

N.B.— Part I-III of the *Gazette* No. 1,638 of 22.01.2010 was not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,639 - 2010 ජනවාරි මස 28 වැනි බ්‍රහස්පතින්දා - 2010.01.28
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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 05th February, 2010 should reach Government Press on or before 12.00 noon on 22nd January, 2010.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2010.

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 or 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 traveling 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 (1 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. If should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars – Marriages, Births and Deaths

MANNAR DISTRICT

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

02. 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.

03. Both Male and Female can apply for these posts.

04. Applicants should be not less than 21 years and not more than 65 years of age.

05. Applicants should be married.

06. 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.

07. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Applications should be sent by registered post to the address given in the Schedule on or before 26th of February, 2010.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Dencil Kobbekaduwa Mawatha,
Battaramulla.
04th of January, 2010.

THE SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which application is called</i>	<i>Address to which applications should be sent</i>
Mannar	Mannar Town	Post of Registrar of Births and Deaths of Pesalai Division and Marriages (General) of Mannar Town Division	The District Secretary/The Additional Registrar General, District Secretariat, Mannar

01-816

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars – Births and Deaths

RATNAPURA DISTRICT

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

02. 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.

03. Both Male and Female can apply for these posts.

04. Applicants should be not less than 21 years and not more than 60 years of age.

05. Applicants should be married.

06. 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.

07. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Applications should be sent by registered post to the address given in the Schedule on or before 05th March, 2010.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/3A, Dencil Kobbekaduwa Mawatha,
Battaramulla,
01st January, 2010.

THE SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which applications are called</i>	<i>Address to which applications should be sent</i>
Ratnapura	Embilipitiya	Registrar of Births and Deaths Embilipitiya Hospital Division	District Secretary/Additional Registrar General, District Secretariat, Ratnapura

01-757

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

GAMPAHA DISTRICT

CHANGE of the Divisional Secretariat Division "Gampaha" as "Wattala" which was published in the relevant Schedule of the above notification published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1,634 dated 24.12.2009.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Dencil Kobbekaduwa Mawatha,
Battaramulla,
07th January, 2010.

THE SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which applications were called</i>	<i>Address to which applications should be sent</i>
Gampaha	Wattala	Post of Registrar of Marriages in Aluthkuru Koralaya South Division and Births and Deaths in Pamunugama Division	District Secretary/Additional Registrar General, District Secretariat, Gampaha

01-758

Examinations, Results of Examinations &c.

DEPARTMENT OF RAILWAYS

Calling Applications for Written Competitive Examination for Recruitment from External Candidates to the Posts of Permanent Way Inspector, Inspector of Buildings, Inspector of Bridges and Inspector of Signal and Telecommunications, Running Shed Foreman and Mechanical Foreman in Class II Segment (B) of the Railway Supervisory Management Service – Department of Railways, 2009

THE closing date of applications given in the notification published in the *Government Gazette* dated 20.11.2009 for recruitment to the above posts from external candidates is extended up to 15.02.2010.

Accordingly, it would sufficient if the candidates for the above posts complete their eligibility criteria by 15.02.2010.

P. P. WIJESSEKARA,
General Manager of Railways.

Office of the General Manager of Railways,
Colombo 10,
2010.

01-779

EFFICIENCY BAR EXAMINATION AND THE WRITTEN TEST ON COMPUTER SKILLS FOR OFFICERS IN CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE – 2009(1)

IT is hereby notified that an Efficiency Bar Examination and a Written Test on computer Skills for officers in Class III of the Public Management Assistants' Service will be held by the Commissioner - General of Examinations, as per the relevant provisions of the approved Service Minutes, in the month of May, 2010.

2.0 Information on the eligibility of the candidates are furnished in Sections Nos. 5 and 9 of the Public Management Assistants' Service Minute published in the *Government Extra Ordinary Gazette* No. 1,372/23 of 24.12.2004. Any officer who had been appointed to a post in the Combined Services before 01.01.2004 should have been confirmed in his/her post as per the relevant Service Minute, after fulfilling the requisite qualification relevant to that service. Provisions of Public Management Assistants' Service Minute will apply totally for an officer who has assumed duties in a post after 01.01.2004.

3.0 This examination for officers in Class III of Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The relevant towns and town numbers are given below. It will not be allowed to change the town applied for subsequently.

<i>Town</i>	<i>Town No.</i>
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

A center without sufficient number of candidates will be cancelled and the relevant candidates will be directed to the next nearest centre available.

