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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,955 – 2016 පෙබරවාරි මස 19 වැනි සිකුරාදා – 2016.02.19
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(Published by Authority)

PART I: SECTION (IIA) – ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 11th March, 2016 should reach Government Press on or before 12.00 noon on 26th February, 2016.

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.”

W. A. A. G. FONSEKA,
Government Printer (Acting)

Department of Govt. Printing,
Colombo 08,
01st January, 2016.

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

PUBLIC SERVICE COMMISSION

Ministry of Education

DEPARTMENT OF EXAMINATIONS, SRI LANKA

RECRUITMENT TO THE POST OF LEGAL OFFICER (GRADE III OF THE EXECUTIVE SERVICE CATEGORY) ON OPEN BASIS - 2015

APPLICATIONS are being called from Sri Lanka citizens with the following qualifications to the post of Legal Officer of the Department of Examinations, Sri Lanka.

01. *Method of Recruitment.*– The candidate who obtain the highest marks, based on the results obtained at a structured interview conducted by an interview board appointed by the Public Service Commission, out of applicants who have completed the due qualifications mentioned in the notice will be recruited to the vacancy. The structured interview will be held as per the making scheme (cited under No. 06) approved by the Public Service Commission.

02. *Required Qualifications :*

- (i) *Educational/Professional Qualifications.*– Shall have obtained a degree in Law from a university recognized by the University Grants Commission or have taken an oath as an Attorney-at-Law of the Supreme Court.
- (ii) *Experience.*– Shall have obtained an active professional experience not less than three (03) years as an Attorney-at-Law after taking the oath of the Supreme Court.
- (iii) *Physical Fitness.*– Each candidate shall be physically and mentally fit to serve in any part of Sri Lanka and to perform duties of the post.
- (iv) *Other :*
 - * Shall be a citizen of Sri Lanka,
 - * Shall be of excellent character,
 - * Shall have completed all the qualifications in every way required to be appointed to this post on the date of 17.03.2016.

03. *Terms of Service and Service Conditions :*

- (i) This post is permanent and pensionable. Relevant contributions shall be made to Widows'Widowers' and Orphans' Pension Scheme.
- (ii) This appointment shall be subjected to a probationary period of 03 years. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to the post as stipulated in the Scheme of Recruitment.
- (iii) You shall confirm the acquisition of the prescribed proficiency in the official language prior to expiry of five years from the date of appointment in terms of the provisions of the Public Administration Circular No. 01/2014 dated 21.01.2014 and the circulars incidental thereto.
- (iv) This appointment is subjected to the Procedural Rules of the Public Service Commission and to amendments and provisions made or to be made to the Scheme of Recruitment with respect to the Legal Officer of the Department of Examinations, Sri Lanka.

04. *Age limit.*– Shall not be less than 21 years and not more than 45 years of age as at the closing date of applications.

05. *Salary Scale.*– A monthly salary scale of Rs. 22,935 -10x645 - 8x790 17x1,050 - Rs. 53,555 is entitled to this post. (SL-1-2006 salary segment of the Public Administration Circular No. 6/2006 dated 25.04.2006).

06. The structured interview will be based on the following marking scheme :

Consecutive No.	Subject		Maximum Marks
01	Additional Educational Qualifications		20
	A degree in law from a recognized university		
	– For a First Class	20	
	– For a Second Class Upper Division	15	
	– For a Second Class Lower Division	10	
	For a First Class in the final year of the Law College	15	
	For a Second Class in the final year of the Law College	10	

Consecutive No.	Subject		Maximum Marks
	<i>Note.</i> – 10 marks shall be awarded only if the final examination had been passed with honours. (Marks will be awarded only for maximum qualifications - for either of the Degree or Law College qualifications)		
02	Additional Professional Qualifications For a Post Graduate Diploma Course not less than a year in the respective field from a recognized institution or a Postgraduate Diploma in Law (05 marks for each diploma) For a Diploma Course not less than 06 months in the respective field from a recognized institution (03 marks for each diploma) For a Certificate Course not less than 03 months in the respective field from a recognized institution (02 marks for each course)		15
03	Additional Experience Experience in the Public Service or Private Sector as an Attorney-at-Law – More than 06 months and less than a year - 02 marks Maximum of 30 marks 05 marks per each year (Excluding the 03 years period of service served as an Attorney-at-Law in order to acquire the basic qualification) (The additional experience shall be confirmed through a certificate issued by an Attorney-at-law with a period of service not less than 20 years or a president's counsel or a judge)		30
04	English Language Proficiency English medium Post Graduate Degree/Degree/Post Graduate Course in Law/LLB Degree (Answers shall be in English medium for all the respective question papers) For a Diploma Course in English Language from a university recognized by the University Grants Commission or an institution recognized by the government (01 year or 1500 hours) A certificate course in English Language from a university recognized by the University Grants Commission or an institution recognized by the government – 06 months/720 hours – 03 months/360 hours	15 10 07 05	15
05	Knowledge on Information Technology For following Information Technology as a main subject for a Degree from a university recognized by the University Grants Commission For a Diploma Course not less than 01 year from an institution recognized by the government or for 1500 hours For a Certificate Course in Information Technology from an institution recognized by the government – 06 months/720 hours – 03 months/360 hours	15 10 07 05	15
06	Performance at the interview		05
	Total		100

07. *Identity of the Candidate.*— The candidates who have forwarded complete applications in all respects will be only called for the structured interview. Originals and duly certified copies of all certificates shall be furnished at the interview. Following identity papers will be accepted to prove the identity at the interview :

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

8. *Method of forwarding applications :*

- (i) Applications shall be sent by registered post to reach the following address on or before 17.03.2016 applications received after such date will be rejected :
Secretary,
Ministry of Education,
Isurupaya, Battaramulla.
- (ii) A specimen of the application form that shall be forwarded is given at the end of this notice. Applicants shall prepare their applications using an A4 size paper in such a way that numbers 01 to 05 appear on the first page and numbers 06 to 08 appear on the second page and it shall be perfected with their own handwriting.
- (iii) "Application for the Post of Legal Officer" shall be mentioned on the top left hand corner of the envelope, in which the application form is enclosed.
- (iv) Applicant's signature on the application shall be attested by a principal of a government school/justice of peace/Commissioner of Oaths/an Attorney-at-Law/Notary Public/a Commissioned Officer of three armed forces/an officer in the police service holding a *Gazetted* post or a permanent officer in the public service in receipt of a monthly consolidated salary of Rs. 22,935 or above.
- (v) Officers who are already employed in the Public Service or Provincial Public Service shall forward their applications through their respective department heads.
- (vi) Applications that do not comply with the specimen application form herewith, will be rejected. Complaints on loss or delays will not be entertained.

