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## The Gazette of the Democratic Socialist Republic of Sri Lanka

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### PART I : SECTION (IIA) — ADVERTISING

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

			PAGE				PAGE
Posts - Vacant	...	...	79	Examinations, Results of Examinations &c.	...	---	

#### 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 28th January, 2011 should reach Government Press on or before 12.00 noon on 14th January, 2011.

LAKSHMAN GOONEWARDENA,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
January 01, 2011.

### 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.

## Posts – Vacant

### OFFICIAL LANGUAGES COMMISSION

APPLICATIONS are invited from the citizens of Sri Lanka who are physically fit and bearing excellent moral character and possessing requisite qualifications conforming to this notice to fill vacancy in the following post in the Official Languages Commission.

Language Officer (Trilingual) cum Research Officer.

02. Applications prepared as per specimen application shown below should be addressed to the Chairman, Official Languages Commission, "Bhasha Mandiraya", No. 341/7, Kotte road, Rajagiriya. The post applied by you should be marked on the top left hand corner of the envelope enclosing the application and they should be sent by registered post to the above mentioned address on or before 18.02.2011. Late applications will not be entertained.

Language Officer (Trilingual) cum Research Officer (01 post)

(i) *Qualifications and experience :*

- (a) Should possess a degree from a recognized university,
- (b) Should have experience in trilingual (Sinhala, Tamil and English) translation,
- (c) Should have computer literacy,
- (d) Should have engaged in research work.

*Note.*— Preference will be given to applicants who have translated books into Sinhala, Tamil and English media.

- (ii) *Age limit.*— Not below 30 years and not over 45 years of age as at 18.02.2011. (The upper age limit shall not apply to officers in the Public Service, Provincial Public Service and employees of State Corporations or Boards.)

- (iii) *Salary scale.*— The salary scale attached to the post is Rs. 24,725 - 5 x 550- 5 x 645 -15 x 770 - Rs. 42,250 per month. (Appointee can be placed on a point in the scale depending on the qualifications and experience).

- (iv) *Method of recruitment.*— Recruitment will be done on the result of an interview by a special panel appointed for this purpose for the applicants possessing basic qualifications.

#### General Information and Application Procedure :

- (a) The post is permanent. Appointee will contribute to the Employees provident Fund. The employee's contribution shall be 8% of the consolidated salary and the Commission contribution shall be 12% of the consolidated salary of the employee. In addition the Commission shall contribute 3% to the Employees Turst Fund.
- (b) The probation period will be three years. Appointees should during the period of probation pass the Advanced Level I Language Course - Tamil in the case of Sinhala Officers and Sinhala in the case of Tamil Officers - conducted by the Official Languages Department.

- (c) Appointee who do not attain the required level of Language proficiency even within an extended period of probation shall have his/her service terminated.
- (d) Applications from officers in the Public Service, Provincial Public Service, Statutory Boards/Corporations should be forwarded through their respective Heads of Dpartments/Institutions.
- (e) Only the qualified applicants will be called for an interview. Selections will be made on the results of the interview.
- (f) Decisions regarding provisions other than those included in this notice will be taken by the Official Languages Commission.
- (g) applications which are not in conformity with the above terms will be rejected.
- (h) Appointee should acquire proficiencies and competencies which will be prescribed by the government from time to time.

Chairman.

Official Languages Commission,  
4th Floor,  
"Bhasha Mandiraya",  
No. 341/7, Kotte Road,  
Rajagiriya,  
January, 2011.

### Official Languages Commission

APPLICATION FORM FOR THE POST OF .....

01. Name of applicant :

1.01 Name with initials : \_\_\_\_\_.

1.02 Name in full : \_\_\_\_\_.

02. Address :

2.01 Permanent address : \_\_\_\_\_.

2.02 Official address (if any) : \_\_\_\_\_.

03. Sex :

Male 1

Female 2

☐

(Indicate the relevant number in the cage)

04. Age (A copy of Birth Certificate to be annexed) :

4.01 Date of birth : \_\_\_\_\_.

4.02 Age as at 18.02.2011 :

Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.

05. Marital status : \_\_\_\_\_.

06. Nationality : \_\_\_\_\_.

## 07. Qualifications (Copies of certificate to be annexed) :

(i) G. C. E. (O/L) Year : \_\_\_\_\_.

