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

අංක 2,010 – 2017 මාර්තු මස 10 වැනි සිකුරාදා – 2017.03.10

No. 2,010 – FRIDAY, MARCH 10, 2017

(Published by Authority)

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

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

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- Note.**— (i) Fisheries and Aquatic Resources (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 17, 2017.
- (ii) Institute of Chartered Shipbrokers of Sri Lanka (Incorporation) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 17, 2017.

#### IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 31st March, 2017 should reach Government Press on or before 12.00 noon on 17th March, 2017.

#### Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the *Gazette*, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the *Gazette*. ”

GANGANI LIYANAGE,  
Government Printer (Acting)

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

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



### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

### 5. Serving Officers in the Public Service :

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

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

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

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

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

### 6. Definition of Salary for the purpose of Eligibility

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

### 7. New National Policy on Recruitment and Promotions :

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

# Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### MINISTRY OF INDUSTRY AND COMMERCE

on establishing on its 20th Salary Scale (Band) as per the provisions of Schedule II of the same Circular.

#### Recruitment for Measurement Units, Standards and Services Director of Department of Measurement Units, Standards and Services

#### 04. *Qualifications :*

##### 4.1 Educational Qualifications :

(A) Having graduated from a recognized university with a Special Degree on Physical Science ;

and

(AA) A post graduate qualification from a recognized university in one of the Fields of Metrology or Measurement Science, Instrumentation Science, Measuring of Physical Quantities, Industrial Automation, Applied Electronics, Electronic and Instrumentation, Applied Metrology or Measurement Science, Applied Physics, Advanced Optical Technology, Photonics, Sensor Network, Measurement Technology, Mechatronics.

##### 4.2 Employment (Service) Qualifications :

(a) Being a Grade I Officer in the Sri Lanka Scientific Services.

(b) Having completed as Active and Satisfactory Service period within the nearest five years (5) on to the date of recruitment.

(c) Have shown a satisfactory level or above performance in accordance to the approved performance evaluation procedure, Seven years (07) prior to the date of recruitment.

05. *Physical Qualification.*– All applicants should consist of adequate Physical and Mental fitness to work in any part of Sri Lanka, to perform the duties of post.

#### 06. *Other Qualifications :*

(A) Applicants must be citizens of Sri Lanka,

(B) Applicants must be with an excellent character,

(C) All the qualifications required for the recruitment must be fulfilled on the final date

AS per the instructions of the Cabinet, applications are called in selecting a suitable person, from the qualified officers of Sri Lanka Scientific Services, to fill the existing vacancy, for the post of Executive Services Grade I -Measurement units, Standards and Services director of Department of Measurement units, Standards and Services. Applications made according to the sample format mentioned at the end of this notice, should be sent under registered post to, The Secretary of the Ministry of Industry and Commerce, to reach the P. O. Box 570, No. 73/1, Galle Road, Colombo 3 address on or before the date of calling for applications, with "Recruitment for Measurement units, Standards and Services director" clearly marked on the top left side of the envelope.

(A) *The last date for calling applications.*– 30.03.2017.

**Note.**– Complaints with regards to the lost or delay of an application or a related letter in the post will not be entertained. Applicants themselves will have to bear the consequences of delaying the applications till the last date.

01. *Method of Recruitment.*– A suitable person will be selected from the officers with highest marks obtained at a Structured Interview held by an interview board appointed by the cabinet.

#### 02. *Conditions of Employment :*

(A) This position is a permanent and with pensionable. Contribution payments should be made to the Widow and Orphans/Widower and Orphans Pension Scheme.

(AA) This appointment is subject to the procedural rules of the Public Services Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations and other departmental orders.

03. *Salary Scales.*– This post will receive a salary of SL-1-2016, Rs. 47,615 -10x1,335 -8x1,630 -17x2,170 - Rs. 110,895, as per the Public Administration Circular No. 03/2016 and salary is paid from the appointment date

of calling for applications, which is mentioned in the 'applications calling 'Notice/Gazette'.

07. *General Conditions.*— Procedural Rules of Public Service Commission, Circulars issued time to time with regards to the Government services and Recruitment procedure with regards to the executive Grade 1 of the cabinet, including the amendment conditions of same, are applicable to this post.

As per the Order of the Cabinet,

CHINTHAKA S. LOKUHETTI,  
Secretary,  
Ministry of Industry and Commerce.

Galle Road,  
Colombo 03,  
02nd March, 2017.

#### SAMPLE APPLICATION FORM

APPLICATION FORM FOR THE POST MEASUREMENT UNITS,  
STANDARDS AND SERVICES DIRECTOR EXECUTIVE SERVICES  
GRADE 1 OF THE DEPARTMENT OF MEASUREMENT UNITS,  
STANDARDS AND SERVICES

No. : \_\_\_\_\_  
(For official use)

1. (a) Name with Initials : \_\_\_\_\_  
(In Sinhalese/In Tamil)  
Name with Initials : \_\_\_\_\_  
(In English Capital letters)
- (b) Name in full : \_\_\_\_\_  
(In Sinhalese/In Tamil)  
Name in full : \_\_\_\_\_  
(In English Capital letters)
2. Permanent Address (In Sinhalese/In Tamil) : \_\_\_\_\_
3. Permanent Address (In English Capital letters) : \_\_\_\_\_
4. Telephone Number : \_\_\_\_\_
5. National Identity Card Number : \_\_\_\_\_
6. Gender (Male/Female) : \_\_\_\_\_
7. Date of Birth : \_\_\_\_\_
8. Marital Status : \_\_\_\_\_

9. Currently serving Government Ministry/Department : \_\_\_\_\_.

10. Current position and Grade in the Sri Lanka Scientific Service : \_\_\_\_\_.

11. In a Government Ministry or Department,

(a) Date of First appointment to a post in Sri Lanka Scientific Service : \_\_\_\_\_.

(b) Date of appointment to a post in Grade 1 in Sri Lanka Scientific Service : \_\_\_\_\_.

12. Specified Educational Qualifications fulfilled as per the Section 04 in the application calling notice : \_\_\_\_\_.

13. Educational Qualifications :

(a) (i) Valid date of the Physical Science (Special) Degree : \_\_\_\_\_.  
University/Institute : \_\_\_\_\_.  
External/Internal : \_\_\_\_\_.  
Subjects Studied : \_\_\_\_\_.

(ii) Postgraduate : \_\_\_\_\_.  
Valid Date : \_\_\_\_\_.  
University/Institute : \_\_\_\_\_.

(b) Other Degrees/Postgraduate : \_\_\_\_\_.  
Valid Date : \_\_\_\_\_.  
University/Institute : \_\_\_\_\_.

#### *Applicants Certification (Declaration) :*

I, ..... state that all information given in here are true and correct. I certify that I have not been dismissed from Government services or sent on retirement on sympathetic alternate due to inefficiency or have not been considered as vacated the post. I understand that in case any of the contents of this found to be inaccurate or false prior to being selected, that I will be subjected to being disqualified in appointing to the post, and in case such situation is exposed after being selected, that I could be dismissed from the job without any form of compensation payment.

\_\_\_\_\_  
Applicants Signature.