9. *Providing false information.*— Your candidature will be revoked if any information furnished in your application was found to be false or incorrect before the recruitment. In case any false or incorrect information was detected subsequent to the recruitment he/she will be dismissed subject to the prescribed procedures.

On the direction of the Public Service Commission,

Secretary,
Ministry of Education.

Isurupaya,
Battaramulla.

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විධායක සේවා ගණය - නීති නිලධාරී III ශ්‍රේණියේ තනතුරට බඳවා ගැනීමේ ව්‍යුහගත සම්මුඛ පරීක්ෂණය - 2015

EXECUTIVE SERVICE CATEGORY - STRUCTURED INTERVIEW FOR RECRUITMENT TO
THE POST OF LEGAL OFFICER GRADE III - 2015

(Indicate clearly the correct symbol/number in the cage provided)

(For office use)

Language medium to appear for the structured interview :

Sinhala - 2
Tamil - 3
English - 4

(Write the relevant number in the cage)

- 1.0 1.1 Full name (In English capital letters) : _____.
(Ex. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Last name at first with initials at the end (In English capital letters) : _____.
(Ex. : GUNAWARDHANA, H. M. S. K.)
- 1.3 Full name : _____.
(In Sinhala/Tamil)
- 1.4 National Identity Card No. :

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- 2.0 2.1 Permanent address : _____.
(In English capital letters)
- 2.2 Permanent address : _____.
(In Sinhala/Tamil)
- 2.3 Address to which the admission card shall be sent : _____.
(In English capital letters)
- 3.0 3.1 Sex : Female - 1/Male - 0

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(Write the relevant number in the cage)
- 3.2 Date of birth : Year :

--	--	--	--

 Month :

--	--

 Date :

--	--
- 3.3 Age as on 17.03.2016 : Years

--	--

 Months :

--	--

 Days :

--	--
- 3.4 Telephone Number :

--	--	--	--	--	--	--	--	--	--
- 4.0 Educational qualifications :
Degree or details of the educational certificate required to make an oath of the Supreme Court as an Attorney-at-Law and the conferred date of such certificate :
(i) University or institution : _____.
(ii) Name of the degree or the educational certificate : _____.
(iii) Effective date of the degree or the educational certificate : _____.
(iv) Class : _____.
- 5.0 Experience gained in the legal field : _____.
- 6.0 Other educational and professional qualifications : _____.
- 7.0 Have you ever been convicted by a court of Law ?
(Indicate ✓ mark in the relevant cage) (In case 'Yes' give particulars)
- Yes

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 No

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- 8.0 Certification of the applicant :
- (a) I, solemnly declare that the particulars provided by me in this application are true and correct to the best of my knowledge.
I agree to bear the loss that could be incurred due to unfilled and/or inaccurately filled sections in the application. Further
I declare that all sections herein are perfected accurately.
- (b) I am aware that I will be liable to be disqualified prior to the appointment and to be dismissed subsequent to receiving the
appointment in case any information provided by me are proved to be false.
- (c) Moreover I declare that I will abide by the rules and regulations imposed by the Commissioner General of Examinations on
conducting the structured interview.
- (d) I will not alter any information provided herein later.

_____,
Signature of the applicant.

Date : _____.

9.0 Attestation of the applicant's signature :

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

_____,
Signature of the attestor.

Date : _____.

Name of the Attestor : _____.

Designation : _____.

Address : _____.

(Confirm with the official frank)

10.0 The certification of the Department Head (Only for employees serving at Public/Provincial Public Sector/State Corporations) :

The Application of Mr./Mrs./Ms. serving as a/an at this Ministry/ Department/Institution is recommended and forwarded herewith and necessary actions can be taken to release him/her from the service at this Institution in case he/she is selected for the post concerned.

_____,
Signature of the Department Head.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

(Confirm with the official frank)

02-515

MINISTRY OF DEFENCE

Recruitment to the post of Research Officer (Grade II) in the Institution affiliated to the Ministry of Defence on Limited Competitive Basis - 2016

APPLICATIONS are invited from suitable Sri Lankan citizens to fill 05 (five) vacancies for the post of Research Officers (Grade II) in the institutions affiliated to the Ministry of Defence.

01. *Mode of Recruitment.*- Candidates who fulfill the following qualifications laid down in the notification will be recruited based on the results of a structured interview conducted by an interview board appointed by the Secretary Ministry of Defence, depending on number of vacancies. Structured interviews will be held in accordance with the marking scheme (Indicated under No. 06) approved by the Public Service Commission.

02. *Required Qualifications :*

- (i) *Educational/Professional Qualifications.*- Having obtained a special degree from a University recognized by the University Grants Commission ; or

General degree with a post graduate or a post graduate diploma from a university recognized by the University Grants Commission.

- (ii) *Experience.*- Being an officer who is knowledgeable in research and possesses active and satisfactory service period of not less than five years in associate officers' grade or development officers' service)

(Should circumstantiate service record by a stamped certificate mentioning period and date).

- (iii) *Physical requirement.*- Every applicant should be physically and mentally fit to perform duties of the post and to serve in any part of the Island.

- (iv) *Other Qualifications :*
Must be a Sri Lankan citizen,
Must have an excellent character,
Must have fulfilled the qualifications for the recruitment to the post as at the closing date of application.

03. *Terms and Conditions of Employment :*

- (i) The post is permanent and pensionable and the officer should contribute to the Widows' and Orphans/Widowers' and Orphans' Pension Scheme.
- (ii) The appointment is subject to a probationary period of one year and the appointees should pass the First

Efficiency Examination within 03 years from the date of appointment as specified in the scheme of recruitment.

- (iii) In terms of Public Administration Circular No. 01/2014 dated 21.01.2014 the successful candidates should obtain the relevant proficiency in the official language other than the official language they join the public service within a period of 5 years from joining the post and those who join the public service in a language medium which is not an official language, should obtain the required official language proficiency within the probationary period.
- (iv) This appointment should be subjected to the procedural rules of the Public Service Commission. The Establishment Code of the Democratic Socialist Republic of Sri Lanka. Financial Regulations of the Government and to the other Departmental Regulations.

04. *Salary Code.*- The monthly salary scale attached to the post is Rs. 17,680 - 10x320 - 11x365 - 15x450 - Rs. 31,645 (Public Administration Circular No. 06/2006 dated 25.04.2006).

05. The structured interview will be based on the following marking scheme :

Subject	Maximum Marks	Passed Marks
Service Experience	35	Not required
Additional Educational Qualifications	20	
Professional Experience	20	
Computer Literacy	10	
Language Proficiency	10	
Skills demonstrated at the interview	05	
Total	100	

06. *Identity of Candidates.*- Candidates who have forwarded completed application in every aspect will only be called for the structural interview.

The original and certified copies of all certificates should be submitted at the interview.

