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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,206 – 2020 දෙසැම්බර් මස 11 වැනි සිකුරාදා – 2020.12.11

No. 2,206 – FRIDAY, DECEMBER 11, 2020

(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 01st January, 2021 should reach Government Press on or before 12.00 noon on 18th December, 2020.

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, 2020.

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



1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility :

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

“All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.”

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

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

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

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

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare

everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Posts – Vacant

STATE MINISTRY OF PRISON MANAGEMENT AND PRISONERS' REHABILITATION

Field / Office based officers in the Department of Community Based Corrections - Segment 2

RECRUITMENT (OPEN) TO THE POST OF COMMUNITY CORRECTION OFFICERS -2020

APPLICATIONS are invited from suitable Sri Lankan citizens to fill 09 (Nine) vacancies (for the offices of North Western, North Central, Northern and Eastern Provinces) existing in the post of Community Correction Officer Grade II in the Department of Community Based Corrections.

Applications prepared according to the specimen form of application appended at the end of this notification should be sent to reach the Commissioner, Department of Community Based Corrections, No 35/A, Dr.N.M.Perera Mawatha, Borella, Colombo 08 by Registered Post and email to the email address **dbc correction@gmail.com** or submit application by hand on or before the date mentioned below. The top left corner of the envelope containing the application and the subject of the email should clearly bear the words "Recruitment to the Post of Community Correction Officer -2020 (Open)".

(a) Closing date of application is 2021.01.15.

Note:- Complaints made on the loss or delay of applications and other connected letters in the post will not be considered. The damages caused due to delay in the submission of applications until the closing date shall be borne by the applicant.

01. *Method of Recruitment.*– Recruitment to the vacancy shall be based on the marks of a structured interview conducted by an interview panel appointed by the Commissioner of the Department of Community Based Corrections.

02. *Conditions for engagement in service :*

- (i) This post is permanent and pensionable. You will be subject to any policy decision taken by the government regarding the pensions scheme in future. You should contribute to the Widows'/Widowers' and Orphans' Pension Scheme.
- (ii) This appointment is subject to 3 years probation period and first efficiency bar examination shall

be passed within 03 years from the date of recruitment.

- (iii) Shall acquire the relevant proficiency in other official language in addition to the language in which the officer joined the service, within Five (05) years from the date of recruitment to the post as per the Public Administration Circular No. 01/2014. Officers who joined the service in a language medium which is not an official language shall acquire the proficiency in the prescribed language within three (03) years from the date of recruitment and shall acquire the proficiency in the other official language within five (05) years from the date of recruitment.
- (iv) This appointment shall be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government and other departmental orders.

03. *Salary scale.*– In terms of the public Administration circular No 3/2016, MN5-2016 be the initial salary scale. Rs. 34,605-10 x 660-11 x 755-15 x 930- Rs.63,460/-

04. *Educational Qualifications and Professional Qualifications :*

Shall have obtained a special degree in Criminology / special degree in Sociology / Degree in law (LLB) from a university recognized by the University Grants Commission

OR

an Attorney-at-Law of the Supreme Court.

And

Be an officer in the public service

05. *Experience.*– Prior Experience obtained related to the relevant field will be considered as an additional qualification.

06. *Age Limit.*– Shall be not less than 21 years of age and not more than 35 years as at the closing date of application.

07. *Qualifications*.– Every candidate shall be physically and mentally fit to serve in any part of the island and to perform the duties of the post.

Other Qualifications :

- Shall be a citizen of Sri Lanka
- Shall be of an excellent character
- Shall have satisfied the qualifications mentioned in the Notice of calling applications/ Gazette in all aspects for the recruitment to the post.

08. *Structured interview*.– Marks will be given by an interview panel appointed by the Commissioner of the Department of Community Based Corrections.

09. Marking scheme of the Structured interview :

	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
01	Additional Educational Qualifications I. Post Graduate Degree in Sociology / Criminology / Law II. Other Post Graduate Degrees III. Post Graduate Diploma Courses IV. Diploma courses (duration of which more than 01 year) V. Diploma courses (duration of which more than 09 months)	25 20 15 10 05	25
02	Additional Professional Qualifications I. Diploma obtained from government recognized institution related to Drug Prevention / Social Work / Counseling or Criminology (03 marks per each) II. Certificate courses on Social Work / Drug Prevention and Counseling (03 marks per each)	10	10
03	Language Proficiency I. Degree followed in other language other than mother tongue by a University or an institution recognized by the University Grants Commission II. Diploma course on English / Tamil / Sinhala (10 marks per one language other than mother tongue - for two languages 15 marks) III. Certificate courses on English / Tamil / Sinhala (05 marks per one language other than mother tongue - for two languages 10 marks)	15 15 10	15
04	Experience obtained related to the relevant field (Experience related to rehabilitation / Probationary / Social welfare / Law / Community Based Correction) Shall be confirmed by acceptable documents. I. 05 years or more than that II. 04 years or more than that III. 03 years or more than that IV. 02 years or more than that V. 01 year or more than that VI. 06 months or more than that	30 25 20 15 10 05	30
05	Knowledge on Computer I. Diploma obtained from government recognized institution duration of which is not less than 12 months. II. Certificate Course duration of which not more than 09 months or not less than 06 months.	15 10	15

	Subject	Marks	Maximum Marks
	III. Certificate Course duration of which more than 03 months. IV. Other certificates related to computer Literacy	05 03	
06	Perfromance at the interview	05	05

10. Applications should be in the form of the specimen appended at the end of this notification and prepared on 22cm - 29cm, A4 size paper. The applicants shall fill the applications in their own handwriting. Applications not complying with the specimen form of application appended at the end of this notification shall be rejected without any acknowledgement. It would be advisable to keep a photocopy of the completed application form. Receipt of application shall not be acknowledged.

Note:

- I. If any candidate unable to furnish the original copies of the certificates mentioned in the application on request, the application will be rejected.
- II. The officers in Public Service / Provincial Public Service and Government Corporations should submit applications through their heads of Departments / Institutions.
- III. Procedural Rules of the Public Service Commission, circulars issued from time to time concerning the Public Service and the conditions in the amendments made there to shall be applicable for this post.

(In the event of any inconsistency between Sinhala, Tamil and English texts of the *Gazette*, the text in the Sinhala Language shall prevail.)

R.P.S. SAMANKUMARI,
Commissioner,
Department of Community Based
Corrections.

For office use

Recruitment to the post of Community Correction Officer (Grade II) of Department of Community Based Corrections (Open) - 2020

01. Personnel Information :

1. 1.1 Full Name (Sinhala/ Tamil) : _____.
- 1.2 Full Name (English) : _____.

2. 2.1 Name With initials (Sinhala / Tamil) : _____.
- 2.2 Name with initials (English) : _____.

3. 3.1 Permanent Address (Sinhala / Tamil) : _____.
- 3.2 Permanent Address (English) : _____.

4. Gender (Male / Female) : _____.

5. Marital Status (Single / Married) : _____.

6. National Identity Card No. : _____.

7. Date of birth :

Year : Month : Date :

8. Age as at the closing date of application:-

Years : _____. Months : _____. Days : _____.

9. Telephone No. : _____.

02. Details Of the Current Post :

- 2.1 Current Post : _____.
- 2.2 Appointment Date : _____.
- 2.3 Nature of the appointment (Permanent / Probation) : _____.

03. Educational Qualifications:

- 3.1 Degree : _____.
- 3.2 Name of the University : _____.
- 3.3 Effective date of the degree : _____.

No.	Qualification	Name of the Institute	Effective date of the qualification

04. Other Educational Qualifications :

No.	Qualification	Name of the Institute	Effective date of the qualification

05. Professional Qualifications:

No.	Qualification	Name of the Institute	Effective date of the qualification

punishment of any kind and I hereby state that he/she can / cannot be released from service if selected.

Signature of the Head of the Department/Institute.

Date : _____.

Designation : _____.

Department/ Institute : _____.

(Place rubber stamp)

06. Other Qualifications : _____.

07. Experience : _____.

12-201/1

08. Certification of the Applicant:

I hereby declare that the particulars furnished by me in this application are true and correct. I am also aware that if any of the particulars in this application is found to be false or incorrect before selection my application will be rejected and I am liable to be dismissed from service without any compensation if any such information is found to be false or incorrect after selection.

Signature of the Applicant.

Date : _____.

09. Attestation of the Signature of the Applicant :

I certify that the applicant Mr/Mrs/Miss Is known to me personally and he/she placed his/her signature on in my presence.

Signature of the Attester.

Date : _____.

Full Name of the Attester : _____.

Designation : _____.

Address : _____.

(Place rubber stamp)

10. Certification of the Head of the Department /Institution :

Mr./Mrs./Miss submitting the application is employed in this institution and holds a permanent and pensionable/ temporary post and fulfill the requirements mentioned in the Gazette notification relevant to apply this post and has not been subject to disciplinary

STATE MINISTRY OF PRISON MANAGEMENT AND PRISONERS' REHABILITATION

Management Assistant Non - Technical in the Department of Community Based Corrections - Segment 2

RECRUITMENT (OPEN) TO THE POST OF WORK SUPERVISOR -2019(2020)

APPLICATIONS are invited from suitable Sri Lankan citizens to fill 16 (Sixteen) vacancies (Uva , North Central, North Western and Northern Provinces) existing in the post of Work Supervisor Grade III in the Department of Community Based Corrections. Applications prepared according to the specimen form of application appended at the end of this notification should be sent to reach the Commissioner, Department of Community Based Corrections, No 35/A, Dr.N.M.Perera Mawatha, Borella, Colombo 08 by Registered Post and email to the email address **dbc correction@gmail.com** or submit application by hand on or before the date mentioned below. The top left corner of the envelope containing the application and the subject of the email should clearly bear the words "Recruitment to the Post of Work Supervisor -2019(2020)".

(a) Closing date of application is 2021.01.15.

Note: - Complaints made on the loss or delay of applications and other connected letters in the post will not be considered. The damages caused due to delay in the submission of applications until the closing date shall be borne by the applicant.

01. Summary of the duties assign to this post.- With regard to the Community Correction procedure of the

offenders which found guilty of an offence mentioned in the Community Based Correction Act No 46 of 1999 part II

- Assist Community Correction Officers to perform community correction duties
- Assist to plan community correction programs
- Supervision of the duties when engage in social works in project areas.
- Provide reports to the officers regarding offenders who have breached the community correction orders by offender house visits.

02. *Method of Recruitment.*— Recruitment to the vacancy shall be based on the marks of a structured interview conducted by an interview panel appointed by the Commissioner of the Department of Community Based Corrections. The effective date of the appointments will be determined as per the decision of the Commissioner of the Department of Community Based Corrections.

03. *Conditions for engagement in service :*

- (i) This post is permanent and pensionable. You will be subject to any policy decision taken by the government regarding the pensions scheme in future. You should contribute to the Widows'/ Widowers' and Orphans' Pension Scheme.
- (ii) This appointment is subject to 3 years probation period and first efficiency bar examination shall be passed within 03 years from the date of recruitment.
- (iii) Shall acquire the relevant proficiency in other official language in addition to the language in which the officer joined the service, within five years from the date of recruitment to the post as per the Public Administration Circular No. 01/2014. Officers who joined the service in a language medium which is not an official language shall acquire the proficiency in the prescribed language within three (03) years from the date of recruitment and shall acquire the proficiency in the other official language within five (05) years from the date of recruitment . Shall acquire the Second Language Proficiency related to category III or follow a course contain same syllabus ,150 hours as the duration.

(iv) This appointment shall be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government and other departmental orders.

04. *Salary scale.*— In terms of the public Administration circular No 3/2016, MN1-2016 be the initial salary scale. Rs. 27,140 -10 x 300-11 x 350-10 x 495-10 x 660 - Rs. 45,540 /-

05. *Educational Qualifications :*

- (a) Should have passed the General Certificate of Education (Ordinary Level) Examination in six(06) subjects at one sitting with credit passes in
 - (i) Sinhala/Tamil/English Language
 - (ii) Mathematics
 and
 - (iii) Two other subjects
- (b) Pass one subject at the General Certificate of Education (Advanced Level) Examination (other than the common General Paper).

06. *Experience.*— One Year experience obtained from government recognized institution related to Social Work and Social Services

07. *Age Limit.*— Shall be not less than 18 years of age and not more than 30 years as at the closing date of application.

08. *Qualifications.*— Every candidate shall be physically and mentally fit to serve in any part of the island and to perform the duties of the post.

Other Qualifications :

- Shall be a citizen of Sri Lanka
- Shall be of an excellent character
- Shall have satisfied the qualifications in all aspects as at the closing date of application.

09. *Structured interview.*— Marks will be given by an interview panel appointed by the Commissioner of the Department of Community Based Corrections.

Marking scheme of the Structured interview: 100 Marks

For office use

	Subject	Marks
01.	Additional Educational Qualifications	20
02.	English Language Proficiency	20
03.	Knowledge on Computer	25
04.	Other Qualifications (Other than the main qualification of one year experience)	30
05.	According to the approval of the interview panel Leadership , Personality and communication skills	05
06.	Total	100

10. Applications should be in the form of the specimen appended at the end of this notification and prepared on 22cm - 29cm A4 size paper .The applicants shall fill the applications in their own handwriting . Applications which not satisfy the main qualifications in all aspects , delayed applications and not complying with the specimen form of application appended at the end of this notification shall be rejected without any acknowledgement. It would be advisable to keep a photocopy of the completed application form. Receipt of application shall not be acknowledged.

Note:

- If any candidate unable to furnish the original copies of the certificates mentioned in the application on request, the application will be rejected.
- The officers in Public Service / Provincial Public Service and Government Corporations should submit applications through their heads of Departments / Institutions.
- Procedural Rules of the Public Service Commission, circulars issued from time to time concerning the Public Service and the conditions in the amendments made there to shall be applicable for this post.

(In the event of any inconsistency between Sinhala, Tamil and English texts of the *Gazette*, the text in the Sinhala Language shall prevail.)

R.P.S. SAMANKUMARI,
Commissioner,
Department of Community Based
Corrections.

**Recruitment to the post of Work Supervisor
(Grade III) of Department of Community Based
Corrections (Open) - 2019(2020)**

01. Personnel Information :

- Full Name (Sinhala/ Tamil) :_____.
Full Name (English) :_____.
- Name with initials (Sinhala / Tamil) :_____.
Name with initials (English) :_____.
- Permanent Address (Sinhala / Tamil) :_____.
Permanent Address (English) :_____.

4. Gender (Male / Female) :_____.

5. Marital Status (Single / Married) :_____.

6. National Identity Card No. :_____.

7. Date of birth :

Year : Month : Date :

8. Age as at the closing date of application:-

Years :_____. Months :_____. Days :_____.

9. Telephone No. :_____.

02. Educational Qualifications :

2.1 G. C. E. (O/L) Exam Results :

- Exam Year :_____.
- Index No. :_____.
- Results :

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

2.2 G. C. E. (A/L) Exam Results :

- Exam Year :_____.
- Index No. :_____.
- Results :

Subject	Grade	Subject	Grade
1.		3.	
2.		4.	

03. Experience on Social works / Social Services :———.

04. Other Qualifications:

I hereby declare that the particulars furnished by me in this application are true and correct. I am also aware that if any of the particulars in this application is found to be false or incorrect before selection my application will be rejected and I am liable to be dismissed from service without any compensation if any such information is found to be false or incorrect after selection. If I got selected for this post I hereby declare my desire to serve in any part of the island.

_____,
Signature of the Applicant.

Date :———.

Attestation of the Signature of the Applicant :

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

_____,
Signature of the Attester.

Date :———.

Full Name of the Attester :———.

Designation :———.

Address :———.

(Place rubber stamp)

Certification of the Head of the Department / Institution for the officers in Public Service / Provincial Public Service :

Mr./Mrs./Miss submitting the application is employed in this institution and holds a permanent and pensionable/ temporary post and I hereby state that he/she can / cannot be released from service if selected.

