

*Note.* – Part IV (A) of the Gazette No. 2267 of 11.02.2022 was not published.



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

අංක 2,268 - 2022 පෙබරවාරි මස 18 වැනි සිකුරාදා - 2022.02.18  
No. 2,268 - FRIDAY, 18 FEBRUARY, 2022

(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)

	PAGE		PAGE
Post - Vacant	248	Examinations, Results of Examinations &c.	248

- N. B.* – (i) Intellectual Property (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 03, 2022.
- (ii) Code of Criminal Procedure (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 11, 2022.

#### 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 11th March, 2022 should reach Government Press on or before 12.00 noon on 25th February, 2022.

#### 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.

Department of Govt. Printing,  
Colombo 08,  
01st January, 2022.

This Gazette can be downloaded from [www.documents.gov.lk](http://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

### REGISTRAR GENERAL'S DEPARTMENT

#### Amendment of closing date of applications for recruitment of Registrar of Births and Deaths

#### Galle District

IT is kindly notified that the closing date of application for recruitment for the post of Births and Deaths Registrar, for the Division appearing in the following Schedule which was published by me in the *Gazette* No. 2256 of 26.11.2021 is extended as **18.03.2022**.

2.0. Please note that the closing date of applications only changed all other details in the said *Gazette* notification remain unchanged.

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post &amp; Division for which Application are called</i>
Galle	Bope Poddala	Post of Births & Deaths Registrar of Karapitiya Maternity Hospital Division.

P. S. P. ABEYWARDHENA,  
Registrar General.

Registrar General Department,  
No. 234/A3,  
Denzil Kobbekaduwa Mawatha,  
Battaramulla.

02 -166

## Examinations, Results of Examinations & c.

### PUBLIC SERVICE COMMISSION

#### Department of Social Services

#### The Limited Competitive Examination for the Recruitment to the Post of Officer – in – Charge in Vocational Training Centres under the Department of Social Services - 2022

APPLICATIONS are invited from Social Services Officers serving in the Department of Social Services with the qualifications stipulated here under by the Director General of the Sri Lanka Institute of Development Administration for the examination to be held in August or in a nearing month of **2022 in Colombo**, on behalf of the Department of Social Services for selecting Officers to fill in the vacancies existed in the Post of Officer- in- Charge in the Vocational Training Centres maintained under the Department of Social Services.

01. The number of Officers to be recruited is 05 (five). In case of the number of candidates, who have obtained the equal marks exceeding the existing vacancy or vacancies; the decision of filling of that number of vacancies will be given by the Public Service Commission in terms of the Section 80 in Procedural Rules. The effective date for the appointment will be decided in accordance with the order of the Public Service Commission.

02. Regulations on Employment :-

- 2.1 Selected candidates will be appointed to the post of Officer- in- Charge and they will be subject to the general conditions governing appointments to the government service, rules and regulations enacted by the Scheme of Recruitment for the Management Assistant Supra Grade in the Department of Social Services approved by the Public Service Commission No. PSC/EST/4/1 dated 22.06.2012, any amendments made or to be made thereafter to the said Scheme of Recruitment, provisions as stipulated in the Code of Establishment and Financial Regulations and Procedural Rules of the Public Service Commission published in the Extra Ordinary Gazette Notification No. 1589/30 dated 20.02.2009.
- 2.2 This post is permanent and pensionable and it is required to contribute to the Widows' / Widowers' and Orphans' Pension Fund.
- 2.3 This appointment is subject to one year probationary period from the date of appointment.
- 2.4 In accordance with the Public Administration Circular No.01/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquired the proficiency in the prescribed official language within five (5) years from the date of appointment.

03. Monthly Salary Scale:-

In terms of the Public Administrative Salary Circular No. 03/2016, the initial salary step of this post is 6th step of the salary scale MN 7 -2016.

Salary Scale: - MN 7 – 2016:- Rs. 41,580/- 11 x 755 - 18 x 1030 - 68,425/-

Initial salary step is Rs.. 45355/-

04. The required qualifications:-

- (a) (i) The applicant should be a citizen of Sri Lanka
- (ii) Should be of excellent character
- (iii) All the applicants should be of excellent physical and mental character to perform the duty at any part of the Island

(b) Educational Qualifications and Experiences:

*For applicants with a degree -*

- I. Should be confirmed in the post of Social Services Officer in the Department of Social Services

*and*

- II. Completion of not less than five (05) years active and satisfactory service in the post of Social Services Officer.