Establish the identity of candidates :

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

07. *Presentment of Applications :*

- (i) Duly filled applications should be sent under registered post to reach Secretary, Ministry of Defence, No. 15/5,

Baladakshka Mawatha, Colombo 03 on or before 18.03.2016.

- (ii) Applicants should prepare their applications on A4 sheets to contain 1.0 -4.3 on the first page and the rest on the next page in their own handwriting.
- (iii) The top left hand side of the envelope should mention the post applied for - Research Officer Grade II - Limited recruitment.
- (iv) The officers in Public Service and Provincial Public Service should submit applications through their Heads of Departments.
- (v) An application which has not been submitted according to the above stated specimen form will be rejected and complaints regarding lost or delayed application will not be entertained.

08. *Furnishing false particulars.*- If any of the particulars furnished by you are found to be false or erroneous before the recruitment your candidature will be cancelled. In case such falsehood or error is detected after recruitment, action will be taken to discontinue your service and you will be subjected to relevant disciplinary action.

09. The Secretary of Ministry of Defence reserves the right either to fill or not to fill the vacancies in the post.

Secretary,
Ministry of Defence.

No. 15/5, Baladaksha Mawatha,
Colombo 03,
05th February, 2016.

For office use only

MINISTRY OF DEFENCE

RECRUITMENT TO THE POST OF RESEARCH OFFICER (GRADE II) IN THE
INSTITUTION AFFILIATED TO THE MINISTRY OF DEFENCE ON LIMITED
COMPETITIVE BASIS - 2016

1.0 Name :

- 1.1 Name with Initials :
(With English block capital) Mr./Mrs./Miss :_____.
- 1.2 Name in full :_____
(With English block capital)
- 1.3 Name in full :_____
(Sinhala/Tamil)

- 2.0 2.1 Private Address :_____
2.2 Office Address :_____
2.3 Telephone Number :_____.

- 3.0 3.1 Ethnic : ☐ (Sinhala - 1, Tamil - 2, Muslim - 3, Others - 4)
- 3.2 Gender : Male ☐ Female ☐
- 3.3 Civil Status : Married ☐ Unmarried ☐
- 3.4 National Identity Card No. :
- 3.5 Date of Birth :
Year : _____, Month : _____, Date : _____.

4.0 4.1 Educational Qualifications :

	General/Special Degree	Post Graduate/ Diploma
Degree		
University/Institution		
Valid Date of Degree		

4.2 Other Educational Qualifications : _____.

4.3 Professional Experience :

Position held	Place of work	Service in field of research		
		Year	Month	Dates

4.4 Language proficiency (Highest examination passed) :

(i) Sinhala : _____.

(ii) Tamil : _____.

(iii) English : _____.

4.5 Service Experience :

(i) Unblemished service to the date on 31.12.2015 :

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

(ii) Details of no pay leave in last five year to the dated on 31.12.2015 : _____

5.0 Certificate of the Applicant :

I, hereby certify that the particulars furnished in this application by me are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect before appointment. I am liable to be disqualified and if found after appointment, I am liable to be dismissed from service without any compensation.

_____,
Signature of Applicant.

Date : _____.

6.0 Certificate of the Head of Department :

I, hereby certify that the candidate Mr./Mrs./Miss who submits this application is serving in the office from and that his/her work and conduct is satisfactory. That he/she has been confirmed in the service and I personally checked all the information furnished above with the records available in this office and found correct and he/she has not been subjected to a disciplinary inquiry he/she signed in my presence.

He/She can/can't be released.

_____,
Signature of Head of the Department.

Date : _____.

Name : _____.

Designation : _____.

(Place the official stamp)

02-584/2

Examinations, Results of Examinations & c.

MINISTRY OF DEFENCE

Open Competitive Examination for Recruitment as Grade II Research Officer in an Institution Affiliated to the Ministry of Defence - 2016

APPLICATIONS are invited from suitable Sri Lankan citizens to fill the 15 (Fifteen) vacancies existing in the post of Research Officers (Grade II) in the Institution affiliated to the Ministry of Defence.

01. *Mode of Recruitment.*- The candidates with the required qualifications mentioned in the advertisement will be called

for a written examination conducted by the Sri Lanka Institute of development administration and the results of the same will be taken into consideration when filling in the vacancies. The selected candidates will be interviewed by a panel appointed by the Secretary, Ministry of Defence. Candidates with the highest marks will be selected to fill the vacancies. Structured interviews will be held as per the marking scheme approved by the Public Service Commission. (mentioned under No. 06)

02. *Salary Code.*- The monthly salary scale attached to the post is Rs. 17,680 - 10x320 - 11x365 - 15x450 - Rs. 31,645 (Public Administration Circular No. 06/2006 dated 25.04.2006 -MN/6-2006A).

03. The post is permanent and pensionable.

04. *Required Qualifications :*

Must be a Sri Lankan citizen.

The candidates should be not less than 21 and not more than 35 on the closing date for application.

Must have an excellent character.

(i) *Educational/Professional Qualifications.-* Applicants should possess a degree and a post graduate qualification obtained from a university approved by the University Grants Commission or from an Institution approved by the University Grants Commission.

(ii) *Physical requirements.-* Every applicant should be physically and mentally fit to perform duties of the post and to serve in any part of the Island.

(iii) Must have fulfilled the qualifications for the recruitment to the post as at the closing date of application.

05. *Terms and Conditions of Employment :*

(i) The appointment is subject to a probationary period of 03 years. After joining the post of Research Officer Grade II the Officer should complete the First Efficiency Bar Examination as specified in the Rules and Regulation in the appointment later.

(ii) In terms of Public Administration Circular No. 01/2014 dated 21.01.2014 the successful candidates should obtain the relevant proficiency in the official language other than the official language they join the public service within a period of 5 years from joining the post and those who join the Public Service in a language medium which is not an official language, should obtain the required official language proficiency within the probationary period.

(iii) This appointment should be subjected to the procedural rules of the Public Service Commission. The Establishment Code of the Democratic Socialist Republic of Sri Lanka. Financial Regulations of the Government and to the other Department Regulations.

06. *Examination process.-* The question paper consists of two parts and will be held in all three languages. The requested medium will not be changed thereafter.

Examination subjects and marks will be shown as follows :

Subject	Time	Marks	Pass marks
Intelligence Test	01 hour	100	40%
Subject knowledge	02 hours	100	40%

Intelligence test.- IQ examination consists of diagrams and figures. The solutions and answers given by the candidates will determine the ability of the individual. The paper will also include multiple choice questions. Where short answers are required paper will be provided.

Subject knowledge.- The following arias/subjects will be tested in detail : The Economy, Political, Security, International relations, Management, Science and Technology, Education, Health, Sports, the Environment and Social and Cultural issues.

