

# ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

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

අංක 2,065 – 2018 මාර්තු මස 29 වැනි බ්‍රහස්පතින්දා – 2018.03.29  
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### PART I: SECTION (IIA) – ADVERTISING

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

	PAGE		PAGE
Post - Vacant	830	Examinations, Results of Examinations &c.	867

**Note.**– National Audit Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of March 16, 2018.

#### 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 20th April, 2018 should reach Government Press on or before 12.00 noon on 06th April, 2018.

#### 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, 2018.

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 unrefereited 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

### SRI LANKA POLICE

#### Post of Women Police Constable

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Recruit Women Police Constable in the Sri Lanka Police.

2. Application forms duly perfected in accordance with the specimen form given below should be sent to “Director/ Recruitment, Recruiting Office, No. 375, Sambuddathwa Jayanthi Mawatha, Colombo 06”. The application should be sent by Registered Post to the above mentioned address to reach on or before 31.05.2018 and the applied post should be marked on the top left hand corner of the envelope enclosing the application. Delayed applications will be rejected and no application will be issued by the Sri Lanka Police.

3. *Salary Scale.*— Rs. 354,480 - 7 x 3,600 - 27 x 4,440 - Rs. 499,560.00

Salary will be paid from 01.01.2016 to 01.01.2020 as per the Public Administration Circular 3-2016 Schedule II and the above mentioned Salary Scale will be effect from 01.01.2020.

Further, these officers are entitled for the allowances granted in accordance with the IG Police Circular No. 2416/2013, dated 07.01.2013. In addition to the above Salary Scale, they will be paid following allowances :

*Rs. cts.*

(a) Cost of living allowance	7,800.00
(b) As per the P. A. Circular 03/2016, it is granted 40% of the allowance for the relevant rank	5,712.00
(c) Arduous duty allowance	2,000.00
(d) Uniform cleaning allowance	250.00
(e) Combined allowance (350x30 areas where special incentives allowance are paid)	10,500.00
(f) Combined allowance (350x24 areas where special incentives allowance are not paid)	8,400.00

In addition to the above said allowances :

- (a) Free transport facilities.
- (b) Free Medical facilities to officers (Financial assistance can be obtained for medical treatment even in a Foreign Country.).

(c) All uniforms will be provided free of charge.

(d) Facilities to improve skills and talents in sports.

(e) Travelling expenses are provided to undertake duties and money will be granted as rewards for outstanding and arduous duties.

#### 04. *Basic Qualifications :*

(a) *Age Limits.*— The age should be between 18 and 30 years as at closing date of the applications as per the *Gazette* Notification.

(b) *Educational Qualifications :*

Should have passed 06 subjects including Mathematics and Medium Language in not more than two attempts at the G. C. E. (O/L) Examination. Applicants who are qualified within two attempts should have passed at least 05 subjects (including both Mathematics and Medium Language or at least one, at the first attempt).

**Note 01.**— According to the classification of subjects of the Department of Examinations, in calculating the number of subjects passed at G. C. E. (O/L) both passes in science subjects number 41, 44 will be treated as one subject and both passes in Mathematics Number 42 and 45 will be treated as one subject.

**Note 02.**— Failure in the technical subjects at written test of G. C. E. (O/L) Examination will be considered as failure in the same subject although a pass has been obtained for the same subject in the practical test.

**Note 03.**— Since optional subjects of Tamil, English and Sinhala have not been included in the stream of G. C. E. (O/L), passes in any of these subjects will not be computed as a pass in the G. C. E. (O/L) Examination.

(c) *Physical Requirements :*

\* Height 05 feet 02 inches (minimum).

**Note.**– Applicants who are slightly short of the physical requirements, but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided they have skills in sports or have achieved best performance in sports at National level or they have earned reputation for Sri Lanka by participating in an international competition.

(d) *Visual Requirement.*– Vision should not be less than 6/12 in each eye. If the vision is 6/6 in one eye and 6/18 in the other eye, will be also accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible for being selected for the service.

(e) *Other Qualifications.*– Applicants should be unmarried (Divorcee will be considered as unsuitable).

5. *Method of Recruitment.*– Selected applicants will have to pass in the Basic Qualification Test conducted by the Sri Lanka Police. Only those who have passed this test can participate in the physical fitness test and should pass that test.

\* *Physical Fitness Test :*

\* 1,000 meters running - 05 minutes 14 seconds.

\* Those who are successful in the physical fitness or endurance test will be called for final interview. Only those who score 40% or more will be called for the written test.

The written test consists of two question papers :

\* An essay paper, not less than 500 words within 45 minutes.

\* General knowledge and Intelligence test paper - 1 hour.

6. *Medical Examination.*– Applicant must pass the medical test before obtaining his appointment. Medical test is an only one part of the recruitment process. Selection will be made among the applicants who pass the medical test as per the number of existing vacancies and the position in the list pertaining to the merits and skill. Those who fail the medical test will be rejected. Medical examination will be done at once. This exam will be conducted under the

supervision of Chief Medical Officer, Police Hospital and he will submit the report according to Health form 169.

7. *Background Inquiries :*

(a) Applicant's close relations and friends will be inquired, on the conduct of the applicant. Applicants with bad conduct will not be recruited ;

(b) Providing false information or conceal information will make the applicant ineligible. If the false information is elicited after the appointment, the applicants will be dismissed from the service.

8. *Implementation of Official Language Policy :*

\* As per the Public Administration Circular No. 07/2007 dated 28.04.2007 issued by the Ministry of Public Administration and Home Affairs, all officers recruited to the Public/ Provincial Service with effect from 01.07.2007 should acquire proficiency in the other official language within a period of 05 years in addition to the official language through which they entered to the service.

\* Officers recruited below the rank of an Assistant Superintendent of Police from 01.07.2007 should pass the language test of secondary level conducted by the Official Language Department.

\* The salary increments of those who fail to pass the second official language within 5 years from the date of appointment will be deferred until a pass is obtained.

09. *Terms of Engagement.*– This post is permanent and pensionable. You are liable to contribute to the Widows'/ Widowers' and Orphans' Pension Scheme.

10. *Conditions of Service :*

(a) This appointment is subject to a three years recruit period ;

(b) The recruited officers will be required to comply with any rules already made or may hereafter be made to give effect to the language policy;

(c) They will be subjected to the relevant provisions of the Establishment Code Volume I and II, Financial Regulations, Police Orders, and any other orders

that may be issued by the Inspector General of Police or by the Government from time to time;

Public Service published in the Section (11A) of the Part I of this *Gazette* ;

(d) Prior to their confirmation, every officer will be required to pass the prescribed Examinations conducted by the Sri Lanka Police. Those who fail to pass the prescribed examinations or found to be unfit for Police duties will be liable for removal from the Police Service ;

(b) Enlistment will be made in terms of Public Administration Circular, No. 15/90 dated 10.03.1990.

(e) Permission will not be granted to marry prior to being confirmed in the said rank without the permission of the Inspector General of Police. However in terms of P. G. II No. 41 dated 28.02.1973 and I. G's Circular No. 1952/2006 of 19.10.2006 and circular (amended) dated 09.08.2007, it is possible to marry showing special reasons and with permission of Inspector General of Police ;

12. Applicants should annex copies of the following documents to their application (originals must not be forwarded) :

(i) Birth Certificate ;

(ii) Two recent testimonials of Character (obtained from persons who are not related) ;

(iii) Certificates substantiating educational qualifications ;

(iv) Certificates substantiating any outstanding sports or other extra curricular activities ;

(v) A photocopy of certificates of services (if available) ;

(vi) A photocopy of the Identity Card.

(f) Applicants on being appointed and after the training should serve a recruit period of 03 years in the Sri Lanka Police and if they wish to resign from the service before their recruit is over, they should sign an agreement of consent to the effect that they are willing to pay at the time of tendering their resignation any amount which was incurred on the training and uniforms etc., together with any other prescribed payments. Director of Police Training College will decide it having calculated dues from the applicants. The acceptance of resignation should conform to the Section 4, Chapter V of Volume I of the Establishment Code, 1985 ;

13.(a) Applicants who are already in the Public Service must forward their applications through the Heads of their respective institutions and they must be accompanied with a certificate stating that the officer can be released, if selected. The applicants who are not adhere to the above, their applications will be rejected.

(g) Immediately after Recruit Women Police Constables have commenced their training at the Police Training College, they should subscribe affirmation/oath to the effect that they comply with the Police Code of conduct in terms of the I. G. P's Circular No. 1693/2003 ;

(b) Applicants must fill the required particulars in their own hand writing on paper of 11" x 8" in size and post them together with the copies of certificates called for to the address given in paragraph 2 and under no circumstances should applications be handed over personally to any officer in Sri Lanka Police.

(h) Immediately after Recruit Women Police Constables have commencement their training at the Police College, they should subscribe the Oath of allegiance to the public service in terms of the IGP's Circular No. 1804/2004 ;

14. Applications which do not conform to the requirements stipulated in this notification will be rejected and such applicants will not be notified.

(i) Recruit Women Police Constables who have been confirmed in the post will have opportunities for promotions in terms of the approved scheme of promotions of the Sri Lanka Police.

**Note.– No travelling or other expenses will be paid by the Sri Lanka Police to applicants who are summoned for the test and interview.**

PUJITH JAYASUNDARA,  
Inspector General of Police.

11.(a) Attention is invited to the general conditions applicable to appointment to the posts in the

06th March, 2018,  
Police Headquarters,  
Colombo 01.

SRI LANKA POLICE

(For office use)

size 2"x2<sup>1</sup>/<sub>2</sub>"

POST OF RECRUIT WOMEN POLICE CONSTABLE

SPECIMEN APPLICATION FORM

01. (a) Name in full (in block letters) :\_\_\_\_\_.  
(As stated in the applicant's birth certificate)  
(b) Name with initials :\_\_\_\_\_.  
(c) Post applied for :\_\_\_\_\_.
02. National Identity Card No. :\_\_\_\_\_.  
(Copy of the NIC should be attached)
03. Father's name in full :\_\_\_\_\_.
04. Place of birth of the applicant :\_\_\_\_\_.  
Divisional Secretariat to which the place of birth belongs :\_\_\_\_\_.  
Province :\_\_\_\_\_.
05. (a) Present address :\_\_\_\_\_.  
(b) Police Station to which the present address belongs :\_\_\_\_\_.  
(c) Permanent Address :\_\_\_\_\_.  
(d) Police Station to which the permanent address belongs :\_\_\_\_\_.  
(e) Mailing Address :\_\_\_\_\_.  
(f) Grama Niladari's Division to which permanent address belongs :\_\_\_\_\_.  
Divisional Secretariat :\_\_\_\_\_.  
(g) Telephone No. (Residence) :\_\_\_\_\_.  
Mobile No. :\_\_\_\_\_.
06. (a) Nationality :\_\_\_\_\_.  
(b) Whether you are a Sri Lankan citizen by birth or registration :\_\_\_\_\_.  
(If by registration attach a copy of that certificate)  
(c) If you are a citizen by birth state the place of birth :—  
(i) Applicant :\_\_\_\_\_.  
(ii) Applicant's father :\_\_\_\_\_.  
(iii) Applicant's paternal grandfather :\_\_\_\_\_.  
(iv) Applicant's paternal great grand father :\_\_\_\_\_.
07. Date of Birth :\_\_\_\_\_.  
(Copy of the birth certificate should be attached)
- Age :\_\_\_\_\_.  
(as at the closing date of applications as per the *Gazette Notification*) :  
Years :\_\_\_\_\_, Months :\_\_\_\_\_, Days :\_\_\_\_\_.
08. Height : Feet :\_\_\_\_\_. Inches :\_\_\_\_\_.
09. Educational qualifications (mention the examinations passed and the copies of the certificates should be attached) :\_\_\_\_\_.
10. Additional qualifications (Copies of the certificates should be attached) :\_\_\_\_\_.
11. Civil status :\_\_\_\_\_.
12. (i) Present employment :\_\_\_\_\_.  
(ii) Are you a member of any armed force ? :\_\_\_\_\_.
13. Do you have special skills and/or qualifications :\_\_\_\_\_.
14. Give names and addresses of two non-related referees to inquire about the applicant :  
(i) \_\_\_\_\_.  
(ii) \_\_\_\_\_.
15. Have you served in the Sri Lanka Police Service before ? (If so, mention rank and regiment No. .... and what are the reasons for leaving the service ? give details) :\_\_\_\_\_.
16. (a) Are you serving in any armed service ? (If so your application must be forwarded through the respective Service Commander) :\_\_\_\_\_.  
(b) Have you served in an armed service ? (If so attach a copy of your discharge certificate) :\_\_\_\_\_.
17. (a) Are you serving in a Volunteer Armed Service ? (If so, your application must be forwarded through the respective Service Commander) :\_\_\_\_\_.  
(b) Have you served in a Volunteer Armed service ? :\_\_\_\_\_.  
(If so attach a copy of your discharge certificate)
18. Have you been arrested on suspicion of having committed an offence ? Have you been, convicted or brought before the court or punished (If so give details) :\_\_\_\_\_.
19. Has any of your relation been arrested on suspicion of having committed an offence or convicted or brought before the court or punished (If so give details) :\_\_\_\_\_.

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief. If the particulars furnished are found to be incorrect or false, I am aware that I am liable for immediate termination of my service in the Sri Lanka Police at any time even though I have been appointed to the post.