_____,
Signature of the Head of the Department.
(Place rubber stamp)

Date :———.

12-201/2

PUBLIC SERVICE COMMISSION

Ministry of Agriculture

STATE MINISTRY OF LIVESTOCK, FARM
PROMOTION AND DAIRY AND EGG RELATED
INDUSTRIES

RECRUITMENT FOR THE POST OF VETERINARY SURGEON
GRADE III OF SRI LANKA ANIMAL PRODUCTION AND HEALTH
SERVICE - 2020

Commission, to select suitable candidates for the post of Veterinary Officer, Grade III, Animal Production and Health Services, Sri Lanka, for one hundred and nineteen (119) vacancies. Applications prepared in accordance with the prototype at the end of this notice should be sent by registered post to the Director General, Department of Animal Production and Health, PO Box 13, Getambe, Peradeniya on or before the following date. On the left hand corner of the cover it should be clearly marked "Post Grade III Veterinary Officer of Sri Lanka Animal Production and Health Service.

APPLICATIONS are invited from eligible Veterinary Science graduates, as per the order of the Public Service

(A) The last date for calling applications is 08.01.2021

Note: Complaints that an application or related letter is lost or delayed in the mail cannot be considered. Applicants should bear the loss due to delay in application till the last date. Applications that do not meet the basic qualifications will be rejected.

Commission, to the Establishment code of the Democratic Socialist Republic of Sri Lanka, to the Financial Regulations of the government and to other Departmental regulations.

01. *Method of Recruitment to the Service :*

- I. Vacancies in the posts of Veterinary Officers will be filled on the basis of the Merit Document published by the Faculty of Veterinary Medicine, University of Peradeniya. Applicants who obtain Veterinary Degree Qualifications from another University recognized by the University Grants Commission will be included at the end of the Merit List, respectively, on the date of registration for the year in which they qualify for registration with the Sri Lanka Veterinary Council.
- II. Number of Vacancies A total of 110% of the candidates will be called for interview and recruitment will be done in the order of merit list. No marks will be awarded for the interview.
- III. The number of appointments and the effective date of appointments will be decided as per the order of the Public Service Commission.

03. *Salary Scale.*— According to Schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016, the monthly salary scale for this post is Rs. 47,615 - 10 x 1,335 - 8 x 1630 - 17 x 2,170 - Rs. 110,895 / - (SL – 1–2016).

04. *Educational Qualifications.*— Degree in Veterinary Science from a University recognized by the University Grants Commission.

05. *Age Limit.*—Must be not less than 21 years of age on the last date for receipt of applications and not more than 35 years of age.

06. *Physical Qualifications.*— All candidates should be of adequate physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post and the good physical condition should be confirmed by a medical examination report.

07. *Other Qualifications :*

- (i) Applicants must be citizens of Sri Lanka.
- (ii) Applicants must be of excellent character.
- (iii) All the qualifications required for recruitment to this post should have been completed in all respects, including registration with the Sri Lanka Veterinary Council by the closing date for applications.

02. *Terms of Employment :*

- (i) This post is permanent. With pension, you will be subject to future policy decisions by the government regarding your pension scheme. Also, you have to contribute to the Widows 'and Orphans' Pension Scheme / Widows(male) 'and Orphans' Pension Scheme. You will have to pay the contribution as required by the Government from time to time.
- (ii) Selected candidates will be appointed to fill the vacancies in the post of Veterinary Officer in Sri Lanka Animal Production and Health Services.
- (iii) Candidates who are appointed to the post should have the relevant level of language proficiency as per Public Administration Circular 18/2020 and the accompanying circulars. Your medium of enrollment is the medium through which you completed your degree.
- (iv) This appointment is subject to the terms and conditions of the Service Minutes of Sri Lanka Animal Production and Health service published in the gazette No. 1840/51 of 13.12.2013 and the amended regulations issued from time to time, to the procedural rules of the Public Service

08. *Interview:*

- 8.1 General Interview: (No marks will be awarded.)
Checking whether the qualifications mentioned in the service minute and the notice issued in accordance with it are met and the fitness is checked.

09. *How to apply:*

- (i) The application form should be prepared according to the specimen application using both sides of A4 paper measuring 22-29 cm.
- (ii) Originals of the following documents should be submitted when notified for interview.
 - (a) Birth certificate
 - (b) Degree and other relevant certificates
 - (c) Two character certificates obtained recently (one of which should be obtained from the Grama Niladhari of the area of residence and certified by the Divisional Secretary).

- (d) Certificates of the highest examinations passed in Sinhala / Tamil and English languages
(e) Certificate of Registration as a veterinary surgeon in the Veterinary Council of Sri Lanka.

Notification then the Sinhala language texts should be in force.

- (iv) If a candidate is found to be ineligible, his candidacy will be annulled.
(v) A candidate may be dismissed if he / she is found to have deliberately misrepresented an important point, or if he / she has deliberately suppressed an important point.

10. *Other provisions :*

- (i) The Public Service Commission will have the power to take decisions on matters not provided in this *Gazette* Notification.
(ii) The Public Service Commission has the right to make the final decision on filling/ not filling or filling only a part of the vacancies.
(iii) If there is any inconsistency between the Sinhala, Tamil and English language texts in this *Gazette*

As per the order of the Public Service Commission,

SUMEDHA PERERA WWV RWP RSP USP ndu
Major General (Retd),
Secretary,
Ministry of Agriculture.

SPECIMEN APPLICATION

APPLICATION FOR THE POST OF VETERINARY SURGEON IN CLASS II GRADE II OF THE SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE

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(For Office use)

01. (I) Name with initials :-

In Sinhala :

In English (In English block capitals) :

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

(II) Name denoted by initials (in English block capitals) :-

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

02. N. I. C. No. :-

03. Postal address :-
(Change of the address should be informed immediately)

04. The permanent address is belonged :-

I. Provincial Council :-

II. District :-

05. Date of Birth : Year :- Month :- Date :-

Age as at the closing date of the application : Years :- Months :- Days :-

06. (a) Whether you are a citizen of Sri Lanka :-

(b) Nationality : (Sinhala / Sri Lanka Tamil / Indian Tamil / Muslim / Other) :-

07. (a) Sex (Male / Female) :-

(b) Civil Status : (Unmarried / married / widow) :-

08. Educational Qualification :

<i>Degree/Post Graduate Qualifications</i>	<i>Class</i>	<i>University</i>	<i>Year</i>

09. Registration No of the Sri Lanka Veterinary Council and the date :-

10. Service particulars (If you hold a permanent post at present) :

<i>The post held</i>	<i>Period of service</i>		<i>Place of work</i>	<i>Department/ Provincial Council</i>
	<i>from</i>	<i>to</i>		

11. I hereby declare that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars are found to be false or incorrect I am liable to be disqualified before selection and to dismissals without compensation if detected after appointment. I also certify that I have not being convicted for any criminal offence by any court of law.

Date :-

.....

Applicant's Signature.

(only for the applicants in the permanent and pensionable post at present)

I declare that the above applicant Mr./Mrs./Miss. is holding the post of in this Department/Provincial Council and the particulars stated in the application are accurate when checked with his/her personal file. He/She can be released/cannot be released from Department/Provincial/Public service if selected for this post. (Delete the words not relevant)

Date :-

.....

Head of the Department.
(Official Stamp).

Address :-

MINISTRY OF IRRIGATION

Irrigation Department

POSTS IN THE GRADE III OF ENGINEERING ASSISTANTS' SERVICE IN THE IRRIGATION DEPARTMENT

APPLICATIONS are invited for filling posts of Engineering Assistants, Grade III of the Engineering Assistants' Service in the Irrigation Department.

Applications prepared in compliance with the specimen application form attached herewith must be sent by registered post on or before 11.01.2021, addressed to the Director General of Irrigation, No. 230, Bauddhaloka Mawatha, Colombo 07.

Any application received after this date shall be rejected.

1. The words “Posts in the grade iii of engineering assistants’ service in Irrigation Department” must be written on the top left corner of the envelope.

2. *Salary Scale.*— After the successful completion of the training period, the monthly consolidated salary entitled for this post as per the Public Administration Circular 3/2016 is MN3 Rs. 31,040-10x445-11x660-10730-10x750-Rs. 57,550. (There will be an Efficiency Bar Examination prior to the annual salary step of Rs. 32,375/=)

3. *Educational and Other Qualifications :*

- (a) Shall be a citizen of Sri Lanka
- (b) Shall be not less than 18 years and not more than 30 years of age to the date of 11.01.2021. (The upper age limit will not apply to employees in Provincial and Public Service)
- (c) Shall be of excellent moral character
- (d) The candidate shall be in good health and shall require under going a medical examination conduct by a government medical officer to certify that the candidate is physically fit to serve in any part of Sri Lanka
- (e) Shall have fulfilled the education qualifications mentioned under I, II, III, IV, V, VI, VII, VIII below.
 - (i) Passing the G.C.E. (Ordinary Level) Examination in six (06) subjects including credit passes for Sinhala/Tamil, English Language, Mathematics and Science within one sitting

And

Passing the G.C.E. (Advanced Level) Examination as per the old syllabus within one sitting in subjects relevant to the fields of Physics, Pure Mathematics, Applied Mathematics and Chemistry as per the old syllabus

Or

Passing the G.C.E. (Advanced Level) Examination as per the new syllabus within one sitting in three (03) subjects relevant to the fields of Advanced Mathematics or Combined Mathematics, Physics and Chemistry

- (ii) Passing the G.C.E. (Ordinary Level) Examination in six (06) subjects including

credit passes for Sinhala/Tamil, English Language, Mathematics, Science and one other subject within one sitting

And

Passing the G.C.E. (Advanced Level) Examination as per the old syllabus within one sitting in subjects relevant to the fields of Physics, Pure Mathematics, Applied Mathematics and Chemistry as per the old syllabus

Or

Passing the G.C.E. (Advanced Level) Examination as per the new syllabus within one sitting in three (03) subjects relevant to the fields of Advanced Mathematics or Combined Mathematics, Physics and Chemistry

And vocational qualifications

- (iii) Shall have obtained the certificate upon following the Diploma in Irrigation Engineering at an Irrigation education institute in Galamuwa, Kotamale.

Or

- (iv) Shall have obtained the certificate upon following the National Diploma in Technology (Civil Engineering) at the University of Moratuwa, Katubedda.

Or

- (v) Shall have followed the Higher National Diploma in Engineering (Civil Engineering) conducted by the Sri Lanka Institute of Advanced Technological Education, Mattakkuliya

Or

- (vi) Shall have obtained the certificate in National Diploma in Engineering Science (Civil Engineering) conducted by the Institute of Engineering Technology, Katunayake

Or

- (vii) Shall have obtained the certificate upon following Diplomas in Technology (Civil Engineering) conducted by the Open University of Sri Lanka

Or

(viii) Shall have obtained the certificate upon following course similar to above courses recognized by the University Grants Commission or the Tertiary and Vocational Education Commission

These courses shall be of N.V.Q Level 6.

Note. – Those that have completed the course and are not in possession of the certificate may also apply, but they will be required to produce the said certificate at the interview and the effective date of certificate shall be prior to the closing date of applications.

4. Method of Recruitment :

(a) All the recruitments shall be made in terms of the Public Administration Circular No. 15/90 and in terms of the provisions of the Establishment code.

(b) (i) The Apprentices recruited with qualification under section 3.e(I) will be qualified to receive the Diploma in Irrigation Engineering awarded by the Irrigation Training Institute, Galgamuwa of the Irrigation Department upon the successful completion of the fulltime course of three (03) years which consist two (2) years theoretical and one (01) year practical, conducted residential at the Irrigation Training Institute, Galgamuwa under the Irrigation Department.

(ii) Irrigation apprentices who fail the relevant examinations shall be allowed to extend the training by a period not more than 06 months at the discretion of the Director General of Irrigation, if the failure is not due to the negligence of duties, lack of interest or poor attendance. Apprentices who failed shall pass all the relevant examinations including the final examination, which will be held at the end of the extended period of training. Apprentices who fail the said examination shall have their service terminated.

(iii) It is expected that apprentices shall present a satisfactory record of training by attending at least 80% of the lectures during the period of training. An apprentice if any who does not

fulfilled the required minimum attendance and a satisfactory record of training will not be permitted to sit for the relevant examination and will have the training terminated as well.

(iv) Apprentices who shall be recruited with the educational qualifications specified in above 3.(e) (ii), (iii), (iv), (V), (VI), (VII), (VIII) shall pass a practical test at the end of a training of six (06) months which consist of lectures and practical training as prescribed by the Irrigation Department.

(v) If these apprentices have successfully completed one year field training at the Irrigation Department, they shall be released from the training period of six (06) months which is due after the recruitment and they all shall appear for the practical test.

(c) All the lectures and training courses shall be conducted in English medium.

(d) Those who complete the training successfully shall be appointed to posts in Grade III of Engineering Assistants' Service in the Irrigation Department.

5. Conditions of the service :

(a) This post is permanent and pensionable. Shall be subjected to the policy decisions taken by the government with regard to the pension scheme entitled to, in future. Contributions shall be made to the Widows and Orphans/ Widowers and Orphans Pension Scheme.

(b) Applicants firstly, will be recruited as Irrigation Apprentices.

(c) Allowance paid for Irrigation Apprentices during the period of training. During the period of training, allowance as below will be paid to Irrigation Apprentices recruited on qualification as per Section 3.e. (I).

For the first year Rs. 27,140/= per month,
For the second year Rs. 27,440/= per month,
For the third year Rs. 27,740/= per month.

Apprentices recruited with qualification indicated as Section 3.(e) (ii), (iii), (iv), (V), (VI), (VII),

(VIII) shall be paid an allowance of Rs. 27,740/= per month during their six months training period. This allowance may continue to be paid during the extended period of training with the approval of the Director General of Irrigation. There will be no entitlement for other privileges or rights.

- (d) Irrigation Apprentices are subject to provisions of the Establishment Code and other regulations issued from time to time by the Government. They shall not be entitled for leave or holiday railway warrants during the period of training.
- (e) These appointments are subjected to a probation period of three (03) years from the date of the accepting the formal appointment to the post of Engineering Assistants Grade III upon the completion of the period of Apprenticeship.
- (f) Provisions from Section 10 to 12, Chapter II of the Establishment Code shall be applicable regarding this service.
- (g) Candidates selected under 3 (e) I above, shall be required to sign an agreement undertaking, to serve a compulsory service period of 05 years in the post of Engineering Assistant. In case it is needed to resign from the service prior to that period, the amount stated in the agreement must be paid to the government.

6. Applicants shall send copies of the following certificates along with their applications:

- I. Technical certificates obtained
- II. Certificate of G.C.E. (Advanced Level)
- III. Certificate of G.C.E. (Ordinary Level);
- IV. Birth Certificate issued by the Registrar General;
- V. Three recent character certificates (One should be from the Principal of the last school or college attended and another from the Grama Niladhari of the residential area.)

Note.- The copies of the above certificates will not be returned.

7. Employees of Provincial and Public Services shall send their applications through the Head of their Departments.

8. Applicants shall sit for a written examination held in Colombo and several other selected districts and appear for an interview held in Colombo at their own expense.

9. They shall be prepared to serve in any part of the country at any time when their services are required. The candidates shall note that the construction worksites of the department are normally situated in rural areas with poor transport and lodging facilities. Specially, the selected candidates will be posted to following service stations and have to serve there at least for five years. Those who are not willing to serve in the said service stations must not apply. Those service stations include irrigation divisions of Ampara, Pottuwil, Kalmunai, Akkarapattu, Mahaoya, Padaviya, Rajanganaya, Huruluwewa, Mapakada, Badulla, Kandeketiya, Nawakiri, Rugam, Tissa, Weeraketiya, Hambantota, Wellawaya, Welioya, Bibile, Monaragala, Polonnaruwa, Kaudulla, Elahera, Inginiyitiya, Puttlam, Muthur, Kantale, Gomarankadawala, Murunkan, Vavunia and project offices.