Examination fees Rs. 1,000 which will not be refundable can be credited to Bank of Ceylon (Torrington Branch) Acc. No. 2323278 to Sri Lanka Institute of Development Administration. Payment can be made at any branch of the Bank of Ceylon. Duly paid deposit slip should be pasted on the relevant page. Please keep a photocopy of the deposit slip for your future reference No. Postal Orders or stamps will be accepted in lieu of the payment for any reason.

The structural interview will be based on the following marking Scheme :

Subject	Maximum Marks	Marks obtained
Additional Educational Qualification	15	50%
Professional qualifications relevant to the post	15	
Professional Experience	35	
Computer Literacy	10	
Language Proficiency	10	
Skills demonstrated at the interview	05	
Total	100	

07. *Identity of Candidates.-* Only the candidates who have forwarded the applications completed application in every aspect will only be called for the structural interview.

The original and certified copies of all certificates should be submitted at the interview.

Following identification papers will be accepted at the interview to establish the identity of candidates :

(i) National Identity Card issued by the Commissioner General of Registration of Persons.

(ii) Valid passport.

08. *Forwarding of Applications :*

(i) Duly filled applications should be sent under registered post to reach Secretary, Ministry of Defence, No. 15/5, Baladaksha Mawatha, Colombo 03 on or before 18.03.2016. All the applications received after the closing date will be rejected.

(ii) A specimen application is attached at the end of this notice. The application should be typed on an A4 sheet and should include the details asked for in 2.6 of the first page and details required in 3.0-5.0 on the second page. The other details asked for in the 3rd page should be in the applicant's own hand writing.

(iii) The top left hand side of the envelope should mention the post applied for - Research Officer Grade II - open recruitment.

(iv) The officers in Public Service and Provincial Public Service should submit applications through their Heads of Departments.

(v) Applications which have not been submitted according to the above stated specimen form will be rejected and complaints regarding lost or delayed application will not be entertained.

09. *Furnishing false particulars.*- If any of particulars furnished by you are found to be false or erroneous before the recruitment your candidature will be cancelled. In case such false hood or error is detected after recruitment, action will be taken to discontinue your service, and you will be subjected to relevant disciplinary action.

10. The Secretary of Ministry of Defence reserves the right either to fill or not to fill the vacancies in the post.

Secretary,
Ministry of Defence.

No. 15/5, Baladaksha Mawatha,
Colombo 03,
05th February, 2016.

OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT AS GRADE II RESEARCH OFFICER IN
AN INSTITUTION AFFILIATED TO THE MINISTRY OF
DEFENCE - 2016

Index Number :	<input type="text"/>
For office use only	
Medium of the Examination :	
Sinhala - 2	Tamil - 3
English - 4	<input type="checkbox"/>
(Indicate in the relevant cage)	
Medium of examination cannot be changed.	

1.0 Name :

1.1 Name in full (In block letters) : Mr./Mrs./Miss : _____.
(Ex. : HERATH MUDIYANSELAGE BUDDHIKA
SAMPATH KUMARA GUNAWARDHANA)

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

1.3 Name in full : _____.
(In Sinhala/Tamil)

1.4 Ethnicity :

☐

Sinhala - 1, Tamil - 2, Muslim - 3, Others - 4

1.5 National Identity Card No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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1.6 Sex : (Indicate in the relevant cage) :

Female - 1 Male - 0

☐

2.0 2.1 Permanent Address (in block letters) : _____.

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

2.3 Office address (In block letters) : _____.

2.4 Office address (In Sinhala/Tamil) : _____.

2.5 Address to which the admissions should be sent (In block letters) : _____.

2.6 Telephone No. : _____.

3.0 3.1 Marital Status :

Unmarried - 1 Married - 2

(Indicate in the relevant cage)

☐

3.2 Date of Birth :

Year : Month : Date :

3.3 Age as at 04.03.2016 :

Years : Months : Days :

4.0 4.1 Educational and Professional Qualifications :

4.1.1 Degree : _____.

4.1.2 External/Internal : _____.

4.1.3 Subjects : _____.

4.1.4 Date qualified for the degree : _____.

4.1.5 University : _____.

4.2 Post Graduate Qualification :

Degree	Subjects/ Field	Level of Class	Year	University
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.3 Computer literacy :

Course	Duration	Institute	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.4 Proficiency in English Language (State the courses followed) : _____.

4.5 Professional Qualifications :

Course	Duration	Institute	Year

recommend and submit the application of Mr./Mrs./Miss serving as a at the Ministry/Department Institution of necessary actions to release from the service of this institution can be taken if selected for this post.

Signature of the Head of the Institution.

5.0 Professional Experience :

Position held	Place of work	From	To

Date : _____.
Name : _____.
Designation : _____.
Address : _____.
(Place the official stamp)

02-584/1

6.0 Examination Fees :

- 6.1 Name of the branch to which payment was made : _____
6.2 Amount : _____.
6.3 Date was payment : _____.

Paste one side of the bank deposit slip
(Keep a photocopy of the invoice)

LEGAL DRAFTSMAN'S DEPARTMENT

**Competitive Examination for the filling of Vacancies
in the Posts of Translator in the Legal Draftsman's
Department - 2016**

Declaration by the Applicant :

(Sign before the person certifying) details mentioned herein are true and accurate to the best of my knowledge and the bank deposit slip relating to the examination fee is pasted. I hereby abide by any decision taken before, during or after the examination, if I am deemed not qualified to sit the exam in accordance with rules and regulations relating to the conduct of the examination. I further abide by all rules and regulation stipulated by the Sri Lanka Institute of Development Administration.

Signature of Applicant.

Date : _____.

7.0 Certification of the Signature :

This is to certify Rev./Mr./Mrs./Miss signed herewith and resided at is personally known to me, and he/she placed her signature before me, after pasting the bank deposit slip herewith.

Signature of the Attestor.

Date : _____.
Name : _____.
Designation : _____.
Address : _____.
(Place the official stamp)

8.0 Recommendation by the Head of Department :

(Only for candidates engaged in Government/Provincial Government/Government Corporations Service) I, do herewith

APPLICATIONS are called by the Commissioner General of Examinations on behalf of the Legal Draftsman's Department from qualified persons for the competitive examination to select suitable persons to fill 10 Vacancies in the posts of Translator (English/Sinhala) and 11 Vacancies in the posts of Translator (English/Tamil) in the Legal Draftsman's Department. Applications prepared according to the specimen form appearing at the end of this notification, shall be forwarded, separately for each post, to the "Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, P. O. Box 1503, Colombo" under registered cover, to reach him on or before the date specified below. The words "Competitive Examination for the posts of Translator (English/Sinhala) or posts of translator (English/Tamil) - 2016 of the Legal Draftsman's Department" should be stated clearly on the top left-hand corner of the envelope. Further, the name of the examination in Sinhala and Tamil applications shall be written in English in addition to Sinhala or Tamil.