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

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

20. Certification of the Head of the Institution (If applicable) :

This is to certify that the applicant Mr./Miss ..... is serving in ..... the Department Corporation/ Board and if he is selected for the above post, he could be released from service.

\_\_\_\_\_,  
Signature of the Head of the Institution  
with the Designation seal.

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

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

03-1061/3

**SRI LANKA POLICE**

**Post of Police Constable**

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Recruit Police Constable in the Sri Lanka Police.

2. Application forms duly perfected in accordance with the specimen form given below should be sent to Director/Recruitment, Recruiting Office, No. 375, 1st Floor, Sri Sambuddathwa Jayanthi Mawatha, Colombo 06. The application should be sent by the Registered Post to the above address to reach on or before 31.05.2018 and the post applied for should be marked on the top left hand corner of the envelope enclosing the application. Delayed applications will not be entertained and no applications will be issued by the Sri Lanka Police.

3. *Salary Scale.*— Rs. 354,480 - 7 x 3,600 - 27 x 4,440 - Rs. 499,560.00

Salary will be paid from 01.01.2016 to 01.01.2020 as per the Public Administration Circular 3-2016 Schedule II and the above mentioned Salary Scale will be effect from 01.01.2020.

Further, these officers are entitled for the allowances granted in accordance with the IG Police Circular No. 2416/2013, dated 07.01.2013. In addition to the above Salary Scale, they will be paid following allowances :

	Rs. cts.
(a) Cost of living allowance	7,800.00
(b) As per the P. A. Circular 03/2016, it is granted 40% of the allowance for the relevant rank	5,712.00
(c) Arduous duty allowance	2,000.00
(d) Uniform cleaning allowance	250.00
(e) Combined allowance	10,500.00
(350x30 areas where special incentives allowance are paid)	
(f) Combined allowance	8,400.00
(350x24 areas where special incentives allowance are not paid)	

In addition to the above said allowances :

- (a) Free transport facilities.
- (b) Free Medical facilities to officers (Financial assistance can be obtained for medical treatment even in a Foreign Country.).
- (c) All uniforms will be provided free of charge.
- (d) Facilities to improve skills and talents in sports.
- (e) Travelling expenses are provided to undertake duties and money will be granted as rewards for outstanding and arduous duties.

4. *Basic Qualifications Required :*

- (a) *Age Limit.*— The age should be between 18 and 28 years as at closing date of the applications as per the *Gazette* Notification. However Police Officers currently serving in the Sri Lanka Police as Police Constable Drivers are eligible to apply up to the age of 30 at the closing date of applications.



(b) *Educational Qualifications* :

Should have passed 06 subjects including Mathematics and Medium Language in not more than two attempts at the G. C. E. (O/L) Examination. Applicants who are qualified within two attempts should have passed at least 05 subjects (including both Mathematics and Medium Language or at least one, at the first attempt).

**Note 01.**– The subjects passed at the G. C. E. (O/L) Examination is determined as per the subject classification of Department of Examination *i.e.*– Science subject combination of subject number 41 and 44 is considered as one subject and Maths subject combination of subject number 42 and 45 as one subject.

**Note 02.**– If the written test of Technical subject at the G. C. E. (O/L) Examination is failed, it is considered as the Technical subject is failed even though the practical test of the same subject is passed.

**Note 03.**– Since optional Tamil, English and Sinhala subjects are not included in the stream of G. C. E. (O/L) syllabus, passes in any of these subjects will not be accounted as passed subjects at the G. C. E. (O/L) Examination.

(c) *Physical Requirements* :

- \* Height 05 feet 04 inches (minimum).
- \* Chest 30 inches minimum (in exhalation).

**Note.**– Applicants who are slightly short of the physical requirements, but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided that they have outstanding skills in sports and have achieved excellent performance in sports at National level or have earned reputation for Sri Lanka by participating in an International competition.

(d) *Visual Requirement.*– Vision should not be less than 6/12 in each eye. If the vision is 6/6 in one eye and 6/18 in the other eye, will be also accepted. Colour vision should be normal. Applicants wearing

spectacles or contact lenses will not be eligible for being selected for the service.

(e) *Other Qualifications.*– Applicants should be unmarried (Divorcees will be considered as unsuitable). Only this condition will not apply for the Police Officers presently serving in the Sri Lanka Police and who have fulfilled the other qualifications.

5. *Method of Recruitment.*– Selected applicants will have to pass in the Basic Qualification Test conducted by the Sri Lanka Police. Only those who have passed this test can participate in the physical fitness test and should pass that test.

\* *Physical Fitness Test* :

- \* 1,000 meters running - 03 minutes 44 seconds

\* Only those who are successful in the physical fitness test will be summoned for the final interview, and those who score 40% or more in the final interview will be summoned for the written test.

The written test consists of two question papers :

- \* An essay paper, not less than 500 words - 45 minutes.
- \* General knowledge and Intelligence test paper - 1 hour

6. *Medical Examination.*– Applicant must pass the medical test before obtaining his appointment. Medical test is an only one part of the recruitment process. Selection will be made among the applicants who pass the medical test as per the number of existing vacancies and the position in the list pertaining to the merits and skill. Those who fail the medical test will be rejected. Medical examination will be done at once. This exam will be conducted under the supervision of Chief Medical Officer, Police Hospital and he will submit the report according to Health form 169.

7. *Background Inquiries* :

- (a) Applicant's close relations and friends will be inquired, on the conduct of the applicant. Applicants with bad conduct will not be recruited;
- (b) Providing false information or conceal information will make the applicant ineligible. If the false information is elicited after the appointment, the applicants will be dismissed from the service.

### 8. Implementation of Official Language Policy :

- \* As per the Public Administration Circular No. 07/2007 dated 28.04.2007 issued by the Ministry of Public Administration and Home Affairs, all officers recruited to the Public/ Provincial Public Service with effect from 01.07.2007 should acquire proficiency in the other official language within a period of 05 years in addition to the official language through which they enter the service.
- \* Officers recruited below the rank of an Assistant Superintendent of Police from 01.07.2007 should pass the level 2 of the language test conducted by the Department of Official Languages.
- \* The salary increments of the officers who do not acquire the specific proficiency in the second official language within a period of 05 years from the date of their appointments will be deferred until they obtain qualifications.

9. *Terms of Engagement.* – This post is permanent and pensionable. You are liable to contribute to the Widows'/ Widowers' and Orphans' Pension Scheme.

### 10. Conditions of Service :

- (a) This appointment is subject to a three years recruit period ;
- (b) The recruited officers will be required to comply with any rules already made or may hereinafter be made to give effect to the official language policy;
- (c) They will be subjected to comply with the relevant provisions of the Establishments Code Volume I and II, Financial Regulations, Police Orders, and any other Orders that may be issued by the Inspector General of Police or by the Government from time to time;
- (d) Prior to their confirmation, every officer will be required to pass the prescribed Examinations conducted by the Sri Lanka Police. Those who fail to pass the prescribed examinations or found to be unfit for Police duties will be liable to be removed from the Police Service ;
- (e) Permission will not be granted to marry prior to the confirmation in the said rank without the permission

of the Inspector General of Police. However in terms of P. G. II No. 41 dated 28.02.1973 and I. G's Circular No. 1952/2006 of 19.10.2006 and circular (amended) dated 09.08.2007, it is possible to marry under special circumstances and with the permission of Inspector General of Police ;

- (f) Applicants appointed after the training should serve as recruit period of 03 years in the Sri Lanka Police and if they wish to resign from the service before their probation is over, they should sign a consent agreement to the effect that they are willing to pay any amount which was incurred on the training and uniforms etc., together with any other prescribed payments at the time of tendering their resignations. Director of Police Training College will decide it having calculated dues from the applicants. The acceptance of resignation should conform to the Section 4, Chapter V of Volume I of the Establishments Code, 1985 ;

- (g) Recruit Police Constables should subscribe affirmation/oath to the effect that they comply with the Police Code of conduct immediate after commencing their training in terms of the I. G. P.'s Circular, No. 1693/2003 ;

- (h) Recruit Police Constables should subscribe the Oath of allegiance for a prestigious public service, immediate after commencing their training in terms of the I.G.P.'s Circular, No. 1804/2004 ;

- (i) Recruit Police Constables who have been confirmed in the post will have opportunities for promotions in terms of the approved schemes of promotions of the Sri Lanka Police.

- 11. (a) Attention is drawn to the general conditions applicable to appointments to posts in the Public Service published at the beginning of the Section (11A) of the Part I of this *Gazette* ;

- (b) Enlistment will be made in terms of Public Administration Circular, No. 15/90 dated 10.03.1990.

12. Applications should accompany copies of the following documents (Originals must not be forwarded) :

- (i) Birth Certificate ;
- (ii) Two recent testimonials of Character (obtained from persons who are not related) ;

- (iii) Certificates in support of educational qualifications ;  
(iv) Certificates in support of sports with outstanding records or other extra curricular activities ;  
(v) A photostat copy of the certificates of service experience (if available) ;  
(vi) A photostat copy of the Identity Card.

13. (a) Applicants who are already in the Public Service must forward their applications through the Heads of their respective Institutions and they must be accompanied with a certificate stating that the officer can be released if selected.

(b) Applicants must fill the required particulars in their own hand writing on a paper of 11" x 8" in size and post them together with the copies of certificates, to the address given in paragraph two and under no circumstances should applications be handed over personally to any officer.

14. Applications which do not conform to the requirements stipulated in this notification will be rejected and such applicants will not be notified.

**Note.**– No travelling or other expenses will be paid by the Sri Lanka Police to applicants who are summoned for the test and interview.

PUJITH JAYASUNDARA,  
Inspector General of Police.

06th March, 2018,  
Police Headquarters,  
Colombo 01.

SRI LANKA POLICE

POST OF RECRUIT POLICE CONSTABLE

SPECIMEN APPLICATION FORM

(For office use)

size 2"x2<sup>1</sup>/<sub>2</sub>"

01. (a) Name in full (in block letters) :\_\_\_\_\_  
(As stated in the applicant's Birth certificate)  
(b) Name with initials :\_\_\_\_\_  
(c) Post applied for :\_\_\_\_\_.

02. National Identity Card No. :\_\_\_\_\_  
(Copy of the NIC should be attached)

03. Father's Name in full :\_\_\_\_\_.

04. Place of birth of the applicant :\_\_\_\_\_  
Divisional Secretariat to which the place of Birth belongs :\_\_\_\_\_  
Province :\_\_\_\_\_.

05. (a) Present address :\_\_\_\_\_  
(b) Police Station to which the present address belongs :\_\_\_\_\_  
(c) Permanent Address :\_\_\_\_\_  
(d) Police Station to which the permanent address belongs :\_\_\_\_\_  
(e) Mailing Address :\_\_\_\_\_  
(f) Grama Niladari's Division to which permanent address belongs :\_\_\_\_\_  
Divisional Secretariat :\_\_\_\_\_  
(g) Telephone No. (Residence) :\_\_\_\_\_  
Mobile No. :\_\_\_\_\_.

06. (a) Nationality :\_\_\_\_\_.

(b) Whether you are a Sri Lankan citizen by birth or registration :\_\_\_\_\_.

(If by registration attach a copy of that certificate)

- (c) If you are citizen by birth state the place of birth :–  
(i) Applicant :\_\_\_\_\_  
(ii) Applicant's father :\_\_\_\_\_  
(iii) Applicant's paternal grandfather :\_\_\_\_\_  
(iv) Applicant's paternal great grand father :\_\_\_\_\_.

07. Date of Birth :\_\_\_\_\_.

(Copy of the birth certificate should be attached)

Age :\_\_\_\_\_.

(as at the closing date of applications as per the *Gazette* Notification) :

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

08. Height : Feet :\_\_\_\_\_. Inches :\_\_\_\_\_.  
Chest (Inches) :\_\_\_\_\_.

09. Educational qualifications (mention the examinations passed and the copies of the certificates should be attached) :\_\_\_\_\_.

10. Additional qualifications (Copies of the certificates should be attached) :\_\_\_\_\_.

11. Civil status :\_\_\_\_\_.

12. (i) Present employment :———. (ii) Are you a member of any armed force ? :———.
13. Do you have special skills and/or qualifications :———.
14. Give names and addresses of two non-related referees to inquire about the applicant :  
(i) ———. (ii) ———.
15. Have you served in the Sri Lanka Police Service before ? (If so, mention rank and regiment No. .... and what are the reasons for leaving the service ? Give details) :———.
16. (a) Are you serving in any Armed Service ? (If so your application must be forwarded through the respective Service Commander) :———. (b) Have you served in an Armed Service ? (If so attach a copy of your discharge certificate) :———.
17. (a) Are you serving in a Volunteer Armed Service ? (If so, your application must be forwarded through the respective Service Commander) :———. (b) Have you served in a Volunteer Armed service ? :———. (If so attach a copy of your discharge certificate)
18. Have you been arrested on suspicion of having committed an offence ? Have you been, convicted or brought before the court or punished (If so give details) :———.
19. Has any of your relation been arrested on suspicion of having committed an offence or convicted or brought before the court or punished (If so give details) :———.

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief. If the particulars furnished are found to be incorrect or false, I am aware that I am liable for immediate termination of my service in the Sri Lanka Police at any time even though I have been appointed to the post.

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

Date :———.