10. If any false information furnished in the application is revealed before recruitment the candidature is liable for cancellation. If such false information is revealed after recruitment, their service will be terminated. In addition, legal action shall have to be taken against furnishing false information.

11. Attention is drawn to the Section II (A) of Part I in the *Gazette* of Sri Lanka for rules and regulations imposed on appointing to the government posts.

12. Conditions in the Procedural Rules No. 1589/30 dated 20.02.2009 issued by the Public Service Commission and the provisions of the Establishment Codes are applicable regarding each appointment.

13. Your appointments, Grade Promotions, Conditions of the service etc. shall be subjected to the Minute of the Engineering Assistants' Service of the Irrigation Department published in the *Gazette* Extraordinary No. 2013/31 dated 07.04.2017 of the Democratic Socialist Republic of Sri Lanka.

14. The decision on a matter if any, for which the provisions are not provided in above No.13, will be taken by the Public Service Commission.

15. If any inconstancy between Sinhala, Tamil and English texts of this *Gazette* Notification occurs, the Sinhala text shall prevail.

Eng. K. D. NIHAL SIRIWARDANA,
Director General of Irrigation.

Irrigation Department,
No.230, BauddhalokaMawatha,
Colombo 07,
On 11th December 2020.

Application Form

MINISTRY OF IRRIGATION

IRRIGATION DEPARTMENT

POSTS IN THE GRADE III OF ENGINEERING ASSISTANTS' SERVICE IN THE IRRIGATION DEPARTMENT

01. (a) Full Name :
(in Sinhala)
(b) Full Name:
(in English capital letters)
(c) Name with initials:
(in English capital letters)

02. Sex:

03. (a) Postal Address :
(in Sinhala)
(b) Postal Address:
(in English capital letters)
(c) Permanent Address:
(d) Telephone Number:
Residence:
Mobile:
(e) E-mail Address:

04. Residential District:

05. Divisional Secretary's Division:

06. Date of birth (Attach a copy of birth certificate):

(a) Year:....., Month:....., Date:

(b) Place of birth:

(c) Age as at 11.01.2021:

Years :....., Months :....., Days :

07. National Identity Card No. :

08. Are you a citizen of Sri Lanka? :..... Yes/No.

Race:

Sinhala ☐

Sri Lankan Tamil ☐

Indian Tamil ☐

Moor ☐

Others ☐

09. Educational qualifications (Attach copies of certificates):

9.1 G.C.E. (O/L) Examination:

Index No. :

Year:

Subject	Grade
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

9.2 G.C.E. (A/L) Examination:

Index No. :

Year:

Subject	Grade
1.	
2.	
3.	
4.	

10. Technical qualifications (Annex copies of certificates) :

(Please mention the names of the course and technical institute.)

11. Have you left service/ resigned/ been terminated/ been dismissed while serving in a Government Department in Provincial Public Service? Reasons, if yes :

12. Particulars of your current employment:

- (a) Post:
(b) Institution:
(c) Date of Appointment:
(d) Nature of Appointment:

13. I do hereby declare that the particulars furnished by me are true and correct. I am also aware that if any information furnished above are found to be false prior to the selection I shall be disqualified for this post and if found out after the appointment I am liable to be dismissed from the service without any compensation.

.....,
Signature of the Applicant.

Date:

Recommendation of Head of Department/(for applicant in Government Department and Public Service only)

I hereby certify that is an employee of this Department/Institution and his/her work and conduct are satisfactory and conforms to the requirements and conditions prescribed for applying for this post. I further mention that he/she can /cannot be released from the service if selected.

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

Name:
Post:
Address:
Date:

12-369

Examinations, Results of Examinations & c.

Amendment

MINISTRY OF LANDS

Survey Department of Sri Lanka

**OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO APPRENTICE SURVEYOR POSTS IN THE
SURVEY DEPARTMENT OF SRI LANKA - 2020**

THE syllabus mentioned under 02(a) in the exam notification of "Open Competitive Examination for Recruitment to Apprentice Surveyor posts in the Survey Department of Sri Lanka - 2020" published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 2193 dated 11th September 2020, should be amended as below.

	<i>Name of the question paper</i>	<i>Time (Hours)</i>	<i>Maximum Marks</i>	<i>Passed Marks</i>
1	Comprehension	02	100	40
2	Intelligence Test	01	100	40
3	General Knowledge	01	100	40

01. *Comprehension*. – A number of short texts is given to the candidates by these question papers limited for a period of two hours (02). Certain texts are given to express in one sentence. Questions for which comments should be provided to the underlined words are also given. A number of alternative statements is given to the candidates in respect of certain other text and one of them is most suitable for the contents included in this text. Candidates should select the most appropriate statement from it. Several questions will be given to the candidate in regard to certain other texts. Correct answers for them are expected. These questions are prepared to test the manner in which the candidate grasps the meaning of such texts. In addition to this, a long text will be given for summary writing.

02. *Intelligence Test*. – This paper which is limited to one hour, has been prepared to assess the logical state of thinking of the candidate, analytical competence of his mind and his decision making power. This question paper will consist of multiple choice and short answer questions. All questions should be answered.

03. *General Knowledge*. – This is a general question paper which is limited to one hour to test the knowledge of the entire gamut including political, social, cultural and economical and environmental state of Sri Lanka and the technological and technical developments as well as nationally and internationally important contemporary matters. All questions should be answered.

A. L. SHYAMALI CHITRALEKHA PERERA,
Surveyor General.

Survey Department,
Colombo 05,
30th November, 2020.

12-293

**LIMITED COMPETITIVE EXAMINATION
FOR RECRUITMENT TO THE POSTS
IN FIELD/OFFICE BASED- SEGMENT 2
SERVICE CATEGORY (MN-05-2016) OF THE
DEPARTMENT OF ARCHAEOLOGY UNDER
THE STATE MINISTRY OF NATIONAL
HERITAGE, PERFORMING ARTS AND RURAL
ARTS PROMOTION -2020/2021**

APPLICATIONS are hereby called from the qualified candidates for the following posts relevant to Field/Office Based- Segment 2 Service category (MN-05-2016) of the Department of Archaeology. Accordingly relevant posts, which have fallen vacant, are mentioned below and the applications prepared as per the specimen attached below should be sent to reach the Commissioner General of Examinations on or before 13.01.2021. This examination will be held in Colombo in March 2021. The Director

General of Archaeology reserves the right either to postpone or cancel the examination subject to the approval of the Public Services Commission.

- | | |
|--|------|
| 01. Regional Explorer | - 04 |
| 02. Regional Excavation and Museum Officer | - 02 |
| 03. Regional Conservator | - 05 |
| 04. Regional Maintenance Manager | - 02 |

01. *Method of Recruitment*. – A number of candidates equivalent to the number of vacancies in each post, out of the those, who have passed the written examination and satisfied qualifications prescribed in the notification for examination will be called for the interview on the order of marks secured and on the order of posts applied by candidates and recruitments will be made on the verification of educational qualifications and physical fitness of candidates.

02. *Written Examination*.- This examination will consist of the following question papers.

I. Archaeology

II. History of Sri Lanka

General Interview : All candidates are required to answer for all the question papers of the examination and they should secure at least 40% of marks for each subject for passing the examination. Candidates, who pass the examination, will be called for the general interview based on the order of marks secured and on the order of posts applied by them. Educational qualifications and the physical fitness will be verified at this interview but no marks will be allocated at the interview.

03. *Conditions for engagement in the service* : This post is permanent. You will be subjected to any policy decision made by the government in future with regard to the pension scheme to which you are entitled. Further the candidates, who are selected subject to the general conditions governing the appointments in the public service, all the conditions prescribed in the scheme of recruitment for the posts relevant to Field/Office Based- Segment 2 Service category (MN-05-2016) of the Department of Archaeology and approved by the Public Services Commission on 01.09.2016, the revisions approved on 04.07.2019 and the revisions, which have already been made and purported to be made in future, will be appointed to a post in Grade II of Field/Office Based- Segment 2 Service category.

3.1 The appointments of the candidates, who fail to assume duties of the post on due date and/or reject or avoid assuming duties of a post or area where he/she is appointed, are liable to be cancelled.

04. *Monthly salary scale*.- The monthly salary scale applicable to these posts as per schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 34,605 - 10 x 660 - 11 x 755 - 15 x 930 - Rs. 63,460/- (MN-05-2016). You will be paid the salaries as per the provisions of the said Circular as indicated in Schedule II of the same.

(The selected candidates should pass 1st efficiency bar within the period of 03 years from the date of appointment and the 2nd efficiency bar within 05 years from the date of appointment to class I. Further they should acquire the level of proficiency in official language prescribed as per Public Administration Circular No. 07/2007 dated 28.05.2007 before the lapse of 05 years from the date of appointment.)

05. *Health Condition* : The candidate should be of sound physical and mental fitness to serve in any part of the Island.

06. *Qualifications* : Candidates, who apply for these posts,

I. Should be a citizen of Sri Lanka.

II. (a) Educational qualifications for the Post of Regional Explorer -

➤ Should have possessed

(i) A Special Degree in Archaeology (Four Years) from a University recognized by the University Grants Commission.

Or

(ii) A Degree with from a University recognized by the University Grants Commission and Post Graduate Diploma in Archaeology of which the duration is not less than one year.

Or

(iii) A degree with educational qualifications higher or equivalent to Post Graduate Diploma in Archaeology of which duration is not less than one year and awarded from an institution recognized by the University Grants Commission.

➤ *Experience*:

(i) Should be an officer, who has completed an active and satisfactory service of 05 years in a post of Exploration Officer/ Archeological Research Officer or Development Officer under related service category of the Department of Archaeology belonging to the field of exploration along with the above mentioned educational qualifications

Or

(ii) Should have completed. As the experience, an active and satisfactory service of 02 years in the grade I of the post of Exploration Assistant in Management Assistant Non-Technological Segment 2 service category (MN 01) of the Department of Archaeology and passed the efficiency bar examination applicable to grade I, without applying above educational qualifications.

(b) Educational Qualifications for the Post of Regional Excavation and Museum Officer -

- Should have possessed
- (i) A Special Degree in Archaeology (Four years) awarded from a University recognized by University Grants Commission
- Or
- (ii) A Degree with a Post Graduate Diploma in Archaeology of which duration is not less than one year and awarded from a University recognized by University Grants Commission
- Or
- (iii) A degree with educational qualifications higher or equivalent to Post Graduate Diploma in Archaeology of which duration is not less than one year and awarded from an institution recognized by the University Grants Commission
- Experience:
- (i) Should be an officer, who has completed an active and satisfactory service of 05 years in a post of Excavation Officer/ Excavation and Museum Officer/ Archeological Research Officer or Development Officer belonging to the field of Excavation and Museum under related service category of the Department of Archaeology along with the above mentioned educational qualifications.
- Or
- (ii) Should have completed, as the experience, an active and satisfactory service of 02 years in the grade I of the post of Excavation Assistant/Excavation and Museum Assistant in Management Assistant Non-Technological Segment 2 service category (MN 01) of the Department of Archaeology and passed the efficiency bar examination applicable to grade I, without applying above educational qualifications.
- (c) Educational Qualifications for the Post of Regional Conservator -
- Should have possessed
- (i) A Degree in Architecture or Architectural Conservation awarded from a University recognized by University Grants Commission
- Or
- (ii) A Degree in Built Environment /Architecture awarded from a University recognized by University Grants Commission
- Or
- (iii) A Special Degree in Archaeology awarded from a University recognized by University Grants Commission
- (ii) Full membership of Sri Lanka Institute of Architects
- Experience :
- (i) Should be an officer, who has completed an active and satisfactory service of 05 years in a post of Archaeological Research Officer belonging to the field of conservation under related service category of the Department of Archaeology along with the above mentioned educational qualifications.
- Or
- (ii) Should have completed, as the experience, an active and satisfactory service of 05 years in the grade II of the post of Technical Officer (Conservation Assistant)/Draftsman in Supervisory Management Assistant Technological service category (MN 03) of the Department of Archaeology or being an officer in grade I, without applying above mentioned educational qualifications
- Or
- (iii) Should have completed, as the experience, an active and satisfactory service of 02 years in the grade I of the post of Laboratory Assistant/ Laboratory Conservation Assistant in Management Assistant Non-Technological Segment 2 service category (MN 01) of the Department of Archaeology and passed the efficiency bar examination applicable to grade I, without applying above educational qualifications.
- (d) Educational Qualifications for the Post of Regional Maintenance Manager -
- Should have possessed
- (i) A Degree in Civil Engineering awarded from a University recognized by University Grants Commission
- Or
- (ii) A Degree in Built Environment /Architecture awarded from a University recognized by University Grants Commission
- Or
- (iii) A Special Degree in Archaeology awarded from a University recognized by University Grants Commission

(iv) A Degree with Archaeology as a subject and Post Graduate Diploma in Archaeology of which the duration is one year and awarded from a University recognized by University Grants Commission

Or

(v) A Degree with Archaeology as a subject and educational qualifications higher or equivalent to Post Graduate Diploma in Archaeology of which duration is not less than one year and awarded from an institution recognized by the University Grants Commission

Or

(vi) A Degree in Technology awarded from a University recognized by University Grants Commission

➤ Experience:

(i) Should be an officer, who has completed an active and satisfactory service of 05 years in a post of Site Manager/ Archaeological Research Officer or Development Officer belonging to the field of Archaeology under related service category of the Department of Archaeology along with the above mentioned educational qualifications

Or

(ii) Should have completed, as the experience, an active and satisfactory service of 05 years in the grade II of the post of Technical Officer (Conservation Assistant/Draftsman in Supervisory Management Assistant Technological service category (MN 03) of the Department of Archaeology or being an officer in grade I, without applying above mentioned educational qualifications

Or

(iii) Should have completed, as the experience, an active and satisfactory service of 02 years in the grade I of the post of Maintenance Assistant in Management Assistant Non-Technological Segment 2 service category (MN 01) of the Department of Archaeology and passed the efficiency bar examination applicable to grade one, without applying above mentioned educational qualifications

III. The effective date of the Degree should be a date falls on or before 13.01.2021.

IV. All the qualifications required to sit for the examination should have been satisfied in each and every way as at 13.01.2021.

V. The age limit will not be applicable to the officers, who are already in public service.

07. Method of Application :

(a) The application should be in the form of the specimen appended to this notification and should be prepared on a paper of size 8 1/2" x 12" (A-4) using both sides. It should be specially noted that the application forms should be prepared in a manner where No. 1.0 to 5.0 should appear on the first page, No. 6.0 to 9.0 and No. 10.0 to 12.0 should appear on the second page and third page respectively. It is essential to mention the name of examination mentioned on the top of the application in English language as well, in applications prepared in both Sinhala and Tamil mediums. Application should be filled in the hand writing of the candidate in same language medium in which the candidate applies to sit the examination. Any application, which is not complete in every aspect and does not comply with the specimen, is liable to be rejected without any notice. The candidate should be satisfied himself/herself to the effect that the application complies with the specimen indicated in the notification for examination and the receipt has been affixed indicating the particulars thereof. Applications that do not comply with the specimen will be rejected. (It is advisable to keep a photocopy of the application and the receipt issued for the payment of examination fee with the candidate)

(b) The application should be filled in the language in which the candidate intends to sit the examination

(c) *Examination Fee* : The examination fee is Rs.600/-. It should be paid at any Post Office/ or District/ Divisional secretariat to be credited to Revenue Head 20-03-02-13 of Commissioner General of Examinations. One edge of the receipt obtained should be pasted in the relevant cage of the application form so as not to be detached.

Money Orders or Stamps are not accepted for examination fees. Under no circumstances the examination fee will not be refunded or changed for another examination. It would be advisable to keep a photocopy of the receipt.