- 4.0 (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.
- (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.

5.0 The application for this examination should be in the form of specimen appended to this notification. Applicants should prepare the applications themselves according to the specimen. Applications prepared thus should be sent by the registered post through the respective Heads of Departments to reach the "Commissioner - General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Pelawatte, Battaramulla" on or before 01st March, 2010. The name of the examination should be indicated in the top left hand corner of the envelope of the application. Applications received after the closing date will be rejected.

6.0 *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) National Identity Card issued by the Department of Registration of Persons ;
- (ii) A valid passport.

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

7.0 *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. The application could be typewritten but should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised as not to send more than one application or photocopies. 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 on 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/herself complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

The candidates appearing for the examination for the 1st time need not pay examination fees. However, stamps to the value of Rs. 90 for the whole examination or for the two subjects and stamps to the value of Rs. 50 for a single subject should be affixed for subsequent sittings. The stamps should be duly cancelled by placing signature of the candidate and the date. Under any circumstances, the fees will not be refunded or 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. Issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to 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 : *i. e.*— receipt of registration and in case of applicants outside Colombo, letter of request, furnishing a fax number to which the admission cards should be sent.

9.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations to enable them to appear for the examination. No travelling expenses will be paid.

10.0 This examination will be held in Sinhala, Tamil and English media. The officers may sit for this examination either in the language medium in which they sat for the entry examination to the service or in one of the official languages. Candidates who entered the service without a competitive examination may sit for the examination in their medium of education or in one of the official languages. The language medium of examination, mentioned originally in the application cannot be changed subsequently.

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

12.0 Commissioner-General of Examinations will release the results of the examination to the Director General of Combined Services and names of the successful candidates will be published in the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

13.0 *Examination Procedure.*— Candidates should sit for a written examination that will consist of the following subjects :—

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>
(i) Office systems	01	100	01 hr.
(ii) Accounting Systems	02	100	01 hr.
(iii) Computer Test	03	100	1 1/2 hrs.

13.1 *Office Systems (Subject No. 01) :*

Basic knowledge in office systems adopted in Government offices and the ability of practical application of the knowledge will be tested. Further, the candidates' ability of understanding official correspondence, ability of indicating observations/ideas precisely and clearly and the skill of drafting letters as per the instructions given will be tested. This paper will consist of two parts :—

Part I – Consists of questions that require short answers. Answers should be provided on the paper itself. Should answer all the questions. (25 marks) ;

Part II – A question paper of structured essay type. Should answer 03 out of 04 questions. (75 marks).

13.2 *Accounting Systems (Subject No. 02) :*

Candidates' knowledge in an understanding of basic accounting procedures adopted in Government offices and the purposes of books and records on financial control will be tested. Paper will consist of two parts :—

Part I – Consists of questions that require short answers. Should provide answers on the paper itself. Should answer all the questions. (25 marks) ;

Part II – A question paper of structured essay type. Should answer 03 out of 04 questions. (75 marks).

13.3 *Test on Computer Skills (Subject No. 03) :*

Objective of this test is to verify the candidate's skills on the following :—

	Basic concepts of Information Technology Windows Operating System File Management
Word Processing	Basic skills, Screen Familiarization, Editing text Aligning Text, Fonts and Attributes, Indenting Paragraphs, change of Line Spacing, Tab settings, Finding and replacing text, Spelling and Grammar, Thesaurus. Working with columns, Page setup Printing documents, Creating Tables, Sorting text File Management Mail Merging Working with macros
Spreadsheets	Basic Skills Formatting Editing Columns and ranges, Insertion and Deletion Sorting data Creating charts Printing @ Function Working with Macros, File Management
Databases	Introduction, Basic skills Databases - Creation and application Forms Linked forms, Popup forms, Dialog and message boxes

	Queries Sorting Reports Working with macros
Presentations/Graphics	Basic skills, editing, formatting Applying Designs, Inserting images, clip art and graphs Slide Transition and effects, Animations Using Presentation tools, Preparing Masters, Printing slides and notes
Internet	Introduction to Internet, World Wide Web, How to Navigate, Practical Internet
E-mail	Introduction, basic skills, receiving mail, sending mail, responding to mails Working with attachments, creating and using nicknames Composing messages

This paper consists of two parts.