20. Certification of the Head of Institutions (If applicable) :

This is to certify that the applicant Mr. .... is serving in ..... the Department Corporation/ Board and if he is selected for the above post, he could be released from service.

\_\_\_\_\_,  
Signature of the Head of the Institution  
with the Designation seal.

Designation :———. Date :———.

03-1061/1

**SRI LANKA POLICE**

**Post of Police Constable Driver**

APPLICATIONS are invited from the Citizens of Sri Lanka for the Post of Recruit Police Constable Driver in the Sri Lanka Police.

2. Application forms duly perfected in accordance with the specimen form given below should be sent to "Director/Recruitment, Recruiting Office, No. 375, 1st Floor, Sri Sambuddathwa Jayanthi Mawatha, Colombo 06". The application should be sent by the Registered Post to the above address to reach on or before 31.05.2018 and the post applied for should be marked on the top left hand corner of the envelope enclosing the application. Delayed applications will not be entertained and no applications will be issued by the Sri Lanka Police.

3. *Salary Scale.*— Rs. 3,54,480 - 7 x 3,600 - 27 x 4,440 - Rs. 499,560.00

Salary will be paid from 01.01.2016 to 01.01.2020 as per the Public Administration Circular 3-2016 Schedule II and the above mentioned Salary Scale will be effect from 01.01.2020.

Further, these officers are entitled for the allowances granted in accordance with the IG Police Circular No. 2416/2013, dated 07.01.2013. In addition to the above Salary Scale, they will be paid following allowances :

	<i>Rs. cts.</i>
(a) Cost of living allowance	7,800.00
(b) As per the P. A. Circular 03/2016, it is Granted 40% of the allowance for the relevant rank	5,712.00
(c) Arduous duty allowance	2,000.00
(d) Uniform cleaning allowance	250.00
(e) Combined allowance (Rs. 350/-x30 areas where special incentives allowance are paid)	10,500.00
(f) Combined allowance (Rs. 350/-x24 areas where special incentives allowance are not paid)	8,400.00

In addition to the above said allowances :

- (a) Free transport facilities.
- (b) Free Medical facilities to officers (Financial assistance can be obtained for medical treatment even in a Foreign Country.).
- (c) All uniforms will be provided free of charge.
- (d) Facilities to improve skills and talents in sports.
- (e) Travelling expenses are provided to undertake duties and money will be granted as rewards for outstanding and arduous duties.

#### 4. Basic Qualifications Required :

- (a) *Age Limit.* – The age should be between 19 and 29 years as at closing date of the applications as per the *Gazette* Notification.

#### (b) *Educational Qualifications :*

Should have passed 06 subjects including Mathematics and Medium Language in not more than two attempts at the G. C. E. (O/L) Examination. Applicants who are qualified within two attempts should have passed at least 05 subjects (including both Mathematics and Medium Language or at least one, at the first attempt).

**Note 01.** – The subjects passed at the G. C. E. (O/L) Examination is determined as per the subject classification of Department of Examination *i.e.*- Science subject

combination of subject number 41 and 44 is considered as one subject and Maths subject combination of subject number 42 and 45 as one subject.

**Note 02.** – If the written test of Technical subject at the G. C. E. (O/L) Examination is failed, it is considered as the Technical subject is failed even though the practical test of the same subject is passed.

**Note 03.** – Since optional Tamil, English and Sinhala subjects are not included in the stream of G. C. E. (O/L) Syllabus, passes in any of these subjects will not be accounted as a passed subjects at the G. C. E. (O/L) Examination.

#### (c) *Physical Requirements :*

- \* Height 05 feet 03 inches (minimum).
- \* Chest 30 inches minimum (in exhalation).

**Note.** – Applicants who are slightly short of the physical requirements, but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided they have outstanding skills in sports and have achieved excellent performance in sports at national level or have earned reputation for Sri Lanka by participating in an international competition.

#### (d) *Professional Qualifications :*

- (i) Certificate of competence in driving light or heavy vehicles.
- (ii) At least, one year experience in driving motor vehicles after obtaining the above certificate.

**Note.** – Priority will be given for knowledge of motor mechanism, experience in repairs of vehicles and long term experience in driving vehicles.

\* If any applicant has deformity or any other physical disability which impedes movement of physical limb required for competence in driving will be disqualified, although he has obtained a medical certificate to the effect that he is fit for service.

\* The applicants who have basic qualifications will be tested for their ability for driving and

maintaining vehicles. Their knowledge of road rules, traffic signals and basic knowledge of mechanical theories of the vehicle in which the applicant has achieved competence in driving will also be tested.

(e) *Visual Requirement.*— Vision should not be less than 6/12 in each eye. If the vision is 6/6 in one eye and 6/18 in the other eye, will be also accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible for being selected for the service.

(f) *Other Qualifications.*— Applicants should be unmarried (Divorcees will be considered as unsuitable).

5. *Method of Recruitment.*— Selected applicants will have to pass the Basic Qualification Test conducted by the Sri Lanka Police. Only those who have passed this test can participate in the physical fitness test and should pass that test.

\* *Physical Fitness Test :*

\* 1,000 meters running - 03 minutes 44 Seconds

\* Only those who are successful in the physical fitness test will be summoned for the final interview, and those who score 40% or more in the final interview will be summoned for the professional test.

6. *Professional Qualifications :*

6.1 Professional Test will be conducted by the Assistant Director of Police Driving School under the supervision of the Director, Sri Lanka Police College.

6.2 100 marks have been allocated for the professional test. The test will be conducted as follows :

- (a) Competence in driving vehicles - 50 marks
- (b) Road rules manual - 25 marks
- (c) Knowledge on maintenance of vehicles and ability to attend to minor repairs - 25 marks

6.3 *Professional Test.*— Applicants who obtain a minimum of 25 out of the maximum marks of 50 allocated to the eligibility of driving vehicle, a minimum of 12.5 out of the maximum marks of 25 allocated to the knowledge on the road rules

manual, a minimum of 12.5 out of the maximum marks of 25 allocated to the maintenance and attending to minor repairs, thus obtaining a total of 50 out of total marks of 100 allocated will be considered as having passed the professional test. Only the candidates who pass the professional test will be invited for the medical test.

**Note.— Police Constable Drivers who are recruited should obtain certificates to drive Heavy vehicles and pass the Heavy vehicle driving test conducted by the Police College before the end of probation period.**

7. *Medical Examination.*— Applicant must pass the medical test before obtaining his appointment. Medical test is an only one part of the recruitment process. Selection will be made among the applicants who pass the medical test as per the number of existing vacancies and the position in the list pertaining to the merits and skill. Those who fail the medical test will be rejected. Medical Examination will be done at once. This exam will be conducted under the supervision of Chief Medical Officer, Police Hospital and he will submit the report according to Health Form 169.

8. *Background Inquiries :*

(a) Applicant's close relations and friends will be inquired, on the conduct of the applicant. Applicants with bad conduct will not be recruited ;

(b) Providing false information or conceal information will make the applicant ineligible. If the false information is elicited after the appointment, the applicants will be dismissed from the service.

9. *Implementation of Official Language Policy :*

\* As per the Public Administration Circular No. 07/2007 dated 28.04.2007 issued by the Ministry of Public Administration and Home Affairs, all officers recruited to the Public/ Provincial Public Service with effect from 01.07.2007 should acquire proficiency in the other official language within a period of 05 years in addition to the official language through which they enter the service.

\* Officers recruited below the rank of an Assistant Superintendent of Police from 01.07.2007 should pass the level 2 of the language test conducted by the Department of Official Languages.

\* The salary increments of the officers who do not acquire the specific proficiency in the second official language within a period of 05 years from the date of their appointments will be deferred until they obtain qualifications.

10. *Terms of Engagement.*— This post is permanent and pensionable. You are liable to contribute to the Widows'/Widowers' and Orphans' Pension Scheme.

11. *Conditions of Service :*

- (a) This appointment is subject to a three years recruit period ;
- (b) The recruited offices will be required to comply with any rules already made or may hereinafter be made to give effect to the official language policy;
- (c) They will be subjected to comply with the relevant provisions of the Establishment Code Volume I and II, Financial Regulations, Police Orders, and any other orders that may be issued by the Inspector General of Police or by the Government from time to time;
- (d) Prior to their confirmation, every officer will be required to pass the prescribed Examinations conducted by the Sri Lanka Police. Those who fail to pass the prescribed examinations or found to be unfit for Police duties will be liable to be removed from the Police Service ;
- (e) Permission will not be granted to marry prior to the confirmation in the said rank without the permission of the Inspector General of Police. However in terms of P. G. II No. 41 dated 28.02.1973 and I. G's Circular No. 1952/2006 of 19.10.2006 and circular (amended) dated 09.08.2007, it is possible to marry under special circumstances and with the permission of Inspector General of Police ;
- (f) Applicants appointed after the training should serve as recruit period of 03 years in the Sri Lanka Police and if they wish to resign from the service before their probation is over, they should sign a consent agreement to the effect that they are willing to pay any amount which was incurred on the training and uniforms etc., together with any other prescribed payments at the time of tendering their resignations. Director of Police Training College

will decide it having calculated dues from the applicants. The acceptance of resignation should conform to the Section 4, Chapter V of Volume I of the Establishments Code, 1985 ;

(g) Recruit Police Constables drivers should subscribe affirmation/oath to the effect that they comply with the Police Code of conduct immediate after commencing their training in terms of the I. G. P.'s Circular, No. 1693/2003 ;

(h) Recruit Police Constables drivers should subscribe the Oath of allegiance for a prestigious public service, immediate after commencing their training in terms of the I.G.P.'s Circular, No. 1804/2004 ;

(i) Recruit Police Constables drivers who have been confirmed in the post will have opportunities for promotions in terms of the approved schemes of promotions of the Sri Lanka Police.

12. (a) Attention is drawn to the general conditions applicable to appointments to posts in the Public Service published at the beginning of the Section (IIA) of the Part I of this *Gazette* ;

(b) Enlistment will be made in terms of Public Administration Circular, No. 15/90 dated 10.03.1990.

13. Applications should accompany copies of the following documents (Originals must not be forwarded) :

- (i) Birth Certificate ;
- (ii) Two recent testimonials of character (Obtained from persons who are not related) ;
- (iii) Certificates in support of educational qualifications ;
- (iv) Certificates in support of sports with outstanding records or other extra curricular activities ;
- (v) A photostat copy of the certificates of service experience (if available) ;
- (vi) A photostat copy of the Identity Card ;
- (vii) A photostat copy of the valid driving licence.

14.(a) Applicants who are already in the Public Service must forward their applications through the Heads of their respective Institutions and they must be accompanied with a certificate stating that the officer can be released if selected.

(b) Applicants must fill the required particulars in their own hand writing on a paper of 11" x 8" in size and post them together with the copies of certificates, to the address given in paragraph two and under no circumstances should applications be handed over personally to any officer.

15. Applications which do not conform to the requirements stipulated in this notification will be rejected and such applicants will not be notified.

**Note.**— No travelling or other expenses will be paid by the Sri Lanka Police to applicants who are summoned for the test and interview.

PUJITH JAYASUNDARA,  
Inspector General of Police.

Police Headquarters,  
Colombo 01,  
06th March, 2018.

SRI LANKA POLICE  
POST OF RECRUIT POLICE CONSTABLE DRIVER  
SPECIMEN APPLICATION FORM

(For office use)

size 2"x2<sup>1/2</sup>"

01. (a) Name in full (in block letters) :\_\_\_\_\_.  
(As stated in the applicant's birth certificate)  
(b) Name with initials :\_\_\_\_\_.  
(c) Post applied for :\_\_\_\_\_.

02. National Identity Card No. :\_\_\_\_\_.  
(Copy of the NIC should be attached)

03. Father's name in full :\_\_\_\_\_.

04. Place of birth of the applicant :\_\_\_\_\_.  
Divisional Secretariat to which the place of birth belongs :\_\_\_\_\_.  
Province :\_\_\_\_\_.

05. (a) Present address :\_\_\_\_\_.  
(b) Police Station to which the present address belongs :\_\_\_\_\_.  
(c) Permanent Address :\_\_\_\_\_.

(d) Police Station to which the permanent address belongs :\_\_\_\_\_.

(e) Mailing Address :\_\_\_\_\_.

(f) Grama Niladari's Division to which permanent address belongs :\_\_\_\_\_.  
Divisional Secretariat :\_\_\_\_\_.

(g) Telephone No. (Residence) :\_\_\_\_\_.  
Mobile No. :\_\_\_\_\_.

06. (a) Nationality :\_\_\_\_\_.

(b) Whether you are a Sri Lankan citizen by birth or registration :\_\_\_\_\_.

(If by registration attach a copy of that certificate)

- (c) If you are a citizen by birth state the place of birth :—  
(i) Applicant :\_\_\_\_\_.  
(ii) Applicant's father :\_\_\_\_\_.  
(iii) Applicant's paternal grand father :\_\_\_\_\_.  
(iv) Applicant's paternal great grand father :\_\_\_\_\_.

07. Date of Birth :\_\_\_\_\_.

(Copy of the Birth Certificate should be attached)

Age :\_\_\_\_\_.

(as at the closing date of applications as per the *Gazette* Notification) :

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

08. Height : Feet :\_\_\_\_\_. Inches :\_\_\_\_\_.  
Chest (inches) :\_\_\_\_\_.

09. Educational qualifications (mention the examinations passed and the copies of the certificates should be attached) :\_\_\_\_\_.

