.

The candidature of a candidate who fails to produce a document referred to above is liable to be cancelled at the discretion of the Commissioner General Examinations.

10. *Documents of Eligibility :-*

- (i) No documents, certificates or photocopies of such certificates, other than the receipt of examination fee and the document relating to the "Note" referred to under heading 02 (if applicable) should be forwarded with the application. But the necessary particulars should be provided in the form, as prescribed. Incomplete applications will be rejected.
- (ii) Candidates, who are qualified to be called for the interview, should prove their eligibility by producing documentary proof.
- (iii) The originals of the following documents will be required:
 - (a) A certificate of moral character signed by a responsible person.

Note: The certificate of character may be obtained from a Justice of the Peace, Attorney – at - law, Divisional Secretary of the area of residence, or a permanent Government officer in receipt of an annual consolidated salary of Rs.240,360/= or over, or some person whose name is known and reference can be directly made. The designation and address of the person who issues the certificate must be clearly indicated on the certificate. (Candidates holding permanent posts in Government service will not be required to furnish certificates of moral character)

- (a) A certified copy of the entry of the registration of the birth of candidate or a Special Certificate of age issued by the Register General (in the case of candidates whose birth has been not registered)

Note:

- (i) The Special Certificate of Birth issued for school or educational purposes, or a certified extract from the birth registration entry will not be accepted.
- (ii) Affidavits or Baptismal Certificates will not be accepted as substitutes for birth certificates.
- (iii) If the name/names appearing in the Birth Certificate differs/differ from the name/names which the candidate generally uses and the name under which the candidate sits the examination, action should be taken immediately in terms of Section 27 and 28 as the case may be, of the Births and Deaths Registration Act, (Chapter 110) to get the name in the entry of the registration of birth amended.
- (iv) Certificate of Registration as a citizen of Sri Lanka or original official letter of acceptance of a claim to citizenship by descent (as applicable).
- (v) Original certificate of educational qualifications or where the certificate has not been issued, other relevant official documents. *e.g.* an official letter issued by a Registrar of a University to the effect that the candidate has passed the degree examination, result sheet issued to the candidate by the Department of Examinations, stating that he/she has obtained a credit pass in English language at the General Certificate of Education (Ordinary Level) examination or simple pass in English language at the General Certificate of Education (Advanced Level) examination.
- (vi) Documentary proof of achievements of sports at Zonal / District / National levels.
- (vii) Candidates are advised to have all the necessary documents in readiness at the time of forwarding the application. Any candidate who fails to produce the necessary documents or who delay in producing them when called for, will be made disqualified for appointment to this post.

11. *Penalty for Furnishing False Particulars:-* If a candidate is found to be ineligible according to the regulations for this examination, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false to the best of his/her knowledge or if he/she has willfully suppressed any material fact, or if it is proved, at any time during the period of his/her service that he/she was ineligible to sit the examination, he/she will be liable to immediate dismissal from the service. The candidature of those who do not strictly conform to the requirements laid down in this notification will be cancelled.

12. Any matter not provided for in these regulations will be dealt with at the discretion of the Secretary, to the Ministry of Finance.

13. In the event of any inconsistency between the Sinhala, Tamil and English text of this *Gazette* Notification, the Sinhala text shall prevail.

Director General of Customs,
Sri Lanka Customs Department.

“Customs House”,
No.40, Main Street,
Colombo.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE
POSTS OF ASSISTANT SUPERINTENDENT OF CUSTOMS, GRADE II
DEPARTMENT OF SRI LANKA CUSTOMS— 2017

(for office use only)

Medium in which you sit this examination:

Sinhala – 2
Tamil – 3
English – 4

(Write the relevant number inside the box)

01. Name of the applicant : _____.

1.1 Name in Full (in Block Letters) : _____.
(*Eg.* : HERATH MUDIYANSELAGE SAMAN
KUMARA GUNAWARDHANA)

Date : _____

14. Attestation of Applicant's signature (Delete whichever inapplicable):

Centers where the examination will be held and the relevant city numbers

SCHEDULE I

Province	City	City number
Western	Colombo	01
	Gampaha	02
	Kaluthara	03
Central	Kandy	04
	Mathale	05
	Nuwaraeli	06
Southern	Galle	07
	Mathara	08
	Hambanthota	09
Northern	Jaffna	10
	Mannar	11
	Vavnia	12
	Mulathev	13
	Kilinochchi	14
Eastern	Battichalow	15
	Ampara	16
	Trinkomalee	17
North West	Kurunegala	18
	Puttalam	19
North Central	Anuradhapura	20
	Polonnaru	21
Uva	Badulla	22
	Monaragala	23
Sabaragamu	Rathnapura	24
	Kegalle	25

I Certify that Mr./Mrs./Miss. who is submitting this application is personally known to me and that he/she placed his/her signature in my presence on thisday of2017. I also certify that he/she has paid the due examination fee and has attached the paid receipt.