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

*Department Head's/Ministry Secretary's Certification for Applicant :*

I certify that Mr./Mrs./Miss .....  
... employed currently at ..... Ministry/  
Department as ..... and the information  
provided by him/her is correct, that there is/No ongoing  
disciplinary action/disciplinary action to be started on  
him/her and He/She have shown/Not shown Satisfactory  
Level or above in performance in accordance to the  
approved Performance Evaluation Procedure, for the last  
05 years, and have earned/Not earned the specified 05  
salary increments, have taken/Not taken No-Pay leave  
or Half-Pay leave, His/her attendance to work, behavior,

performance, is Satisfactory/Not Satisfactory, if Mr./Mrs./  
Miss..... is selected to the post he/she can/cannot  
be released from the services, with/without a successor.

\_\_\_\_\_,  
Secretary to the Ministry/Head of the Department,  
Signature and Official Seal.

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

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

Designation : \_\_\_\_\_.

03-805

## Examinations, Results of Examinations & c.

### MINISTRY OF NATIONAL POLICIES AND ECONOMIC AFFAIRS

#### **Limited Competitive Examination for Recruitment to the Post of Entrepreneurship Development Training Officer-Grade II - in Field/ in Office Category 2- in the Ministry of National Policies and Economic Affairs - 2016(2017)**

APPLICATIONS are invited from qualified state officers  
of Sri Lanka for the limited Competitive Examination  
for Recruitment to the vacant Posts of Entrepreneurship  
Development Training Officer-Grade II - in Field/Office  
Category 2- in the Ministry of National Policies and  
Economic Affairs .

02. Candidates who have fulfilled their qualifications will  
be selected for appointment to the posts Entrepreneurship  
Development Training Officer-Grade II, on the basis of  
results of a written test conducted by the Commissioner  
General of Examinations and the results of a general  
interview conducted by the Secretary to the Ministry of  
National Policies and Economic Affairs.

03. Number of vacancies is 12. The Secretary to the  
Ministry has the authority to refrain from filling some or all  
of the vacancies. The effective date of appointment shall  
be determined by the Secretary to the Ministry.

04. *Salary Scale.*— As per Schedule I of the Public  
Administration Circular No. 03/2016 of 25.02.2016, salary  
scale applicable to this post is Rs.34,605-10x660-11x755-  
15x930 -Rs. 63,460 (MN 5-2016). You will be remunerated as  
per Schedule II, in keeping with the provision laid down in the  
said circular. (e.g. A basic salary of Rs. 23,874 along with  
an adjustment allowance of Rs. 6,190 shall be applicable to  
the period from 01.01.2017 to 31.12.2017.)

05. This post is permanent and pensionable. However,  
your appointment will be subject to a probationary period  
of one year. The 1st Efficiency Bar Examination as laid  
down in the Recruitment Procedure should be passed  
within three years from the date of appointment to the  
Post of Entrepreneurship Development Training Officer-  
Grade II. Proficiency in official language shall be achieved  
in accordance with Public Administration Circular  
No. 01/2014 and circulars incidental thereto.

#### 06. *Qualifications :*

##### 06.1. *Educational Qualifications :-*

Should hold a Degree from an University  
accepted by the University Grants  
Commission. Persons awaiting degree results  
are not eligible to apply.

##### 06.2. *Experience:-*

Being a permanent officer who has completed  
active and satisfactory service of not less  
than 05 years as an related officer or in  
Development Officers' service and is in  
possession of knowledge in the field of small  
enterprises and entrepreneurship.

##### 06.3. *Physical Fitness :-* All candidates should have physical and mental fitness to serve in any part of Sri Lanka and to discharge the duties of the post.

##### 06.4 *Other Qualifications:-*

- (i) Should be a citizen of Sri Lanka.
- (ii) Should be of an excellent character.
- (iii) Should have completed satisfactory  
service in preceding 05 years.

- (iv) Should have fulfilled all requisite qualifications for the post in every respect, before the due date stipulated in the Notification /Gazette calling for applications.

06.5. *Age Limit*: - Not relevant.

07. 07.1. *Mode of Recruitment* :- Recruitments will be made in order of aggregate skills acquired by the applicants who obtain marks not less than 40% in each subject in the written test.”

07.2. *Method of Examination* :-

- (i) This examination will be held only in Colombo.
- (ii) The examination will be held in Sinhalese, Tamil and English mediums. The language medium indicated shall not be allowed to be changed subsequently.
- (iii) The applicant should answer all question papers in one and the same language.
- (iv) All candidates should abide by the rules laid down by the Commissioner General of Examinations. If a candidate violates any of these rules, he or she shall be liable to a punishment imposed by the Commissioner General of Examinations.

07.3. *Subjects of the Examination*:- The written test consists of two question papers.

Subject	Duration	Maximum marks	Pass marks
01.Comprehension	01 hr.30 minutes.	100	40%
02.Intelligence Test	01 hr.	100	40%

07.4. *Syllabus* :-

Comprehension – Should answer all the questions.

- (i) Identification of those who are in possession of entrepreneur adroitness and direct them to the field of small enterprises.
- (ii) Understanding on small and intricate enterprises.

- (iii) Creating awareness in management and other financial and supporting service requirements of the entrepreneurs.

- (iv) Encouraging the youth in the field of entrepreneurship and organizing necessary workshops to make attitudinal changes and persuasion in them.

- (v) Collecting of business -information and dissemination them to those in need.

*Intelligence Test*:-

The question paper consists of 50 questions in the pattern of multiple choice and short answers. All questions should be answered.

This is to assess the candidate's capacity and intelligence through examining his inferences and responses with regard to the problems presented in literal, numerical and image contexts.

08. 08.1. *Examination fees*.– Examination fee is Rs. 1,200. This sum may be paid only at any Post Office or Sub Post Office in the Island, to be credited to state revenue under Revenue Head 2003-02-13 of the Commissioner General of Examinations and the receipt obtained in applicant's name should be securely pasted by one fringe of the receipt in the due place of the application. It will be useful for you to retain a photocopy of the receipt. The fee paid for the examination will not be refunded or transferred for any other examination under any circumstances and Money Orders or stamps will not be accepted.

08.2. *Examination Results*.– “ The result sheet prepared as per aggregate marks of the applicants who obtained qualifications in the written test as per paragraph 07.3 of this notice will be made available to the Secretary of the Ministry of National Policies and Economic Affairs. Results will be sent individually by post to all those applicants who sat for the written test or will be published in the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).”

09. *Applications*: Application should be prepared using A4 papers (Cent.Mtr.22/29) (normal half-sheet) with:

- (i) Paragraphs 01-03 on the first page ; and
- (ii) Paragraphs from 04 onwards running into the next pages.

- (iii) Applications which are not in consistence with the specimen application and unperfected applications will be rejected without notice. It will be useful to retain with you a photocopy of the application. Further, the applicant should verify whether the application has been prepared in consistence with the specimen published in the notice of examination. Otherwise the application will be rejected. When preparing the application, in the case of Sinhalese applications, the name of the examination given on top of the application should be mentioned in English also in addition to Sinhalese and in the case of Tamil applications, name of the examination should be mentioned in English also in addition to Tamil.
- (iv) Relevant details should be clearly included in your own-hand writing.

10. Perfected applications should be sent under registered cover to reach the following address on or before 11.04.2017.

Commissioner General of Examinations  
Organizations and Foreign Exams Division  
Department of Examinations of Sri Lanka  
P.O. Box. 1503  
Colombo.