10. (a) Driving Licence No. :\_\_\_\_\_.

(b) Date of Issue :\_\_\_\_\_.

(c) Classes competent to drive :\_\_\_\_\_.

(Attach a photostat copy of the Driving Licence)

11. Additional qualifications (Copies of the certificates should be attached) :\_\_\_\_\_.

12. Civil status :\_\_\_\_\_.

13. (i) Present employment :\_\_\_\_\_.

(ii) Are you a member of any armed force ? :\_\_\_\_\_.

14. Do you have special skills and/or qualifications :\_\_\_\_\_.



15. Give names and addresses of two non-related referees to inquire about the applicant :

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

Board and if he is selected for the above post, he could be released from service.

\_\_\_\_\_,  
Signature of the Head of the Institution  
with the Designation seal.

16. Have you served in the Sri Lanka Police Service before ? (If so, mention rank and regiment No. .... ) and what are the reasons for leaving the service ? give details) :\_\_\_\_\_.

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

03-1061/2

17. (a) Are you serving in any armed service ? (If so your application must be forwarded through the respective Service Commander) :\_\_\_\_\_.

(b) Have you served in an armed service ? (If so attach a copy of your discharge certificate) :\_\_\_\_\_.

18. (a) Are you serving in a Volunteer Armed Service ? (If so, your application must be forwarded through the respective Service Commander) : \_\_\_\_\_.

(b) Have you served in a Volunteer Armed service ? :\_\_\_\_\_.  
(If so attach a copy of your discharge certificate)

19. Have you been arrested on suspicion of having committed an offence ? Have you been, convicted or brought before the court or punished (If so give details) :\_\_\_\_\_.

20. Has any of your relation been arrested on suspicion of having committed an offence or convicted or brought before the court or punished (If so give details) :\_\_\_\_\_.

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief. If the particulars furnished are found to be incorrect or false, I am aware that I am liable for immediate termination of my service in the Sri Lanka Police at any time even though I have been appointed to the post.

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

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

21. Certification of the Head of Institution (If applicable) :

This is to certify that the applicant Mr./Miss ..... is serving in ..... the Department/Corporation/

## REGISTRAR GENERAL'S DEPARTMENT

### Posts of Registrar of Births and Deaths and Registrar/Additional Registrar of Marriages (Kandyan/General)

#### POLONNARUWA DISTRICT

APPLICATIONS are invited for the Posts of Registrar of Births, Deaths and Registrar/Additional Registrar Marriages/Additional Registrar of Marriages in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriage Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these Posts.

03. Applicants should be not less than 45 years and not more than 62 years of age.

04. Applicant should be married and marriage should be aged more than 5 years and should not be a divorced person or Widow/Widower.

05. Additional details of Village list/Grama Niladhari Divisions within the related division of Birth, Death and Marriage and education and other qualifications related to the subjected division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurdhi Development Societies and Post Offices as given in the following Schedule.

06. Related applications and "Attachment I" including village list and list of Grama Niladhari Divisions can be

obtained by relevant District Secretariat (Government Agents) or Land and District Registries or Divisional Secretariats of the District.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 07th of May, 2018.

NEIL D. ALWIS,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
On the day of 15th March, 2018.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Polonnaruwa	Lankapura	Post of Birth and Death Registrar of Medapattuwa North and Post of Marriage Registrar of Thamankaduwa Division (Kandyan/General)	District Secretary/Additional Registrar General, District Secretariat, Polonnaruwa.

03-1373

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrar of Births and Deaths and Registrar/Additional Registrar of Marriages (Kandyan/General)

#### KURUNEGALA DISTRICT

APPLICATIONS are invited for the Posts of Registrar of Births, Deaths and Registrar/Additional Registrar Marriages/ Additional Registrar of Marriages in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriage Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these Posts.

03. Applicants should be not less than 45 years and not more than 62 years of age.

04. Applicant should be married and marriage should be aged more than 5 years and should not be a divorced person or Widow/Widower.

05. Additional details of Village list/Grama Niladhari Divisions within the related division of Birth, Death and Marriage and education and other qualifications related to the subjected division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurddhi Development Societies and Post Offices as given in the following Schedule.

06. Related applications and "Attachment I" including village list and list of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agents) or Land and District Registries or Divisional Secretariats of the District.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 07th of May, 2018.

NEIL D. ALWIS,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
On the day of 15th March, 2018.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kurunegala	Udubaddawa	Post of Additional Registrar of Marriages Yagampattu Koralaya Division (Bingiriya)	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.
Kurunegala	Kuliyapitiya (West)	Post of Registrar of Marriages (Kandyan/ General) in Katugampala Hatpattuwa Division and Births and Deaths of Katugampala South Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.
Kurunegala	Kobeigane	Post of Registrar of Marriages (Kandian/ General) in Dewemedi Hatpattuwa Division and Births and Deaths of Baladora Koralaya Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.
Kurunegala	Bingiriya	Post of Additional Registrar of Marriages (Kandian/General) in Katugampala Hatpattuwa Division	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.
Kurunegala	Rideegama	Post of Registrar of Marriages (Kandian/ General) in Hiriya Hatpattuwa Division and Births and Deaths of Ihala Wisideka Koralaya East	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.
Kurunegala	Mahawa	Post of Registrar of Marriages (Kandian/ General) in Wannu Hatpattuwa Division and Births and Deaths of Katuwanna Koralaya	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.

03-1374

REGISTRAR GENERAL'S DEPARTMENT

**Posts of Registrar of Births and Deaths and Registrar/Additional Registrar of Marriages (Kandyan/General)**

PUTTALAM DISTRICT

APPLICATIONS are invited for the Posts of Registrar of Births, Deaths and Registrar/Additional Registrar Marriages/  
Additional Registrar of Marriages in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriage Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these Posts.

03. Applicants should be not less than 45 years and not more than 62 years of age.

04. Applicant should be married and marriage should be aged more than 5 years and should not be a divorced person or Widow/Widower.

05. Additional details of Village list/Grama Niladhari Divisions within the related division of Birth, Death and Marriage and education and other qualifications related to the subjected division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurdhi Development Societies and Post Offices as given in the following Schedule.

06. Related applications and "Attachment I" including village list and list of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agents) or Land and District Registries or Divisional Secretariats of the District.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 07th of May, 2018.

NEIL D. ALWIS,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
On the day of 15th March, 2018.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Puttalam	Arachchikattuwa	Post of Registrar of Marriages (General) in Pitigal Korale North and Births and Deaths of Udappuwa Division	District Secretary/Additional Registrar General, District Secretariat, Puttalam.
Puttalam	Naththandiya	Post of Registrar of Marriages (General) in Pitigal Korale South and Births and Deaths of Mudukatuwa Division	District Secretary/Additional Registrar General, District Secretariat, Puttalam.

03-1372

#### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrar of Births and Deaths and Registrar/Additional Registrar of Marriages (Kandyan/General)

#### ANURADHAPURA DISTRICT

APPLICATIONS are invited for the Posts of Registrar of Births, Deaths and Registrar/Additional Registrar Marriages/Additional Registrar of Marriages in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriage Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these Posts.

03. Applicants should be not less than 45 years and not more than 62 years of age.

04. Applicant should be married and marriage should be aged more than 5 years and should not be a divorced person or Widow/Widower.

05. Additional details of Village list/Grama Niladhari Divisions within the related division of Birth, Death and Marriage and education and other qualifications related to the subjected division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurdhi Development Societies and Post Offices as given in the following Schedule.

06. Related applications and "Attachment I" including village list and list of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agents) or Land and District Registries or Divisional Secretariats of the District.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 07th of May, 2018.

NEIL D. ALWIS,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
On the day of 15th March, 2018.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Anuradhapura	Horowpothana	Post of Registrar of Marriages (Kandian/ General) in Hurulupalatha Division and Births and Deaths of Mahapothana North Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura.
Anuradhapura	Rambewa	Post of Registrar of Marriages (Kandian/ General) in Nuwaragampalatha Division and Births and Deaths of Rambewa Division	District Secretary/Additional Registrar General, District Secretariat, Anuradhapura.

03-1371

#### MINISTRY OF PORTS AND SHIPPING

##### Merchant Shipping Secretariat

APPLICATIONS are invited for the following posts, from the citizens of Sri Lanka who possess the necessary qualifications as indicated in this Notification.

<i>Post</i>	<i>Class</i>	<i>No. of Posts</i>
Assistant Government Ship Surveyor (Deck)	Class II	01
Assistant Government Ship Surveyor (Engineer)	Class II	01

01. *Qualifications and Experience:*

<i>Post</i>	<i>Educational Qualifications</i>	<i>Professional Qualifications</i>	<i>Experience</i>
Assistant Government Ship Surveyor (Deck)	Applicants should possess a certificate of competency as NWKO (Unlimited)	Not Applicable	2 Years experience having served as a Watch keeping officer (Deck) of a trading vessel having a capacity of more than 3000GT
Assistant Government Ship Surveyor (Engineer)	Applicants should possess a certificate of competency as EWKO (Unlimited)	Not Applicable	2 Years experience having served as a Watch keeping officer (Engineer) of a trading vessel having a capacity of more than 300 KW

02. *Physical fitness.*– All candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post. Selected candidates will be called upon to undergo a medical examination.

03. *Other Qualifications :* (i) Be a citizen of Sri Lanka  
(ii) Have a sound moral character  
(iii) Have satisfied all the requirements for recruitment to the post, on the prescribed date as per the notification/ *Gazette*.

04. *Age.*– Should not be less than 21 years and not more than 45 years of age. (The upper age limit will not be applicable to those who are already in the public service.)

05. *Salary Scale* – Rs. 34,605 – 10 x 660 – 11 x 755 – 15 x 930 – Rs. 63,460/= (MN – 5) in terms of provision of the Public Administration Circular 03/2006 and dated February 25, 2016, salary scale mentioned in schedule II is applied)

06. *Method of recruitment.*– Marks will be granted by the structured interview as per the marking scheme mentioned in below.

	<i>Areas to be checked and the marks allotted</i>	<i>Maximum Marks</i>
01.	Additional Educational Qualifications	30
02.	Professional Qualifications	25
03.	Additional experience (In addition to the minimum recruitment qualifications)	20
04.	English Languages proficiency	10
05.	Computer literacy	10
06.	Skills at the interview	<u>05</u>
		100

(i) This post is permanent. The Scheme of pensions will be determined the policy decisions taken by the Government.

07. *Method of Applying :-*

(i) Applications which should be in the form appended to this notifications should be sent by registered post to reach the Director General, Merchant Shipping Secretariat, 1st Floor, Bristol Building, No. 43-89, York

Street, Colombo 01 on or before 02.05.2018 the envelope enclosing the application should be marked with the relevant post on the left hand top corner.

- (ii) The Signature of applicants should be attested by school Principal, justice of peace, Attorney-at-Law, Notary Public, an Authorized Officer in the Armed forces, permanent officer in Public Service drawing a monthly consolidated salary of Rs. 32,807/- under Public Administration Circular 03/2016.
- (iii) Applications from officers in the public service must be forwarded through the heads of their Departments.

In this notifications, if there is any conflict between the English, Sinhala and Tamil texts, the Sinhala text shall prevail.

"Director General of Merchant Shipping"  
Merchant Shipping Secretariat,  
Ministry of Posts and Shipping,  
1st Floor, Bristol Building,  
No. 43-89, York Street,  
Colombo 01.  
29.03.2018.

#### SPECIMEN APPLICATION

(For Office Use Only)

#### APPLICATION FOR THE POST OF ASSISTANT GOVERNMENT SHIP SURVEYOR (DECK/ ENGINE) IN THE MERCHANT SHIPPING SECRETARIAT

01. Name of the Applicant : \_\_\_\_\_.  
Name with initials at the end : \_\_\_\_\_.  
(in English block capitals)  
Full name (in English block capitals) : \_\_\_\_\_.  
Full name (in Sinhala/ Tamil) : \_\_\_\_\_.
02. Address & Telephone No. :  
(a) Official Address : \_\_\_\_\_.  
Telephone No. : \_\_\_\_\_.  
  
(b) Private Address : \_\_\_\_\_.  
Telephone No. : \_\_\_\_\_.  
  
Mobile Telephone Number : \_\_\_\_\_.
03. Date of Birth :  
Year : \_\_\_\_\_. Month : \_\_\_\_\_. Date : \_\_\_\_\_.
04. Age as at the closing date of applications :  
Years : \_\_\_\_\_. Months : \_\_\_\_\_. Days : \_\_\_\_\_.
05. National Identity Card No. : \_\_\_\_\_.
06. Sex : \_\_\_\_\_.

07. civil Status (Married/ Unmarried/ Widowed) :\_\_\_\_\_.

08. Educational Qualifications & Additional Qualifications :  
(Please attach Certified Copies)

<i>Qualification</i>	<i>Year obtained Qualification</i>	<i>Subject Stream</i>	<i>Grade</i>	<i>Name of Institution</i>	<i>Remarks</i>

09. Professional Qualifications :  
(Please attach Certified Copies)

<i>Qualification</i>	<i>Year obtained Qualification</i>	<i>Subject Stream</i>	<i>Grade</i>	<i>Name of Institution</i>

10. Particulars of Experience :  
(Please attach Certified Copies)

<i>Institution served</i>	<i>Post</i>	<i>Function of the Post in brief</i>	<i>Period of Service</i>

11. English Language Proficiency:

- (a) Degree :\_\_\_\_\_  
(b) Diploma :\_\_\_\_\_  
(c) Certificate Course :\_\_\_\_\_.