Signature of Attestor :_____.

Full Name of Attestor :_____.

Designation :_____.

Address :_____.

Date :_____.

Note: The attestation should be made by a person referred to in paragraph 7(V) of *Gazette* Notification.

15. I Certify that Mr./Mrs./Miss. who is submitting this application is an employee of this Ministry/ Department/ Board/ Corporation. In the event of his/her selection for the above post he/she can be released.

_____,
Signature of the Head of the Department.

Date :_____.

Name of the Head of the Department :_____.

Designation :_____.

Address of the Department :_____.

05-635

MINISTRY OF FINANCE

Sri Lanka Customs Department

OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE POSTS OF INSPECTOR OF
CUSTOMS, GRADE II DEPARTMENT OF SRI LANKA
CUSTOMS- 2017

The Open Competitive Examination for recruitment to the Post of Inspector of Customs, Grade II of the Sri Lanka Customs Department will be held by the Commissioner General of Examinations in September 2017, at the examinations centres established in main towns throughout the Island. The date of the examination will be notified in due course through the newspapers. The Sri Lanka Customs Department reserves the right of postponing or cancelling this examination.

In the event that a certain examination Centre is not established in a certain city due to insufficient candidates, they are referred to a Centre as per their second choice or a Centre closest to that city. Changes will not be allowed later with regard to the requested town.

Applications are invited for these posts from both sexes possessing the qualifications given below:

02. *Eligibility:-*

(i) Every candidate must furnish satisfactory proof to the fact that he/she:

(a) is a citizen of Sri Lanka,

(b) is of excellent moral character,

(c) is not less than 18 years and not more than 24 years of age on the date of closing of applications.

(Accordingly, only those who were born on or before 23.06.1999 or born on or after 23.06.1993 are eligible to apply for this post).

Note :- No person ordained in any religious sect shall be permitted to sit this examination.

- (ii) *Physical Requirements*.— In the case of males, their height should not be less than 5 feet 5 inches and chest should not be less than 33 inches (when expanded).

In the case of females their height should not be less than 5 feet 3 inches.

- (iii) *Educational Qualifications*.— Every candidate must possess the following educational qualifications:-

(a) Should have passed three main subjects in one sitting at the General Certificate of Education (Advanced Level) ; and

(b) Should have passed six subjects at the General Certificates of Education (Ordinary Level) Examination in not more than two sittings with Five Credit passes including Credit passes for Sinhala Language or Tamil Language, and Mathematics as main subjects and at least a simple pass for English Language.

03. *Conditions of Service* :-

- (i) *Salary*.— The Consolidated monthly salary scale attached to the post is as follows:-

Rs.29,540-300 x7-370x27- Rs. 41,630.
(RS-1 As per Public Administration Circular No.3/2016).

(The provisions of the Public Administration Circular No. 03/2016 will apply in paying salaries from 01.01.2016 to 01.01.2020).

- (ii) The post is permanent and will be subject to the policy decision taken by the Government, regarding the pension scheme in future.
- (iii) Successful candidates will be appointed subject to a probationary period of three years with effect from the date of appointment.

(iv) The appointees must undergo a medical examination held by a Government Medical Officer to test whether they are physically fit to serve in any part of the Island.

(v) The appointees are bound to serve day and night on any part of the Island.

(vi) The attention is invited to the General Conditions applicable to the posts in Public Service which have been published at the beginning of Part I: Section (IIA) of the Government *Gazette* notification.

04. *Scheme of Examination*.— There are three (03) question papers for the scheme of examination for recruitment, as follows:-

	<i>Marks</i>
1. Aptitude test (1 hour)	100
2. Mathematics (1 hour)	100
3. English Language (1 1/2 hours)	<u>100</u>
Total	<u>300</u>

Aptitude paper.— This paper will consist of 50 multiple choice questions and questions for short answers in order to test the language skills and the ability in logical reasoning. All questions should be answered.

Mathematics Paper.— This paper will consist of questions to test the ability in mathematics. All questions should be answered.

English Language paper.— This paper will test the reading, writing, comprehension and communication skills of the candidates. All questions should be answered.