A term thus: **Limited Competitive Examination for Recruitment to the Post of Entrepreneurship Development Training Officer-Grade II -2016(2017)** should be clearly endorsed on the top left hand corner of the envelope. Any application received after this date will not be entertained.

11. Attestation of the Signature:- “ Applicant’s signature should be attested in the application as well as in the admission card. An applicant who applies for this examination from any institution should have his or her signature attested by the Head of Department or a designated officer and other applicants should get their signature attested a Principal of a Government College/ a retired officer, a Grama Niladhari, a Justice of Peace, a Commissioner of Oaths, a Notary Public, a Commissioned Officer of any of the three armed forces or a permanent officer in staff-officer grade in government service or provincial state service drawing an annual salary of Rs. 240,360/- or above, an incumbent or chief priest of a Buddhist temple or a person in charge of a place of worship or a person holding a notable position among the clergy in any other religious sector.”

12. The Commissioner General of Examinations, on the presumption that only the eligible applicants as per the *Gazette* Notification may have applied for the examination, will issue admission cards to the applicants who have paid due examination fee on or before the closing date and have submitted duly perfected applications along with the receipt for the examination fee. Immediately after the issuance of admission cards, a press notice to that effect will be inserted by the Department of Examinations. Any applicant who does not receive the admission card after the lapse of 2 to 3 days of the press notice, should make inquiries from the Organizations and Foreign Exams. Division of the Department of Examinations as mentioned in the notice giving correct details pertaining to the name of the Examination applied for, applicant’s full name, number of National Identity card and the address. If the applicant is a resident out of Colombo, it will be more productive if a letter is faxed to the fax-number given in the notice, giving the above mentioned details along with a return fax number in order to immediately receive a copy the Admission card by fax. When making such an inquiry, it will be useful to keep in readiness the copy of the application, copy of the receipt obtained after paying the examination fee and the receipt obtained from the post office after sending the application by registered post, in order to confirm any details which may be requested by the Department of Examinations.

13. Any one of the following documents only should be presented to the Head of the Examination Hall to confirm the identity of the applicant:

- (i) Valid National Identity Card issued by the Department of Registration of Persons.
- (ii) Valid Passport

14. Penalty for furnishing False Information:- Applicants should take special care to give correct information when filling the application. If a candidate found ineligible as per rules and terms of the examination, her or his candidature could be cancelled at any stage, prior to the examination, during or after the examination or any stage. If any information furnished by the applicant is found false during any stage, he/she can be dismissed from the Public Service. The issuance of an Admission Card to an applicant should not be construed as an acceptance that he/she has fulfilled requisite qualifications to sit for the examination. All candidates should abide by the rules and terms imposed by the Commissioner General of Examinations with regard to the conducting of the examination and the issuance of examination results. Violation of such rules will make her/him liable to a punishment determined by the Commissioner General of Examinations.



(If “yes” give details)

## 09. Examination fees :

- (i) Office where fees paid : \_\_\_\_\_.  
(ii) Receipt Number and date : \_\_\_\_\_.  
(iii) Amount paid Rs. : \_\_\_\_\_.

Paste the receipt securely in this cage  
(Retain a photocopy with you)

## 10. Declaration of the applicant :

- (a) I respectfully declare that the particulars furnished by me in this applications are true and correct to the best of my knowledge. I agree to bear the loss which may occur due to non-completion and/or incorrect completion of any part. Further I state that all sections of this application have been completed.
- (b) I am aware that in case this statement is proved untrue, I will be liable to disqualification before being appointed and dismissal from service after been appointed.
- (c) Further, I declare that I will abide by the rules and terms imposed by the Commissioner General of Examinations with regard to conducting of the examination and issuance of results.
- (d) I shall not subsequently change any information given above.

\_\_\_\_\_  
Applicant's Signature.

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

## 11. Attestation of the Signature of the applicant:

I, certify that Mr. / Mrs. / Miss. \_\_\_\_\_ who submits this application is personally known to me, that he/she placed his/her signature before me on \_\_\_\_\_, that prescribed examinations fees have been duly paid and the receipt thereof has been affixed herein.

\_\_\_\_\_  
Signature of attesting Officer.

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

Full name of the attesting Officer : \_\_\_\_\_.

Designation : \_\_\_\_\_.

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

(Place Official Stamp in confirmation)

## Certificate by the Head of Institution

I certify that Mr./Mrs./Miss \_\_\_\_\_ who submits this application is serving in a post of \_\_\_\_\_ in this institution, that he/she has earned all his/her increments (other than the increment which is a condition of passing service or departmental examinations) during the preceding period of five years before 31.12.2016, that he/she was not subjected to any form of disciplinary punishment for any offence (other than admonitions) during the said period, that he/she possesses five year's satisfactory service as per Paragraph 06.04 of the *Gazette* Notification, that he/she is eligible to sit for the examination as per regulations set out in the relevant *Gazette* notification, that specified examination fee has been paid and the receipts is affixed herein and, that he/she placed his/her signature in this application before me. I agree to release him/her from the present post, in the event he/she is selected for this post.

\_\_\_\_\_  
Signature of Head of Institution.

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

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

Designation : \_\_\_\_\_.

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

(Place Official Stamp in confirmation)

**Note.** – “Attestation should be done by a Principal of a Government College/, a Justice of Peace, a Commissioner of Oaths, a Notary Public, A Commissioned Officer of any of the three armed forces or a permanent Officer in staff-officer grade in government service drawing an annual salary of Rs.240,360 or above.

03-423/1

## MINISTRY OF NATIONAL POLICIES AND ECONOMIC AFFAIRS

### Open Competitive Examination for Recruitment to the Post of Entrepreneurship Development Training Officer-Grade II - in Field/ in Office Category 2- in the Ministry of National Policies and Economic Affairs - 2016 (2017)

APPLICATIONS are invited from qualified citizens of Sri Lanka for the Open Competitive Examination for Recruitment to the vacant Posts of Entrepreneurship Development Training Officer-Grade II - in Field/Office

Category 02- in the Ministry of National Policies and Economic Affairs.

02. Candidates who have fulfilled their qualifications on the basis of results of a written test conducted by the Commissioner General of Examinations and the results of a trade test conducted by the Secretary to the Ministry of National Policies and Economic Affairs, will be selected for appointment to the posts Entrepreneurship Development Training Officer-Grade II. (From among those who have passed the written examination and according to the order of merits, a number equivalent to twice the number of anticipated appointments will be called for the trade test.)

03. Number of vacancies is 49. The Secretary to the Ministry has the authority to refrain from filling some or all of the vacancies. The effective date of appointment shall be determined by the Secretary to the Ministry.

04. *Salary Scale.*– As per Schedule I of the Public Administration Circular No. 03/2016 of 25.02.2016, salary scale applicable to this post is Rs.34,605-10x660-11x755- 15x930 -Rs. 63,460 ( MN 5-2016). You will be remunerated as per provision laid down in the said circular and as mentioned in Schedule II thereof. (E.g. A basic salary of Rs. 23,874 along with an adjustment allowance of Rs. 6,190/- shall be applicable to the period from 01.01.2017 to 31.12.2017.)

05. This post is permanent and pensionable. The appointment will be subject to a probationary period of three years. The 1st Efficiency Bar Examination as laid down in the Recruitment Procedure should be passed within three years from the date of appointment to the Post of Entrepreneurship Development Training Officer-Grade II. Proficiency in official language shall be achieved by you in accordance with Public Administration Circular No. 01/2014 and circulars incidental thereto.