- (d) The duly perfected application form for the examination should be sent by Registered Post to reach the Commissioner General of Examination, Organization (Institutional and Foreign Examination) Branch, Department of Examinations, P.O.Box 1503 on or before 13.01.2021. The words "Posts relevant to Field/Office Based- Segment 2 Service category (MN-05-2016) of the Department of Archaeology-2020/2021" should be clearly indicated on the top left-hand corner of the envelope enclosing the application. Any application received after the closing date will not be accepted.
- (e) Candidate's signature in the application form should have been attested by the head of the institution or an officer in staff grade authorized by him/her for the purpose.
- (f) Any application, which is not complete in every aspect, is liable to be rejected. No complaint that an application has been lost or delayed in the post will be considered.

08. The Commissioner General of Examinations will issue admission cards to the candidates, who are within the age limits prescribed in the *Gazette* notification, and have sent their duly perfected application along with the receipt for the payment of examination fee on or before the closing date of applications, on the supposition that only those who have possessed qualifications prescribed in the *Gazette* notification. A notification will be published in the newspapers by the Department of Examinations immediately after the issuance of admission cards. If the admission card is not received even after 2 or 3 days of such an advertisement, steps shall be taken to notify the Organization (Establishment & Foreign Examinations) Branch of Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated correctly. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the Department of Examinations through the fax number mentioned in the notification for sending a copy of the admission.

Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

Candidates are not allowed to enter the examination hall without an admission card. Only the admission card, on which the signature of the candidate has been certified, should be submitted to the Chief Invigilator of the examination on the first day of examination. The issuance of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

9. *Identity of the Candidate* : A candidate is required to prove his/her identity when sitting for each question paper at the examination hall to the satisfaction of the supervisor. For this purpose, only one of the following documents shall be accepted.

- I. National Identity Card
- II. Valid Passport
- III. Valid driving license

Further the candidates should enter the examination hall without covering their face and ears enabling the identification. Any candidate, who refuses to reveal his/her identity, will not be allowed to sit the examination. Candidates should remain in the examination hall during the whole time of examination without covering face and ears enabling invigilators to identify the candidate.

10. *Penalty for Furnishing False Information*: Candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations for holding and issuance of results of the examination. Candidates are liable to any punishment imposed by the Commissioner General of Examinations in violation of the rules and regulations of the examination. If a candidate is found to be ineligible, his / her candidature is liable to be cancelled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false, or if he / she has willfully suppressed any material fact, he/she shall be liable for dismissal from the Public Service.

11. Any matter not provided for in these regulations will be dealt with as determined by the Secretary of the State Ministry of National Heritage, Performing Arts and Rural Arts Promotion subject to the instructions given by the Public Service Commission.

12. *Method and language medium of the examination:* The examination will be held in Sinhala, Tamil and English mediums.

13. *Method of selection:* The examination will be a written test which consists of the following syllabus. Candidates, who become eligible after sitting all the question papers of the examination, will be called for the general interview.

Name of the Question Paper	Syllabus
1. Archaeology	1. Matters pertaining to build the past of Sri Lanka by way of studying the artifacts found in exploration and excavations (Physical evidences). 2. Matters pertaining to the conservation and maintenance of artifacts found in explorations and excavations and making the general public aware in this regard
2. History of Sri Lanka	1. Matters pertaining to build the past by way of studying the facts such as written evidences, historical evidences (<i>Wansakatha</i>) and inscriptions etc.

14. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification should prevail.

Dr. SENARATH DISSANAYAKA,
Director General of Archaeology.

Department of Archaeology,
Colombo 07,
02nd December, 2020.

(For office use only)

Specimen of Application

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS IN FIELD/ OFFICE BASED
SEGMENT 2 (MN-05-2016) OF THE DEPARTMENT OF ARCHAEOLOGY UNDER THE STATE MINISTRY OF
NATIONAL HERITAGE, PERFORMING ARTS AND RURAL ARTS PROMOTION- 2020/2021

(Indicate the language medium of the examination)
(Sinhala-2, Tamil-3, English-4)

1.
2.
3.
4.

(Indicate the post/posts applied for)

- 1.0 1.1 Name in full :_____
(In English block capitals)
- 1.2. Name in full (Mr./Mrs./Miss) :_____
(In Sinhala/Tamil)
- 1.3. Name with initials :_____
(In Sinhala/Tamil)
- 1.4. Name with initials (Mr./Mrs./Miss) :_____
(In English block capitals)
- 2.0.2.1. Permanent Address :_____
(In English block capitals)

2.2. Permanent Address : _____.
(In Sinhala/ Tamil)

3.0 3.1. Sex: ☐ Male - 0 ☐ Female - 1

3.2. Date of birth : Year : Month : Date :

3.3. Age as at 13.01.2021 : Years : Months : Days :

4.0 Number of the National Identity Card :

5.0. Contact Number : Fixed line

Mobile

6.0. Educational Qualifications

6.1. Degree Qualifications

University	Degree	Effective Date	Pass

6.2. Other Educational Qualifications :

University/Institution	Course followed	Effective Date	Pass

7.0. Experience :

Post	Period of service

8.0. Particulars of the post held at present :

- 8.1. Present service station : _____.
- 8.2. Post held at present and grade : _____.
- 8.3. Date appointment to the post : _____.
- 8.4. Total period of service in the Department : _____.
- 8.5. Date of confirmation in the post : _____.

9.0. Have you ever been convicted from a court for any offense?

(Indicate ✓ in the relevant cage) (If the answer is yes, indicate particulars)

Yes ☐

No ☐

Affix the edge of the receipt issued for the payment of examination fee so as to not to be detached

10.0. Declaration of the candidate:-

I declare that information given in this form is true and correct to the best of my knowledge and all parts of the application have correctly been perfected. I also agree to be bound by the rules governing the examination and also aware that I am liable to be disqualified before the appointment and further to dismissal from service after appointment, if my declaration is found to be false. Further, I agree to be bound by the rules and regulations imposed by Commissioner General of Examinations for conducting and issuing the results of this examination.

_____,
Signature of Applicant.

Date : _____.

11.0. Attestation of the applicant's signature:

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

_____,
Signature of the Officer attesting the Signature.

Date : _____.

Name in full of the officer attesting the signature : _____.

Designation : _____.

Address : _____.

(To be confirmed by placing the Official Stamp)

12.0 Recommendation of the Director in charge of the Division/ Assistant Director or Regional Assistant Director :

I hereby certify that Mr./Mrs./ Miss who submits this application, is serving in the post of my Division/ Office from his/ her work and attendance are satisfactory and no charge has been leveled against him/her and further the particulars furnished by him/ her are accurate and the receipt obtained on payment of the examination fee is affixed.

_____,
Signature of the Director in charge of the Division/ Assistant
Director or Regional Assistant Director
(To be confirmed by placing the Official Stamp)

Date : _____.

12-332/1

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS IN FIELD/ OFFICE BASED -SEGMENT 2 (MN-05-2016) OF THE DEPARTMENT OF ARCHAEOLOGY UNDER THE STATE MINISTRY OF NATIONAL HERITAGE, PERFORMING ARTS AND RURAL ARTS PROMOTION -2020/2021

APPLICATIONS are hereby called from qualified candidates for the following posts in Field/ office based - Segment 2 (MN-05-2016) of the Department of Archaeology. Posts which have fallen vacant are mentioned below and the application prepared in accordance with the specimen given below should be sent to reach the Director General of Archaeology on or before 13.01.2021. This examination will be held in Colombo in March 2021. The Director General of Archaeology reserves the right either to postpone or cancel the examination subject to the approval of the Public Services Commission.

1. Regional Explorer - 02
2. Regional Excavation and Museum Officer - 02
3. Regional Conservator - 03
4. Regional Maintenance Manager - 02

01. *Method of recruitment* : The number of candidates equivalent to twofold of the number of vacancies in each post will be called for an interview on the order of marks secured and on the order of posts applied by candidates, who have possessed qualifications prescribed in the notification for calling applications and passed the written examination, and accordingly recruitments will be made on verification of educational qualifications and physical fitness of candidates.

02. *Written examination.*— This examination consists of the following question papers.

I. Archaeology

II. History of Sri Lanka

General interview : All candidates are required to answer for all the question papers of the examination and they should secure at least 40% of marks for each subject for passing the examination. Candidates, who pass the examination, will be called for the general interview based on the order of marks secured and on the order of posts applied by them. Educational qualifications and the physical fitness will be verified at this interview but no marks will be allocated at the interview.

03. *Conditions for engagement in the service* : This post is permanent. You are subjected to any policy decision taken in future by the Government in connection to the pension scheme entitled to you. A candidate, who is selected subject to the general conditions, which govern the appointments of the public service, all conditions relevant to the scheme of recruitment for the posts in Field/ office based - Segment 2 (MN-05-2016) of the Department of Archaeology approved by the Public Services Commission on 01.09.2016, revisions made later on 04.07.2019 and further the revisions which have already been made and which are purported to be made in future to the scheme of recruitment, will be appointed to a post in grade II of Field/ office based -Segment 2 of the Department of Archaeology.

- 3.1 The appointment of those, who fail to assume duties on the prescribed date of the post granted to him/ her, or/and reject or avoid to assume duties in the post or area to which such candidate is attached, will be cancelled.

04. *Monthly salary scale.*— In terms of the schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016 the monthly salary scale applicable to this post is Rs.34,605 -10 x 660 - 11x 755 -15 x 930- Rs. 63,460/-(MN-05- 2016). Salaries will be paid as mentioned in Schedule II inconsistent with the provisions of the aforesaid circular.

(It is required to pass the 1st Efficiency bar within 03 years from the date of appointment and second efficiency bar examinations within 05 years from the date of appointment. Further the competency in the prescribed level of official languages should be acquired as per Public Administration Circular No. 07/2007 dated 28.05.2007 before the lapse of 05 years from the date of appointment.)

05. *Health condition.*— The candidate should have the physical and mental fitness to serve in any part of the Island.

06. *Qualifications* : Candidates who apply for these posts,

I. Should be a citizen of Sri Lanka.

II. Should be of an excellent moral character.

III. Should be not less than 21 years of age and not more than 35 years of age as at 13.01.2021 (Accordingly the candidates, whose date of birth falls on or before 13.01.2000 and on or after 20 are eligible to submit their applications)

IV. (a) **Educational Qualifications** for the post of Regional Explorer and Regional Excavation and Museum Officer

➤ Should have possessed

(i) A special degree in Archaeology (Four years) from a university recognized by the University Grants Commission.

or

(ii) A Degree with the Archaeology as a subject and Post Graduate Diploma in Archaeology awarded from a University recognized by the University Grants Commission

or

(iii) A Degree with the Archaeology as a subject with any other educational qualification equivalent or higher than the one year Post Graduate Diploma in Archaeology awarded by an institution recognized by the University Grants Commission.

(b) Educational Qualifications for the post of Regional Conservator

- Should have possessed a Degree either in Architecture or Architectural Conservation awarded by a University recognized by the University Grants Commission

or

Full membership of the Sri Lanka Architects Institution

(c) Educational Qualifications for the post of Regional Maintenance Manager

- Should have possessed a Degree in Civil Engineering/ Built Environment/ Architecture from a University recognized by the University Grants Commission

V. Effective date of the Degree should be a date falls on or before 13.01.2021.

VI. The candidate should have satisfied each and every way the qualifications prescribed for applying for the examination before 13.01.2021.

07. Method of Application :-

- (a) The application should be in the form of the specimen- appended to this notification and should be prepared on a paper of size 8 1/2" x 12" (A-4) using both sides. It should be specially noted that the application forms should be prepared in a manner where No. 1.0 to 5.0 should appear on the first page, No. 6.0 to 9.0 should appear on the second page. It is essential to mention the name of examination mentioned on the top of the application in English language as well, in applications prepared in both Sinhala and Tamil mediums. Any application, which is not complete in every aspect, is liable to be rejected. (It is advisable to keep a photocopy of the application with the candidate) The applicant should be satisfied himself/herself to the effect that the application complies with the specimen indicated in the notification for examination. Applications that do not comply with the specimen will be rejected.

For the convenience of the interested parties, facilities have been made available to download

the application for the examination prepared correctly from the website of the Department of Archaeology, (www.archaeology.gov.lk)

- (b) The application should be filled in the language in which the candidate intends to sit the examination.
- (c) It is not necessary to attach copies of any certificate along with the application.
- (d) The completed application form for the examination should be sent by Registered Post to reach the Commissioner-General of Examination, Organization (Institutional and Foreign Examination) Branch, Department of Examinations, P.O.Box 1503 on or before 13.01.2021. The words "Posts Relevant to Field/ Office Based - Segment 2 Service Category (MN-05-2016) of the Department of Archaeology -2020/2021" should be clearly indicated on the top left-hand corner of the envelope enclosing the application. Any application received after the closing date will not be accepted.
- (e) Candidate's signature in the application form should have been attested by a Principal of a Government School, a Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a gazetted post in the Police Service or an Officer in staff grade holding a permanent post in the public Service, Chief Incumbent of a Buddhist Temple, Nayaka Thero, a priest of other religious place or a priest holding a considerable status in religious order.
- (f) Any application, which is not complete in every aspect, is liable to be rejected. No complaint that an application has been lost or delayed in the post will be considered.

08. Method and language medium of the examination :
The examination will be held in Sinhala, Tamil and English mediums.

Note

- I. The candidates should answer all question papers of the examination in one and the same language.
- II. A candidate shall not be permitted to change the language medium of the examination, indicated in the application.

9. *Examination fee*: The examination fee is Rs. 1,200/-. It should be paid at any Post Office/ or District/ Divisional secretariat to be credited to Revenue Head 20-03-02-13 of Commissioner General of Examinations. One edge of the receipt obtained should be pasted in the relevant cage of the application form so as not to be detached. It would be advisable to keep a photocopy of the receipt. Money Orders or Stamps are not accepted for examination fees. Under no circumstances the examination fee will not be refunded or changed for another examination.

10. *Method of selection*: The examination will be a written test which consists of the following syllabus. Candidates, who become eligible after sitting all the question papers of the examination, will be called for the general interview.

<i>Name of the question paper</i>	<i>Syllabus</i>
1. Archaeology	1. Matters pertaining to build the past of Sri Lanka by way of studying the artifacts found in exploration and excavations (Physical evidences). 2. Matters pertaining to the conservation and maintenance of artifacts found in explorations and excavations and making the general public aware in this regard
2. History of Sri Lanka	1. Matters pertaining to build the past by way of studying the facts such as written evidences, historical evidences (<i>Wainsakatha</i>) and inscriptions etc.

11. The Commissioner General of Examinations will issue admission cards to the candidates, who are within the age limits prescribed in the *Gazette* notification, and have sent their duly perfected application along with the receipt for the payment of examination fee on or before the closing date of applications, on the supposition that only those who have possessed qualifications prescribed in the Gazette notification have submitted their applications. A notification will be published in the newspapers by the Department of Examinations, immediately after the issuance of admission cards. If the admission card is not received even after 2 or 3 days of such an advertisement, steps shall be taken to notify the Organization (Institutional & Foreign Examinations) Branch of Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated correctly. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the Department of Examinations through the fax number mentioned in the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations. The issuance of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination. Candidates are not allowed to enter the examination hall without an admission card. Only the admission card, on which the signature of the candidate has been certified, should be submitted to the Chief Invigilator of the examination on the first day of examination.

12. *Identity of the Candidate*: A candidate is required to prove his/her identity when sitting for each question paper at the examination hall to the satisfaction of the supervisor. For this purpose, only one of the following documents shall be accepted.

- I. National Identity Card
- II. Valid Passport
- III. Valid driving license

Further the candidates should enter the examination hall without covering their face and ears enabling the identification. Any candidate, who refuses to reveal his/ her identity, will not be allowed to sit the examination. Candidates should remain in the examination hall during the whole time of examination without covering face and ears enabling invigilators to identify the candidate.