*For applicants without a degree -*

- I. Should be confirmed in the post of Social Services Officer in the Department of Social Services.

*and*

- II. Completion of not less than ten (10) years active and satisfactory service in the post of Social Services Officer.

**Note :** Other Qualifications to be fulfilled

- i. All the qualifications required to apply for this examination should be fulfilled to the closing date of the applications
- ii. Should have not been subjected to any disciplinary punishment during immediately preceding five (05) years period
- iii. Should have earned all the due increments during immediately preceding five (05) years period

05. Method of application:-

- (a) Prepare the application according to the format given at the end of this paper notification using both sides of A 4 size papers. It should be specially noted to prepare the applications to set paragraphs from 1.0 to 1: 11 on the first page, paragraphs from 2.0 to 3.0 to be on the second page and rest of paragraphs to be on the third page. Computerized/ typed set application form could be used for this purpose. Should complete the application with legible own hand writing and incomplete applications and or applications which are not prepared in the given format will be rejected without any notice. Preservation of a photocopy of the application will be beneficial.

- (b) Applications should be completed in the medium of language in which the candidates wish to appear for the examination. Name of the Examination in the heading should be mentioned in English in addition to Sinhala or Tamil in Sinhala or Tamil medium applications.

- (c) (I) Properly completed applications should be sent through the Head of the Department to reach before **23.03.2022** to the following address under registered cover. The top left hand corner of the envelope should clearly carry the words "The Limited Competitive Examination for the Recruitment to the Posts

of Officer – in – Charge in the Vocational Training Centres under the Department of Social Services – 2022 ” and should send to the address “ Director, Department of Social Services, 2nd Floor, Sethsiripaya Stage II, Battaramulla”. The applications received after the closing date will not be accepted.

- (II) The examination fee is Rs. 1200 /- . The examination fee should be paid at any branch of Bank of Ceylon in the island to the credit of the Account No. 7041285 , Battaramulla Branch, Bank of Ceylon belonging to Director, Department of Social Services. A margin of the original receipt obtained in the candidate’s own name should be firmly pasted to the place specified in the application form. It would be advisable to retain a photocopy of this receipt. The examination fees shall not be refunded for any case and fee once paid will not be held in reserve for transferring to any other examination in future. Moreover, stamp or money order will not be accepted for the examination fee.

- (d) Incomplete applications in every ways and means will be rejected without any notice. No complaints shall be considered to the effect that an application or documents connected therewith were lost or delayed in the post. Any loss that may result by delaying the application to the last date will have to be borne by the applicant.

#### 06. Entering for the Examination :-

- (a) The applicants, only those who have submitted their duly completed applications shall receive an admission card from the Director General of the Sri Lanka Institute of Development Administration. Without producing the admission card, nobody will be permitted to enter the examination hall.

**Note:** Issuing an admission card to a candidate for the examination should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to sit for the examination.

#### 07. The identification of the candidate :-

All candidates should prove their identity to the satisfaction of the head of the examination hall. Only one of the following documents will be accepted for this purpose.

- \* The National Identity Card issued by the Department for the Registration of Persons
- \* A valid Passport
- \* A valid driving license

08. The final decision on any matter that does not include in this notice rests with the decision of the Director of Social Services subject to the instructions of the Public Service Commission.

#### 09. Method and medium of examination :-

- (a) The examination will be conducted in Sinhala and Tamil mediums.
- (b) A candidate should appear for the examination in only one language in which she/he has obtained the degree to be qualified to appear for the examination. All question papers have to be answered in the same medium.
- (c) Candidates will not be permitted to change the medium of examination given in her/his application

#### 10. Method of Recruitment :-

**Written Examination :** (The Limited Competitive Examination for the Recruitment to the Post of Officer – in – Charge) comprises of essay and structured essay questions on the case study regarding the work and personnel management – Time 03 hours, Marks (100). This question paper contains compulsory questions and all questions need to be answered. A 40% of minimum marks should be obtained to pass the paper.