#### 06. *Qualifications:*

##### 06.1. *Educational Qualifications :-*

Candidates should have obtained a four year special degree in Entrepreneurship, Economics, Commerce, Management, Business Administration, Sociology, Statistics, Information Technology, Agriculture or inclusive of subjects covering the fields of Entrepreneurship, Management, Accountancy and Economics, from an University recognized by the University Grant Commission. Persons awaiting degree -results are not eligible to apply.

06.2. *Physical Fitness.*– All candidates should have physical and mental fitness to serve in any part of Sri Lanka and to discharge the duties of the post.

##### 06.3. *Other Qualifications :-*

- (i) Should be a citizen of Sri Lanka.
- (ii) Should be of an excellent character.
- (iii) Should have fulfilled all requisite qualifications for the post in every respect, as on the date such qualifications are required to be fulfilled, as stipulated in the notification /*Gazette* calling for applications.

07. *Age Limit.*– Should be not less than 21 years and not more than 35 years of age as at the last date of receiving applications. (Accordingly, those with birthdays falling on 11.04.1996 or before and on 11.04.1982 or after only will be eligible to apply)

08. 08.1. *Mode of Recruitment :-* Written test will be held in June, 2017, only in Colombo.

##### 08.2. *Method of Examination:-*

- (i) The examination will be held in Sinhalese, Tamil and English mediums. The language medium applied for will not be allowed to be changed subsequently.
- (ii) The applicant should answer all question papers in one and the same language.
- (iii) All candidates should abide by the rules laid down by the Commissioner General of Examinations. Any candidate violating these rules shall be liable to a punishment imposed by the Commissioner General of Examinations.

08.3. *Subjects of the Examination.*– The written test consists of two question papers.

<i>Subject</i>	<i>Duration</i>	<i>Maximum marks</i>	<i>Pass marks</i>
01.Comprehension	01 hr.30 minutes.	100	40%
02.Intelligence Test	01 hr.	100	40%

08.4. *Syllabus:-**Marks*

Comprehension – Should answer all the questions.	Presentation skills - 30
	Literacy test in Information Technology - 20
	Total - 50
(i) Apprehension of the importance of the field of Small Enterprise Development in the process of National Economic Development.	09. (i) <i>Examination Fee:-</i> Examination fee is Rs. 1,200/- . This may be paid in cash only at any Post Office or Sub Post Office in the Island, to be credited to state revenue under Revenue Head 2003-02-13 of the Commissioner General of Examinations and the receipt obtained in applicant's name should be securely pasted by a fringe in the due place of the application. (It will be useful for you to retain a photocopy of the receipt.) Money Orders or stamps will not be accepted as examination fees and the fee paid for the examination will not be refunded or transferred for any other examination under any circumstances.
(ii) Identification of business opportunities compatible with National Development.	
(iii) Identification of regional resources and national and international market opportunities and accordingly providing guidance to the entrepreneurs.	
(iv) Identification of those who are in possession of entrepreneur skills and direct them towards the field of small enterprises.	
(v) Comprehension of small and intricate enterprises.	(ii) The applicants who obtain qualifications in the written test as per paragraph 08.3 of this notice will be referred to a trade test as per paragraph 08.5 and final results sheet will be subsequently issued on the basis of total marks obtained in both these tests. On receipt of the final result sheet by the Secretary to the Ministry of National Policies and Economic Affairs, results will be sent by post to all those applicants who sat for the written test or will be published in the website <a href="http://www.results.exams.gov.lk">www.results.exams.gov.lk</a> .
(vi) Creating awareness among the entrepreneurs in Management and other Financial and Supportive Services.	
(vii) Encouraging the youth in the field of entrepreneurship and organizing necessary workshops to make attitudinal changes and persuasion in them.	
(viii) Preparation of business plans and compilation of Projects required for submission to Banking and Financial Institutions, in business activities.	10. <i>Applications:-</i> Application should be prepared using A4 papers(Cent.Mtr.22/29)(normal half-sheet) with:
(ix) Collecting business information and disseminating them to those in need.	(i) Paragraphs 01-03 on the first page ; and
	(ii) Paragraphs from 04 onwards running into the next pages.

*Intelligence Test:-*

The question paper consists of 50 questions in the pattern of multiple choice and short answers. All questions should be answered.

This is to assess the candidate's capacity and intelligence through examining his inferences and responses with regard to the problems presented in literal, numerical and image contexts.

08.5. *Trade Test:-*

In the order of merits from among those who passed the written examination, a number equal to twice the number of anticipated appointments will be called for the trade test. Qualifications will be examined at the Trade Test itself and the system of awarding marks is as follows:

- (iii) Applications which are not in consistence with the specimen application and unperfected applications will be rejected without notice. It will be useful to retain with you a photocopy of the application. Further, the applicant should verify whether the application has been prepared in consistence with the specimen published in the notice of examination. Otherwise the application will be rejected. When preparing the application, in the case of Sinhalese applications, the name of the examination given on top of the application should be mentioned in English also in addition to Sinhalese and in the case of Tamil applications, name of the examination should be mentioned in English also in addition to Tamil.
- (iv) Relevant details should be clearly included in your own-hand writing.

11. Perfected applications should be sent under registered cover to reach the following address on or before 11.04.2017. The term: **Open Competitive Examination for Recruitment to the Post of Entrepreneurship Development Training Officer-Grade II -2016(2017)** should be clearly mentioned on the top left hand corner of the envelope. Any application received after this date will not be entertained.

Commissioner General of Examinations,  
Organizations and Foreign Exams Division,  
Department of Examinations of Sri Lanka,  
PO Box. 1503,  
Colombo.

12. Attestation of the signature: Applicant's signature should be attested in the application as well as in the admission card. An applicant who applies for this examination from any institution should have his or her signature attested by the Head of Department or a designated officer and other applicants should get their signature attested by a Principal of a Government College/ a retired officer, a Grama Niladhari, a Justice of Peace, a Commissioner of Oaths, an Attorney-at-law, a Notary Public, a Commissioned Officer of any of the three armed forces or a permanent officer in staff-officer grade in government service or provincial state service drawing an annual salary of Rs. 240,360/- or above, an incumbent or chief priest of a Buddhist temple or a person in charge of a place of worship or a person holding a respectable position among the clergy in any other religious sector. The admission card with the attested signature should be presented to the Head of the Examination Hall on the day you are sitting for the examination.

13. The Commissioner General of Examinations, on the presumption that only the eligible applicants as per the *Gazette* Notification may have applied for the examination, will issue admission cards to the applicants who have submitted duly perfected applications, on or before the closing date, along with the receipt for the examination fee. Immediately after the issuance of admission cards, a press notice to that effect will be inserted by the Department of Examinations. Any applicant who does not receive the admission card after the lapse of 2 to 3 days of the press notice, should make inquiries from the Organizations and Foreign Exams Division of the Department of Examinations giving correct details pertaining to the name of the Examination applied for, applicant's full name, number of National Identity card and the address. If the applicant is a resident out of Colombo, it will be more productive if a letter is faxed to the fax-number given in the notice, giving the above mentioned details along with

a return fax number in order to immediately receive a copy the Admission card by fax. When making such an inquiry, it will be useful to keep in readiness the copy of the application, copy of the receipt obtained after paying the examination fee and the receipt obtained from the post office after sending the application by registered post, in order to confirm any details which may be requested by the Department of Examinations.