13. *Penalty for Furnishing False Information*: Candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations for holding and issuance of results of the examination. Candidates are liable to

any punishment impose by the Commissioner General of Examinations in violation of the rules and regulations of the examination. If a candidate is found to be ineligible, his / her candidature is liable to be cancelled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false, or if he/she has willfully suppressed any material fact, he/she shall be liable for dismissal from the Public Service.

14. Any matter not provided for in these regulations will be dealt with as determined by the Secretary of the State Ministry of National Heritage, Performing Arts and Rural Arts Promotion subject to the instructions given by the Public Service Commission.

15. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

Dr. SENARATH DISSANAYAKA,
Director General of Archaeology.

Department of Archaeology,
Colombo 07,
02nd December, 2020.

(For office use only)

Specimen of Application

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS IN FIELD/ OFFICE BASED
SEGMENT 2 (MN-05-2016) OF THE DEPARTMENT OF ARCHAEOLOGY UNDER THE STATE MINISTRY OF
NATIONAL HERITAGE, PERFORMING ARTS AND RURAL ARTS PROMOTION- 2020/2021

(Indicate the language medium of the examination)
(Sinhala-2, Tamil-3, English-4)

1.
2.
3.
4.

(Indicate the post/posts applied for)

1.0 1.1 Name in full :_____
(In English block capitals)

1.2. Name in full (Mr./Mrs./Miss) :_____
(In Sinhala/Tamil)

1.3. Name with initials :_____
(In Sinhala/Tamil)

1.4. Name with initials (Mr./Mrs./Miss) :_____
(In English block capitals)

2.0.2.1. Permanent Address :_____
(In English block capitals)

2.2. Permanent Address :_____
(In Sinhala/ Tamil)

3.0 3.1. Sex: ☐ Male - 0 ☐ Female - 1

3.2. Date of birth : Year : Month : Date :

3.3. Age as at 13.01.2021 : Years : Months : Days :

4.0 Number of the National Identity Card :

5.0.Contact Number : Fixed line

Mobile

6.0.Educational Qualifications

6.1. Degree Qualifications

<i>University</i>	<i>Degree</i>	<i>Effective Date</i>	<i>Pass</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6.2. Other Educational Qualifications :

<i>University/Institution</i>	<i>Course followed</i>	<i>Effective Date</i>	<i>Pass</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7.0. Have you ever been convicted from a court for any offense?

(Indicate ✓ in the relevant cage) (If the answer is yes, indicate particulars)

Yes

No

Affix the edge of the receipt issued for the payment of examination fee so as to not to be detached

08.0. Declaration of the candidate:-

I declare that information given in this form is true and correct to the best of my knowledge and all parts of the application have correctly been perfected. I also agree to be bound by the rules governing the examination and also aware that I am liable to be disqualified before the appointment and further to dismissal from service after appointment, if my declaration is found to be false. Further, I agree to be bound by the rules and regulations imposed by Commissioner General of Examinations for conducting and issuing the results of this examination.

Signature of Applicant.

Date : _____.

09.0.Attestation of the applicant's signature:

I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally, that he/she has paid the prescribed examination fee and affixed the relevant receipt herein and he/she placed his/her signature in my presence on

Signature of the Officer attesting the Signature.

Date : _____.

Name in full of the officer attesting the signature : _____.

Designation : _____.

Address : _____.

(To be certified by placing the Official Stamp)

MINISTRY OF HEALTH

Competitive Examination for Promotion to the Supergrade of the Public Health Management Service on Limited Basis 2018 (2020)

IT is hereby announced that the Competitive Examination for the Promotion to the supra Grade of Public Health Management Assistants' Service on Limited will be held in Colombo in March 2021

02. Subject to the general conditions governing appointments in the public service and to the terms and conditions imposed by the Public Health Management Assistants' service minute as published in the *Extraordinary Gazette* of the Democratic Socialist Republic of Sri Lanka No. 2053/18 dated 09.01.2018 35% of the supra grade vacancies in the Public Health Management Service calculated as at 31.10.2020 will be filled by promotion on a limited basis subject to the amendments or any amendments to the service minute

03. Officers of the Public Health Management Assistants' Service who are employed in the Ministry of Health and the hospitals and health institutions under it, who are paid under the Salary Scale MN-02-2016 as per Public Administration Circular No. 03/2016 and are confirmed in those appointments and has full filled the qualifications as per the paragraph 07 in this by 31.10.2020 eligible to apply. Officers belonging to the Provincial Public Service cannot sit for this examination.

04. The salary Scale of this post is MN-07-2016 of the Public Administration Circular No. 03/2016 dated 25.02.2016 and the relevant monthly salary scale is 41,580 / -11 x 755 - 18 x 1030 - 68,425 / -. You will be entitled to that salary from 01.01.2020. Salary will be paid from the effective date of appointment as per the provisions of Schedule II of that Circular.

05. Terms of service:

- I. The number of officers to be appointed and the effective date of the appointment shall be determined by the Appointing Authority. The Appointing Authority has the power not to fill any number of vacancies or all vacancies.
- II. The average working hours of the officers of the Public Health Management Assistants' Service are from 8.30 am to 4.15 pm on all days of the year. However, the above hours may vary

depending on the need of the duty and the nature of the duty. They can also be employed at night depending on the need of the service and may be ordered for additional duties depending on the nature of the duty. The officers to be recruited will be subjected to serve 365 days a year.

- III. Depending on the need of the service, the officers working in the health institutions and hospitals can be assigned to work on Saturdays, Sundays and public holidays. Overtime or holiday pay or lieu leave may be available for that service.

- IV. Officers performing duties prescribed by the Secretary to the Ministry of Health should post a security deposit of Rs. 5,000/=.

06. *Evaluation Methodology.* – 35% of the super vacancies will be filled on a limited basis. Office Management, Office Systems, Establishments and Procedural Rules, Public Finance Management, General Question Paper - Part I - Part II conducted by the Commissioner General of Examinations on behalf of the Health Services Committee of the Public Service Commission. Candidates who have obtained the minimum score of 40% as mentioned above will be selected for the interview. Eligible candidates will be appointed by an interview board appointed by the Health Services Committee after a qualification test. The interview is only to check the credentials of the applicants and no scoring will be done.

Question Paper / Score Criteria	Time	Duration	Marks
Total marks			
1. Office Management		2 hours	100
2. Office Systems		2 hours	100
3. Organizational Functions and Procedure Rules		2 hours	100
4. Public Finance Management		2 hours	100
5. General Question Paper - Part I		1 hour	50
Part II		1 hour	50

- I. Office Management - Written Test (Duration 2 hours 100 marks)
Organizational Structure, Organizational Principles, Task Analysis and Task Assessment, Leadership, Supervision and Decision Making, Communication, Public Relations, Coordination and Troubleshooting
- II. Office System - Written Test (Duration 2 hours 100 marks)
Principles of office procedures, office procedures, documentation and filing, form control, office layout

and environment, job description, work study and methodology, work measurement, office operation manual

III. Organizational Functions and Procedures - Written Test (Duration 2 hours 100 marks)

Procedures to be followed in recruitment to the Public Service, Establishment of Public Officers' Corporate Affairs, Maintenance of a Personal File, Powers on Appointment, Transfer, Promotion and Termination of Public Service, Welfare, Privileges of Public Officers, Establishment of Government Offices The general understanding of the regulations and circulars issued so far is examined.

IV. Public Finance Management - Written Test (Duration 2 hours 100 marks)

Responsibility of an Annual Accounting and Accounting Officer, Cash Management, Delegation of Financial Liabilities, Cash Receipt, Accounting and Receipt, Payments, Public Finance Trust, Vote and Bank Accounts, Supplies and Services, Procurement, Audit Inquiries, Government The general understanding of the circulars and regulations issued so far on the use of offices is examined.

V. General Question Paper - Part I - Written Test (Time 1 hour 50 marks)

Nature of Public Administration, Public Administration Structure, Public Policy and New Government Reforms, Fundamental Rights, Human Rights, Human Rights Commission, Ombudsman, Parliamentary Public Petitions Committee, Office Culture, Ethics and Values, Creating a Good Office Physical Environment and Civil Sociological acceptance of status, duties to be performed by clients on public officials.

VI. General Question Paper - Part II - Written Test (Time 1 hour 50 marks)

Objectives of the Department of Health and Ayurveda, Health Service Structure of the Line Ministry and Provincial Councils, Elements and Related Institutions in the Health Sector, Structural Development of the Patient Care Service, Hospital Operations, Ordering of Raw Foods, Acceptance and Inspection of Quality of Cooked Foods, Surgery And Knowledge of Medical Equipment Supply and Other Supplies, Medical Statistics Management,

Communication Role and Public Relations of Medical Institutions, Hospital Fees and Estate Productivity, Hospitalized Units and Decentralized Specialized Businesses, Management of Paid Wards, How to Act in a National and Emergency Disaster Consists of a visible question paper.

07. *Qualifications :*

7.1 (A) (i) Should be a Grade I officer in the service

or a

(ii) Should have been a Grade II officer who has completed at least eight (08) years of active and satisfactory service in the service and earned all the five (05) immediate increments.

or a

(B) Should have been a Grade II officer passed the degree of a University recognized by the University Grants Commission and have completed at least five (5) years of active and satisfactory service and have earned all the five (05) preliminary salary increments.

7.2 *Physical Fitness :*

Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties of the post.

7.3 *Other Qualifications :*

(i) Candidates should be of excellent character.

(ii) All the qualifications required for recruitment to the post should have been completed by the last date (31.10.2020) of receipt of applications for recruitment.

(iii) Should not have been subjected to any disciplinary penalty during the 05 years preceding the closing date 31.10.2020 for applications.

Note: In case of intentional misrepresentation, action will be taken against the applicants and the Heads of Departments who certified the applications subject to the instructions of the Health Services Committee of the Public Service Commission. No marks will be awarded for qualifications not confirmed by personal file.

08. *How to apply :*

- (A) The application form should be in accordance with the sample form attached to this circular and should be completed using both sides of A4 size paper. The application should be prepared in such a way that the headlines from 01 to 7.10 of the application are included on the first page and the other headings on the other pages and it should be completed by the candidate himself in the medium in which he is applying to appear for the examination. The name of the examination mentioned in the title of the application should be in Sinhala in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil applications. As incomplete and incomplete applications which are not in line with the application form included in the notification will be rejected without notice, before submitting the application, the prescribed examination fee should be paid and the details of the application form should be included and the receipt should be pasted on the application form along with all the details and whether the application has been completed correctly. Applications should be checked and handed over to the Head of the Institution before the date 2021.01.04 and he / she personally certifies that the information submitted by each applicant/ applicant is true and correct to

“Director (Administration) 06,
Ministry of Health,
PO Box 385,
Ven. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.”

Must be submitted by registered mail to the address before 2021.01.18 and should be sent at the top left corner of the envelope stating “Application for Competitive Examination on Limited basis for Public Health Management Assistant Service(supra grade)”.

NB. - Letters of appointment will be issued to the selected candidates only for the name along with the initials mentioned in the application and the name should be mentioned correctly following the model mentioned in the application. No change in the name or inclusion / removal of certain parts will be allowed at the time of appointment. It will be useful to have a

photocopy of the completed application and a photocopy of the receipt for the examination fee.

- (B) The position and place of work held on the last day of the examination of the candidates applying for the examination shall be applicable to all matters relating to the examination and any changes made thereon after the submission of applications will not be considered.
- (C) This examination will be conducted in Sinhala, Tamil and English mediums. Candidates can sit for this examination in only one of these language mediums of their choice and the medium of application will not be changed later.
- (D.) Applicants should be satisfied that they have fulfilled the required qualifications before submitting the application. Candidates who appear for the examination without the qualifications mentioned in this announcement are ineligible to be appointed even if they obtain a sufficient level of marks in the examination.
- (E) If the applicant is selected for the appointment, he / she should have the consent of the Head of the Department for release.
- (F) Candidates will be called for interview and their candidature will be canceled if it is found that they do not have the required basic qualifications as per the circular.

09. *Examination Fees :*

- (i) Candidates should pay the examination fee of Rs. 600 / = to any Post Office / District / Divisional Secretariat in the island under the Head of Revenue General Examinations 20-03-02-13 to be credited to the Government Revenue. Should be pasted so that it does not come off in the proper place in the application. Please note that this exam fee will not be refunded or transferred to another exam for any reason. It will be useful for you to be aware of keeping a photocopy.
- (ii) The Commissioner General of Examinations will issue the Admission to the candidates who have paid the prescribed examination fee on or before the closing date of the application and submitted the completed application along with the relevant receipt. The Department of

Examinations of Sri Lanka will issue a press release stating this as soon as the examination tickets are issued. Announcement posted

If a candidate does not get his / her ticket even after 02 or 03 days, he / she should inquire about it from the Organizations and Foreign Examinations Branch of the Department of Examinations of Sri Lanka as mentioned in the advertisement. In doing so, the applicant should state the name of the examination for which he / she has applied for, the full name of the applicant, the National Identity Card number and the address correctly. If the applicant is a resident outside Colombo, he / she should inquire with the details along with the fax numbers of the applicant and the fax number mentioned in the advertisement stating the fax numbers of the candidates who can obtain the copies of the examination admission forms expeditiously. In doing so, it will be useful to have a copy of the application, copy of the receipt of payment of examination fee and the receipt registered at the time of posting the application to confirm any information requested by the Department of Examinations.

10. *Sitting for the Exam :*

- (i) If an applicant has not received the admission after the issuance of the admission to the applicant, the name of the examination, the full name of the applicant, the National Identity Card number and the address should be written in the copy of the receipt of payment and informed to the Department of Examinations. (In case of an applicant outside Colombo, the fax number to which the tickets should be sent should also be submitted along with the above details).
- (ii) The applicant's signature should be certified on the application and on the admission for the examination. Every candidate applying for the examination should obtain his / her signature from the Head of the Institution or an authorized officer and certify it. He is allowed to appear for the examination only at the examination center allotted to him and in doing so he should first submit the certified admission form to the Head of the Examination Hall. Candidates who do not submit the ticket will not be allowed to appear for the examination.

11. One of the following documents should be submitted to the Head of the Examination Hall to prove the identity of the candidates.

- (i) National Identity Card
- (ii) Valid Passport
- (iii) Valid driving license

Candidates should also enter the examination hall without covering their faces and faces so that they can verify their identities. Candidates who refuse to prove their identities will also be admitted to the examination hall Furthermore, from the moment of entering the examination hall until the end of the examination and leaving, the examination authorities should not cover the face and face so that the candidate can be identified.

12. *Penalties for false information.*— Careful and accurate information must be provided when filling out the application. According to the rules of this examination, if a candidate is found to be ineligible, his / her candidature can be canceled at any time before or during the examination or after the examination. If any information provided by an applicant is found to be false at any time, he / she will be dismissed from the public service.

13. Issuance of an Examination Admission Card to a candidate should not be considered as recognition that he or she has qualified to sit for the examination. Candidates are also subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination. If he or she violates those rules, he or she will be subject to a penalty imposed by the Commissioner General of Examinations.

14. Any other matter not mentioned herein shall be decided by the Health Services Committee of the Public Service Commission. All candidates will be bound to abide by the rules of the General Examination mentioned in this *Gazette Notification*.

15. If there is any inconsistency between these Sinhala, Tamil and English press releases, then the Sinhala press release should be followed.

Dr. S. H. MUNASINGHE,
Secretary,
Ministry of Health.