12. Proficiency in Computer Literacy :

- (a) Degree :\_\_\_\_\_  
(b) Diploma :\_\_\_\_\_  
(c) Certificate Course :\_\_\_\_\_.

13. Have you been convicted for any offence by a Court :

I do hereby certify that the information furnished by me in this application is true and accurate. I am aware that if any information furnished by me in this application is found to be false or inaccurate before I am selected, I am liable to disqualify for selection and I will be subject to relevant course of action if such revelation is made after the recruitment.

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

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



**MINISTRY OF SOCIAL EMPOWERMENT,  
WELFARE AND KANDYAN HERITAGE**

**Department of Social Services**

VOCATIONAL INSTRUCTOR – GRADE III,  
SIGN LANGUAGE INTERPRETER – GRADE  
III, APPRENTICE TRANSLATOR – GRADE  
III (CONTRACT BASIS), REHABILITATION  
ASSISTANT (CONTRACT BASIS), MATRON

APPLICATIONS are invited from the citizens of Sri Lanka with the qualifications stipulated here under for the recruitment to the following posts in the Department of Social Services. Prepared applications according to the format given at the end of this notification, should be sent by registered post to "The Director, Department of Social Services, Second Floor, Sethsiripaya Stage II, Battaramulla" to reach before the 02.05.2018. The top left hand corner of the envelope should clearly carry the words "Recruitment to the Posts of .....". Specimen application form and details could also be obtained through the web site; [www.socialemwelfare.gov.lk](http://www.socialemwelfare.gov.lk)

**1. Vocational Instructor (Number of Vacancies - 15)**

1.1 The Institutions, which have vacancies

- Seeduwa Vocational Training Institute
- Ketawala Vocational Training Institute
- Wattagama Vocational Training Institute
- Thelambuyaya Vocational Training Institute
- Amunukumbura Vocational Training Institute
- Kalawana Vocational Training Institute
- Madampe Vocational Training Institute
- Jayaviru Samadhi Home Puwakpitiya

1.2 The course, which have vacancies for the Vocational Instructors :

Serial Number	Course	No. of Vacancies
01	Mechanics Technology	01
02	Domestic Electrician	01
03	Photography & Videography	01
04	Electronics	01
05	Handicraft Course	01

Serial Number	Course	No. of Vacancies
06	Cement Industry	01
07	Textile Industry	01
08	Motor Mechanic	01
09	Electrical Technology	01
10	Carpentry Industry	01
11	Industrial wiring	01
12	Aluminum Welding Process	01
13	Mobile Phone Repairing	01
14	Landscaping & Garden Design	01
15	Agriculture	01

1.3 *Age Limit.* – The age should not be less than 18 years and not more than 35 years to the closing date of the applications.

1.4 *Educational Qualifications :*

- (i) Should have passed General Certificate of Education (Ordinary Level) Examination with 06 subjects including four (4) credit passes for Sinhala/Tamil/English, Mathematics and other two (2) subjects in one sitting ; and
- (ii) Should have passed General Certificate of Education (Advanced Level) Examination with all subjects under any subject stream (excluding Common General Test) and obtained the required achievement level for following a tertiary educational programme.

1.5 *Professional Qualifications :-*

- (i) Should be obtained a certificate of two year duration or more on the relevant vocational course from the Ceylon Technical College or The Ceylon-German Technical Training Institute ; or
- (ii) Should be obtained a certificate of two year duration or more on the relevant vocational course from the Department of Small Industries or the Department of Textile Industries ; or

(iii) Should be obtained a certificate of two year duration or more on the relevant vocational course conducted by the Department of Social Services or the National Youth Service Council or the affiliated institutions ; or

(iv) Should be obtained a certificate of two year duration or more on the relevant vocational course conducted by the Vocational Training Authority or the affiliated institutions ; or

(v) Should be obtained a certificate, having successfully followed a relevant technical course recognized by a the Tertiary and Vocational Education Commission to be included into the National Vocational Qualifications (NVQ) level 05 or a similar course recognized by the Tertiary and Vocational Education Commission.

1.6 *Recruitment Procedure.*— Candidates will be recruited on the basis of the merit at the written and Professional Test. The Selected candidates should be obtained a certificate following the successful completion of three (3) months training course on the teaching methods. Only the candidates who obtain the certificates in the manner described above will be recruited.

1.6.1 *Written Examination :-*

I. Intelligence Test - Time 01 hour - Total marks – 100

II. Comprehension - Time 02 hour - Total marks – 100

1.6.2 *Professional Test :-*

A practical test will be conducted by the National Apprentice and Industrial Training Authority (NAITA). A 40 % of the minimum marks should be obtained for each paper and Professional Test for evaluating the qualifications.

1.6.3. *Salary Scale.*— In accordance with the Public Administration Circular No. 03/2006, MT -01 -2016 will be applied.

*Salary Scale.*— MT - 01 -2016 Rs. 29,840/-  
10 x 300 - 11 x 350 – 10 x 560 -10x660

- Rs. 48,890/- (This salary scale will be effective from 01.01.2020).

Due salary for the year 2018 :-

Basic Salary	Rs. 23,674/-
Adjustment allowance	Rs. 3,665/-

1.7 *Regulations on Employment.*— This post is permanent and pensionable and it is required to contribute to the widows'/ widowers' and orphans' Pension Fund. Selected candidates will be subjected to the policy decision taken by the Government in the future with regard to the method of pension which is entitled to them. In accordance with the Public Administration Circular No. 1/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquire proficiency in the prescribed official language within five (5) from the date of appointment.

**2. Sign Language Interpreter ( Number of Posts -Sinhala Medium - 03, Tamil Medium - 01)**

**2.1 The Institutions, which have Vacancies**

- Head Office, Department of Social Services
- Seeduwa Vocational Training Institute
- Madampe Vocational Training Institute
- Kalawana Vocational Training Institute

2.2 *Age Limit .*— The age should not be less than 18 years and not more than 35 years to the closing date of the applications.

**2.3 Educational Qualifications :**

- (i) Should have passed General Certificate of Education (Ordinary Level) Examination with Six (06) subjects including four (4) credit passes for Sinhala/Tamil/English, Mathematics and other two (2) subjects in one sitting ; and
- (ii) Should have passed General Certificate of Education (Advanced Level) Examination at least with one (excluding Common General Test).

2.4 *Professional Qualifications.*— Should be obtained one year Diploma certificate on Sign Language Interpretation conducted by the National Institute of Education (NIE).

2.5 *Recruitment Procedure.*– Candidates will be recruited on the basis of the merit at the written Examination.

*Written Examination :-*

- I. Intelligence Test - Time 01 hour -  
Total marks – 100
- II. Language skills - Time 01 hour -  
Total marks - 100

A 40 % of minimum marks should be obtained for each paper for evaluating the qualifications.

2.6. *Salary Scale.*– In accordance with the Public Administration Circular No. 03/2006, MN - 01 -2016 will be applied. Salary Scale: - MN - 01 -2016 Rs. 27,140/- 10 x 300 - 11 x 350 - 10 x 495 -10x660 - Rs. 45,540/- (This salary scale will be effective from 01.01.2020).

Due salary for the year 2018 :-

Basic Salary	Rs. 21,532/-
Adjustment allowance	Rs. 4,302/-

2.7 *Regulations on Employment.*– This post is permanent and pensionable and it is required to contribute to the widows'/ widowers' and orphans' Pension Fund. In accordance with the Public Administration Circular No. 1/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquire proficiency in the prescribed official language within five (5) from the date of appointment.

**Note:** Selected candidates should be served in the institution, which has the vacancy for the said post.

**03. Apprentice Translator on contract basis (Sinhala/ English/ Tamil) (Number of Posts -01)**

3.1 *Age Limit.*– The age should not be less than 21 years and not more than 45 years to the closing date of the applications.

3.2 *Educational Qualifications.*– Should be obtained a degree from a University recognized by the University Grants Commission (UGC).

3.3 *Professional Qualifications.*– The professional qualification in the field related the post will be considered as a special qualification.

3.4 *Experience.*– Experience in the field related the post will be considered as a special qualification.

3.5 *Recruitment Procedure.*– The vacancy will be filled on the basis of the aggregate marks scored at the Interview.

3.6 *Salary.*– Monthly Salary is Rs.15,215/- in addition to the above, the exiting cost of living allowances would be paid. (This salary will be adjusted to the new salary system later.)

3.7 *Regulations on Employment.*– The recruitment is made for this post on the basis of the one year contract, subject to the annual extension of the contract. This post does not claim for any rights to obtain a permanent post or it does not claim for any privileges or benefits which are entitled to the permanent public officers.

**Note.**– The applicant should possess a sound physical health. All the applicants should be of excellent physical and mental character to perform the duty at any part of Sri Lanka. The applicants, those who have completed the above qualifications should only be applied for the above post.

**04. Rehabilitation Assistant (on contract basis) (Number of Vacancies – 02)**

4. 1 The Institutions, which have vacancies :

- Jayaviru Samadhi Home, Puwakpitiya

4.2 *Age Limit .*– The age should not be less than 18 years and not more than 35 years to the closing date of the applications.

4.3 *Educational Qualifications.*– Should have passed General Certificate of Education (Ordinary Level) Examination with not less than six (06) subjects including two (2) credit passes in one sitting ;

4.4 *Professional Qualifications.*– Professional qualifications and experiences in the field related the post will be considered as a special qualification.

4.5 *Recruitment Procedure.*– The vacancy will be filled on the basis of the aggregate marks scored at the Structured Interview.

4.6 *Monthly Allowance.*— A monthly allowance of Rs. 24,240/- is paid as per the approval of the Director General of the Department of Management Services ;

4.7 *Regulations on Employment.*— This post has been created on contract basis and therefore the said post does not claim for any rights to obtain a permanent post or it does not claim for any privileges or benefits which are entitled to the permanent officers.

## 5. Matron (Number of Posts – 07)

5.1 *Age Limit.*— The age should not be less than 18 years and not more than 30 years to the closing date of the applications.

5.2 *Educational Qualifications :*

(i) Should have passed General Certificate of Education (Ordinary Level) Examination with 06 subjects including four (4) credit passes for Sinhala/Tamil/English, Mathematics and other two (2) subjects in one sitting ; and

(ii) Should have passed General Certificate of Education (Advanced Level) Examination with at least one subject (Excluding Common General Test).

5.3 *Professional Qualifications.*— Should be obtained a certificate of not less than three (03) months duration on the Child development or Social Work or Hostel Administration course from an Institution registered under the government.

5.4 *Recruitment Procedure.*— Among the candidates, those who have obtained the maximum marks for each two papers at the written examination, vacancies which are equal to the exiting numbers will be filled .

5.4.1 *Written Examination :-*

Intelligence Test - Time 01 hour - Total marks – 100

Language skills - Time 02 hour - Total marks - 100

5.5 *Salary Scale.*— In accordance with the Public Administration Circular No. 03/2006, MN -01 -2016 will be applied.

*Salary Scale.* - MN -01 -2016 Rs. 27,140/-  
10 x 300 - 11 x 350 - 10 x 495 -10x660 -  
Rs. 45,540 (This salary scale will be effective from 01.01.2020).

Due salary for the year 2018 :-

Basic Salary	Rs. 21,532/-
Adjustment allowance	Rs. 4,306/-

5.6 *Regulations on Employment.*— This post is permanent and pensionable and it is required to contribute to the widows'/ widowers' and orphans' Pension Fund. Selected candidates will be subjected to the policy decision taken by the Government in the future with regard to the method of pension which is entitled to them. In accordance with the Public Administration Circular No. 1/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquire proficiency in the prescribed official language within five (5) from the date of appointment.

The selected candidates will be attached to the Jayaviru Samadhi Home (drug addicts rehabilitation centre) Puwakpitiya and the applicants, those who have completed the above qualifications should only be applied for the post..

WAJIRA KAMBURUGAMUWA,  
Director of Social Services.

Department of Social Services,  
Second Floor,  
Sethsiripaya Stage II,  
Battaramulla,  
30th March, 2018.

## SPECIMEN FORM OF APPLICATION

APPLICATION FOR THE RECRUITMENT TO THE POST OF  
.....IN THE DEPARTMENT OF SOCIAL SERVICES

01. Name with initials :\_\_\_\_\_.
02. Name denoted by the initials :\_\_\_\_\_.
03. Address :\_\_\_\_\_.
04. Telephone Number :\_\_\_\_\_.
05. National Identity Card Number :\_\_\_\_\_.

06. Date of Birth :\_\_\_\_\_.
07. Age on closing date of the applications :-  
Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.
08. Marital Status :\_\_\_\_\_.
09. Sex :\_\_\_\_\_.
10. Educational Qualifications :-  
G. C. E. (Ordinary Level) Examination :  
Year :\_\_\_\_\_.  
Index Number :\_\_\_\_\_.