14. One of the following documents should be presented to the Head of the Examination Hall to confirm the identity of the applicant:

(i) Valid National Identity Card issued by the Department of Registration of Persons,

(ii) Valid Passport.

15. Penalty for furnishing False Information:- Applicants should take special care to give correct information when filling the application. If a candidate found ineligible as per rules and terms of the examination, her or his candidature could be cancelled at any stage, prior to the examination, during or after the examination. If any information furnished by the applicant is found false during any stage, he/she is liable for dismissal from the Public Service. Every applicant shall be issued with an Admission Card by the Commissioner General of Examinations General of Sri Lanka. The issuance of an Admission Card to an applicant should not be construed as an acceptance that he/she has fulfilled requisite qualifications to sit for the examination. All candidates should abide by the rules and terms imposed by the Commissioner General of Examinations General of Sri Lanka regard to the conducting of the examination and the issuance of examination results. Violation of such rules will make her/him liable to a punishment determined by the Commissioner General of Examinations.

16. Any matter not indicated here shall be decided upon by the Secretary to the Ministry of National Policies and Economic Affairs. All applicants should abide by the general examination rules and regulations stipulated in this *Gazette*.

17. In the event of any inconsistency between Sinhalese and Tamil versions of this *Gazette* Notification, the Sinhalese version shall prevail.

M. I. M. RAFAEEK,  
Secretary,  
Ministry of National Policies and  
Economic Affairs.

## SPECIMEN APPLICATION

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE  
POST OF ENTREPRENEURSHIP DEVELOPMENT TRAINING OFFICER  
—GRADE II, IN FIELD / OFFICE CATEGORY 2 IN THE MINISTRY OF  
NATIONAL POLICIES AND ECONOMIC AFFAIRS - 2016 (2017)

(for office use)

Language Media selected for the examination:

Sinhalese - 2  
Tamil - 3  
English - 4

In letters	<input type="text"/>
In figures	<input type="text"/>

\*Language selected for discharging duties :

Sinhala - 2  
Tamil - 3

In letters	<input type="text"/>
In figures	<input type="text"/>

01. 1.1 Full name (In English capitals) :\_\_\_\_\_.  
(E.g. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)  
1.2 Name with surname first and initials (In English capitals) :\_\_\_\_\_.  
(E.g. GUNAWARDHANA, H.M.S.K.)  
1.3 Full name (In Sinhalese / Tamil) :\_\_\_\_\_.  
1.4 National Identity Card No. :

- 1.5 Gender : Male - 0   
Female - 1   
(Insert relevant Number in the cage)

02. 2.1 Permanent Address :\_\_\_\_\_.  
(In English capitals)  
2.2 Permanent Address :\_\_\_\_\_.  
(In Sinhalese/ Tamil)  
2.3 Address to which admission cards should be sent :\_\_\_\_\_.  
(In English Capitals)  
2.4 Mobile Phone Number :\_\_\_\_\_.  
03. 3.1 District applicant permanently residing in :\_\_\_\_\_.  
3.2 Divisional Secretariat Division :\_\_\_\_\_.  
3.3 Residing Duration :\_\_\_\_\_.  
3.4 Grama Niladhari Division :\_\_\_\_\_.

04. 4.1 Date of Birth :

Year :  Month :  Date :

4.2 Age as at 11.04.2017:

Years :  Months :  Days :

4.3 Civil status : Unmarried : 1   
Married : 2   
(Insert relevant Number in the cage)

05. Educational Qualifications :

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

- (i) Year and month of Exam :\_\_\_\_\_.  
(ii) Index Number :\_\_\_\_\_.  
(iii) Results :

Subject	Grade	Subject	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

06. Details of the Degree:

- (i) Degree:\_\_\_\_\_.  
(ii) University :\_\_\_\_\_.

07. Professional Qualifications :

- (i) \_\_\_\_\_.  
(ii) \_\_\_\_\_.  
(iii) \_\_\_\_\_.

08. Have you ever been convicted by a court of law ?

(Insert ✓ mark in the relevant cage)

Yes  No

(If “yes” give details)

09. Examination fees :

- (i) Office where fees paid :\_\_\_\_\_.  
(ii) Receipt Number and date :\_\_\_\_\_.  
(iii) Amount paid Rs. :\_\_\_\_\_.

Paste the receipt securely in this cage  
(Retain a photocopy with you)

10. Declaration of the applicant :

- (a) I respectfully declare that the particulars furnished by me in this applications are true and correct to the best of my knowledge. I

agree to bear the loss which may occur due to non-completion and/or incorrect completion of any part. Further I state that all sections of this application have been completed.

- (b) I am aware that in case this statement is proved untrue, I will be liable to disqualification before being appointed and dismissal from service after been appointed.
- (c) Further, I declare that I will abide by the rules and terms imposed by the Commissioner General of Examinations with regard to conducting of the examination and issuance of results.
- (d) I shall not subsequently change any information given above.

\_\_\_\_\_,  
Applicant's signature.

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

11. Attestation of the signature of the applicant:

I certify that Mr. / Mrs. / Miss..... who submits this application is personally known to me, that he/she placed his/her signature before me on ....., that prescribed examinations fees have been duly paid and the receipt thereof has been affixed herein.

\_\_\_\_\_,  
Signature of attesting officer.

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

Full name of the attesting officer : \_\_\_\_\_.

Designation : \_\_\_\_\_.

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

(Place official stamp in confirmation)

**Note.** – “Attestation should be done by a Principal of a Government College/ a retired officer, a Grama Niladhari, a Justice of Peace, a Commissioner of Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of any of the three armed forces or a permanent officer in staff-officer grade in Government service or Provincial State Service drawing an annual salary of Rs.240,360/- or above, an incumbent or chief priest of a Buddhist temple or a person in charge of a place of worship or a person holding a respectable position among the clergy in any other religious sector.

**MINISTRY OF MAHAWELE  
DEVELOPMENT AND ENVIRONMENT**

**Forest Department**

**OPEN COMPETITIVE EXAMINATION FOR  
RECRUITMENT TO THE POST OF  
FOREST FIELD ASSISTANT – 2016 (2017)**

APPLICATIONS are invited from qualified citizens of Sri Lanka for the recruitment to the Post of Forest Field Assistant in the Forest Department to the date 31.03.2017

**01. Salary Scale:**

- (i) PL-2 - 2016 According to Public Administration Circular No. 3/2016 - Rs.25,250 -10x270, 10x300, 10x330, 12x350- Rs. 38,450.

**02. General Terms of Engagement and Service Conditions:**

- (i) This post is permanent & pensionable. Should make Contributions to the Widow /Widower and Orphan's Pension Scheme.
- (ii) The appointment will be subjected to a probation period of three years.
- (iii) Planning and implementation of a suitable programme for the protection of all the forests that belong to Forest Field Assistant Division with the help of the Beat Forest Officer under the supervision of Range Forest Officer, be alert on the forest crimes, arresting offenders and assisting relevant legal activities are the duties of the Forest Field Assistants.
- (iv) The selected applicants will have to assist Senior Officers in arduous and risky duties such as protection of forests, investigation of forest crimes, arresting criminals and forest products and producing them to the courts. Often these officers will have to engage in these activities personally even on public holidays and at night. Because of the above mentioned arduous and risky duties of the Forest Field Assistants, it will be practically difficult to women to engage in those activities.
- (v) General Condition of service pertaining to the appointments in Public Service mentioned in the paragraph (2) of the *Gazette* Notification are applicable.
- (vi) The examination will be held in Sinhala, Tamil and English media. No Candidate will be allowed to change the medium of language indicated in the application.