Part I.— Consists of 40 questions of MCQ type that require short answers - Duration 45 minutes (40 marks) ;

Part II.— 05 semi structured questions - Duration 45 minutes. (60 marks).

Note.— As per Section 5:1:2 of Public Management Assistants' Service Minute, officers who possess computer driving licenses awarded by National Apprentice and Industrial Training Authority or an equivalent or a higher certificate issued by institutions recognized by Tertiary Education and Vocational Education Commission, which are given in Appendix I, will be exempted from the written test on computer skills.

14.0 The decision of the Director General of Combined Services will be final in any matter not provided for in this notification.

B. P. P. S. ABEYGUNARATHNA,
Director General of Combined Services,
Ministry of Public Administration and
Home Affairs.

Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 07,
13th January, 2010.

APPENDIX I

The document of computer Certificates issued by institutions recognized by Tertiary Education and Vocational Education Commission.

<i>Serial No.</i>	<i>Name of Institute</i>	<i>Address of Institute</i>	<i>Course</i>
1.	Computer Training Center	No. 09, Dharmarama Mawatha, Colombo 06	Computer Application Assistant
2.	Computer Training Center - NAITA	Negombo Road, Malkaduwwa, Kurunegala	Computer Application Assistant
3.	Computer Training Center - NAITA	No. 525/2, Maithiripala Senanayaka Mawatha, Rathnayakepura, Anuradhapura	Computer Application Assistant
4.	Apprenticeship Training Institute	No. 581, Galle Road, Katubedda, Moratuwa	Computer Application Assistant
5.	Computer Training Center - NAITA	Ratalankawatta, Mapalana, Kamburupitiya	Computer Application Assistant
6.	Sri Saranankara Apprentice Training Centre - NAITA	Udawatta, Baddegama	Computer Application Assistant
7.	Computer Training Center - NAITA	Mahaweli Economic Agency Building, Embilipitiya	Computer Application Assistant
8.	Computer Education Center	Divisional Secretariat Office, Anguruwatta, Madurawela	Computer Application Assistant

<i>Serial No.</i>	<i>Name of Institute</i>	<i>Address of Institute</i>	<i>Course</i>
9.	Technical College	Werallawatta, Yakkala, Gampaha	Computer Application Assistant
10.	Yovun Nikethanaya		Computer Application Assistant
11.	Vocational Training Centre	National Youth Services Council, Pallidora Road, Kawdana, Dehiwala	Computer Application Assistant
12.	National Youth Services Council	No. 65, High Level Road, Maharagama	Computer Application Assistant
13.	Don Bosco Vocational Training Centre	Puttalam Road, Nochchiyagama	Computer Application Assistant
14.	Institute of Professional Computer Systems	No. 178A, Colombo Road, Ratnapura	Computer Application Assistant
15.	Technology and Computer Training Institute	No. 15, 1/1, Piyadasa Sirisena Mawatha, Colombo 10	Computer Application Assistant
16.	Cholankanda Youth Training Centre	Udahenthanna, S. P. O. 20506, Via Gampola	Computer Application Assistant
17.	Bishop Leo Technical Institute	USCOD Center, St. Bedes Home, Badulla	
18.	SOS Children's Village of Sri Lanka	Vocational Training Centre, Maduruketiya, Monaragala	Computer Application Assistant
19.	Beeta Com Multimedia and Computer Studies	No. 20, Danovita Road, Meerigama	Computer Application Assistant
20.	Don Bosco Technical Centre	No. 22, Don Bosco Mawatha, Ettukala, Negombo	Computer Application Assistant
21.	Rathanasela Nenasala Computer Centre	Rathanasela Pirivena, Weegama, Rathmale, Ku/Itanawatta	Computer Application Assistant
22.	Navoda Computer Education Institute	No. 72, Devananda Road, Navinna, Maharagama	Computer Application Assistant
23.	N. K. I. Computer Training Institute	Manahara Building Pituwala Road, Elpitiya	Computer Application Assistant
24.	Lanka Tech Computer	No. 2/52, Horana Road, Piliyandala	Computer Application Assistant
25.	M. D. P. Computer Training Institute	No. 64/A/1, Station Road, Kadana	Computer Application Assistant
26.	Infornet Computer Systems	No. 143/1A, Ananda Senanayaka Complex, Katuwana Road, Homagama	Computer Application Assistant
27.	Informax Computer Technology	No. 52, Matale Road, Galewela	Computer Application Assistant
28.	Advance Training Centre (ATC)	No. 02, Inginiyagala Road, Ampara	Computer Application Assistant
29.	Thondaman Vocational Training Centre	Saumymoorthi Thondaman Memorial Foundation Pool Bank Hatton	Computer Application Assistant
30.	Sri Lanka Nippon Education and Cultural Center	Mahindarama Road, Ethukotte, Kotte	Computer Application Assistant
31.	Rural Vocational Training Centre	Mudukatuwa, Marawila	Computer Application Assistant
32.	District Vocational Training Centre	Galigamuwa Town, Ballapana, Kegalle	Computer Application Assistant
33.	National Vocational Training Centre	No. 354, Elvitigala Mawatha, Narahenpita, Colombo 05	Computer Application Assistant
34.	District Vocational Training Centre	Saragama Kurunagala	Computer Application Assistant
35.	National Vocational Training Institute	No. 100, Kandawala Road, Ratmalana	Computer Application Assistant
36.	Rural Vocational Training Centre, Weherahena	Meeta Social Service Foundation, Weherahena, Matara	Computer Application Assistant
37.	District Vocational Training Centre	Wattha, Tissa Road, Wellawaya	Computer Application Assistant
38.	Agonsu Training Center	Saranawattha, Nayamulla, Morawaka	Computer Application Assistant
39.	Special Vocational Training Centre	Higher Computer Training Institute, Fort, Matara	Computer Application Assistant
40.	Kubalgama Sunami Vocational Training Centre	Sri Jinendrammaya, Kubalgama, Weligama	Computer Application Assistant
41.	Lakvuru Sevana Rural Vocational Training Centre	No. 48, Bodhirukkarama Mawatha, Wellawaththa, Colombo 06	Computer Application Assistant
42.	National Vocational Training Institute	Niyagama, Thalgaswala	Computer Application Assistant
43.	District Vocational Training Centre	Mirijjawila, Hambanthota	Computer Application Assistant
44.	Rural Vocational Training Centre	Erukkalamiddy, Nagavillu, Palavi	Computer Application Assistant