30th November 2020,
Ministry of Health.
385, Suwasiripaya,
Ven. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

SAMPLE APPLICATION FORMS

COMPETITIVE EXAMINATION FOR PROMOTION TO THE SUPERGRADE OF THE PUBLIC HEALTHMANAGEMENT SERVICE ON LIMITED BASIS 2018 (2020)

Language medium for appearing for the examination

Sinhala - 2
Tamil - 3 ☐
English - 4 ☐

(Must be completed by the officer himself)

01. 1.1. Full Name (in English) : _____.
1.2. Name with initials at the end (in capital letters)
E.g. SILVA A.B. : _____.
1.3. Full Name (Sinhala / Tamil) : _____.
02. 2.1. Official Address (in capital letters) : _____.
2.2. Permanent Address (in capital letters) : _____.
2.3. Permanent Address (Sinhala / Tamil) : _____.
03. Gender (Write the relevant number in the box)
Female - 0 ☐
Male - 1 ☐
04. National Identity Card Number:
05. Mobile phone number:
06. Birthday :
Year : _____. Month : _____. Date : _____.
07. 7.1. Current Workplace and Address : _____.
7.2. First appointment date of the service and
appointment letter number : _____.
7.3. Current Position : _____.
7.4. Date of absorption to the present post : _____.
(Attach absorption letter)
7.5. Date Promoted to Grade II of the Service : _____.
7.5.1. Date Promoted to Grade I of the Service :
: _____.
(Attach articles)
7.6. Date of Completion of Efficiency Bar Test : _____.
7.7. Period of service from the date of appointment to
Grade II to the last day of calling for applications :
Year : _____. Month : _____. Date : _____.

7.7.1. Period of service from the date of
appointment to Grade I to the last date of
call for applications
Year : _____. Month : _____. Day : _____.

7.8. Annual Consolidated Salary to the last date of call
for applications : _____.

7.9. Degree from a University recognized by the
University Grants Commission : Yes/ No

7.9.1. If "yes" then the degree will be effective :
_____.

7.9.2. University / Institution : _____.

7.9.3. Degree : _____.

7.10. Salary Increment Dates and Annual Salary Scales
Earned From 31.10.2015 to 31.12.2020 :

	Salary Increment Date	Annual Salary Scale (Rs.)
1		
2		
3		
4		
5		
6		

7.11. Have any disciplinary action been taken against you
in the last 5 years? : _____.

If so, state the nature of the offense and the sentence
imposed and the date of the sentence, etc. (Attach
copies) : _____.

08. If Nopay leave / half pay leave has been obtained, the
number of days in that period:

09. Statement of the applicant :

I hereby confirm that all the information mentioned
above is true and correct. I am also aware that if the above
information provided by me is found to be inaccurate, my
right to promotion to the highest rank in this Constitution
may be disregarded and disciplinary action may be taken
against me.

_____,
Officer's signature.

Date : _____.

PART II

Certificate from the Head of Department / Head of Institution:

Mr. / Mrs/Ms.....

1. That he is a Grade I / II Officer in the Public Health Management Assistant Service;
2. Must have completed at least 08 years of active and satisfactory service in the service, have earned all salary increments in the previous 05 years and have completed an active and satisfactory period of service.
3. Passed a degree from a University recognized by the University Grants Commission / Not applicable,
4. (i) Date of completion of Efficiency Bar Examination for Grade I / II

	<i>Accounting methods</i>	<i>Office methods</i>
Date of Examination		
Exam No.		

- (ii) Second Efficiency Bar Test Completed / Not Completed

If so, the reference number and date of the letter :_____.

5. (i) If No pay leave / half pay leave has been obtained, those periods / number of days
(From the date of promotion / promotion to Grade II) :_____.

- (ii) A brief description of any form of punishment / punishments (except warnings) (also mention the reference number) :_____.

6. Details of the relevant period if the officer has been released for the service of a corporation or any other statutory board:

By the date of 31.10.2010, Grade I / Grade II 05 years / 08 years of active service completed / not and passing / not applicable degree from a University recognized by the University Grants Commission, at least recommend that the satisfactory and active service period of 05 years / 08 years has been completed / not, that all the above mentioned facts are correct according to the personal file and that the officer has fulfilled all the qualifications for promotion to the supra grade of the service as per the

Public Health Management Service Minute. I agree to be released from the present post if the applicant is selected for this post.

_____,
Signature of the Head of the Institution.

Name :_____.

Title :_____.

Date :_____. (Leave official seal)

12-333

MINISTRY OF HEALTH

Competitive Examination for Promotion to the Public Health Management Assistant Service (Supra Grade) on Merit Basis- 2018 (2020)

IT is hereby announced that the Commissioner General of Examinations will conduct the Competitive Examination for Promotion to the supra Grade of the Public Health Management Assistants' Service on the basis of merit in March 2021 in Colombo.

01. To the general conditions governing appointments in the public service and to the terms and conditions laid down in the service minute of Public Health Management Assistants' Ordinance as published in the *Extraordinary Gazette* of the Democratic Socialist Republic of Sri Lanka No. 2053/18 dated 09.01.2018 subject to the above or any amendments, 65% of the supra grade vacancies in the Public Health Management Service calculated as on 31.10.2020, will be filled by promotion on merit basis.

02. Those who are employed in the Ministry of Health and the hospitals and health institutions under it, who are paid as per Public Administration Circular No. 03/2016 under the salary code MN-02-2016 and have been confirmed in those appointments as per paragraph 06 on 31.10.2020 Officers of the Public Health Management Assistants' Service are eligible to sit for this examination. Officers belonging to the Provincial Public Service cannot sit for this examination.

03. The salary Scale of this post is MN7-2016 in the Public Administration Circular No. 03/2016 dated 25.02.2016 and the relevant monthly salary scale is Rs. 41,580 -11x755-18x1,030- Rs. 68,425-. You will be entitled to that salary from 01.01.2020. Salary will be paid from the effective date

of appointment as per the provisions of Schedule II of that Circular.

04. *Terms of service* :

- I. The number of officers to be appointed and the effective date of appointment shall be determined by the Appointing Authority. The Appointing Authority has the power not to fill any number of vacancies or all vacancies.
- II. The average working hours of the officers of the Public Health Management Assistants' Service are from 8.30 am to 4.15 pm on all days of the year. However, the above hours may vary depending on the need of the duty and the nature of the duty. They can also be employed at night depending on the need of the service and may be ordered for additional duties depending on the nature of the duty. The officers to be recruited will be on duty 365 days a year.
- III. Depending on the need of the service, the officers working in the health institutions and hospitals can be assigned to work on Saturdays, Sundays and public holidays. Overtime or holiday pay or lieu leave may be available for that service.
- IV. Officers performing duties prescribed by the Secretary to the Ministry of Health should post a security deposit of Rs. 5,000.

05. *Method of Evaluation*.— About 65% of the vacancies at the top level will be filled on merit basis. For this, a minimum of 50% marks should be obtained in the written examination conducted by the Commissioner General of Examinations on behalf of the Health Services Committee of the Public Service Commission. Priority will be determined on the basis of the results and the order of the aggregate score based on seniority and experience by a panel appointed by the Health Services Committee of the Commission. Only those candidates who have obtained the minimum score of 50% as mentioned above will be selected for awarding marks by the Board. Candidates must also appear for a qualifying interview before an interview board appointed by the Health Services Committee and will not be given marks at that interview. Appointments will be made according to the order of merit and the number of vacancies available.

<i>Question Paper / Score Criteria</i>	<i>Time</i>	<i>Total marks</i>
I. Challenge and case study (written test)	1 1/2 hours	100
II. Seniority		60
III. Experience		40

I. Challenge and Case Study - Written Test (Duration 1 1/2% hours 100 marks)

The date of this examination will be announced by the Commissioner General of Examinations. The written test question paper for aptitude and Case Study consists of two parts.

- (A) Part I
All issues will involve office administration, where common sense, decision making, logical resolution, and office administration issues will be addressed.
- (B) Part II
Candidates are required to answer case studies related questions related to office administration. Here the question paper will be prepared in one or more paragraphs.

II. *Seniority* :

For Seniority, marks will be awarded as per Public Service Commission Circular No. 01/2019 dated 13.06.2019.

III. *Experience* :

02 marks for Satisfactory one year as a Grade I Supervising Officer in the service up to a maximum of 40 marks only

Note: Scores for seniority and experience are given by a Board of Inquiry approved by the Public Service Commission. Candidates' marks in terms of seniority and experience will be evaluated by those officers based on the personal file. Disciplinary action will be taken against the applicants and the Heads of Departments who certified the applications subject to the instructions of the Health Services Committee of the Public Service Commission if it is found that deliberately incorrect information has been entered. No marks will be awarded for qualifications not confirmed by personal file.

06. *Qualifications :*

6.1 Professional Qualifications :

- (i) Should be an officer who has completed at least (05) years of active and satisfactory service in Grade I service on the due date.
- (ii) Should have completed a satisfactory service period of five (05) years preceding the due date.

6.2 *Physical Fitness.*- Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties of the post.

6.3 *Other Qualifications :*

- (i) Applicants must be of excellent character.
- (ii) All the qualifications required for recruitment to the post should be completed on the due date.

6.4. *Experience :*

On the due date, should have completed 5 years of active and satisfactory service from a permanent appointment in the service of the Ministry of Health or health institutions under that Ministry and this should have been certified by the Head of the Department.

Note: Applicants must have completed a satisfactory five years of service prior to the due date. Satisfactory service here means the following.

- Should have received all the salary increments received during the five years prior to the due date.
- Should not have been subjected to any disciplinary punishment during the 05 years prior to the due date.

The due date is 31.10.2020, the last date for eligibility testing.

07. *How to apply :*

- (A) The application form should be in accordance with the specimen form attached to this circular and should be completed by the candidate himself using both sides of A4 size

paper. Applications should be handed over to the Head of the Institution on 04.01.2021 and all the applications after he / she personally certifies that the information submitted by each applicant is true and correct and

“Director (Administration) 06,
Ministry of Health,
PO. Box 385,
Ven. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.”

Must be submitted by registered post to the above address before 18.01.2021. The application form for the competitive examination on merit basis for the Public Health Management Assistant Service (supra grade) should be mentioned in the upper left corner of the envelope.

NB - Letters of appointment will be issued to the selected candidates only for the name along with the initials mentioned in the application. No change of name or inclusion / removal of any parts will be allowed at the time of appointment.

(B) The position and place of employment of the candidates who were present on the last day for applying for the examination are applicable to all the activities related to the examination and any changes made in that regard after sending the applications will not be considered.

(C) This examination is conducted in Sinhala, Tamil and English mediums. Candidates can sit for this examination in only one of these language mediums of their choice and the medium of application will not be allowed to change later.

(D) .If the required qualifications are met, one officer can apply for both promotion on limited competitive examination and promotion on merit and separate applications should be submitted at the time of submission of applications.

(E) Applicants should be satisfied that they have fulfilled the required qualifications before

submitting the application. Candidates who appear for the examination without the qualifications mentioned in this announcement are ineligible for appointment even if they obtain a sufficient level of marks in the examination.

- (F) Departments for release of the applicant if he / she is selected for the appointment must have the consent of the chief.
- (G) Candidates will be called for interview and their candidature will be canceled if it is found that they do not have the required basic qualifications as per the circular.

08. *Examination Fees.*— Examination Fee Rs. 1,200 and the examination fee will be paid in cash to any Post Office / District / Divisional Secretariat in the island under the Revenue Head of the Commissioner General of Examinations 20-03-02-13 and obtained in the name of the applicant by one of its edges The application should be pasted so that it does not come off in the proper place. There is no charge other than these examination fees. Money orders or stamps will not be accepted for the examination fee and the examination fee will not be refunded or transferred for any other examination for any reason. It will also be useful to have a photocopy of the receipt.

09. *Sitting for the Examination :*

- (i) If an applicant does not receive the ticket after the issuance of the ticket, the Examination Department should inform the Examinations Department by writing the name of the examination, the applicant's full name, National Identity Card number and address on the copy of the receipt of payment of the fee. (In case of an applicant outside Colombo, the fax number to which the tickets should be sent should also be submitted along with the above details).
- (ii) The applicant's signature should be certified on the application and on the admission form for the examination. Every candidate applying for the examination should obtain his / her signature from the Head of the Institution or an authorized officer and certify it. In the examination centers set up at the provincial level, he is allowed to

sit for the examination only at the examination center allocated to him and in doing so, he should first submit the certified admission card to the Head of the Examination Hall. Candidates who do not submit the ticket will not be allowed to appear for the examination.

10. Candidates should prove their identity to the satisfaction of the Head of the Hall for each subject they appear for in the examination hall. Any of the following documents will be accepted for this purpose.

- (i) National Identity Card
(ii) Valid Passport
(iii) Valid Sri Lankan Driving License

10.1. Candidates should also enter the examination hall without covering their face and face so that they can verify their identity. Candidates who refuse to prove their identities will not be admitted to the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving, the examination authorities should not cover the face and face so that the candidate can be identified.

11. *Penalties for false information.*— Careful and accurate information must be provided when filling out the application. According to the rules of this examination, if a candidate is found to be ineligible, his / her candidature can be canceled at any time before or during the examination or after the examination. If at any time the information provided by an applicant is found to be untrue, he / she can be removed from public service.

12. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the issuance of results. If he or she violates those rules, he or she will be subject to a penalty imposed by the Commissioner General of Examinations.

13. If there is any other matter not mentioned herein, it will be decided by the Health Services Committee of the Public Service Commission. All candidates will be bound to abide by the general examination rules mentioned in this *Gazette Notification*.

Ministry of Health,
No. 385, "Suwasiripaya"
Ven. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.
30th November, 2020.

07. Information on office supervision and experience from the date of entry into Public Health Management Assistant Grade I up to 31.10.2020: (Attach the certified copy of the experience attested here by the Head of the Institution to the application form respectively. Original of the Officer's Performance Reports It is useful to have certified copies attached on the pages (after promotion to first grade).

<i>Hospital / Office / the Department of</i>	<i>Period</i>		<i>Supervisor post held by the officer</i>	<i>Time</i>		<i>confirmation letters attached / absent</i>
	<i>date From</i>	<i>To date</i>		<i>Years</i>	<i>Months</i>	

08. Details of Receipt of Payment of Examination Fees:

- (i) Post Office / Sub Post Office Paying Examination Fees :———.
- (ii) Receipt Number and Date :———.
- (iii) Amount paid:

Paste here so that the receipt does not come off
(It is useful to keep a copy of the receipt.)

I declare that the above details are correct and that I am entitled to sit for this examination in the language medium mentioned above. I also declare that I am subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of examinations and the issuance of results.

_____,
Signature of the applicant.

Date :———.

Signature certification

An officer in my office and I know personally Mr / Mrs
..... I certify that the date was signed in front of me and that the receipt has been affixed after
paying the due examination fee / paying the prescribed examination fee.

Date :———.

_____,
Signature of the certifier.

Name of the Certifying Officer :———.

Position :———.

Address :———.

(Confirm with official seal)

PART II

Certificate from the Head of Department / Head of Institution

1. complete the information based on the performance appraisal from the date of appointment to class 1 as per the officer's personal file

<i>Performance year</i>		<i>Supervisor position held by the officer</i>	<i>according to the performance report</i>	
<i>from day</i>	<i>to day</i>		<i>Proof is</i>	<i>not proven</i>
2020/ /	2019/ /			
2019/ /	2018/ /			
2018/ /	2017/ /			
2017/ /	2016/ /			
2016/ /	2015/ /			
2015/ /	2014/ /			
2014/ /	2013/ /			
2013/ /	2012/ /			
2012/ /	2011/ /			
2011/ /	2010/ /			
2010/ /	2009/ /			
2009/ /	2008/ /			
2008/ /	2007/ /			

2. That the officer is a Grade I officer of the Public Health Management Assistant Service :_____.
3. Not having completed at least 05 years of active and satisfactory service in the service :_____.
4. That all salary increments have been earned in the previous 05 years and that an active and satisfactory period of service has been completed :_____.
5. That the efficiency bar test has been passed within the relevant period :
Grade II Efficiency Bar Test :_____
Grade I Efficiency Bar Test :_____.
6. (i) If unpaid leave / half pay leave has been obtained, the number of days in that period (From the date of promotion / promotion to Grade II) :_____
(ii) If you have been subjected to any kind of punishment / punishment (except warnings) please provide a brief description (also mention reference number) :_____.
7. If the officer has been released for the service of a corporation or any other statutory body, details of the relevant period Grade I / Grade II of the service has completed / has not completed 5 years of active service as on 31.10.2020 and has completed / is not having completed at least 05 years of satisfactory and active service, according to the personal file mentioned above I recommend that the officer has fulfilled all the qualifications for promotion to the highest rank of the service as per the Public Health Management Assistant Service Minute.