03. *Age Limit* – Applicants should not be less than 18 years and not more than 45 years of age on the closing date of applications.

04. *Educational and other Qualifications.* – All applicants should have completed below mentioned qualifications satisfactorily:

- (i) Should pass the General Certificate of Education (Ordinary Level) Examination in six (06) subjects with at least two Credit passes in not more than two sitting,
- (ii) The applicants shall possess at least Level -2 of National Vocational Qualification as relevant to the post and as decided by the Tertiary and Vocational Education Commission,
- (iii) The height of the male applicant should not be less than 05 feet 02 inches and the chest should not be less than 32 inches,
- (iv) Minimum height of the female applicant should be of 05 feet.
- (v) The applicant should possess physical and mental fitness to serve in any part of the Island.
- (vi) Applicant should be a citizen of Sri Lanka and should possess sound character.

05. *Method of Recruitment* :–

- (i) Minimum marks that has to be scored for each subject at the written exam by the applicants qualified under above paragraph 02 is 40%. Twice the number of applicants as the number to be recruited will summon for the structured interview based on the descending order of those marks. Recruitment will be made to available 105 vacancies based on the descending order of the total marks obtained from the written test and at the structured interview. Results will be notified to each and every applicant by the Commissioner General of Examinations personally by post or through the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)
- (ii) When there are several applicants that have scored same marks for the last vacancy as mentioned in above paragraph 5.1, only the applicants who have scored marks higher than that marks will be recruited.
- (iii) The applicants selected based on the qualifications mentioned under above 5.1, should sit and pass the Dendrology Test (Preliminary Level) within a period of 03 years and will be confirmed in the post at the end of a satisfactory service of three (3) years.

06. *Syllabus.* – The written competitive examination consists of two question papers:

- (i) The applicants should sit for both of these question papers in one medium of language. They should score at least 40% of the marks for each paper in-order to pass the written test.

Subject No. :

01	Intelligence Test	Duration –01 hour, Marks- 100
		This question paper consists of 50 multiple choice and short answer questions in-order to assess the logical ability, analytical competence and decision making ability of the applicant. (All the questions should be answered )
02	Technical Test	Duration - 2 hours, Marks - 100
		Knowledge on Forest Resources and its effects on organisms, Ecology of Sri Lanka, Geographical importance, Agricultural Economy of Sri Lanka, Importance facts regarding Ministry of Mahaweli Development and Environment, Forest Department and its mission and objectives, Knowledge on Natural Environment, Forests and vegetation, importance on the close relationship between forests and people, basic knowledge on geography (shape and geographical features of the earth) and general knowledge of the applicants will be assessed. (All the questions should be answered)



07. *Applications and other Information :*

- (i) The applications should be in conformity with the specimen application appended at the end of this notice. It should be prepared on papers sized 21 x 29 cm. (A4 size) using both sides by the applicants and Nos. 1-8 in the specimen application should be included in page 01 and the rest in page 02. The application should be completed by the applicant in own handwriting and in the medium of language in which the candidate is eligible to sit for the examination. The applications should be sent under the registered cover to the Commissioner General of Examinations, Organizational & Foreign Examinations Branch, Department of Examination, P.O. Box 1503, Colombo, to reach on or before 31.03.2017. "Recruitment to the post of Forest Field Assistants (open) – 2016" should be clearly indicated on the top left hand corner of the envelope (Applications should not be sent to any personal name or to any other address). Retaining a photocopy of the completed application will be useful.
- (ii) Incomplete and delayed applications will be rejected without prior notice.
- (iii) No complaints regarding lost of applications in the post will be entertained.
- (iv) The signature of the applicant should be attested in the application as well as in the admission. An applicant applying through the institution should get his signature attested by the Head of the institution or any officer authorized by him. Other applicants should get their signatures attested by a Principal of a Government School/ Retired Officer, Grama Niladhari of the Division, Justice of Peace, Sworn Commissioner, Lawyer, Public Notary, Commissioned Officer in the Army, Navy, Air Force or an Officer holding a staff grade permanent post in Public Service or Provincial Public Service receiving annual consolidated salary of Rs. 240,360/= or above, the Chief Incumbent of a Buddhist temple, a clergy in charge of other religious place or a recognized clergy.
- (v) The applications which are not in conformity with this notice will be rejected.
- (vi) Applicants who are already in Government service should forward their applications through their head of the institution/ Department.
- (vii) Receipt of the application will not be acknowledged.

08. *Examination Fees:*

- (i) Examination Fee is Rs.600. The receipt obtained on payment of this fee before 31.03.2017 to any Post Office or Sub post Office under the Revenue Head No. 2003-02-13 of the Commissioner General of Examinations should be pasted in the relevant place given in the application (Retaining a photocopy of the receipt with the applicant will be useful).
- (ii) The Fee is not refundable and not transferable to any other examination.

09. The applicant must produce any one or all the documents given below when required :

- (i) Birth Certificate;
- (ii) Educational Certificates;
- (iii) A certificate obtained from Grama Niladhari recently (With the countersign of the Divisional Secretary)
- (iv) Two character certificates;
- (v) Other relevant certificates;

**Note.**– Documents /certificates or photocopies of them should not be sent along with the application.

10. *The examination centers and Admission cards :*

- (i) The examination will be held at the examinations centers in towns mentioned in Schedule 1 of this notice. The town where the candidate wishes to sit for the examinations and its number should be mentioned as first and second choice at the Head of the application.

When there are no sufficient applicants to hold the examination in a particular town, those applicants will be directed to the town mentioned as their second choice or to another closer town. Further, when there are no sufficient applicants to hold the examination in all proposed towns or majority, the Commissioner General of Examinations will take necessary actions to hold the examination in Colombo.

- (ii) Admission cards will be issued by the Commissioner General of Examinations to the candidates who are within the age limit mentioned in the notice and have sent duly

- (iii) The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit for the examination and the admission card in which his / her signature has been duly attested should be submitted to the head of the Examination centre on the very first day.
- (iv) The candidates are subjected to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and issue of results. Those who violate such rules and regulations will be subjected to any punishment determined by the Commissioner General of Examinations.

- (i) National Identity Card issued by the Department of Registration of Persons,
- (ii) A valid passport.

	<i>Town</i>	<i>No. of the Town</i>
1 <sup>st</sup> choice		
2 <sup>nd</sup> choice		

[illegible]

06. (i) Date of Birth :-

Year :     Month :   Date :

(ii) Age at 31.03.2017 :

Years :   Months :   Days :

07. Citizenship :

(Write the relevant number in the cage)

By descent - 1   
By Registration - 2

08. Telephone number :

09. Physical fitness :

(i) Height : \_\_\_\_\_.

(ii) Chest : \_\_\_\_\_ Inches

(This is not relevant to the female applicants)

10. Educational Qualifications :

(i) General Certificate of Education (Ordinary Level)

1st attempt

Year : \_\_\_\_\_ Index No. : \_\_\_\_\_.