(A) Closing date for applications is 21st March, 2016.

Note : No complaint on any alleged loss or delay of an application or related document in the post will be entertained.

01. *Recruitment Procedure :*

- * Recruitment will be made on the results of a written examination.
- * Out of the candidates who have passed both question papers at the written examination, such number of candidates equal to the number expected to be recruited will be called for a general interview based on the total marks obtained for both papers, in order of merit.

* The number of appointments to be made and the effective date of appointments will be determined by the Legal Draftsman.

02. Terms of Employment :

(i) This post is permanent.

(ii) The selected candidates shall acquire proficiency in the other language within five (05) years from the date of appointment and officers who joined the service in a language which is not an official language shall acquire language proficiency in one of the official languages within three years (03) from the date of appointment and shall also acquire proficiency in the other official language within six years (06) from the date of appointment in terms of the Public Administration Circular 07/2007 and other incidental circulars.

(iii) This appointment is subject to the Procedural Rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, the Financial Regulations of the Government and other Departmental Regulations.

(iv) The appointment of any candidate who fails to and/or refuses to or avoids to assume duties on the date of appointment is liable to be cancelled.

03. *Salary Scale*.- This post carries a salary scale (MN 6-2006A) - of Rs. 17,680 -10x320 - 11x365 - 15x450 - Rs. 31,645 per month in terms of the Public Administration Circular No. 06/2006.

04. Qualifications :

4.1 Educational Qualifications :

(i) Every candidate -

(a) shall have obtained a degree from a university recognized by the University Grants Commission ;

or

(b) shall have been enrolled as an Attorney-at-Law of the Supreme Court having passed Final Examination for Attorneys-at-law,

Together with

(ii) a credit pass or a higher pass in English language at the General Certificate of Education (Ordinary Level) Examination or at least an ordinary pass in English Language at the General Certificate of Education (Advanced Level) Examination or a higher qualification in English Language (recognized by the Appointing Authority) with a credit pass or any higher pass in Sinhala/Tamil language at the General Certificate of Education (Ordinary Level) Examination or an ordinary pass in Sinhala/Tamil language at the General Certificate of Education (Advanced Level) Examination or any higher pass in Sinhala/Tamil language relating to the post applied for.

4.2 *Physical fitness*.- Every candidate shall have sufficient physical and mental fitness -

- (i) to work in any part of Sri Lanka,
- (ii) to be able to carry out the duties of his office.

4.3 Other Qualifications :

- (i) Candidates shall be citizens of Sri Lanka,
- (ii) Candidates shall be of exemplary character,
- (iii) Candidates shall have fulfilled all the required qualifications for recruitment to the post as at the closing date of applications.
- (iv) Candidates shall not have been found guilty of any offence under the laws of Sri Lanka.

4.4 Age limit :

- (i) Lower age limit : 21 years.
- (ii) Upper age limit : 35 years.

(The upper age limit does not apply to those who are already holding permanent posts in the Public Service or Provincial Public Service.)

Accordingly if any candidate does not hold a permanent post in the Public Service or Provincial Public Service, his birthday shall fall on or before 14.03.1995 and on or after 14.03.1981 for him to qualify himself to fall within the specified age limit.

05. Syllabus :

5.1 Written Examination :

The open competitive examination for the recruitment to the posts of Translators (English/Sinhala) and Translators (English/Tamil) in the Legal Draftsman's Department consists of the following question papers :

- (01) Proficiency in translation - 100 marks - Time 03 hours.
- (02) Proficiency in language - 100 marks - Time 03 hours.

Name of the question paper	Syllabus	Minimum marks for a pass
01. Proficiency in translation	Translation of a part of an Act of parliament from English language to Sinhala/Tamil Comparison of a part of an Act in English language with an incorrect Sinhala/Tamil translation thereof and revision of the said Sinhala/Tamil translation in line with the English version.	40%

	Name of the question paper	Syllabus	Minimum marks for a pass
02.	Language Proficiency		40%
	Part I - Knowledge in Sinhala/Tamil Language	An essay, summary, spelling and construction of sentences in such manner as to convey the correct meaning of words.	
	Part II - Knowledge in English Language	An essay, summary, spelling and construction of sentences in such manner as to convey the correct meaning of words.	
	The candidates shall sit for one of the two relevant official languages (Sinhala/Tamil) and the English language question papers.		

5.2 General interview (No marks given).- Examination of the qualifications and the physical fitness of candidates.

06. Conditions of Examination :

- (i) The examination will be conducted in Sinhala and Tamil languages. Every candidate shall select one language. Every candidate applying for the examination shall answer a paper which has been prepared to test the language proficiency in the selected language and a paper to test proficiency in English language. This includes the translation of a part of a document in English to Sinhala/Tamil to test his proficiency in translation.
- (ii) Examination fee is Rs. 750. The examination fee shall be paid in cash to any Post Office to be credited to the Government Revenue under Revenue Head 2003-02-13 of the Commissioner - General of Examinations and the receipt obtained in the name of the candidate shall be pasted by one of its margins in the specific place in the application so that it would not get detached. It would be useful to retain a photocopy of the receipt with the candidate. Money orders or stamps will not be accepted as the examination fee. The examination fee paid will not be refunded or transferred for other examination under any circumstances.
- (iii) The examination will be held in Colombo in May 2016. The date of the examination will be notified later.
- (iv) Incomplete applications will be rejected without prior informing.

Note.- No candidate will be allowed to enter the examination hall without the admission card. Only the admission card where the candidate's signature is attested should be produced to the Supervisor of the examination hall on the day on which the examination begins.

The issuance of an admission card to any candidate shall not be considered as acceptance of the fact that he/she has fulfilled the required qualifications to sit for the examination.

- (v) The application should be prepared in A4 paper of the size 23x25 c. m. using both sides of the paper. Heads 1 to 8 should appear on the first page, Heads 9 to 11 should appear on the second page and Head 12 should appear on the third page. The relevant particulars should be clearly written in candidate's own hand writing. Applications not in conformity with the specimen application form and incomplete applications will be rejected without prior informing. It would be useful to retain a copy of the duly completed application.

Further, it is notified that the candidates should check if the completed application is in conformity with the specimen application form given in the examination notification. Any application not in conformity with the specimen application form will be rejected without prior informing. Candidates are required to prepare the application in conformity with the specimen application form attached hereto.