Subjects	Grade	Subjects	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

(ii) G. C. E. (A/L) Year : \_\_\_\_\_.

Subjects	Grade
1.	
2.	
3.	
4.	

(iii) Degree :

Name of the Degree and the University	Year	Class	Subjects

(iv) Diploma :

Name of the Diploma and the awarding institute	year	Class	Subjects

(v) Any other courses followed :

Name of the Course	Name of the organization that conducted the Course	Course period

## 08. Experience :

Designation	Organization	Period	Reason for leaving

## 09. Computer literacy (Copies of certificate to be annexed) : \_\_\_\_.

10. Have you ever been convicted in any offence in the Court of Law ?

Yes/No.

(If Yes indicate particulars)

I do hereby certify that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I am

aware that if any particulars contained herein are found to be false or incorrect I am liable to be disqualified if the detection is made before the appointment and to dismissal from service if the inaccuracy is detected after appointment.

\_\_\_\_\_,  
Signature of applicant.

Date : \_\_\_\_\_.

*Certificate of the Head of the Government  
Department/Ministry/Authority etc.*

I hereby forward the application of Mr./Mrs./Miss ..... who is employed in this Department/Ministry/Corporation/Authority/Provincial Council as a ..... and his/her work and conduct are satisfactory/not satisfactory. He can be released from .....

Signature of the Head of the Department/Ministry/Corporation/Provincial Council etc.

Name : \_\_\_\_\_.

Post : \_\_\_\_\_.

Address : \_\_\_\_\_.

Date : \_\_\_\_\_.

\_\_\_\_\_,  
Signature.

01-421

## MINISTRY OF YOUTH AFFAIRS AND SKILL DEVELOPMENT

### Department of Technical Education and Training

#### RECRUITMENT FOR THE POST OF MAINTENANCE ENGINEER OF THE DEPARTMENT OF TECHNICAL EDUCATION AND TRAINING

APPLICATIONS are invited for the Post of Maintenance Engineer of the Department of Technical Education and Training.

Applications should be prepared according to specimen given below with No. 01 to 07 appearing in 1st page and remains in 2nd page and should be sent under registered cover to reach the "Director General, Department of Technical Education and Training, P. O. Box 557, Colombo 10" on or before 11.02.2011. The envelope enclosing the application should be marked "Post of Maintenance Engineer" on the top left hand corner. Only those who are possess basic qualifications according to *Gazette* notification will be called to the interview.

## 02. Terms of Employment :

(a) This post is permanent and pensionable. The selected candidates will be required to contribute to the "Widows and Orphans/Widower and Orphans" pension scheme and will be placed on three years probation.

(b) Should liable to serve in any part of the island.

*The Efficiency Bar :*

- (a) According to the Public Administration Circular No. 20/2001, every officer appointed to a post should complete 1st Efficiency Bar before 4th step and 2nd efficiency bar before 7th step of the Salary Scale. Failure to complete the Efficiency Bar within the stipulated period will result in the deferment of the increment and the period taken in excess of the time allowed will be treated as a period of deferment of increment.
- (d) Officers appointed to these posts are expected to obtain the competency in second language within 05 years from the date of appointment in accordance to the Public Administration Circular No. 07/2007. Failure to complete the competency in the second language within the stipulated period will result in the deferment of the increment. It is necessary to pass the Sinhala/Tamil in G. C. E (O/L) as a main subject (should not be a 2nd language or optional subject) and pass the oral test held by the Department of official languages or pass the special skills examination held by the Department of official languages as a language competencies of these officers.

03. *Salary and allowances.*— The monthly consolidated salary scale relevant to this post is Rs. 22,935 - 645x10 - 790x8 - 1,050x17 - Rs. 53,555. Payments will be made in terms of P. A. Circular 6/2006. Payment of increment will be subjected to the completion of the Efficiency Bar specified in Para 2 above.

04. *Qualifications.*— every applicant should produce the evidence that they have obtained the following qualifications before the closing date of applications :

- (a) Should be a citizen of Sri Lanka,
- (b) Should not be less than 25 years and not more than 45 years of age on the closing date of applications. The upper age limit does not apply to officers already in government service.
- (c) Should have excellent moral character and physically fit.
- (d) Educational and other qualifications.  
A degree in Mechanical Engineering obtained from a recognized University ; and  
05 years experience in maintenance of plant and machinery in a factory/workshop recognized by the state.