Subject	Grade

2nd attempt

Year : \_\_\_\_\_ Index No. : \_\_\_\_\_.

Subject	Grade

(ii) Other Educational Qualifications : \_\_\_\_\_.

11. Professional / Other Qualifications : \_\_\_\_\_.

12. (i) The Post Office / sub post office to which the examination fee was paid : \_\_\_\_\_.

(ii) Number of the cash receipt and date : \_\_\_\_\_.

Please affix the cash receipt here

13. (i) Have you ever been convicted for any offence by a Court of Law? Yes / No : \_\_\_\_\_.

(ii) if Yes ,give details : \_\_\_\_\_.

14. If you are already employed, give particulars

(i) Institute : \_\_\_\_\_.

(ii) Date of first appointment : \_\_\_\_\_.

(iii) Designation : \_\_\_\_\_.

(iv) Salary : \_\_\_\_\_.

15. Names and address of two non-related referees :

(a) \_\_\_\_\_

(b) \_\_\_\_\_

16. Declaration of the applicant:

I hereby certify that the particulars furnished by me in this application are true and correct. I am aware that if any particulars given in the application are found to be incorrect prior to my selection, I am liable to be disqualified and if it is found after the selection, I am liable to be dismissed without any compensation. Further I hereby declare that I will be subjected to the rules and regulations imposed by the Commissioner General of Examination for conducting Examinations and issue of results.

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

(Should place the signature before the attessor)

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

17. Attestment of the applicant's signature:

I do hereby certify that applicant Mr./Mrs./Miss. \_\_\_\_\_ is known to me personally and he / she placed his / her signature before me on \_\_\_\_\_ 2017.

\_\_\_\_\_,  
Signature of the Attestor.

Name of the attessor : \_\_\_\_\_.

Designation : \_\_\_\_\_.

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

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

(Place the rubber stamp)

18. If the applicant is in Public / Provincial Public Service, the relevant Head of the Institution should complete the following :

I hereby certify that the applicant Mr./ Ms ..... is serving in this Ministry/Department/Office as a ..... holding a permanent/ temporary post and the particulars furnished by him / her are true and correct. He / She can be released / cannot be released from the present post if he / she is selected for the above post.

\_\_\_\_\_,  
Signature of the Head of the Department  
or an Officer Authorized by him.

Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
(place the rubber stamp )  
Date : \_\_\_\_\_.

(No document or a copy of it should be annexed other than the receipt obtained after paying examination fee)

#### SCHEDULE - I

Town and the number of the town in which Examination Centers are to be established.

<i>Town</i>	<i>Number of the Town</i>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
NuwaraEliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mulative	13
Kilinochchi	14
Batticaloa	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Ratnapura	24
Kegalle	25

## MINISTRY OF MAHAWELI DEVELOPMENT AND ENVIRONMENT

### Forest Department

#### OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF BEAT FOREST OFFICER 2016 (2017)

APPLICATIONS are invited from Sri Lankan applicants who possess qualifications for the open competitive examination to be held for the selection of qualified persons in order to appoint to the vacant posts of Beat Forest Officer in the Forest Department to the date 31.03.2017.

01. *Salary Scale.*— MN 1 - 2016 According to Public Administration Circular 03/2016.

Rs.27,140 – 10x300 – 11x350 – 10x495 – 10x660 –  
Rs. 45,540

02. General terms of Engagement and Service Conditions :

(i) This post is permanent and pensionable. Should make contributions to the widow/widower and Orphan's Pension Scheme.

(ii) The appointment will be subjected to a probation period of three years.

(iii) Places of Service of the Beat Forest Officers are located in arduous forested areas. The selected candidates will have to be alert on the forest crimes, arrest the offenders and assist in legal activities and should prepare to serve in any part of the Island.

(iv) General conditions of service pertaining to the appointments in the Public Service mentioned in the paragraph (2) of the *Gazette* Notification are applicable.

(v) The examination will be held in Sinhala, Tamil and English media. No candidate will be allowed to change the medium of language indicated in the application.

03. *Age Limit.*— Applicants should not be less than 18 years and not be more than 30 years of age on 31.03.2017 the closing date of applications.

4.1. *Educational qualifications.*— All applicants should have completed following educational qualifications satisfactorily.

- (i) Should pass the General Certificate of Education (Ordinary Level) in Six Subjects with Credit passes to Four subjects including Sinhala or Tamil or English language, Mathematics and Science in one sitting.
- (ii) Should pass at least one subject from the General Certificate of Education (Advanced Level). (Except Common Test).

4.2 *Professional Qualifications :*

- (i) Professional Qualifications obtained in the field are considered as special qualifications.

4.3 *Physical Qualifications :*

- (i) Minimum height for male applicants should be 05 feet 02 inches and Chest 32 inches.
- (ii) Minimum Height for female applicants should be 05 feet.
- (iii) All applicants should possess physical and mental fitness to serve in any part of the island and to perform his/her duties in the post.

4.4 *Other qualifications :*

- (i) Should be a citizen of Sri Lanka.
- (ii) Applicants should possess a sound character.
- (iii) Qualifications required for the recruitment to the post should be completed in each and every manner to the date mentioned in the notification / *Gazette* inviting applications.

05. *Method of Recruitment :*

- (i) Based on the marks obtained by the applicants at the written examination, twice the number of applicants as the number of approved vacancies will be summoned for the structured interview from the highest scorers of the written competitive examination. Accordingly, the applicants who have scored highest total marks will be recruited in the descending order based on the number of vacancies.
- (ii) The applicant should sit for both these question papers in one medium of language. The written examination consists of two question papers. The applicants shall have to score minimum of 40% marks for each paper to pass the written examination.

Intelligence Test	Duration – 01 hour Marks - 100
	This Written Question paper consists of 50 multiple choice Questions and short answer questions in order to assess logical ability, analytical competence and decision making ability of the applicant. (All the questions should be answered)
Technical	Duration – 02 hours Marks - 100
	Consists of semi structured and structured questions. <ul style="list-style-type: none"> <li>• Knowledge on the affect of climate and weather on forest resources and fauna in it.</li> <li>• Environmental conditions, geographical importance and natural disasters of Sri Lanka.</li> <li>• Knowledge on traditional and modern agricultural economy of Sri Lanka.</li> <li>• Important facts about the Ministry of Environment and Forest Department and their mission and objectives.</li> <li>• Knowledge on natural Environment, Forests and flora.</li> <li>• Knowledge on natural Environment, forests and flora.</li> <li>• Knowledge on the importance of close relationship between forests and people.</li> <li>• Basic knowledge on geography (shape of the earth, local and zonal geographical features and location, general knowledge)</li> </ul>

06. *Applications and other information :*

- (i) The applications should be in conformity with the specimen application appended at the end of this notice. It should be prepared on papers sized 21x29 cm (A4 size) using both sides by the applicant and nos 1 – 8 in the specimen application should be included in page 01 and the rest in page 02. The application should be completed by the applicant in own hand writing and in the medium of language in which the candidate is eligible to sit for the examination. “Recruitment to the post of Beat Forest Officer (open) – 2016 (2017)” should be clearly indicated on the top left hand corner of the envelope. The application should be sent under the registered cover to the Commissioner General of Examination, Organizational and Foreign Examination Branch, Department of Examination, P.O. Box. 1503, Colombo, to reach on or before 31.03.2017 (Applications should not be sent to any personal name or to any other address).
- (ii) Incomplete or delayed applications will be rejected without prior notice.
- (iii) No complaints regarding lost of applications in the post will be entertained.
- (iv) Applicants who are already in government service should forward their applications through their Head of the institution/ Department and it has to be mentioned that if the applicant is selected he/she can be released from the present post.
- (v) The applications which are not conformity with this notice will be rejected.
- (vi) Receipt of the application will not be acknowledged.