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

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

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

03-1479

Subjects	Grade	Subjects	Grade

G. C. E. (Advanced Level) Examination  
Year :\_\_\_\_\_.  
Index Number :\_\_\_\_\_.

Subjects	Grade

Professional and other qualifications :-

Name of the Course	Institute	Duration of the course

11. Experience :\_\_\_\_\_.
12. Details on the degree certificate ( This is applicable to the post of Apprentice Translator only.)  
(i) Degree :\_\_\_\_\_.  
(ii) University / Other Institution (Name) :\_\_\_\_\_.  
(iii) Effective date for the Degree :\_\_\_\_\_.  
(iv) Normal/ Special degree :\_\_\_\_\_.  
(v) Subjects :\_\_\_\_\_.  
(vi) Class :\_\_\_\_\_..

## HEALTH SERVICE COMMITTEE OF THE PUBLIC SERVICE COMMISSION

### Recruitment (Open) to the Post of Legal Officer belonging to the Executive Service Category in the Ministry of Health Nutrition and Indigenous Medicine - 2018

APPLICATIONS are called from qualified citizens of Sri Lanka to the Post of Legal Officer belonging to the executive service category in the Ministry of Health Nutrition and Indigenous Medicine on the order of the public Service Commission. Applications prepared according to the specimen form of application appended at the end of this notification should be sent to reach the "Secretary, Ministry of Health Nutrition and Indigenous Medicine No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10" on or before the date mentioned below by registered post. The top left corner of the envelope containing the application should clearly bear the words "Recruitment (Open Basis) to the post of Legal Officer in the Ministry of Health, Nutrition and Indigenous Medicine -2018". The title of the examination should be indicated in English Language as well in the applications prepared in Sinhala and Tamil Languages.

(a) Closing date of application is 30.04.2018

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

**01 Method of Recruitment.**– The candidate who secures the highest marks on the results of a structured interview conducted by an interview panel appointed by the Health Services Committee of the Public Service Commission out of the candidates who possess the qualifications prescribed

in the notification shall be recruited to the vacancy. A structured interview will be conducted in accordance with the marking scheme (mentioned under No. 6 below) approved by the Health Service Committee of the public Service Commission.

02 Conditions for engagement in service and service conditions.

- (i) This post is permanent and pensionable and you will be subject to any policy decision taken by the government regarding the pensions scheme in future and you should contribute to the Windows/Widowers and Orphans pension Scheme the amount of contribution shall be as declared by the government from time to time.
- (ii) This appointment is subject to 3 years probation period. First efficiency bar examination shall be passed within 03 years from the date of recruitment to the post of Legal Officer in Grade iii as mentioned in the scheme of recruitment.
- (iii) Shall acquire the relevant proficiency in other official language in addition to the language in which the officer joined the Service within five years from the date of recruitment to the post as per the public Administration Circular No. 01/2014 dated 21.01.2014 Officers who joined the service in a language medium which is not an official language shall acquire the proficiency in the prescribed language within the period of probation.
- (iv) This appointment shall be subject to the procedural rules of the public Service Commission Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulation of the government and other departmental orders.

03. *Required Qualifications :*

3.1 *Educational Qualifications /Professional Qualifications.*– Shall have obtained a degree in law from a university recognized by the University Grants Commission taken oaths as an Attorney at law of the Supreme Court

3.2 *Experience.*– Shall possess an active professional experience of not less than three years after taking oaths as an Attorney at Law of the Supreme Court (Documents which clearly bear the period of experience date and official stamp should be submitted at the interview to prove the active professional experience of the candidate).

3.3 *Physical Fitness.*– Every Candidate shall be physically and mentally fit to serve in any part of the island and to perform the duties of the post.

3.4 *Other Qualifications :*

- Shall be a citizen of Sri Lanka
- Shall be of an excellent character
- Shall have satisfied the qualifications required for recruitment to the post in all respects as at the closing date of application
- Shall be proficient in English Language

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

05. *Salary scale.*– In terms of schedule I of the public Administration circular No. 03/2016 dated 25.02.2016 this post is entitled to the monthly salary scale of Rs 47,615-10x1335-8x1630-17x2170-110,895-(SL-1-2016) Salary shall be paid according to the provisions of the above circular and schedule ii of the same.

06. Structured interview shall be conducted based on the following marking scheme :

	<i>Subject</i>		<i>Maximum Marks</i>
01	<b>Additional Educational Qualifications (Marks will be awarded only for the highest qualification-Either for the degree or Qualification from Law college)</b>		<b>20</b>
(a)	Degree in Law from the Recognized University		
	-First Class	20	
	-Second Class Upper Division	15	
	-Second Class Lower Division	10	
(b)	Degree in Law from the Law College		
	-First Class in the final year of Law College	15	
	-Second Class in the final year of Law College	10	
	<i>Note</i> : 10 marks should only be awarded if the final examination has been passed with honours		
02	<b>Additional Professional Qualifications</b>		<b>15</b>
	Post Graduate Degree in Law awarded by a recognized institution	15	
	Post Graduate Diploma (duration of which is not less than 1 year ) in the field of Law awarded by a recognized institution (7.5 marks for each post graduate diploma Maximum marks 15)	15	
	Diploma in the field of Law (duration of which is not less than 06 month) awarded by a recognized institution (05 marks for each diploma-Maximum marks 15)	15	
	Certificate course in the field of law (duration of which is not less than 3 months ) offered by a recognized institution (02 marks for each course Maximum marks 10)	10	
03	<b>Additional Experience</b>		<b>30</b>
	Experience as an Attorney at Law either in public or private sector-02 marks for a period not less than 06 months and not more than 01 year		
	Five marks per each year subject to a maximum of 30 marks (excluding the three years period which shall be completed to obtain the basic qualification as an attorney-at-law)		
	(Additional experience shall be confirmed by a certificate obtained from as Attorney at Law possessing a service period of not less than 20 years or presidents council or a judge)		
04	<b>Knowledge on information Technology</b>		<b>15</b>
(a)	For studying information Technology as a main subject of the degree awarded by a university recognized by the University Grants Commission	15	
	Diploma Course in Information Technology offered by a Recognized Government Institution duration of which is not less than 01 year or 1500 hours	10	
	Certificate course in Information Technology offered by a Recognized Government Institution		
	-06 months/ 720 hours	07	
	-03 months /360 hours	05	
	(marks are allocated only for the maximum qualification)		

	<i>Subject</i>		<i>Maximum Marks</i>
05	Proficiency in English Language		<b>15</b>
	Post Graduate Degree /Degree /post Graduate Degree in Law/Degree in Law followed in English medium (shall have answered all the question papers in English medium)	15	
	Diploma Course in English offered by a University recognized by the University Grants Commission or recognized government institution(Duration -01 year or 1500 hours)	10	
	Certificate course in English offered by a University recognized by the University Grants Commission or recognized government institution -06 months /720 hours -03 months /360 hours (marks are allocated only for the highest qualification)	07 05	
06	<b>Performance at the interview</b>		<b>05</b>
	Aggregate of marks		<b>100</b>

07. *Identity of Candidates.*— Only the candidates who have submitted applications which are complete in all respects will be called for the structured interview.

Originals of all certificates and duly certified copies shall be submitted at the interview

Any of the following shall be submitted in support of the identity at the interview

1. National Identity Card issued by commissioner of Registration of persons
2. Valid passport

08. *Method of application :*

- (i) Applications should be in the form of the specimen appended at the end of this notification and prepared on A4 size paper in such a way that heading No. 1. to 06 appear on the 1<sup>st</sup> page No. 07 to 09 appear on the second page and the rest on the other pages and the applicants shall fill the applications in their own handwriting.
- (ii) Candidate's signature in the application form shall be attested by a principal of a government School/ Justice of the peace/Commissioner of oaths/Attorney-at-law/Notary public/Commissioned Officer in the public Service whose monthly consolidated salary is Rs 22,935.
- (iii) Applicants who are already in the Public Service or Provincial Public Service shall send their applications through the respective head of the Department
- (iv) Applications not complying with the specimen form of application appended at the end of this notification shall be rejected. No complaint on loss or delay of applications in the post shall be considered.

09. *Furnishing false information.*— If any information mentioned in the application is found to be false or incorrect your candidature shall be cancelled

If any information is revealed to be false or incorrect after recruitment you are liable to be dismissed from service subject to relevant action



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

11. Health Services Committee of the Public Service Commission shall reserve the right to fill or not the vacancy.

On the order of Health Services Committee of the Public Service Commission,

JANAKA SUGATHADASA,  
Secretary,  
Ministry of Health Nutrition and  
Indigenous Medicine.

385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10,  
13th March, 2018.

#### SPECIMEN FORM OF APPLICATION

RECRUITMENT (OPEN BASIS) TO THE POST OF LEGAL OFFICER  
IN GRADE III OF THE MINISTRY OF HEALTH NUTRITION AND  
INDIGENOUS MEDICINE

District of Residence

01. 1.1 Name with initials Mr./Mrs./Miss :\_\_\_\_\_.  
(in English Block capitals)

Ex. :- Mr./Mrs./Miss SILVA A. A. B.

1.2 Name in full :\_\_\_\_\_.  
(In English block capitals)

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

02. 2.1 Address (Private) :\_\_\_\_\_.  
(In English block capitals)

2.2 Address(Private) :\_\_\_\_\_.  
(In Sinhala /Tamil) :\_\_\_\_\_.

2.3 Address (Official) :\_\_\_\_\_.  
(In English block capitals)

2.4 Address (Official) :\_\_\_\_\_.  
(In Sinhala/ Tamil) :\_\_\_\_\_.

(Officer in the Public Service /Provincial Public Service/Corporation shall mention their official address. Any change of the address should be informed immediately)

2.5 Telephone Number (Personal) :\_\_\_\_\_.

2.5 Telephone Number (Official) :\_\_\_\_\_.

2.6 E-mail Address :\_\_\_\_\_.

03. 3.1 Date of birth :

Year

Month

Date

3.2 Age as at the closing date of application:-

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

04. National Identity Card No. :\_\_\_\_\_.

05. Sex(Male/Female) :\_\_\_\_\_.

06. Qualifications :\_\_\_\_\_.  
(Qualifications under No. 03 of the notification)  
Educational /Professional Qualifications:-

Experience :\_\_\_\_\_.

07. Certification of the Applicant :-

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

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

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

08. Attestation of the Signature of the Applicant:-

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

\_\_\_\_\_,  
Signature of the Attester.  
(place rubber stamp)

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

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

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

09. Certification of the Head of the Department / Institution  
(Only for the applicants in the Public Service/Provincial Public Service) :

I certify that the applicant Mr./Mrs./Miss ..... is serving in this Department/Provincial Council/Institute since..... and holds a permanent and pensionable/

temporary post and he /she has earned all increments during the past ..... years and has not been subject to a disciplinary punishment of any kind (except being advised) and all the particulars given above were checked referring to the records at this office and found correct. Further, I hereby state that he /she can /cannot be released from service if selected and that he/she placed the signature in my presence on .....

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

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

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

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

Department/Institute :\_\_\_\_\_.

(Place rubber stamp)

03-1339

## PUBLIC SERVICE COMMISSION

### Ministry of Port and Shipping

#### EXAMINER (ENGINEERING) MERCHANT SHIPPING SECRETARIAT

APPLICATIONS are invited from the Citizens of Sri Lanka who possess qualifications specified in this notification to fill the vacancies in the above posts in the Directorate of Merchant Shipping of the Ministry of Ports and Shipping. The number of vacancies is indicated below :

<i>Post</i>	<i>Number of Vacancies</i>
1. Examiner (Engineering)	02

01. *Method of Recruitment.*— Recruitment will be made depending on the number of existing vacancies on the order of merit of the total marks obtained at the structured interview conducted by a panel of Structured interviewers approved by the Public Service Commission, by applicants from and among those who fulfill the qualifications specified in this notification. The Structured interview will be held in accordance with the marking scheme (Indicated under item No.06 of this Notification) as approved by the Public Service Commission.

#### 02. *Required qualifications :-*

##### (i) Educational Qualifications, Experience and other Qualifications :-

<i>Post</i>	<i>Educational Qualifications</i>	<i>Experience and other Qualification</i>
Examiner (Engineering)	Having obtained the Chief Engineer Proficiency Certificate issued by a State Shipping Administration Agency of Sri Lanka, United Kingdom, Australia, Canada, China, India, Pakistan, New Zealand, Malaysia, Singapore, South Africa or Ireland or of any other country which has entered into bilateral Agreements with Sri Lanka regarding the acceptance of the relevant certificates.	Minimum of 02 years experience as a Chief Engineer in a seafaring merchant ship which has main engine with a capacity of more than 3000 Kilowatts.

(ii) *Physical Fitness.*— Every Candidate should be physically and mentally fit to perform duties of the post and to serve at any part of Sri Lanka.

(iii) *Other Qualifications :*

- \* Applicants should be Sri Lankan Citizens ;
- \* Applicants should be of excellent character ;
- \* Applicants should have fulfilled all required qualifications for the recruitment to the post in every aspect on or before the closing date of applications.

03. *Conditions of engagement and service :*

- (i) This post is permanent and pensionable You should contribute to the Widows'/Widower's and Orphans' Pension Scheme.
- (ii) The appointment will be subject to a probation period of three (03) years. You should pass the First Efficiency Bar before the expiry of 05 years from the recruitment to Grade I of the post as stipulated in the Scheme of Recruitment.
- (iii) You should obtain the required proficiency in the other official Language other than official language you joined the service within 05 years from joining the service as per the public Administration Circular No. 01/2014 and those who joined the service in a medium of language which is not an official language should acquire the prescribed proficiency in the official language within the probation period ".
- (iv) This appointment shall be subject to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial regulations of the Government and to other Departmental Rules.