SPECIMEN APPLICATION FORM

(For Office use only)

EFFICIENCY BAR EXAMINATION AND THE WRITTEN TEST ON COMPUTER SKILLS FOR OFFICERS IN CLASS III OF
PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2009(1)

	<i>Town</i>	<i>Town No.</i>
1.		
2.		

(Indicate the town in which you intend to sit
the examination as per *Gazette* notification)
(This cannot be altered subsequently).

Language medium of examination :

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the cage)
(This cannot be changed subsequently)

- 1.0 1.1 Name with Initials : _____.
(In block capitals) eg. : SILVA A. B.
1.2 Name in full (In block capitals) : _____.
1.3 Name in full (In Sinhala/Tamil) : _____.

2.0 2.1 Name and Address of the Office/Department/Institution : _____.
(In 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 block capitals)

- 3.0 3.1 Sex :
Female - 1
Male - 0
(Indicate the relevant number in the cage)

3.2 Date of Birth :
Year : Month : Date :

3.3 N. I. C. No. :

4.0 Subjects you are offering now : (Refer Para No. 13.0 of the *Gazette* notification) :

<i>Serial No.</i>	<i>Subject</i>	<i>Subject No.</i>
01.		
02.		
03.		

5.0 Present Post :

- 5.1 Post : _____.
5.2 Appointment Letter Number : _____.

- 6.0 6.1 Are you sitting the examination for the first time ? : _____.
6.2 If not, value of the stamps affixed : _____.

6.3 Stamp Cage :

Please affix stamps to the value of Rs. 90 for whole Examination or for the two subjects and Rs. 50 for only one subject.

N. B.— Candidates should affix stamps to the correct value and cancel them by placing his/her signature and date on them. Stamps should not overlap when affixed.

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above. The stamps affixed are valid and are to the value of Rs. I agree to abide by the rules and regulations of this examination imposed by the Commissioner-General of Examinations.

_____,
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 and who is personally known to me placed his/her signature in my presence on and further stamps to the value of examination fee have been affixed.

_____,
Signature and official stamp of the person attesting.

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

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that,

- (i) The information furnished above were verified and ;
- (ii) The officer *has/has not appeared for the examination previously ;
- (iii) The officer has appeared for the examination previously and *he/she has affixed stamps to the correct value ;
- (iv) *He/She is eligible to appear for this examination.

*(Delete inapplicable words)

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

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