The candidates should answer essay and structured essay typed questions prepared in association with the case study or case studies with regard to the work and personnel management such as institutional administration, management, facing issues and solving such issues, institutional productivity and efficiency for evaluating the comprehensive ability and knowledge of the candidates on the work and personnel management.

#### *Interview :*

Having conducted the structured interview under the structured interview board approved by the Public Service Commission for the officers who have obtained of not less than 40 % marks among the candidates who appeared for the written examination, will be selected on the basis of the merit of the aggregate marks scored at both written examination and structured interview.

Structured Interviews for the recruitment to the posts of Officer – in – Charge

01. The fields to be awarded marks

Heads to be checked to award marks	Maximum marks
<p>01. Additional Educational Qualifications (Marks will only be awarded to the qualifications obtained in addition to the basic qualifications mentioned under Number 04 of the recruitment notification. )</p> <p>1. Post Graduate Degree (10) (including Sociology / Administration and Management )</p> <p>2. First-class Honours Degree (08)</p> <p>3. The degree with Class Honours (06) (If certain subjects have been excepted from the Efficiency Bar Examination by this means, the applicants will again not be awarded marks)</p>	10
<p>02. Additional Professional Qualifications</p> <p>1. In the field in connection with the post Obtaining of not less than one year diploma from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like social works / administration / counseling /management. (15)</p> <p>2. Obtaining a certificate for following of not less than six month course from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like sociology / administration / counseling /management (sign language diploma, Braille diploma). (10)</p> <p>3. Obtaining a certificate for following of not less than three month course from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like sociology / administration / counseling /management. (05)</p>	15
<p>03. Additional Experiences</p> <p>(For each year exceeding 5 years or 10 years in which it is considered as the basic qualifications)</p> <p>I. For each one year in grade II of the post (03) II. For each one year in grade I of the post (05)</p>	40
<p>04. Computer Literacy (Marks will be awarded only to the maximum qualification)</p> <p>1. For a diploma / certificate course on computer for one year or more duration than that from an Institution recognized by the appointing authority (05) 2. For a diploma / certificate course on computer for six month or more duration than that from an Institution recognized by the appointing authority (03)</p>	05

05. English language proficiency (Marks will be awarded only to the maximum qualification)	
1. Obtaining the first degree / post graduate degree / post graduate diploma in English medium / passing English as a subject for the degree / passing English as a subject for G.C.E (Advanced Level) (05) 2. Obtaining a diploma / certificate course on English Language for one year or more from a recognized Institution or obtaining a distinction pass for the English language in G.C.E (Ordinary Level) (03) 3. Obtaining a diploma / certificate course on English Language for six month or more from a recognized Institution or obtaining a credit pass for the English language in G.C.E (Ordinary Level) (02) 4. For a certificate course on English language of not less than 03 months (01)	05
06. For special activities / programs / projects performed in the professional field ( District Secretary or Divisional Secretary should be recommended)	
1. Creative activities done on behalf of the disabled persons ( The activities which have been initiated from the divisional level and have been developed up to the national level) (05) 2. Successful activities with the priority of community in association with Self-esteem groups / voluntary representatives (05) 3. The projects which have been obtained national / international victories with regard to the subject scope of the disabled beneficiaries in divisional or district level (05) 4. Projects and programs made in creative manner in addition to the benefits and provisions provided by other Ministries and Departments for empowering the beneficiaries (05) 5. Other special activities / programs (05)	20
07. Merit shown at the interview	05
<b>Total Marks</b>	<b>100</b>

#### 11. Releasing Examination Results:

The list of notification including the selected applicants prepared on the basis of the merits of both written examination and structured interview equal to the existing vacancies will be sent to the Secretary, Public Service Commission. Thereafter, as directed by the Public Service Commission, the results will be either sent personally to all applicants or published on [www.socialservices.gov.lk](http://www.socialservices.gov.lk) ; the official website of the Department of Social Services for results release.

**Note:** Participating in the Interview should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to grant the appointment.

As per the order of the Public Service Commission,

12. In case of any discrepancy arises among the phrases of this notice, which is published in Sinhala, Tamil and English languages, the Sinhala notice will be considered as the correct one.