Signature of the Head of the Institution :_____
Name of :_____
Title :_____
(Leave the official seal)

MINISTRY OF IRRIGATION

Irrigation Department

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POST OF STORE KEEPER IN GRADE III IN THE IRRIGATION DEPARTMENT-2021

1. APPLICATIONS are hereby called from qualified Sri Lankan citizens to fill the vacancies in the posts of Store Keeper in Grade III in the Irrigation Department.

1.1. Post expected to be recruited and the number of vacancies- Store Keeper (III)- 07

1.2. Nature of the duties of the post-Keeping in charge and the proper issuance of the general offices storage items and machineries, engineering materials relevant to the construction worksites and projects of the department are the duties applicable to this post.

2. *Method of Recruitment :*

The open competitive examination for this recruitment is a written test conducted in Sinhala, English and Tamil media. The language medium applied for shall not be allowed to change subsequently. Candidates who pass the examination will be selected in the order of which they obtained the highest marks. (It is compulsory that all the qualifications mentioned in this notification shall have been fulfilled).

3. *Monthly salary scale applicable for this post :*

Relevant to the salary code MN-1-2016, Rs. 27,140- 300x10- 350x11- 495x10- 660x10- Rs. 45,540 as per the Public Administration Circular 03/2016 and salary will be paid as per the provisions of the said circular. After appointing to the post, the Efficiency Bar Examination shall be passed before reaching the fourth salary step.

4. Service category: Management Assistant Non-technical – Segment 02

1.1 Grades- Grade III
Grade II
Grade I

5. *Conditions of Employment:*

I. This post is permanent and pensionable. Shall be subjected to the policy decisions taken by the

government with regard to the pension scheme entitled to, in future. Contributions shall be made to the Widow's/Widower's and Orphans Pensions Scheme. The appointment is subjected to a probation period of three (03) years.

II. Provisions of the Procedural Rules No. 1589/30 dated 20.02.2009 issued by the Public Service Commission are applicable.

III. As per the Public Administration Circular No. 07/2007 and circulars incidental thereto, the relevant language proficiency shall be obtained within the prescribed period.

IV. Offices associated with the construction worksites of the department are located in difficult areas with poor transport facilities. The day and night service is compulsory due to the project duties and as required by the service in emergency situations such as flood. Those service stations include irrigation divisions and project offices in Ampara, Pottuvil, Kalmunai, Akkaraipattu, Padaviya, Rajanganaya, Huruluwewa, Mapakada, Badulla, Kandaketiya, Navakiri, Rugam, Thissa, Weeraketiya, Hambanthota, Lunugamwehera, Wellawaya, Bibile, Moneragala, Polonnaruwa, Kaudulla, Elehera, Ingimitiya, Puttlam, Muthur, Kantale, Murunkan and Vavuniya.

6. *Age limit:*

The age shall be not less than 18 years and not more than 30 years as at the closing date of applications.

7. *Educational and other qualifications:*

7.1 *Educational qualifications :*

(a) Shall have passed G.C.E (O/L) Examination in six subjects with credit passes for Sinhala/ Tamil/English language, Mathematics and two other subjects within one sitting

And

(b) Shall have passed at least one subject at the G.C.E (A/L) Examination (except for the Common General Test)

7.2 *Physical fitness :*

Shall be physically and mentally fit to serve and to perform duties of the post in any part of Sri Lanka

7.3 *Other :*

- (a) Shall be a citizen of Sri Lanka
- (b) Shall be of excellent moral character
- (c) It is accepted that all the requisite qualifications for this post have been completed only if the applicant has completed the relevant qualifications and the prescribed age limit in every aspect as at the closing date.
- (d) In addition to the qualifications in above 8(1.1)(a)(b), the successful completion of the three (03) months training on the Store Keeping conducted by the Galgamuwa Irrigation Training Institute during the probation period is a qualification required to be confirmed in the service.

8. *Furnishing false information:*

Application shall be filled very carefully and accurate information shall be provided. If any candidate is found to be unqualified, his/ her candidature shall be cancelled at any stage prior to, during or after the examination. If any information furnished by a candidate is found to be false at any stage, he/she shall be dismissed from the Public Service.

9. *Procedure of the Examination:*

9.1 *Written tests :*

<i>Question paper</i>	<i>Marks</i>	<i>Pass marks</i>	<i>Duration</i>
Intelligence test	100	40	01 hour

Consist of a questionnaire to determine the logical thinking, analytical thinking power and the ability of decision making of the candidate.

9.2 This examination will be held in Colombo district and several other selected districts in February 2021. The Director General of Irrigation reserves the authority on the final decision regarding the postponement or cancellation of the examination, filling vacancies, not filling vacancies or filling a certain number of vacancies and all other matters.

10. Application shall be prepared by the candidate in compliance with specimen application form given at the end of this gazette notification, using both sides of the paper of size A4 (21cmx29cm). Applications shall

be prepared as such that heads from 1.0 to 4.0 shall appear in the first page, heads from 5.0 to 7.0 in the second page and the rest shall appear in the third page and relevant information shall be filled in candidate's own hand writing. Applications that do not comply with the specimen application form and that consist of incomplete information shall be rejected without notice. It would be useful for the candidate to keep a photocopy of the completed application form. Further, when preparing the specimen application form, the name of the examination mentioned in the heading of the application form must be indicated in English in addition to Sinhala in Sinhala medium applications and in addition to Tamil in Tamil medium applications.

- (a) When sending the applications, the words "Recruitment for the post of Store Keeper-2021" shall be mentioned in the top left hand corner of the envelope in which the application is enclosed.
- (b) Receipt of the application will not be notified. Complaints regarding applications or other related document lost or delayed in the post will not be entertained.
- (c) Applications that do not comply with the relevant specimen form, that are incomplete and that are late shall be rejected without notice.
- (d) Applicants who are in Public Service/ Provincial Public Service shall send their applications through the Head of the Department on or before the prescribed date.

11. *Sending the applications:*

Applications completed in the language medium in which the applicant intend to sit for the examination shall be sent by registered post to reach the below address on or before 11.01.2021.

Director General of Irrigation,
Irrigation Department,
P. O Box 230,
Buddhaloka Mawatha,
Colombo 07

12. *Sitting for the examination :*

Admission cards for the examination shall be posted so as to receive a week before the examination. No candidates will be allowed to sit for the examination

without an admission card. Candidates who sit for the examination shall produce their admission card in which their signature is attested to the supervisor.

13. *Identity of the candidate :*

A candidate shall be required to prove his identity at the examination hall to the satisfaction of the supervisor with regarding teach subject. For this purpose, any of the below documents will be accepted.

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

(b) A valid passport

14. The signature applicant shall be attested by a Principal of a Government school Justice of Peace/Commissioner for Oaths/ Notary Public/ Officer holding a post of staff grade in Public Service.

15. Applicants are subjected to all the rules and regulations imposed regarding the examinations. He/she shall be liable to be subjected to punishments for the violations of the said rules and regulations.

16. If any inconstancy between Sinhala, Tamil and English texts of this *Gazette* Notification occurs, the Sinhala text shall prevail.

Eng. K. D. NIHAL SIRIWARDANA,
Director General of Irrigation.

Irrigation Department,
Colombo 07,
On 9th December 2020.

(For Office Use only)

SPECIMEN APPLICATION

**The Open Competitive Examination for the
Recruitment to the post of Store Keeper (Grade III) in
the Irrigation Department-2021**

Language medium of the examination:

Sinhala - 1 ☐
Tamil - 2 ☐

1.0 1.1 Name of the applicant with initials:.....
(In English capital letters) (PERERA A. B. C.)

1.2 Name of the applicant with initials:.....
(In Sinhala/Tamil)

1.3 Names denoted by initials:
(In English capital letters)

1.4 Names denoted by initials:
(In Sinhala/Tamil)

1.5 National Identity Card Number:

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

1.6 Sex:

(Indicate the relevant number in the cage)

Female 1 ☐
Male 2 ☐

2.0 2.1 Permanent Address:
(In English capital letters)

2.2 Permanent Address:
(In Sinhala/Tamil)

2.3 Address to which admission cards should be sent:
(i) In Sinhala/Tamil:.....
(ii) In English capitals:.....

2.4 Telephone Number:

3.0 Residence :

3.1 District of residence:

3.2 Divisional Secretary's Division:.....

4.0 4.1 Marital Status:

Married - 2 Unmarried - 1 ☐
(Indicate the relevant number in the cage)

4.2 Date of Birth :

Year : Month : Date :

4.3 Age as at the closing date of applications :

Years: Months : Days :

4.4 Are you Sri Lankan by birth or by registration? :

.....

5.0 Educational Qualifications :

5.1 G.C.E (O/L) Examination:

I. Year and Month of the Examination:

Year: Month:

II. Index Number:

III. Results :

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

5.1 G.C.E (A/L) Examination:

I. Year and Month of the Examination:

Year: Month:

II. Index Number:

III. Results :

Subject	Grade
1.	
2.	
3.	
4.	

6.0 Have you ever been convicted by a Court of Law for an offense?

(Indicate (✓) in the relevant cage)

Yes	
-----	--

No	
----	--

If yes, provide the particulars on which Court, the offense and the penalty imposed.

7.0 Declaration of the Applicant :

(a) I do hereby respectfully declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear any loss incurred due to not completing some sections of the application and/or completing incorrectly. Further, I declare that all the sections of this application are completed correctly.

(b) Further, I agree to be bound by the rules and regulations imposed on conducting the examination and I agree to accept a decision taken to dismiss my

candidature for the examination if it is found out that I am unqualified under these conditions prior to the examination or after the examination.

(c) I am also aware that if this declaration made is found to be false I am liable to disqualified for the appointment.

(d) I will not change any of the information furnished here.

.....,
Signature of the Applicant.

Date :

8.0 Attestation of the Signature of the Candidate:

I do hereby certify that the Mr./Mrs./Miss..... who submits this application is known to me personally, he/she placed his/her signature in my presence on.....

.....,
Signature of the Attester and the official seal.

Name of the Attesting officer :

Designation :

Date :

9.0 Certification of the Head of the Department :

(Only for the applicants who are currently in Public Service) :

I hereby certify that Mr./Mrs./Miss who has furnished above particulars is serving in the post of in the Service, that the particulars furnished by him/her is correct and he/she can be released from the service at this institution once he/she is selected for this post.

.....,
Signature of the Departmental/
Institutional Head and the official seal.

Date :

MINISTRY OF IRRIGATION

Irrigation Department

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POSTS OF SRI LANKA TECHNOLOGICAL SERVICE AT THE IRRIGATION DEPARTMENT-2020

1. APPLICATIONS are hereby called from qualified citizens of Sri Lanka for the open competitive examination to be held to fill the following vacancies in Sri Lanka Technological Service at the Irrigation Department.

1.1 Posts expected to be recruited :

Serial No.	Designation	Number of vacancies	Grade to be recruited
1	Draughtsman	72	Training grade (for a training of one year)
2	Drilling Assistant	02	Training grade (for a training of two years)
3	Research Assistant(General)	01	
4	Civil Engineering Material Surveyor	11	
5	Soil Cartographer	01	
6	Hydrological Assistant	05	
7	Hydrological Field Assistant	02	
8	Research Assistant (Engineering Materials)	02	
9	Soil Surveyor	05	
10	Research Assistant (Hydraulics)	02	
11	Mechanical Foreman	08	Recruited to grade III. After recruiting, an in-service training will be given at a workstation of the Irrigation Department for first 06 months.

1.2 Nature of the duties of posts

Serial No.	Designation	Assigned duties
1	Draughtsman	<ol style="list-style-type: none"> Preparation of/ Checking detailed plans from designed sketches, basic parameters and drafts given by the Engineering staff: Preparation of /Checking plans, contour maps, longitudinal sections and cross sections from land surveying and levelling: Preparation of/ Checking blocking-out plans, plans of land acquisition, plans of operation and maintenance etc. of irrigation projects Calculation of quantities: Rate analysis: Preparation of/Checking bills of quantities Checking work estimates, Preparation of/checking forms, schedules, according to work estimates related to procurements: Checking measurement books, payment bills, final payment records and plans related to payments for work. Maintenance of technical data, reports of operations of irrigation projects. Preparation of/ Checking progress reports Custodianship and maintenance of plans, structural drawings, other drawing office documents, materials and instruments. <p>Any other duties related to draughtsmanship assigned by the executive/ management.</p>

Serial No.	Designation	Assigned duties
2	Drilling Assistant	<ul style="list-style-type: none"> Testing the strength of ground, ground water leakage etc for major and medium scale constructions Collecting rock and soil samples from soil layers of different soil depth levels for foundations of major constructions Taking measures to prevent leakage in rock layers and strengthening those. Strengthening of completed constructions by injecting cement and chemicals, surface concrete lining by machines, taking measures for water leakages and other shortcomings. Submission of reports related to above tasks. <p>Operation, maintenance and repairing drilling machines, water pumps and other instruments and relevant diesel and petrol machineries required for above tasks.</p>
3	Research Assistant (General)	<ul style="list-style-type: none"> Analysis for determining physical and chemical properties of soil and water samples required for feasibility studies of ongoing and proposed irrigational projects and other development projects. Preparation of solutions and reagents accurately. Proper handling of modern microelectronic, electric and electro mechanical instruments used in day-to-day analysis. Accurate data analysis and proper maintenance of records. Processing of data obtained from analysis.
4	Civil Engineering Material Surveyor	<ul style="list-style-type: none"> Surveying of engineering materials required for constructions of irrigation projects of Irrigation Department, quality controlling of the engineering materials (about the properties and strengths of soil and concrete materials) and certifying the standards. Engage in engineering materials research activities for constructions carried out on the requests by government and private institutions
5	Soil cartographer	<ul style="list-style-type: none"> Agglomerate and compiling soil survey and soil usage maps Drawing and coloring maps using data given Preparing final soil map from the draft soil map Preparation of land classified, soil and land use map using aerial photographs and engineering surveys, coloring of maps and calculation of areas, scaled up and scaled down maps: Drawing geographic plans for various soil profiles, Preparations of graphs and drawing for reports given. Preparation of necessary things for printing of color maps. Preparing soil maps using computer software
6	Hydrological assistant	<p>By applying scientific theories practically, calculation and analysis of hydrological and climatological data collected based on river basins and reservoirs islandwide Sri Lanka for hydrological requirements. Computerization of data, and analysis of data using computers. Preparation and maintenance of daily, monthly, annual and long term reports. Preparation of said information for public and related institutions.</p> <ul style="list-style-type: none"> Assure the accuracy and supervise the quality of collected hydrological and climatological data and maintaining the certified data bank. Collecting and computerizing data to predict increasing of the water levels in rivers and studying the flood-prone areas using new mathematical models Surveying and mapping the flood damage levels and flood-prone areas through field investigations. Collection of data frequently and giving warnings accordingly during a flood situation or when getting close to a flood situation in major rivers.