4 *Age Limit.* – Applicants should be not less than 30 years and not more than 45 years of age.

This age limit does not apply to those are already in the Public Service.

5. *Salary Scale* - This Post carries in the salary scale of Rs. 47,615 - 10 x 1335 - 8 x 1630 - 17 x 2170 - Rs. 110,895 and will be Placed at the 20th Salary step. Public Administration Circular 03/2006 and dated February 25th 2016, Salary scale mentioned in schedule II is applied (in addition, Rs. 80,000 Professional Allowance and official transport allowance will be granted)

6. *Method of recruitment.* – Marks will be granted by the structured interview as per the marking scheme mentioned in below :

<i>Heading under which marks will be awarded</i>	<i>Maximum marks</i>
01. Additional Education Qualifications :	
(a) A Postgraduate Degree in the fields of Engineering, Science, Commerce, Management, Transport and Procurement Management or Shipping from a University recognised by the University Grants Commission.	30
(b) A Postgraduate Diploma in the aforesaid fields. (20 Marks)	
(c) Degree in the aforesaid fields	
First Class degree (18 marks)	
Second Class Upper degree (15 marks)	
Second Class Lower degree (12 Marks)	
(Marks will be awarded for the highest qualification only)	

<i>Heading under which marks will be awarded</i>	<i>Maximum marks</i>
02. Professional Qualifications : (a) For a Diploma Certificate on successful completion of a course of one year duration (only for qualifications for which no marks awarded under Additional Education Qualifications) (10 marks) (b) For a certificate on successful completion of a course of six months duration (only for qualifications for which no marks awarded under Additional Education Qualifications) (05 marks) In the field relevant to the post from an Institution recognized by the Government.	10
03. Additional Experience : (a) for the experience supersedes the minimum period of experience referred to under Qualifications for Recruitment (05 marks for each year for a maximum of 06 years) (30marks)	30
04. Contributions to the field : (Publications and innovations) (10 marks)	10
05. Computer Literacy : (a) Having offered computer/Information Technology as a subject of the/a degree (15 marks) (b) Having successfully followed a Diploma/Certificate course for one year or more in Computer Literacy at a government recognized Institute. (12 marks) (c) having successfully followed a Diploma/Certificate course for six months or more in Computer Literacy at a government recognized Institute. (10 marks) (d) any other diploma/Certificate obtained from government recognized Institute for Computer Literacy. (08 marks) (marks will be awarded for the highest qualification only)	15
06. Skills demonstrated at the Interview. (05 marks)	<u>05</u>
Total Marks	<u>100</u>

07. *Identity of the Candidate :*

- (i) Applicants who have submitted duly perfected applications only will be called for the structural Interview.
- (ii) The originals of all the certificates and duly certified copies thereof should be produced at the Interview.
- (iii) Following Identity cards will be accepted for the purpose of establishing your identity at the Interview :
  - (a) National Identity Card issued by the Commissioner of Registration of Persons :
  - (b) Valid Passport.

08. *Method of Applications :*

- (i) Application should be sent under registered cover to reach the Director General of Merchant Shipping, Merchant shipping secretariat, 1st Floor, Bristol Building, 43-89, York Street, Colombo 01, on or before 02.05.2018 Applications received after the closing date will be rejected.
- (ii) Specimen of the Application to be submitted appears at the end of this Notification. Applicants should prepare their own Applications using A4 size sheets including sections 01 to 07 on the first page and sections 08 to 12 on the second page and sections 13 to 15 on the third page and the application should be filled in their own hand writing
- (iii) The words "Applications for the Post of Examiner (Engineering)" Should be written on the top left hand corner of the envelope enclosing the application.

- (iv) The Signature of applicants should be attested by School Principal, justice of peace, Attorney-at-Law, Notary Public, an Authorized Officer in the Armed Forces, permanent officer in Public Service drawing a monthly consolidated salary of Rs. 32,807 under Public Administration Circular 03/2016.
- (v) Applications of those who are in the Public or Provincial Public Service should be forwarded through the respective Head of the Department.
- (vi) Applications which do not comply with the specimen appended herewith will be rejected and no complaints regarding lost of applications or delays will not be entertained.

09. If any information furnished by you in this application is found to be false or inaccurate before recruitment, you will be liable to disqualify for selection and if such revelation is made after the recruitment, you will be liable to dismissal subject to relevant course of action.


10. Public Service Commission reserves the right to fill or not to fill the vacancies.

By Order of the Public Service Commission,

L. P. JAYAMPATHY,  
Secretary,  
Ministry of Ports and Shipping.

Ministry of Ports and Shipping,  
No. 19,  
Chaitya Road, Colombo 01,  
On this 29 Day of March 2018.

SPECIMEN APPLICATION

  
(For office Use Only)

APPLICATION FOR THE POST OF EXAMINER (ENGINEERING) IN THE MERCHANT SHIPPING SECRETARIAT

01. Name of the Applicant :\_\_\_\_\_.  
Name with initials at the end :\_\_\_\_\_.  
(In English block capitals)  
Full Name (in English block capitals) :\_\_\_\_\_.  
Full Name (In Sinhala/Tamil) :\_\_\_\_\_.
02. Address and Telephone No. :\_\_\_\_\_.  
(a) Official Address :\_\_\_\_\_.  
Telephone No. :\_\_\_\_\_.  
(b) Private Address :\_\_\_\_\_.  
Telephone No. :\_\_\_\_\_.  
Mobile Telephone Number :\_\_\_\_\_.
03. Date of Birth :  
Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.
04. Age as at the closing date of applications :  
Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.
05. National Identity Card No. :\_\_\_\_\_.

06. Sex :\_\_\_\_\_.

07. Civil Status (Married/Unmarried/Widowed) :\_\_\_\_\_.

08. Educational Qualification and Additional Qualification :

<i>Qualification</i>	<i>Year obtained Qualification</i>	<i>Subject Stream</i>	<i>Grade</i>	<i>Name of Institution</i>	<i>Remarks</i>

09. Professional Qualification :

<i>Qualification</i>	<i>Year obtained Qualification</i>	<i>Subject Stream</i>	<i>Grade</i>	<i>Name of Institution</i>

10. Particulars of Experience :

<i>Institution served</i>	<i>Post</i>	<i>Functions of the Post in brief</i>	<i>Period of Service</i>

11. Contributions to the field :\_\_\_\_\_.

(Publications and innovations)

12. Proficiency in Computer Literacy :

(a) Degree :\_\_\_\_\_.

(b) Diploma :\_\_\_\_\_.

(c) Certificate Course :\_\_\_\_\_.

13. Have you been convicted for any offence by a Court ?

I do hereby certify that the information furnished by me in this application is true and accurate. I am aware that if any information furnished by me in this application is found to be false or inaccurate before I am selected, I am liable to disqualify for selection and I will be subject to relevant course of action if such revelation is made after the recruitment.

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

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

14. Attestation of the Signature of the Candidate :

I do hereby certify that Mr/Mrs/Miss..... is personally known to me and placed his/her signature in my presence on.....

\_\_\_\_\_,  
Signature of Certifying Officer.

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

Occupation :\_\_\_\_\_.

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

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

15. Attestation of the Head of the Department/Institution :

(This is applicable only for those who are already in the Public Service)

I hereby certify that Mr./Mrs./Miss ..... who is working in this Ministry/Department/Institution, is presently working in the Post of..... and his/her work and conduct are satisfactory, no disciplinary action is pending or contemplated against him/her. In the case of his/her being selected for the post he/she can/cannot be released from the service.

\_\_\_\_\_,  
Signature and official Stamp of the Head of Department.

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

03-1320

**REGISTRAR GENERAL'S DEPARTMENT**

**Posts of Registrar of Births and Deaths**

**GALLE DISTRICT**

APPLICATIONS are invited for the Posts of Registrar of Births, Deaths and Registrar/Additional Registrar Marriages/ Additional Registrar of Marriages in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriage Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these Posts.

03. Applicants should be not less than 45 years and not more than 62 years of age.

04. Applicant should be married and marriage should be aged more than 5 years and should not be a divorced person or widow/widower.

05. Additional details of Village list/Grama Niladhari Divisions within the related Division of Birth, Death and Marriage and Education and other qualifications related to the subjected Division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurdhi Development Societies and Post Offices as given in the following Schedule.

06. Related applications and "Attachment I" including Village List and List of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agents) or Land and District Registries or Divisional Secretariats of the District.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 07th of May, 2018.

NEIL D. ALWIS,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
On the day of 14th March, 2018.

**SCHEDULE**

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Galle	Galle Four Gravets	Post of Medical Registrar of Births and Death of Galle Town (West) Division	District Secretary/Additional Registrar General, District Secretariat, Galle.

03-1276

## REGISTRAR GENERAL'S DEPARTMENT

### Posts of Registrar of Births and Deaths and Registrar/Additional Registrar of Marriages (Kandyan/General)

#### GALLE DISTRICT

APPLICATIONS are invited for the Posts of Registrar of Births, Deaths and Registrar/Additional Registrar Marriages/ Additional Registrar of Marriages in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriage Divisions and should be entitled to properties and have acquired sufficient interest and influence in the area.

02. Both male and female can apply for these Posts.

03. Applicants should be not less than 45 years and not more than 62 years of age.

04. Applicant should be married and marriage should be aged more than 5 years and should not be a divorced person or widow/widower.

05. Additional details of Village list/Grama Niladhari Divisions within the related Division of Birth, Death and Marriage and Education and other qualifications related to the subjected Division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurdhi Development Societies and Post Offices as given in the following Schedule.

06. Related applications and "Attachment I" including Village List and List of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agents) or Land and District Registries or Divisional Secretariats of the District.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 07th of May, 2018.

NEIL D. ALWIS,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
On the day of 14th March, 2018.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Galle	Galle Four Gravets	Post of Birth and Death Registrar of Ukwatta Division and Post of Marriage Registrar of Galle Four Gravets Division (General)	District Secretary/Additional Registrar General, District Secretariat, Galle.
Galle	Imaduwa	Post of Birth and Death Registrar of Hewupe Division and Post of Marriage Registrar of Thalpe Pattuwa Division (General)	District Secretary/Additional Registrar General, District Secretariat, Galle.
Galle	Hikkaduwa	Post of Birth and Death Registrar of Weragoda Division and Post of Marriage Registrar of Wellabada Pattuwa Division (General)	District Secretary/Additional Registrar General, District Secretariat, Galle.



<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Galle	Nagoda	Post of Birth and Death Registrar of Unanwitiya Division and Post of Marriage Registrar of Gangabada Pattuwa Division (General)	District Secretary/Additional Registrar General, District Secretariat, Galle.
Galle	Gonapinuwala	Post of Birth and Death Registrar of Kirindiela Division and Post of Marriage Registrar of Gonapinuwala Division (General)	District Secretary/Additional Registrar General, District Secretariat, Galle.

03-1293

## Examinations, Results of Examinations & c.

### MINISTRY OF LAND

#### Sri Lanka Survey Department

#### EXAMINATION FOR THE ISSUE OF SURVEYOR GENERAL'S CERTIFICATE AS AUTHORIZED DRAUGHTSMAN - 2018

THE examination for the issue of Surveyor General's certificate to practice as an Authorized Draughtsman will be held in Colombo. The examination will be in two parts;

- Part I - Preparation of Co-ordinate Sheets
- Part II - Plan Work

2. Part I of the examination will be held on 21st July 2018 and Part II on 13th and 14th October 2018. Candidates who fail Part I will not be allowed to sit for Part II. Candidates should pass both Part I and Part II at the same examination to qualify for the award of the Surveyor General's Certificate as Authorized Draughtsman.

3. Candidates are required to satisfy me that:-

- (a) They can prepare a co-ordinate sheet from field notes and co-ordinate a survey traverse;
- (b) They can plot a plan accurately from field notes, both by protractor and from Co-ordinates and compute extents correctly.

4. *Qualifications to appear for the examination :*

- (a) Have passed National Certificate of Education (N.C.E.) or G.C.E. (O/L) examination in six (06) subjects with two (02) credit passes ;  
and

- (b) Have successfully completed a course related to draughtsmanship, having duration of not less than one year, at a Government Technical College or other semi government Institution.

5. *Examination Fees.*— The examination fee is Rs. 800/-. The receipt which is obtained by paying the examination fee to the cashier of the Surveyor General's office, any of the District Survey Offices or to the Institute of Surveying and Mapping, Diyatalawa should be pasted firmly at the place which has been reserved on the application for it (a photocopy of the receipt should be kept for future use.) And money orders or cheques will not be accepted. Applications forwarded without the receipt will be rejected. Remittance by stamps and cheques will not be accepted.

6. *Preparation and Submission of Applications.*— An application prepared using both sides of a paper size 21cm x 29 cm (A4) as per the specimen application appearing at the end of this notice should be sent through registered post to the following address. The envelope should be labeled as "Examination for the Issue of Surveyor General's Certificate as Authorized Draughtsman - 2018" on the upper left corner of the envelope.

Senior Superintended of Surveys (Examinations)  
Examination Branch,  
Surveyor General's Office,  
P.O. Box 506,  
Colombo 05.

Applications which have not been prepared according to the given specimen application, applications not properly filled and applications received after the closing date will be rejected.