07. *Examination fees :*

- (i) Examination fee is Rs. 600. The receipt obtained on payment of this fee to any post office or sub post office under the revenue Head 2003-02-13 of the Commissioner General of Examinations should be pasted in the relevant place in the application. Examination fee has to be paid before 31.03.2017. (Retaining a photocopy of the receipt with the applicant will be useful.)

- (ii) The examination fee is not refundable and not transferable to any other examination.

08. The applicant shall produce any one or all the documents mentioned below when required :

- (i) Birth certificate.
- (ii) Educational certificates.
- (iii) A certificate obtained from Grama Niladari recently (with the countersign of the Divisional Secretary).
- (iv) Two character certificates.
- (v) Other relevant certificates.

**Note :** Documents / Certificates or photocopies of them should not be sent along with the application.

09. *Examination centers and admission Cards :*

- (i) The examination will be held at the examination centers in towns mentioned in schedule 1 of this notice. The town where the candidate wishes to sit for the examination and its number should be mentioned as first and second choice at the Head of the application.

When there are no sufficient applicants to hold the examination in a particular town, those applicants will be directed to the town mentioned as their second choice or to another closer town. Further, when there are no sufficient applicants to hold the examination in all proposed towns or majority, the Commissioner General of Examination will take necessary actions to hold the examination in Colombo.

- (ii) Admission card will be issued by the Commissioner General of Examination to the candidates who are within the age limit mentioned in the notice and have sent duly perfected application forms on or before the closing date 31.03.2017 along with the receipt obtained after paying examination fee. A notice in this regard will be published in news paper by the Department of Examination, as soon as the admission cards were issued. If the candidate has not received the admission card at even after 02 or 03 days of the publication of the notice he / she should inquire from the Organizational and Foreign Examination Branch of the Department of Examination. During these inquiries the applicant should mention the name of the examination applied, full name, National

Identity Card number and address accurately. It may be more effective to submit a fax number if any, along with the other information to obtain a copy of the admission card if you are outside Colombo. It will be benefitted if you can produce a copy of the application, a copy of the receipt obtained after paying examination fee and the receipt obtained after sending the application by registered post during inquiries.

- (iii) The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit for the examination and the admission card in which his/ her signature has been duly attested should be submitted to the Head of Examination centre on the very first day.
- (iv) The candidates are subjected to the rules and regulations imposed by the Commissioner General of Examination regarding the conduct of the examination and issue of results. These who violate such rules and regulations will be subjected to any punishment determined by the Commissioner General of Examination.
- (v) The candidates who have scored marks not less than 40% for each subject will be summoned for the structured interview in the descending order. Twice the number of candidates as the number of available vacancies will be summoned for the interview. The results sheet prepared based on the total marks obtained at the written examination and structured interview arranged in the descending order will be handed over to the Conservator General of Forests. Results will be notified to each and every applicant personally or can get from the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

10. *Identity of the candidate.* – A candidate must prove identity to the satisfaction of the invigilator and only one of the following documents will be accepted:

- (i) National Identity Card issued by the Department of Registration of persons.
- (ii) A valid passport.

11. The signature of the applicant should be attested in the application as well as in the admission. An applicant applying through the institution should get his signature

attested by the Head of the institution or any officer authorized by him. Other applicants should get their signatures attested by a Principal of a Government School/ Retired Officer, Grama Niladhari of the Division, Justice of Peace, Sworn Commissioner, Lawyer, Public Notary, Commissioned Officer in the Army, Navy, Air force or an Officer holding a staff grade permanent post in Public Service or Provincial Public Service receiving annual consolidated salary of Rs. 240,360/= or above, the Chief Incumbent of a Buddhist temple, a clergy in charge of other religious place or a recognized clergy.

12. Action will be taken as per the decisions of the Conservator General of Forests with regards to the matters that have not been mentioned in this notice.

13. If there is any inconsistency among Sinhala, English and Tamil texts of this notice then Sinhala text shall be accepted.

S. A. ANURA SATHURUSINGHE,  
Conservator General of Forests.

Forest Department,  
Rajamalwatta Road,  
Battaramulla.

#### MODEL APPLICATION

WRITTEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE  
POST OF BEAT FOREST OFFICER (OPEN) – 2016 (2017)

Town in which it is expected to sit for the examination.

	Town	No. of the Town
1st choice		
2nd choice		

(Complete as per Schedule -1)

01. Medium of Examination :   
Sinhala - 2  
Tamil - 3  
English - 4

(Write the relevant number in the cage)

02. (i) Name with initials indicating initials at the end : \_\_\_\_\_.  
(In block Capitals)  
(Eg: GUNAWARDHANA.M.G.B.S.K.)
- (ii) Full name (In block capitals) : \_\_\_\_\_.
- (iii) Full name (In Sinhala /Tamil) : \_\_\_\_\_.





14. If you are already employed, give particulars :

- (i) Institute : \_\_\_\_\_.  
(ii) Date of first appointment : \_\_\_\_\_.  
(iii) Designation : \_\_\_\_\_.  
(iv) Salary : \_\_\_\_\_.

and the particulars furnished by him / her are true and correct. He / She can be released / cannot be released from the present post if he / she is selected for the above post.

\_\_\_\_\_,  
Signature of the Head of the Department  
or an Officer Authorized by him.

15. Names and address of two non-related referees :

- (a) \_\_\_\_\_  
(b) \_\_\_\_\_

Name : \_\_\_\_\_  
Designation: \_\_\_\_\_  
( place the rubber stamp )  
Date: \_\_\_\_\_

16. Declaration of the applicant :

I hereby certify that the particulars furnished by me in this application are true and correct. I am aware that if any particulars given in the application are found to be incorrect prior to my selection, I am liable to be disqualified and if it is found after the selection, I am liable to be dismissed without any compensation. Further I hereby declare that I will be subjected to the rules and regulations imposed by the Commissioner General of Examination for conducting Examination and issue of results.

(No document or a copy of it should be annexed other than the receipt obtained after paying examination fee)

*SCHEDULE - 1*

Town and the number of the towns in which Examination Centers are to be established.

<i>Town</i>	<i>Number of the Town</i>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mulaitive	13
Kilinochchi	14
Batticaloa	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Ratnapura	24
Kegalle	25

\_\_\_\_\_,  
Signature of the Applicant.  
(Should place the signature before the attester)

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

17. Attestment of the applicant's signature :

I do hereby certify that applicant Mr. /Mrs./ Miss ..... is known to me personally and he / she placed his / her signature before me on ..... 2017.

\_\_\_\_\_,  
Signature of the Attestor.

Name of the attester : \_\_\_\_\_.

Designation : \_\_\_\_\_.

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

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

(Place the rubber stamp)

18. If the applicant is in Public / Provincial Public Service, the relevant Head of the Institution should complete the following :

I hereby certify that the applicant Mr./ Ms ..... is serving in this Ministry / Department/Office as a ..... holding a permanent/ temporary post

03-327