Note :

- (i) This examination will be conducted in all the three languages Sinhala, Tamil and English. Candidates should sit this examination in the same medium in which they passed the qualifying examination referred to in paragraph 02(iii) of this notification. However, a candidate who has passed the qualifying examination in Tamil or English medium or a candidate whose medium of study is Tamil or English medium may answer in Sinhala medium at the Examination, if he desires. It is not permitted to change the language medium applied :

- (i) Marks will be deducted for unclear handwriting and wrong spelling,

- (ii) Admission cards of the examination will be sent to the eligible candidates by the Commissioner General of Examination. However, the receipt of an admission card must not be treated as a fulfillment of qualifications to sit the examination. The candidates are bound by rules and regulations prescribed by the Commissioner General of Examinations on conducting the Examination and if the candidates breach such rules and regulations they will be subject to the punishment imposed by him,

will communicate the results to all the candidates who sat the examination, by post or will publish in the official website www.results.examination.gov.lk

Note: The nature of the work in Sri Lanka Customs Department is such that even the female staff has to perform the night duties.

06. It is compulsory for every candidate that, he/she should have fulfilled all the required qualifications prior to the date of closing applications for the examination.

- (iii) *Evaluation.*– Marks of the candidates who obtain 60% or above for each question paper at the examination will be totaled and those candidates will be called for the structured interview in the descending order of totals according to the prevailing number of vacancies. Maximum of 10 marks will be awarded for the sports talents at the structured interview. Subsequently, the successful candidates will be referred to a general interview in which no marks will be awarded, and marks obtained by candidates for the examination and the structured interview will only be taken into consideration.

07. Method of application :–

- (i) A specimen form of the application has been given at the end of this notification. Candidates should prepare their application forms themselves in the medium which they intend to sit the examination, conforming to the specimen form referred to above and fill them in their own handwriting. Every cage of the application must be filled by the candidates as instructed and if there are cages not applicable, the word “not applicable” should be entered in such cages. It must be strictly noted that leaving blank cages in the application is liable to be rejected. (Heading numbers 01 to 05 of the specimen form should be on the First page, 06 to 11 in the Second page, and the rest in the Third page of the application which should be prepared in A4 size papers.) The title of the examination should be written in English too in Sinhala and Tamil applications.

Marks awarding procedure at the structured interview:

Marks for individual sports at the Zonal Level:

3 marks for the First place, 2 marks for the Second place, and 1 mark for the Third place.

Marks for individual sports at the District Level:

4 marks for the First place, 3 marks for the Second place, and 2 marks for the Third place.

Marks for individual sports at the National Level:

5 marks for the First place, 4 marks for the Second place, and 3 marks for the Third place.

05. Basis of selection.– Candidates who are successful at the written examination and the interview will be selected for conferment of appointments, subject to the number of vacancies approved by the Ministry of Finance. 10% of the number of vacancies will be reserved for female candidates.

05. (I) Release of results.– The results list prepared in order of merit based on aggregate marks obtained by the qualified candidates through the written examination and the interview will be sent to the Director General of Customs by the Department of Examinations. The Department of Examinations

- (ii) The completed application form must be sent by Registered Post on or before 23.06.2017 to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, P.O. Box 1503, Colombo. Any applications received after the due date will be rejected. The name of the examination should be written clearly on the top left-hand corner of the envelope in which the application is enclosed.

(It is advised to retain a photocopy of the filled application with the candidate).

- (iii) Examination Fee of Rs.600/= should be paid at any Post Office /Sub Post office to the credit of Revenue Head Number 2003-02-13 of the Commissioner General of Examinations. Money orders or stamps are not accepted for the examination fee. The receipt must be attached to the application and it is advised

to retain a photocopy of the receipt with the candidate. This fee will not be refunded under any circumstances or not be transferred in lieu of a payment for another examination.

- (iv) Candidates who are already employed in Government Department/Boards/Corporations must forward their applications through the Head of their Departments or Institutions in which they are serving at present. Candidates are requested to forward their applications to Heads of their Departments or Institutions well on time with a request that they be transmitted to the Commissioner General of Examinations so as to reach him on or before 23.06.2017

The application should not be sent addressing personally to the Director General of Customs or any other officer of the Department. Applications received after the due date; even if they are forwarded by the departments will be rejected. Applications of the applicants who are in the Government Service will be rejected if the attestation of the signature of the applicant does not bear the signature and the official seal of the Head of Department/ Head of the Institution,

- (v) *Attestation* – The signature of an applicant who is in the Government Service should be attested by his/her Head of Department or by an officer authorized to do so on his behalf.