7. Examination fee will not be refunded under any circumstances.

8. Applications closing on 25th May 2018. Applications will not be accepted after that.

9. Drawing papers and co-ordinate sheets will be supplied at the examination hall. However, candidates should bring their own drawing instruments, mathematical tables for computation of coordinates and all other material they require. Use of non-programmable scientific calculators will be allowed with the permission of the Supervisor at the examination hall.

10. (i) Every candidate should prove his/her identity to the satisfactions of the Supervisor by the production of any one of the following documents.

- (a) An Identity Card issued by the Commissioner of registration of persons;
- (b) A valid Passport;
- (c) Any certificate, license or other document which embodies a photograph of the holder and issued within three years of the date of examination on the authority of a Government Department.

(ii) No candidate for the examination shall be entitled to be examined unless he/ she furnished proof of his/ her identity required by paragraph 10 (i).

11. This examination will be held under the metric system.

P.M.P. UDAYAKANTHA,  
Surveyor General.

Surveyor General's Office,  
P.O. Box 506,  
Colombo 05,  
13th March, 2018.

#### SPECIMEN APPLICATION FORM

SRI LANKA SURVEY DEPARTMENT

EXAMINATION FOR THE ISSUE OF SURVEYOR GENERAL'S  
CERTIFICATE AS AUTHORIZED DRAUGHTSMAN - 2018

Index No :

(For office use)

- (a) (i) Name with Initials (in Capital letters) : \_\_\_\_\_  
Mr./ Mrs./ Miss
- (ii) Names denoted by Initials (in Capital letters) : \_\_\_\_\_

(b) Sex : \_\_\_\_\_.

(c) Designation : \_\_\_\_\_.

(d) Official address : \_\_\_\_\_.

(e) Permanent address (in Capital letters) : \_\_\_\_\_.

(f) Date of Birth : \_\_\_\_\_.

(g) Educational Qualifications (Certified true copies should be attached) : \_\_\_\_\_.

(h) Medium through which the candidate proposed to sit this examination : Sinhala/ Tamil/ English : \_\_\_\_\_.

(i) Office (payment made) : \_\_\_\_\_.

(j) Receipt No. : \_\_\_\_\_.  
Date : \_\_\_\_\_.

(Attach the receipt here)

I do hereby by certify that above details are true and correct.

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

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

03-1140

#### THIRD EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN GRADE I OF SRI LANKA TECHNOLOGICAL SERVICE - 2017 (THREE MONTH CERTIFICATE COURSE ON MANAGEMENT)

IT is hereby notified that the aforesaid course shall be commenced from July 2018 as a weekend course to be conducted on Saturdays for 15 weeks, by the Faculty of Management Studies and Commerce University of Sri Jayawardhanapura as per the Minute of Sri Lanka Technological Service published by the *Gazette Extra Ordinary* of the Government No. 1930/12 dated 01.09.2015.

02. (i) This course shall be conducted in English medium at the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura and a final examination will be held for each subject at the end of the course. On the results of the said examination the passing of the course is determined and the applicants who have passed this course

are treated as completed the Efficiency Bar Examination mentioned above. The applicants shall be subjected to the rules and regulations imposed by the Dean of the Faculty with regard to selection of officers for the course, conducting the course, conducting the examinations and issuing the results, issuing certificates and granting concessionary periods for the course. They shall be subjected to any punishment imposed by the University of Sri Jayawardhanapura and provisions of the Establishments Code for violation of the rules and regulations imposed by the University.

(ii) You shall be informed with regard to the rules and regulations imposed by the University of Sri Jayawardhanapura and the course by the University at the beginning of the course.

03. The specimen application for this course is published at the end of this notification. Applicants should prepare their own applications according to the specimen. In case where the officer belongs to the Sri Lanka Technological Service under the Central Government, application of such officer shall be sent through the Head of the Department and in the meantime the officers in Sri Lanka Technological Service under the Provincial Public Service shall send their applications through the Secretary of the Provincial Public Service Commission in the Provincial Council where they serve. The applications should be sent through registered post to Dean, Faculty of Management Studies and Commerce, University of Sri Jayawardhanapura, Gangodawila, Nugegoda before 04th of May 2018. "Third Efficiency Bar Examination for the Officers in Grade I of Sri Lanka Technological Service – 2017 (Three Month Certificate Course on Management)" shall be indicated in top left-hand corner of the envelope in which the application is forwarded. The Dean is empowered to reject the applications received after the closing date of applications without any inquiry.

04. *Identity.*– Candidates shall be required to prove their identity to the satisfaction of the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura. For this purpose, one of the following documents shall be kept at the possession of the applicants at the beginning and also during the course in order to submit on requirement.

- (a) The National Identity Card issued by the Department of Registration of Persons.
- (b) Identity card issued by the respective institution ;

or

A document issued by the respective institution to prove the identity.

05. *Application :*

- (i) Applications should be prepared in a paper of A4 size. The application could be typewritten, but it should be filled in correctly and legibly in candidate's own handwriting. At the occasions where it is specially mentioned, the applications shall be filled in the language medium specially mentioned. Special attention should be paid to the name of the officer, since the name is used as it is indicated in the paid to the name of the officer, since the name is used as it is indicated in the application at all occasions within the Course duration. If the said particulars are changed within the course duration, it should be informed to the Dean, Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura in writing along with the recommendations of the Head of the Department.
- (ii) Please indicate the title of the examination appearing in the specimen in English language as well, on both Sinhala and Tamil application forms. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the notification and further it would be advisable to keep a photocopy of the completed application form.
- (iii) A stamp size photograph of the applicant shall be pasted in the cage on the top right hand corner of the original application and another stamp size photograph shall be attached to the application.

06. *Course fee and examination fees :*

- (i) The officers appearing for this course shall pay either by a cheque issued by the employer or by a Bank draft of amount of Rs. 17,500/- to the Current Account of the Faculty Development Fund of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura No. of 097100140002229 at People's Bank, Gangodawila Branch, The receipt obtained by the candidate depositing the relevant amount shall be submitted to the Dean of Faculty of Management Studies and Commerce

of University of Sri Jayawardhanapura before the date informed by the Course Coordinator. Institutional charges, printing fees, examination fees, allowances for resource providers and charges for coordination are included in the above amount.

- (ii) If the officers who are unable to complete the examination of the course at the first occasion wish to sit for the examination at the consequent sittings, they are required to pay a registration fees of Rs. 1,000/- and an examination fee of Rs. 2000/-. When making these payments, the instructions of the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura shall be followed.
- (iii) Under no circumstances, the course fee shall be refunded. The examination fee shall not be allowed to transfer in respect of any other examination or course or officer.

07. Requirement to follow the course :

- (i) All the officers shall pass the Third Efficiency Bar Examination for officers in Grade I of Sri Lanka Technological Service before the lapse of five (05) years from the date of promotion to Grade I.
- (ii) The officers who have completed five (05) years from the date of promotion to Grade I of Sri Lanka Technological Service as at 01.06.2013 shall be exempted from the requirement of passing the Third Efficiency Bar Examination.

**Note :** Kindly note to pay the attention of the Head of the Department regarding the seniority of each officer and the matters indicated in Para. 7 (i) and 7 (ii) above.

08. Selection for the course :

- (i) When officers are selected for the course, priority shall be given depending on the order of the seniority of the appointment of the officers who were promoted to Grade I of Sri Lanka Technological Service.
- (ii) In addition to the officers in Grade I, the officers who have passed the Second Efficiency Bar Examination of Grade II are also able to apply for this course with the recommendation of the relevant department, so as to be limited only at this instance.

09. All the officers who have submitted applications shall be included in the data base maintained by the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayawardhanapura and 800 persons shall be selected annually for the course. A list of names of the applicants who are selected for the course shall be published on the web site of the Ministry of Public Administration and Management and it will be informed to the officers selected by the University of Sri Jayawardhanapura. **The university is not bound to re-inform the same to the applicants who do not participate in the course after that and action shall be taken considering it as an opportunity granted to an officer.**

10. Syllabus of the course :

Serial No.	Syllabus	Number of credits	Credit Hours
01	Public Finance Management	02	30
02	Human Resource Management (Basic theories)	02	30
03	Conflict Management (Practical application of the theories on Conflict Management in achieving the goals and objectives of the organization)	02	30
04	Organizational Behavior	02	30
05	Project Report <b>A research paper either on an issue in the professional field of candidate or the professional field itself.</b>	02	30
		10	150

11. The decision of the Secretary to the Ministry of Public Administration and Management shall be the final with regard to any matter not referred to herein.

J. J. RATHNASIRI,  
Secretary,  
Ministry of Public Administration  
and Management.

Ministry of Public Administration and Management,  
Independence Square,  
Colombo 07,  
14th of March 2018.

(The Gazette Notification and the specimen application can be downloaded at [www.pubad.gov.lk](http://www.pubad.gov.lk))

## Specimen Application

Affix a stamp  
size photograph  
here

(Official use only)

### THIRD EFFICIENCY BAR EXAMINATION FOR THE OFFICERS IN GRADE I OF SRI LANKA TECHNOLOGICAL SERVICE – 2017 (THREE MONTH CERTIFICATE COURSE ON MANAGEMENT)

01. (a) Name with Initials : (Indicate the initials at the end of the name) :\_\_\_\_\_.  
(In English block capital letters)  
Eg. GUNAWARDHANA M.G.B.S.K.

- (b) Name in Full :\_\_\_\_\_.  
(In English block capital letters)

- (c) Name in Full :\_\_\_\_\_.  
(In Sinhala/Tamil)

02. Indicate whether you belong to Provincial Public Service, if not to which public service you belong :

(Public Service – 10/ Western Provincial Public Service – 01/ Central Provincial Public Service – 02/ Southern Provincial Public Service – 03/ Northern Provincial Public Service – 04/ Eastern Provincial Public Service – 05/ North Western Provincial Public Service – 06/ North Central Provincial Public Service – 07/ Uva Provincial Public Service – 08/ Sabaragamuwa Provincial Public Service – 09)

03. Designation (In English Block Letters) :\_\_\_\_\_.

04. Sub Department/ Division to which you belong:  
(In English Block Letters) :\_\_\_\_\_.  
(In Sinhala/ Tamil) :\_\_\_\_\_.

05. Department to which you belong :  
(In English Block Letters) :\_\_\_\_\_.  
(In Sinhala/ Tamil) :\_\_\_\_\_.

06. Official Address :  
(In English Block Capital Letters) :\_\_\_\_\_.  
(In Sinhala/ Tamil) :\_\_\_\_\_.

07. Personal Address:  
(In English Block Letters) :\_\_\_\_\_.  
(In Sinhala/ Tamil) :\_\_\_\_\_.

08. E-mail :\_\_\_\_\_.

09. Telephone Number :

Official

Personal

10. Gender :

Male – M ☐  
Female – F ☐

(Indicate the relevant letter in the cage)

11. National Identity Card:

(Affix a copy of the National Identity Card signed by the candidate to the effect that it is a true copy)

12. (a) If you are an officer in Grade I of Sri Lanka Technological Service,

- (i) Date of promotion to Grade I:

Year     Month   Day

- (ii) Active service period in Grade I as at 04.05.2018:

Years   Months   Days

(Submit the copy of the letter of promotion to Grade I certified to the effect that it is a true copy, as an attachment)

- (iii) Service period in Grade I as at 01.06.2013

Years   Months   Days

- (b) If you are an officer in Grade II of Sri Lanka Technological Service,

- (i) Date of promotion to Grade II:

Year     Month   Day

(ii) Active service period in Grade II as at 04.05.2018:

Years   Months   Days

(iii) Date on which you passed the second efficiency bar examination:

Year     Month   Day

(Submit the copy of the results sheet of the Second Efficiency Bar Examination issued by the Head of the Department, which has been certified by the candidate to the effect that it is a true copy, as an attachment.)

I declare that the foregoing particulars are correct and I am bound by the rules and regulations imposed by the Dean of the Faculty of Management Studies and Commerce, University of Sri Jayawardhanapura with regard to conducting the course, examination and issuing results and the rules and regulations specified in the Establishments Code and the application has been prepared in conformity with the specimen application.

\_\_\_\_\_,  
Signature of the Candidate.

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

*Attestation of the Signature*

I hereby certify that Mr./Mrs./Miss ..... who is an officer working at my office and is known to me personally placed his/her signature before me on .....

\_\_\_\_\_,  
Signature of the Attestor and official stamp.

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

*Certification of the Head of the Department*

I hereby certify that the particulars mentioned in paragraphs 01 to 12 are accurate and the candidate is an officer in Sri Lanka Technological Service who is eligible to follow this course as per the note in paragraph 07 and subject to the provisions in para. 08 and 09 and it is possible for the Department to pay the prescribed course fee.

\_\_\_\_\_,  
Signature of the Head of the Department  
and Official Stamp.

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

#### Check List

1. A copy of the National Identity Card signed by the candidate to the effect that it is a true copy is attached.
2. A stamp size photograph is affixed on the top right hand corner of the application.
3. A stamp size photograph is attached with the application.
4. Copy of the letter of promotion to Grade I certified to the effect that it is a true copy is attached.

or

Submit the copy of the results sheet of the Second Efficiency Bar Examination issued by the Head of the Department, which has been certified by the candidate to the effect that it is a true copy is attached.

03-1341