- (vi) The candidates who are members of the Public Service or the Provincial Public Service shall forward their applications through the Heads of their Departments.
- (vii) The Commissioner General of Examinations will issue the admission cards to candidates who are within the age limit specified in the notification and who have forwarded duly filled applications together with the relevant receipt, in proof of payment of the examination fee, on or before the closing date of application and the receipt of the applications will not be acknowledged. As soon as the admission cards are sent to the candidates the Department of Examinations will publish a notice in newspapers to that effect. Any candidate who has not received his admission card at least five days before the date of examination referred to in the notice, should inquire from the Organizations and Foreign Examinations branch of the Examinations Department Sri Lanka with regard to the non-receipt of his/her admission card, correctly furnishing the name of the examination applied for, his full name, the number of his national identity card and his address. If he is residing outside the limits of Colombo, it would be advantageous for him/her to make such inquiry by a letter of request addressed to the fax number specified in the notice giving the required information together with a fax number enabling the Examination Department to send him a copy of the admission card without delay. In making such inquiry, it would also be advantageous for him/her to keep readily available with him/her the copy of the application forwarded by him/her, copy of the receipt issued on payment of the examination fee and a copy of the registered postal article receipt issued in registering the application to enable to furnish any further information required by the Examinations Department.
- (viii) The Commissioner General of Examinations reserves the right to postpone or cancel the examination on the approval of the Legal Draftsman.

(ix) The candidates are subject to the rules imposed by the Commissioner General of Examinations for the conduct of the examination. If such rules are violated, he/she will be liable to any punishment imposed by the Commissioner General of Examinations.

(x) *Identity of the candidates.* - Every candidates shall prove his/her identity to the satisfaction of the Supervisor of the examination hall. Only one of the following documents will be accepted for the purpose :

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

(b) Valid passport.

(XI) *Note :*

(a) No document or copy thereof shall be affixed to the application.

(b) Applications of candidates who fail to produce the originals of relevant documents when requested to do so, will not be considered.

Candidates presently employed in the Public Service, Provincial Public Service or in state Corporations shall forward their applications through the Heads of their respective Departments or Institutions. It is compulsory that every candidate should get his/her signature, in the admission card, attested. A candidate sitting for the examination through an institution should get his/her signature attested by the Head of the relevant institution or by an officer authorized by him. Other candidates should get his/her signature attested by a Principal of a Government School, Grama Niladhari of the Division, Justice of the Peace, Commissioner for Oaths, Attorney-at-Law, Notary Public, Commissioned Officer of the Armed Forces, Staff officer holding a permanent post in the Public Service or Provincial Public Service, receiving a consolidated salary of or over Rs. 240,360 per annum, a Viharadhipathi or a Chief Priest of a Buddhist temple, or a person in charge of a religious place belonging to any other religion who is holding a significant position as a priest.

(XII) *Punishment for furnishing false information.* - If it is revealed that a candidate does not have the required qualifications, his/her candidature may be liable to be cancelled at any time prior to the examination, during, or any time after the examination.

If it is revealed that a candidate has furnished any fact which is false knowing it to be false or if he/she has will fully suppressed any material fact, he/she may be liable to be dismissed from the Public Service.

07. *Release of results.* - The Commissioner General of Examinations will personally issue results to the candidates by post or through the web site www.results.exams.gov.lk

08. The procedural rules of the Public Service Commission, Circulars issued from time to time regarding the Public Service, the related Service Minutes and the amendments made thereto are applicable to this post.

09. The Legal Draftsman will decide on any matter which is not provided for in this notification.

10. The final decision whether to fill or not to fill vacancies or to fill part of the vacancies shall lie with the Legal Draftsman.

11. In the event of any inconsistency or discrepancy between the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

D. S. H. KUMARAJEWA,
Legal Draftsman.

Legal Draftsman's Department.

Colombo 12,

On this 01st day of February, 2016.

SPECIMEN APPLICATION FORM

COMPETITIVE EXAMINATION FOR THE FILLING OF VACANCIES IN
THE POSTS OF TRANSLATOR IN THE LEGAL DRAFTSMANS
DEPARTMENT - 2016

01. Post applied for :

English/Sinhala Translator - 1

English/Tamil Translator - 2

(Write the relevant number in the cage)

02. The medium in which the candidate intends to sit for the examination :

Sinhala - 2

Tamil - 3

(Write the relevant number in the cage)

03. Name with the initials at the end :

(i) In English block capital letters : _____.

(Ex. : GUNAWARDHANA, M. G. B. S. K.)

(ii) In Sinhala/Tamil : _____.

04. Names denoted by the initials :

(i) In English block capital letters : _____.

(ii) In Sinhala/Tamil : _____.

05. Permanent Address :

(i) In English block capital letters : _____.

(ii) In Sinhala/Tamil : _____.

06. The address to which the admission card to be sent : _____.

(In English block capital letters)

07. Sex :

Male - 0

Female - 1

(Write the relevant number in the cage)

08. National Identity Card No. :

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09. Whether you are a citizen of Sri Lanka :

Yes - 1

No - 2

(Write the relevant number in the cage)

10. Date of Birth :

Year : Month : Date :

11. I. Educational Qualifications :

II. Highest qualification obtained in the second language : _____.

III. Highest qualification obtained in the first language : _____.

(In the case of G. C. E. (O/L, A/L) Examinations, the year and the Grades (Credit/Distinction) obtained should be stated).

VI. Degree qualifications :

Degree	Subjects	Pass (Class)	Year	Name of the University

V. Attorney-at-Law : _____.

12. I. Have you ever been convicted in a Court of Law for any offence ? Yes/No

If yes, please give particulars : _____.

II. Examination fees : _____.

Receipt No. : _____.

Date of payment : _____.

Office where payment was made : _____.

Please paste the receipt here firmly so that it would not get detached.

13. Applicant's Certificate :

(a) I do hereby solemnly declare/make oath that the particulars furnished by me in this application are true and accurate to the best of my knowledge.

(b) I am aware that if this statement made by me is found to be false or incorrect before selection, I am liable to be disqualified and if found to be false or incorrect after appointment, I am liable to be dismissed from service, without compensation, subject to the relevant procedures. I further state that I am subject to the rules set by the Commissioner General of Examinations in respect of conducting the examination and that I have affixed hereto the receipt obtained on payment of the relevant examination fee.

Signature of the Applicant.

Date : _____.

14. I. Attestation of the signature of the Applicant :

I do hereby certify that Mr./Mrs./Miss (full name) who is forwarding this application is personally known to me and that he/she placed his/her signature in my presence on this day of 2016 and that the receipt on payment of the relevant examination fee is affixed hereto.

Signature of the Attestor.

Full name of the Attestor : _____.

Designation : _____.

Address : _____.

Date : _____.

(affix the official seal)

II. Certificate of the Head of the Department :

I hereby certify that I have examined particulars furnished above by the applicant and that the said particulars are found to be correct and I also certify that his/her performance, attendance and conduct are satisfactory. If he/she is selected for the above post, he/she could/could not be released from the service of this Department.

Signature of the Head of the Department.

Designation : _____.

Date : _____.