SUNETHRA GUNAWARDHANA,  
Secretary,  
State Ministry of Primary Health Care,  
Epidemics and Covid Disease Control.

Department of Social Services,  
Second Floor,  
Sethsiripaya Stage II,  
Battaramulla.  
11th February, 2022



(For office use only)

**The Limited Competitive Examination for the Recruitment to the Posts of  
officer – in – Charge in Vocational Training Centers  
under the Department of Social Services - 2022**

Medium  
Sinhala - 2

Tamil - 3

(Please write the relevant number in the box)  
(The application should be completed in the medium of  
language you wish to appear for the examination)

**1.0 Personal Information**

1.1 Name in Full : .....  
(In block letters)  
ex : ( HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWADHANA )

1.2 Name with last name at the beginning and initials of other names at the end  
(In block letters)  
ex : ( GUNAWARDHANA, H.M.S.K )

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

1.4 Official Address (In block letters) : .....  
(the admission is posted to this Address)

1.5 Official Address : .....  
(in Sinhala/Tamil)

1.6 Sex : Male - 0 Female- 1   
(write relevant number in the cage)

1.7 National Identity Card No. :

1.8 Marital Status : Unmarried - 1 Married - 2   
(write relevant number in the cage)

1.9 Nationality : (Sinhala -1, Tamil -2 , Indian Tamil - 3 , Muslim - 4, Others - 5)

(write relevant number in the cage)

1.10 Date of Birth : Year     Month   Date

1.11 Telephone Number :

**2.0**

**(i) Educational Qualifications and Experience**

Educational Qualifications whether with the Degree / without Degree : .....

Date on which the degree was obtained: .....

University / Institution (Name) : .....

Registration Number : .....

External / Internal : .....

Subjects studied : .....

.....

.....

Class : .....  
Upper/Lower : .....  
Valid date for the Degree: .....  
The medium of language you appeared for the examinations : .....

### 3.0 Experience :

- Date of appointment to the post of Social Services Officer : .....
- Date on which you have been confirmed in the post : .....
- The Grade in which you are serving at present : .....
- Date of appointment / promotion to the said Grade : .....
- Period of service from the said appointment of Social Services Officer Grade I/II to the date of 23.03.2022 : .....

Affix the receipt properly here.

### 4.0 Declaration of the applicant :

I have earned all my due increments during the immediately preceding five (05) years period to the date of ..... and in accordance with the Chapter 04 b of the *Gazette* Notification, I have completed the active and satisfactory service period to the date of ..... and during the said period I have not been subjected to any disciplinary punishment (apart from the warning). Further, I adhere to the decisions taken in connection with the holding of the examination and releasing of results by the Director General of the Sri Lanka Institute of Development Administration.

In terms of the rules and regulations of the *gazette* notification, I am qualified to appear for the examination. Moreover, I do hereby certify that the information furnished by me are true and accurate to the best of my knowledge and belief and I declare that I have affixed the invoice No.: ..... dated ..... to the given area of the application after paying the examination fee. In addition, I agree to abide by all the rules and regulations applicable to this examination. I further agree that my candidature is liable to cancelled before, during or after the examination if it is found that I am ineligible in terms of the Service Minute which carries provisions on this examination.

.....  
Date

.....  
Signature of the Applicant

### 6.0 Certification of the Head of the Department: (As per the personal file of the Applicant)

This is to certify /Mr./Mrs./Miss ..... submitting this application is serving in the post of Social Services Officer and he /she has earned all his / her due increments during the immediately preceding five (05) years period to the date of ..... and during the said period he / she has not been subjected to any disciplinary punishment (apart from the warning) and in accordance with the Chapter 04 b of the *Gazette* Notification, he/ she has completed the active and satisfactory service period of (five years/ ten years) to the date of ..... and in accordance with the regulations mentioned in the gazette notification, he / she has obtained the qualifications to appear for the examinations and has pasted the invoice after paying the precise examination fee. Moreover, I certify that he /she put her signature before me.

.....  
Date

.....  
Signature of the Head of the Department.

Name : .....  
Designation : .....  
Address : .....  
Official Stamp : .....