05. *Recruitment Procedure.*— Candidates, fulfilled the basic qualifications will be selected by appearing the Interview Board. Secretary to the Ministry of Youth affairs and Skill Development will be appointed on behalf of Public Service Commission.

06. Copies of following documents certified by you should be attached with the application :

- (i) Certificate of Registration of Birth. (Baptismal Certificate or the Certificate of Birth issued for the purpose of the Code of Regulations for assisted Schools will not be accepted).

- (ii) Degree certificates with detail certificates or other educational certificates.
- (iii) Certificate of professional and/or technical qualifications that confirm the experience.
- (iv) Certificates of highest examination passed in Sinhala, Tamil and English.

07. Applications of officers in the State Service must be forwarded through the Heads of their respective Departments.

08. Reference is requested to General Conditions applicable to appointments in the State Service, published at the beginning of Section (IIA) of Part I of this *Gazette*.

09. Secretary to the Ministry of Youth Affairs and Skill Development reserves the right, not to fill the vacancies.

10. Clauses of sections 10-12 of Chapter II of Establishments Code will relevant as suitable for the post.

S. S. HEWAPATHIRANA,  
Secretary,  
Ministry of Youth Affairs and Skill Development.

Ministry of Youth Affairs and Skill Development,  
"Nipunatha Piyasa",  
No. 354/2, Elewitigala Mawatha,  
Colombo 05,  
21st January, 2011.

SPECIMEN APPLICATION FORM

MINISTRY OF YOUTH AFFAIRS AND SKILL DEVELOPMENT

*APPLICATION FOR RECRUITMENT FOR THE POST OF  
MAINTENANCE ENGINEER OF THE DEPARTMENT OF  
TECHNICAL EDUCATION AND TRAINING*

01. Name with initials :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Initials at the end  
(In Capital letters) Eg. : SILVA A. B.

02. Name in full :\_\_\_\_\_.

03. (a) official address :\_\_\_\_\_.  
(b) Private address :\_\_\_\_\_.  
(In capital letters)  
(c) Personal telephone No. :\_\_\_\_\_.

04. (a) Whether a Sri Lankan :

Yes ☐ No ☐

05. (a) Date of birth :

Year :     Month :   Date :

(b) National Identity Card No. :

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06. Age as at closing date of application :

Years : 







 Months : 







 Days :

07. Particulars of present post :

- (a) Post and the date of appointment : \_\_\_\_\_.
- (b) Whether permanent or temporary : \_\_\_\_\_.
- (c) Whether pensionable or non-pensionable : \_\_\_\_\_.
- (d) Whether confirmed in the post : \_\_\_\_\_.
- (e) Department : \_\_\_\_\_.
- (f) Institute/Place of work : \_\_\_\_\_.

08. Particulars of Educational Qualifications (Including certificates of Proficiency in Sinhala, Tamil Languages :

Examination	University/Institution	Year	Subject field
1.			
2.			
3.			
4.			

09. Previous appointments (to be stated in chronological order with exact dates) :

Department/ Institution	Place of work	Designation	Whether permanent or temporary	From	To	Period
1.						
2.						
3.						
4.						

10. Whether you have been convicted in a Court of Law ? If so give details : \_\_\_\_\_.

11. If served in a Government Department Corporation or board, state reasons for termination of service : \_\_\_\_\_.

12. Is there any disciplinary inquiry pending against you ? If so state details in brief : \_\_\_\_\_.

I hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars contained therein are found to be false and incorrect, before selection, I am liable to disqualification and to dismissal without compensation if the inaccuracy is discovered after the appointment.

\_\_\_\_\_,  
Signature of Applicant.

Date : \_\_\_\_\_.

For candidates of Public and Provincial Public Service

*Recommendation of the Head of the Department*

I hereby certify that the particulars contained in No. 01 to 12 of above officer, are true and correct.

\_\_\_\_\_,  
Signature of the Head of the Department.

Date : \_\_\_\_\_.

01-373