(affix the official seal)

02-516

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY UNDERGRADUATE CADETSHIPS (MALE / FEMALE)

APPLICATIONS are invited from suitably qualified Sri Lankans for Undergraduate Cadetships (Male & Female) at General Sir John Kotelawala Defence University Ratmalana and its Southern Campus Suriyawewa from **01st February 2016 to 01st March, 2016.**

2. General Sir John Kotelawala Defence University has been empowered to award Degrees to those Officer Cadets who, after being enlisted to the commissioned officer ranks in the Regular Forces of the Tri-Services will successfully complete the academic & military components of studies pertaining to the degree programmes by the General Sir John Kotelawala Defence Academy Act, No. 68 of 1981 and subsequent amendments thereto.

3. The degree programmes applicable to the Officer Cadets will be conducted at,

KDU - Ratmalana

- * Bachelor of Medicine and Bachelor of Surgery (MBBS) degree (5 years)
- * Bachelor of Science honours in Engineering degree (4 1/2 years)
- * Bachelor of Science honours in Software Engineering degree (4 1/2 years)
- * Bachelor of Science in Management and Technical Sciences degree (3 years)
- * Bachelor of Science in Logistics Management degree (3 years)
- * Bachelor of Science in Social Sciences degree (3 years)

Southern Campus - Suriyawewa

- * Bachelor of Science honours in Quantity Surveying (4 1/2 years)
- * Bachelor of Science in Quantity Surveying (3 1/2 years)
- * Bachelor of Science honours in Surveying Sciences (4 1/2 years)
- * Bachelor of Science honours in Information Technology (4 1/2 years)

3.1. The allocation of Officer Cadets for the three services will be based on the availability of vacancies in each service and the aggregate marks obtained at the three interviews, conducted for selection. Officer Cadets will be commissioned in the Regular Forces of the Sri Lanka Army, Navy or Air Force, after successful completion of the degree programmes.

3.2 On successful completion of the academic and military training components of the respective degree programmes, the Officer Cadets will be awarded one of the following degrees :

- * Bachelor of Medicine and Bachelor of Surgery (MBBS)
- * Bachelor of Science honours in Engineering
- * Bachelor of Science honours in Software Engineering
- * Bachelor of Science in Management and Technical Sciences
- * Bachelor of Science in Logistics Management
- * Bachelor of Science in Social Sciences
- * Bachelor of Science honours in Surveying Sciences
- * Bachelor of Science honours in Quantity Surveying
- * Bachelor of Science in Quantity Surveying
- * Bachelor of Science honours in Information Technology

3.3 All degree programmes are conducted only in the medium of English.

3.4 Selected candidates will be allowed to follow one of the following Bachelor's Degree Programmes in accordance with their qualifications.

(a) **Bachelor of Medicine and Bachelor of Surgery (MBBS) – Five years (Male and Female):**

For those who have followed **Bio Science Stream** (Biology, Chemistry and Physics) at the G. C. E. (A/L) Examination in **2015**, obtained a minimum of three simple passes (S), and are eligible to apply for university admission.

(b) **Bachelor of Science (B.Sc.) Honours in Engineering in Aeronautical /Bio-Medical/Civil/ Electrical & Electronic/Marine/Mechanical/ Mechatronic - Four and a half years (Male & Female) :**

For those who have followed **Maths Stream** (Chemistry, Physics and Combined Mathematics) at the G. C. E. (A/L) Examination in **2015 or 2014**, obtained a minimum of three Simple Passes (S) and are eligible to apply for university admission.

(c) **Bachelor of Science (BSc.) Honours in Software Engineering - Four and a half years (Male) :**

For those who have followed **Maths Stream** at the G. C. E. (A/L) Examination in **2015 or 2014**, obtained a minimum of Simple Passes (S), for **Combined Mathematics, Physics** and any one of the following subjects.

Chemistry, Higher Mathematics Information and Communication Technology and are eligible to apply for university admission.

(d) **Bachelor of Science (BSc) in Management & Technical Sciences - Three years (Male) :**

For those who have followed **Bio or Maths Stream** at the G. C. E. (A/L) Examination in **2015 or 2014**, obtained a minimum of three Simple Passes (S), and are eligible to apply for university admission.

(e) **Bachelor of Science (BSc) in Logistics Management – Three years (Male & Female) :**

For those who have followed **Bio, Maths or Commerce Streams** at the G. C. E. (A/L) Examination in **2015 or 2014**, obtained a minimum of three Simple Passes (S) and are eligible to apply for university admission.

(f) **Bachelor of Science (BSc) in Social Sciences – Three years (Male and Female) :**

For those who have followed **any stream** at the G. C. E. (A/L) Examination in **2015 or 2014**, obtained a minimum of three Simple Passes (S), and are eligible to apply for university admission.

(g) **Bachelor of Science (BSc) Honours in Surveying Sciences – Four and a half years (Male and Female):**

For those who have followed Physics, Combined Mathematics and any other subject available at

the G. C. E. (A/L) Examination in **2015 or 2014**, obtained a minimum of three Simple Passes (S), and are eligible to apply for university admission.

(h) **Bachelor of Science (BSc) Honours in Quantity Surveying - Four and a half years (Male and Female):**

Bachelor of Science (BSc) in Quantity Surveying - Three and a half years (Male) :

For those who have followed three (3) of the following subjects at the G. C. E. (A/L) Examination in **2015 or 2014**, obtained a minimum of three Simple Passes (S), and are eligible to apply for university admission.

At least one subject from,
Combined Mathematics/Higher Mathematics
and the other subject/subjects from the following list :

Accounting Economics Business Statistics
Business Studies Physics Chemistry
Information and Communication Technology

In addition, candidates should satisfy the following minimum requirements at the G. C. E. (O/L) Examination.

- (a) A Credit Pass (C) in Mathematics I or II
(b) A Simple Pass (S) in Science I or II.

(i) **Bachelor of Science (BSc) Honours in Information Technology - Four and a half years (Male) :**

For those who have followed the G. C. E. (A/L) Examination in **any stream in 2015 or 2014**, obtained a minimum of three Simple Passes (S), and are eligible to apply for university admission.

3.5 Selected candidates are required to follow a range of common and special subjects pertaining to respective Degree Programmes, including English, Management, Information Technology, Law, International Studies and Military studies.

3.6 They are also required to undergo continuous training in Physical Development, Drill, Weapon Training and Leadership, during their Degree Programmes.

4. **Other eligibility requirements for Officer Cadets.**– The candidates should be :

- (a) A citizen of Sri Lanka.
(b) Not less than 18 years and not more than 22 years of age on **01st March, 2016.**

Educational Qualifications :

- (c) The candidate should be eligible to apply for university admission having obtained a minimum of three Simple

Passes (S) in the relevant stream of the G. C. E. (A/L) examination, and should :

- (i) Pass the Common General Test ;
(ii) Obtain a minimum of a credit (C) pass for English language at G. C. E. (Ordinary Level) Examination for other degree programmes.