The signature of other applicants should be attested by a person authorized to do so, i.e., a Justice of the Peace, a Commissioner of Oaths, Attorney-at-law, a Notary Public, a Principal of a Government School, a Commissioned officer of the Navy, Air Force or Army, a permanent public officer drawing an annual salary of Rs. 240,360 or over, a Chief Incumbent or a Head of a Buddhist temple or any other religion in charge of a place of worship or holding a position of importance.

08 (i) *Admission to the Examination.* – On the presumption that applications have been forwarded by persons who have fulfilled the qualifications referred to in the *Gazette* Notification, admission cards will be issued by the Commissioner General of Examinations to all candidates who are within the age limit mentioned in the *Gazette* Notification and have paid the prescribed examination fee and submitted the accurately completed applications on or before the closing date including

the name of the city and medium intended to appear for examination, signature of the applicant, the attestation of the signature and the attestation of the Head of the Department (If applicable) along with the receipt of the payment.

Immediately after the issuance of admission cards to the candidates a newspaper advertisement will be published by the Department of Examinations, Sri Lanka. If a candidate does not receive his / her admission card even after two or three days of such advertisement, he / she should, without any delay, inform the Department of Examinations of Sri Lanka regarding non- receipt of the admission cards, as mentioned in the notification. In making such an inquiry, full name of the candidate, address, National Identity Card No. and name of the examination should accurately be mentioned. In case of an applicant residing outside Colombo it will be more appropriate to contact the Department forwarding a letter of request including the above details and a fax number to receive the admission card (to the fax number referred to in the notification). It will be more successful to produce a certified photocopy of the application with the paying receipt and the registered post No. which should be readily available with the candidate as a proof of such information requested by the Department of Examinations.

(ii) A Candidate must sit the examination at the examination hall assigned to him/her. Every candidate must get his signature attested in advance and hand over the admission card to the supervisor on the first day he/she presents himself/herself for the examination. A candidate who fails to produce his/her admission card will not be permitted to sit the examination. The rules for candidates have been indicated separately in part I: Section II (A) of this *Gazette* Notification. All candidates will be bound by the said rules of the examination.

(iii) No notification of receipt of applications will be issued to the applicants. Candidates will be subject to the rules and regulations enacted by the Commissioner General of Examinations with respect to the conduct of examinations and release of the results. In case of violating these rules and regulations, he/ she will be liable to a punishment to be imposed by the Commissioner General of Examinations.

Note. – The issue of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

09. *Identity of the candidates.* – Candidates will be required to prove their identity at the examination hall to the satisfaction of the Supervisor. Any of the following documents will be accepted for this purpose:

(a) National Identity Card issued by the Department of Registration of Person.

(b) A Valid Passport issued not more than five years before the date of examination.

The candidature of a candidate who fails to produce a document referred to above is liable to be cancelled at the discretion of the Commissioner General Examinations.

10. Documents of Eligibility :-

(I) No documents other than the receipt of examination fee should be forwarded with the application. But the necessary particulars should be provided in the form, as prescribed. Incomplete applications will be rejected.

(II) Candidates, who are qualified to be called for the interview, should prove their eligibility by producing documentary proof.

(III) The originals of the following documents will be required:

(a) A certificate of moral character signed by a responsible person.

Note.— The certificate of character may be obtained from a Justice of the Peace, Attorney - at law, Divisional Secretary of the area of residence, or a permanent Government officer in receipt of an annual consolidated salary of Rs.240,360/= or over or some person whose name is known and to reference can be readily made. The name, designation and address of the person who issues the certificate must be clearly indicated on the certificate.

(Candidates holding permanent posts in Government service will not be required to furnish certificates of moral character.)

(b) A certified copy of the entry of the registration of the birth of candidate or a Special Certificate of age issued by the Register General (in the case of candidates whose birth has been not registered).

Note:-

(i) The Special Certificate of Birth issued for school or educational purposes, or a certified extract from the birth registration entry will not accepted.

(ii) Affidavits or Baptismal Certificates will not be accepted as substitutes for birth certificates.

If the name/names appearing in the Birth Certificate differs/differ from the name/names which the candidate generally uses and under which the candidate sits the examination, action should be taken immediately in terms of Section 27 or 28 as the case may be, of the Births and Deaths Registration Act, (Chapter 110) to get the name in the entry of the registration of birth amended.

(iii) Certificate of Registration as a citizen of Sri Lanka or original official letter of acceptance of claim to citizenship by descent (as applicable).

(iv) Original certificate of educational qualifications or where the certificate has not been issued, other relevant official documents.

(v) Documentary proof of achievements of sports at Zonal/ District/National Levels.

(vi) Candidates are advised to have all the necessary documents in readiness at the time of forwarding the application. Any candidate who fails to produce the necessary documents or who delay in producing them when called for, will be made disqualified for appointment to this post.