Serial No.	Designation	Assigned duties
7	Hydrological-field assistant	<p>Maintaining hydrological unit office in selected river valleys by the hydrology section and collecting required weather data, rainfall, river water levels and changes in the water level of nearby tanks</p> <ul style="list-style-type: none"> Submitting all the collected hydrological and weather data to the Head Office at the end of each month in order to check and record. Measuring the discharges of rivers and tributaries at such water levels. <p>Continuously sending the field data required for early warning at times of a flood situation or when getting close to a flood situation in major rivers to the Head Office, keeping records of the changing flood levels with time at times of major flooding.</p>
8	Research assistant (Engineering materials)	<p>Carrying out research according to given specifications on the suitability of engineering materials required for the constructions of irrigation projects at the Irrigation Department and certifying standards based on research findings:</p> <p>Engaging in quality control of engineering materials (characteristics and strengths of soil and concretes) upon the requirement of the service.</p> <p>Carrying out research on engineering materials and certifying the standards for the constructions carried out on the requests of government and private institutions</p>
9	Soil surveyor	<ol style="list-style-type: none"> Obtaining field data and other data required for soil surveys and land use survey carried out by land use division for ongoing and projects which are expected to be carried out in the future in irrigation or other development projects: classifying of each soil type according to the international soil classification. Considering factors of soil formation (climate, geography, geological facts etc.) deciding the location and the distribution of each soil category or series. Obtaining soil samples as required, to prepare a detailed description of soil profiles according to the international standards. Handing over the said soil samples to the laboratory for analysis. Confirming the accuracy of final soil map based on those analytical data and field observations and preparing the soil key. Analyzing the aerial photographs using aerial photography stereoscope of the related areas Obtaining field data by soil surveys according to the required intensity of data, identifying soil types according to the soil profiles. Preparing draft soil map based on observation data obtained at the field and adjusting to the required scale using the pantograph machine. Preparing land use maps using data obtained at the field and internet Obtaining data from GPS (Global Positioning System) instruments Obtaining data on the water conductivity of soil Administration (supervision) of field laborers, watchman and drivers at the field and directly carrying out their financial duties
10	Research assistant (Hydraulic lab)	<p>Assisting the Engineers in hydraulics lab, control of labor material & instruments in field constructions relevant to hydraulics lab. Operation of hydraulics model. Maintenance of buildings and other infrastructure facilities, preparation of estimates and plans for construction in hydraulics division, Involving in repairing of all electrical and mechanical instruments relevant to the department, preparation of specifications for purchasing of instruments and supporting for preparing conformity certificates.</p>

Serial No.	Designation	Assigned duties
11	Mechanical foreman	Assisting the Mechanical Engineer in administrating the minor staff and preparing the receipts for vehicles, machines etc. Initiating duties with the Technical Assistant (Mechanical) or Work's Clerk, Taking over the items brought for repairs in the absence of the store keeper, Obtaining the spare parts, tools and materials required for repairing, Maintaining stock books, Assisting the Mechanical Engineer in preparing estimates, Returning properly after the repairs and returning the damaged spare parts and goods to the stores, Entering the log note on the done repairs, Preparing total cost (bills) with the Technical Assistant (Mechanical) or Cost Clerk. Submitting the materials report for used spare parts, fuel and lubricants and other materials. Taking over machineries and vehicles brought for repairs from the Store Keeper to the mechanical workshops and returning to the store keeper after repairing.

2. Method of recruitment :

- 2.1 Based on the results of a written competitive examination to be held by an institute approved by the Director General of Irrigation, qualified persons will be selected by subjecting a number of applicants equivalent to the number of vacancies to a general interview according to merit order of passed applicants.
- 2.2 The general interview is solely for checking the certificates and physical fitness of the applicant and not for allocating marks.

3. Salary scale.— Training grade- As per the Public Administration Circular No. 03/2016, for the first year of training, a monthly allowances of Rs. 27,140/= and for the second year of training, a monthly allowance of Rs. 27,440/= are entitled.

Grade III-As per the schedule I of the Public Administration Circular No. 03/2016, the monthly salary attached to this post is Rs. 31040/= - 10x445 - 11x 660 – 10x 730– 10 x 750- Rs.57550/= (MN3- 2016) as per the schedule I of the Public Administration Circular No. 03/2016.

4. Service category- Supervision Management Assistant Technical

- 4.1 Grades- Grade III
Grade II
Grade I
- 4.2 Nature of the post- Permanent and Pensionable. You are shall be subjected to the policy decisions taken by the government with regard to the pension scheme you are entitled to, in future.

5. Conditions for engagement in service and service conditions

- 5.1 Applicants those who were taken into the Training Grade, will be recruited to the Grade III upon the submission of the certificate issued stating the passing of the examination conducted by the Director General of Irrigation at the successful completion of the training period.
- 5.2 Apprentices if any who are unable to pass the examination to be held at the end of the training, are given the opportunity to extend their training period for not more than 06 months. The service of applicant those who are unable to pass the examination to be held again at the end of the extended training period, will be terminated.
- 5.3 The appointment to the Grade III is subjected to a probationary period of three years. First Efficiency Bar examination should be passed within 3 years from the date of recruitment to Grade III.
- 5.4 According to the Public Administration Circular No. 18/2020, the required proficiency in the other relevant official language shall be obtained within 03 years from the date of recruitment to the post.

- 5.5 This appointment is subjected to the Procedural Rules of Public Services Commission, The Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations and other Departmental Orders.
- 5.6 Selected applicants shall have the ability to serve in the work stations of the irrigation field, located in rural areas of the island.

6. Age limit- Age shall not be less than 18 and not more than 30 years as at the closing date of applications.

7. Required Qualifications :

7.1 Educational Qualifications

- (a) Shall have passed the G.C.E (Ordinary Level) Examination in 6 subjects including credit passes for Sinhala/Tamil/English Language, Science, Mathematics and one other subject within one sitting.
- and
- (b) For the posts of Draughtsman, Drilling Assistant, Civil Engineering Material Surveyor, Soil Cartographer, Hydrological Assistant, Hydrological Field Assistant, Research Assistant (Engineering Material), Research Assistant (Hydraulics), Mechanical Foreman,
Shall have passed the G.C.E (Advanced Level) Examination in 3 science subjects including Applied mathematics/Pure mathematics/Combined mathematics and Physics within one sitting.
- (c) For the posts of Research Assistant (General) and Soil Surveyor
Shall have passed the G.C.E (Advanced Level) Examination in 3 science subjects including chemistry, physics and one other science or mathematics subject within one sitting

7.2 Vocational Qualifications

For posts of Draughtsman and Mechanical Foreman, should possess the following trade qualifications in addition to educational qualifications mentioned in above 7.1.

Draughtsman

The relevant certificate issued by a technical college recognized by the Commission of Tertiary and Vocational Education shall be obtained at the successful completion of one year full time training course of draughtsmanship.

Mechanical Foreman

- I. National Diploma in Technology offered by the University of Moratuwa or Hardy Advanced Technological Institute, Ampara
- or
- II. National Diploma in Engineering Sciences offered by the National Apprentice and Industrial Training Authority
- or
- III. Higher National Diploma in Engineering Sciences offered by the Ministry of Higher Education
- or
- IV. Diploma in Technology offered by the Open University of Sri Lanka
- or
- V. Successful completion of part I of the Examination in Engineering conducted by the Institute of Engineers, Sri Lanka
- or
- VI. Shall have completed the level 06 of National Vocational Qualification (NVQ) in related to the field of job
- or

VII. Shall have obtained other technical qualification in technology recognized by the Commission of Tertiary and Vocational Education as equal to above technical qualifications in all aspects after consulting the Ministry of Higher Education and above certificate awarding institutions.

7.3 Physical fitness

Every applicant shall be physically and mentally fit to perform the duties of the post and to serve in any part of Sri Lanka.

7.4 Other qualifications

1. Shall be a citizen of Sri Lanka
2. Shall be of excellent moral character
3. Any personnel who hold a priesthood of any religion shall not be eligible to sit for this examination.
4. Qualifications required for appearing for the examination are accepted only if the applicant has completed all the relevant qualifications and the specified age limit by the date mentioned in the notification for calling the applications.

8. Furnishing false information.– If any information mentioned in the application sent by you is found to be false or incorrect prior to the recruitment, your candidature will be cancelled. If such information is revealed after the recruitment, action will be taken to dismiss you from service, subject to relevant actions.

9. Procedure of Examination.– Examination is a written test consisting two subjects. The examination shall be held in Sinhala and Tamil media and the medium applied for cannot be changed subsequently.

<i>Question paper/Subject area</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass Mark</i>
Intelligence test	1 hour	100	40
Subject related technical test	3 hours	100	40

9.1 Syllabus for the examination

1. Intelligence test

<i>Name of the Question paper</i>	<i>Syllabus</i>
Intelligence test	Consists of questions to judge the logical and analytical thinking and decision making ability of the candidate

2. Subject related technical test

- For the post of Draughtsman

Name of the question paper	Syllabus
Subject related technical test	Calculating the quantities for given structures and assessing the knowledge on the quality of construction materials: Drawing a cross section and the front and rear views of an object according to the given notes using drawing principles.

- For the posts of Civil Engineering Material Surveyor/ Drilling Assistant/ Research Assistant (Engineering Materials)/ Research Assistant (Hydraulics)/Soil Cartographer

Name of the question paper	Syllabus
Subject related technical test	The question paper is set to assess the knowledge in subjects such as Algebra, Geometry, Trigonometry, Fluids and physical properties of fluids, Hydrostatics, Measuring units, Reading scaled maps, Scientific calculation

- For the posts of Soil Surveyor/ Research Assistant (general)

Name of the question paper	Syllabus
Subject related technical test	Part I (Physics) <ol style="list-style-type: none"> Light Heat Mechanics of Machines Electricity and Magnetism Part II (Chemistry) <ol style="list-style-type: none"> Organic Chemistry Quantitative and Qualitative analysis Inorganic Chemistry General Chemistry

- For the posts of hydrological field assistant/ hydrological assistant

Name of the question paper	Syllabus
Subject related technical test	This questions paper consists of questions to assess the knowledge on subjects such as Coordinate Geometry, Dynamics, Statics, Trigonometry, Fluid Mechanics, Statistics, Mechanics, Light (Laws of refraction and reflection), Heat, Humidity, Electricity and Electronics

- For the post of Mechanical Foreman

Name of the question paper	Syllabus
Subject related technical test	The question paper is set to assess the knowledge in Physics, Mechanics, Applied Mathematics and drawing a cross section or a front or rear view of a machine or a part of a machine according to a given diagram using drawing principles:

- 9.2 This examination will be held in Colombo district and several other selected districts in February 2021. The final decision regarding the postponement or cancellation of the examination is rested with the Director General of Irrigation.

10. Preparation and Submission of the application

- The application shall be prepared by candidates themselves on paper sized 21x29 cm (A4) using both sides. Application should be prepared as such that topics from 1.0- 6.0 to appear on page 01, from 7.0-11.0 on the page 02, from 12.0-15.0 on page 03 and the topic 16.0 on page 04.
- Applicants who are already in Public Service or Provincial Public Service shall send their applications through the Heads of their Departments and applicants who are serving in state cooperation, local government institutions etc. shall send their applications through the Heads of their Institutes, on or before the specified date.
- Applications shall be prepared in the medium you are appearing for the examination.
- Applications that do not comply with the specimen application and are not completed in every aspect will be rejected without any notice.
- Receipt of applications will not be acknowledged. A complain regarding applications lost in the post will not be entertained.

- 10.6 Issuance of an admission card to sit for the examination does not mean that the candidate has fulfilled the requirements for the post.
- 10.7 According to the post you are applying for, the words “Recruitment to the post of of Sri Lanka Technical Service at the Irrigation Department” shall be clearly mentioned on the top left corner of envelope.
- 10.8 The signature of an applicant should be attested by a Principal of a Government school, Justice of Peace, Commissioner of Oaths, Notary Public, Commissioned Officer in the Armed forces, an Officer holding a gazetted post in the Police Service or an officer holding a permanent position in a tertiary or senior level in Public Service as per the grading of Public Administration Circular No. 06/2006.
- 10.9 Final decision on filling vacancies, not filling vacancies or filling some of the vacancies and all other particulars is reserved by the Director General of Irrigation.

11. **Sending the application:** Completed application form should be sent by registered post to reach the following address on or before 10th January 2021.

Director General of Irrigation
Irrigation Department
230, Bauddhaloka Mawatha,
Colombo 07.

12. **Sitting for the examination :** A candidate shall produce his/her admission card to the supervisor. Candidates who are unable to produce the admission card shall not be allowed to sit for the examination. A candidate shall sit for the examination in the same hall he/she is assigned to.

13. **Identity of the candidate :** A candidate shall be required to prove his identity at the examination hall to the satisfaction of the supervisor. For this purpose, any of the following documents shall be accepted.

- (a) National Identity Card issued by the Department of Registrations of Persons
(b) A valid Passport

14. If there is any inconsistency among the Sinhala Tamil and English texts of this gazette notification, the Sinhala text will prevail.

Eng. K. D. NIHAL SIRIWARDANA,
Director General of Irrigation.

Irrigation Department,
Colombo 07,
On 04th December, 2020.

Specimen Application

*OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POSTS VACANT IN SRI LANKA
TECHNOLOGICAL SERVICE AT THE IRRIGATION DEPARTMENT-2020*

(For office use only)

1.0 Language medium of examination:

Sinhala- 1 ☐
Tamil - 2 ☐

(Indicate the relevant number in the cage)

3.0 3.1 Name with initials (initials at the end) : (Mr/Mrs/Miss)

(e.g PERERA, A. B. C.)

In Sinhala/Tamil:

In English (in capitals):

5.0 Sex (Indicate the relevant number in the cage)

Female -	F
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In Sinhala/Tamil:

In English (in capitals):

In Sinhala/ Tamil:

In English (in capitals):

7.0 Telephone No: Fixed : Mobile:

8.0 Residence:

8.1 District:

8.2 Divisional Secretary's Division:

9.0 Marital status :

Unmarried - 1	Married - 2
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10.0 10.1 Date of Birth: Date: Month: Year :

10.2 Age as at closing date (10/01/2021) of applications:

Years: Months : Days:

11.0 Educational Qualifications :

11.1 Particulars of G.C.E. (Ordinary Level) examination:

I. Year and the month of the examination :.....

II. Admission No. :.....

III. Results:

	<i>Subject</i>	<i>Grade</i>		<i>Subject</i>	<i>Grade</i>
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

11.2 Particulars of G.C.E. (Advanced Level) examination:

- I. Year and the month of the examination :.....
II. Admission No. :.....
III. Results:

	<i>Subject</i>	<i>Grade</i>
1.		
2.		
3.		

12.0 Vocational Qualifications:

<i>Studied course</i>	<i>Awarding Institute</i>	<i>Duration</i>	<i>Certificate number and effective date</i>

13.0 Have you ever been the convict for any complain at a court?
(Mark the relevant cage with “X”)

Yes ☐ No ☐

13.1 Mention details if ‘yes’ :

14.0 Declaration of the applicant :

I hereby certify that all the particulars given here are true and correct and also certify that I have not been expelled from public service or not compelled to retire on inefficiency as sympathetic alternative or treated as giving vacated the post. I am aware that if any particulars contained herein are found to be false or incorrect I am liable to be disqualified before selection and dismissed from service without any compensation if it is found after selection. Further I agree to serve at worksites in the field of irrigation in any part of Sri Lanka if I am appointed to this post.

.....,
Signature of the applicant.

Date:

15.0 Attestation of the applicant’s signature :

I hereby certify that Mr./Mrs./Miss
..... who submits this application is known to me personally and that he/she placed his signature under the above Para 14 in my presence on

.....,
Signature of officer attesting the signature.

Date:

Name of the officer attesting the signature:

Designation:

Address:

(Certify by placing the official seal)

16.0 Certificate of the head of the department
(Only for the applicants who are in Public Service/ Provincial Public Service)

I hereby certify that Mr./Mrs./Miss who is submitting this application is serving in this department as and the information he/she has given above is correct. Further, he/she can/cannot be released from the service if he/she is selected for this post.

.....,
Signature of the Head of the Department and
the official seal.

Date:

12-371