(d) The following minimum physical standards should be satisfied :

		Male	Female
Height	Army	5'6"	5'3"
	Navy	5'6"	5'3"
	Air Force	5'6"	5'4"
Weight	Army	50kg	–
	Navy	52kg	41kg
	Air Force	17<BMI<25	17<BMI<25
Chest		32" (unexpanded)	–

Note.– (If a candidate possesses National Level achievements in sports or other relevant activities, the above physical standards may be relaxed by the Secretary, Ministry of Defence and Chairman of the Board of Management, General Sir John Kotelawala Defence University).

(e) **The candidates should confirm to the required medical standards.**– Successful candidates are required to pass a medical test following the submission of a Medical Declaration Form in the prescribed format to the satisfaction of the Secretary, Ministry of Defence and Chairman of the Board of Management, General Sir John Kotelawala Defence University. If a candidate is found to have provided false information in the Medical Declaration Form, prior to the selection, such candidate shall be disqualified and liable to be discharged on the ground of the provision of false information.

(Medical Declaration Form can be downloaded from the university website www.kdu.ac.lk)

(f) **The candidate should be unmarried.** (No Officer Cadet will be permitted to get married whilst under training and until permitted to do so by Service Regulations.)

4. **Conditions of Service.**– Selected candidates will be enlisted as Officer Cadets of General Sir John Kotelawala Defence University, Ratmalana or its Southern Campus, Suriyawewa. They will be subjected to laws, regulations and orders made or given under the General Sir John Kotelawala Defence Academy Act, No. 68 of 1981 and subsequent amendments thereto. An Officer Cadet shall serve in the armed service into which he is

commissioned as an Officer for a continuous and uninterrupted period of not less than (12) Twelve years from the date on which he is graduated in the respective Degree Programme.

5. At the time of enlistment selected candidates will have to enter into a Bond and an agreement with the Democratic Socialist Republic of Sri Lanka to serve for a compulsory period as aforesaid, after being graduated in the respective degree programmes.

6. Officer Cadets will be paid approximately Rs. 38,000 per month as pay and allowances. In addition, the following facilities will be provided free of charge:

- (i) Board and lodging ;
- (ii) Uniforms ;
- (iii) Batman facilities ;
- (iv) Sports and recreational facilities ;
- (v) Medical facilities.

7. On being commissioned to the Regular Forces of the Sri Lanka Army, Navy or Air Force, they will be entitled for pay and allowances appropriate to the rank in accordance with the Service pay codes.

(a) The following allowances are payable monthly :

- (i) Qualification allowance ;
- (ii) Ration allowance ;
- (iii) Disturbance allowance when ordered to live in (for married officers only) ;
- (iv) Uniform up keep allowance.

(b) Other facilities and allowances :

- (i) Accommodation when ordered to live in ;
- (ii) Limited rent allowance when living in a rented house ;
- (iii) uniform allowance ;
- (iv) batman allowance ;

8. Officers of the Army/Navy/Air Force will be governed by the following regulations in respect of their pay prospects and conditions of Service :-

- (i) The Army/Navy/Air Force pay code.
- (ii) Current regulations for officers of the Army/Navy/Air Force published in the Sri Lanka Government *Gazette*.

(iii) Current Army/Navy/Air Force Pensions and Gratuity Code published in the Sri Lanka Government *Gazette*.

9. During the course of training, Officer Cadets are required to undergo such training as may be prescribed by the Vice Chancellor, General Sir John Kotelawala Defence University and /or respective Service Commanders.

10. Officer Cadets under training are liable to be posted for training in any part of Sri Lanka or Abroad.

11. Officer Cadets under training will be required to stay in accommodation provided and follow a routine laid down by the General Sir John Kotelawala Defence University or by the respective Service establishments.

12. *Language Requirements.*— Selected candidates will be required to comply with any rules and regulations already made or that may hereafter be made for giving effect to the language policy of the Democratic Socialist Republic of Sri Lanka.

13. *Proof of Identity.*— Candidates will be required to produce proof of their National Identity. Identity cards issued by the Department of Registration of Persons Passport, Post Master - General or Driving License issued by the Registrar of Motor Vehicles will be accepted for this purpose.

14. *Applications.*— Application forms and the Brochures can be downloaded from the University Website www.kdu.ac.lk.

15. Duly completed applications should accompany a receipt obtained by paying Rs. 1,000 (One Thousand Rupees) to any Branch of the Bank of Ceylon in favour of "The Vice Chancellor, General Sir John Kotelawala Defence University" to be credited to the Current Account Number "9405831" of the Bank of Ceylon, Idama Branch, Moratuwa. The applications without basic qualifications and not duly filled in accordance with the conditions mentioned here in will be rejected without notification. The application fee will not be refunded. A board appointed by Vice-Chancellor will review all applications received and shortlist according to qualifications of the candidates. Those who are shortlisted will be called for the preliminary interview.

16. The duly completed applications should be forwarded to "The Registrar, General Sir John Kotelawala Defence University, Ratmalana" under registered cover to reach him on or before 01st March, 2016.

"Application for Cadetships" and the stream applied, should be written on the top left-hand corner of the envelope. Applications received after the closing date or do not conform to the requirements of this notification will be rejected.

17. Applications from officers in Government Service and Corporations or Statutory Bodies should be forwarded through the Head of the Departments/Corporations/Statutory Bodies and they should accompany a certificate issued by the relevant institutional head to the effect that the Officer would be released if selected.

18. Applications should accompany only the certified copies of the certificate of Registration of Birth, G. C. E. (O/L), G. C. E. (A/L) result sheets with a certification for being qualified for University admission(Yes).

19. Preliminary selection will be made from among those candidates who have achieved the required standards in accordance with the evaluation criterion determined by the Selection Committee appointed by the Board of Management of the General Sir John Kotelawala Defence University. Candidates who are selected from the first interview will be required to undergo tests as may be prescribed by the Board of Management of the General Sir John Kotelawala Defence University. The final selection will be made by the Final Selection Committee appointed by the Board of Management of the General Sir John Kotelawala Defence University.

20. Candidates who are selected for interviews and tests will be informed in writing of the venues, times and the dates of such interviews. Travelling or other expenses for this purpose will not be paid to applicants.

21. Anyone who desires to recommend a candidate should do so by giving him a testimonial. Any form of canvassing would be considered as a disqualification.

22. Receipt of Applications will not be acknowledged. No correspondence or inquiries will be entertained with regard to rejected applications.

23. If a disparity exists between the Sinhala language and Tamil language in the *Gazette* notification, you are hereby requested to follow the instructions as per the *Gazette* notification in Sinhala language.

KARUNASENA HETTIARACHCHI,
Secretary,
Ministry of Defence and
Chairman of the Board of Management
General Sir John Kotelawala Defence University.

02-699