11. *Penalty for Furnishing False Particulars.*— If a candidate is found to be ineligible according to the regulations for this examination, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination.

If any of the particulars furnished by a candidate is found to be false to the best of his/her knowledge or if he/she has willfully suppressed any material fact, or if it is proved, at any time during the period of his/her service that he/she was ineligible to sit the examination, he/she will be liable to immediate dismissal from the service. The candidature of those who do not strictly conform to the requirements laid down in this notification will be cancelled.

12. Any matter not provided for in these regulations will be dealt with at the discretion of the Director General of Customs.

13. In the event of any inconsistency between the Sinhala, Tamil and English text of this *Gazette Notification*, the Sinhala text shall prevail.

Director General of Customs.

Sri Lanka Customs Department,
“Customs House”
No.40, Main Street,
Colombo 11.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE
POSTS OF INSPECTOR OF CUSTOMS, GRADE II OF SRI LANKA
CUSTOMS DEPARTMENT –2017

(for office use only)

Medium in which you sit this examination:

Sinhala – 2

Tamil – 3

English – 4

(Write the relevant number inside the box)

Town selected and the Town Number (See the Schedule I)

	Town	Town Number
1		
2		

01. Name of the applicant :_____.

1.1 Name in Full (in Block Letters) :_____.

(Eg. : HERATH MUDIYANSELAGE SAMAN
KUMARA GUNAWARDHANA)

1.2 Name with initials at the end :_____.

(Eg. GUNAWARDHANA, H.M.S.K)

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

02. Permanent residential address: (in Block Letters)

:_____.

Address to which the admission card should be sent

:_____.

03. Particulars of the National Identity Card:

3.1 Number of the Identity Card:

3.2 Date of issue:

04. Sex:

Male – 0

Female – 1

(Write the relevant number inside the box)

05. (a) Date of Birth :

Year

Month

Date

(b) Age on the closing date of application:

Years

Months

Days

06. State whether you are a citizen of Sri Lanka :

By descent – 1

By registration – 2

(Write the relevant number inside the box)

07. Ethnicity:

Sinhalese – 1

Indian Tamil – 3

Burgher – 5

Ceylon Tamil – 2

Muslim – 4

Other – 6

(Write the relevant number inside the box)

08. Telephone Number :

09. Physical requirements:

(i) Height : Feet: Inches....

(ii) Chest (when expanded) : Inches.

(only for male candidates)

10. Have you ever been convicted of any offence in the Court of Law? (Yes/No) :_____.

If yes, give details :_____.

11. Educational Qualifications:

(i) General Certificate of Education (Advanced Level) in one sitting :

Year of Examination :_____.

Index Number :_____.

Subjects	Performance

(ii) General Certificate of Education (Ordinary Level) :

Subjects	Performance	Year	Index Number

(iii) Have you obtained a simple pass for English Language at the General Certificate of Education (Ordinary Level) ? (Yes/No) ☐

12. Examination Fee (Receipt to be attached) :

- (i) Name of the Post office /Sub Post office : _____.
(ii) Amount Paid : Rs. : _____.
(iii) Date of payment : _____.
(iv) Receipt No. : _____.

(Paste the receipt here securely)
(It would be advisable to keep a photocopy with the candidate)

(These particulars should be given compulsorily).

13. Applicant's Declaration/Certification:

I do hereby state that the particulars given by me in the application are true and correct. I am aware that if any particulars contained herein are found to be false or incorrect before selection, I am subject to be disqualified or

dismissal from the service without any compensation if it is revealed after selection. Furthermore, I agree to be bound by rules and regulations of the Commissioner General of Examination regarding the conducting of the examination.

_____,
Signature of Applicant.

Date : _____.

14. Attestation of Applicant's signature (Delete whichever inapplicable):

I Certify that Mr./Mrs./Miss who is submitting this application is personally known to me and that he/she placed his/her signature in my presence on thisday of2017. I also certify that he/she has paid the due examination fee and has attached the paid receipt.

Signature of Attester : _____.

Full Name of Attester : _____.

Designation : _____.

Address : _____.

Date : _____.

Note: The attestation should be made by a person referred to in paragraph 7(V) of *Gazette Notification*.

15. I Certify that Mr./Mrs./Miss who is submitting this application is an employee of this Ministry/ Department/ Board/ Corporation. In the event of his/her selection for the above post he/she can be released.

_____,
Signature of the Head of the Department.
(Official Stamp)

Date : _____.

Name of the Head of the Department : _____.

Designation : _____.

Address of the Department : _____.

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