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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,029 – 2017 ජූලි මස 21 වැනි සිකුරාදා – 2017.07.21

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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	—	Examinations, Results of Examinations &c. ... 1637

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 11th August, 2017 should reach Government Press on or before 12.00 noon on 28th July, 2017.

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

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

GANGANI LIYANAGE,
Government Printer (Acting)

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

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



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.

Examinations, Results of Examinations & c.

PUBLIC SERVICE COMMISSION

Limited Competitive Examination for Promotion of the Officers in Grade I of Sri Lanka Technological Service to Special Grade - Year 2016

IT is hereby notified that, in accordance with the Minute of Sri Lanka Technological Service, published in the *Gazette Extra Ordinary* No. 1930/12 dated 01.09.2015, the Limited Competitive Examination for promotion of officers in Grade I of Sri Lanka Technological Service to Special Grade will be held by the Commissioner General of Examinations, in Colombo, in the month of October 2017.

02. Officers who have satisfied the following qualifications as at 31.12.2016 shall apply for this examination:

- (i) Officers who have completed at least as active and satisfactory service of five (5) years in Grade I of Supervisory Management Assistant - Technological Service Category of Sri Lanka Technological Service and have earned the five (5) salary increments.
- (ii) Officers who have completed a satisfactory service of five (5) years immediately preceding the date of promotion.

03. Following Salary scale shall be applicable to the officers in Special Class.

(MN-7-2016-A Step 4) Rs.21,125-8x365 -18x500-Rs.33,045

04. Promotion from Grade I to Special Grade of Sri Lanka Technological Service shall be in the following manner.

- (i) Vacancies in each post in Special Grade of Sri Lanka Technological Service existing at each Department and Ministry from 01.01.2016 to 31.12.2016 shall be filled on the results of this examination.
- (ii) The results of the Limited Competitive Examination for recruitment to the Special Grade shall strictly be applicable to fill the vacancies existing from 01.01.2016 to 31.12.2016.
- (iii) Percentage of recruitment :

Limited	40%
Service experience and merit	60%

(iv) At the instances where the approved number of posts is 04, the percentage of recruitment under the Limited Competitive Examination shall be 25% and the percentage of recruitment under service experience and merit shall be 75%. At the instances where the approved number of posts is 03, the percentage of recruitment under the above Limited Competitive Examination shall be 33.33% and the percentage of recruitment under service experience and merit shall be 66.66%.

(v) Filling of vacancies shall be made on the results of the Limited Competitive Examination subjected to the percentages of the para IV above at the instances where the number of vacancies in Special Grade is 03 or more.

(vi) Promotion to Special Grade shall be made by the Public Service Commission to be effective from the date of examination on the order of merit of the examination and the number of vacancies, after verifying by an interview board appointed by the Public Service Commission that the other relevant qualifications have also been fulfilled by those who have passed on the results of the Limited Competitive Examination for promotion to Special Grade conducted by the Commissioner General of Examinations on behalf of the Secretary, Ministry of Public Administration and Management.

(vii) Officers, out of the applicants who have satisfied the basic qualifications as at the date on which each post has fallen vacant, shall be considered for the relevant promotions as per order of merit at the time of filling the vacancies.

05. (i) This examination shall be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of conducting the examination and issuance of results.

(ii) The candidates shall be subjected to the punishment imposed by the Commissioner General of Examinations, if such rules are violated by them. Rules prescribed for candidates are printed separately at the beginning of this *Gazette* notification.

06. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their application in accordance with the specimen form and officers in the public service should forward their applications through the respective head of department and officers in the provincial public service should forward their applications through the Secretary of Public Service Commission in the provincial council where they serve, by registered post to reach the Commissioner General of Examinations Organizations and Foreign Examinations Branch, Department of Examinations, P.O. Box. 1503, Colombo on or before 21.08.2017. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of applications will be rejected.

07. *Proof of Identity*:- Candidates should prove their identity at the examination hall to the satisfaction of the Supervisor for each subject they offer. For this purpose one of the following documents should be produced to the supervisor of the examination hall.

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

(b) Valid passport.

The candidature of any applicant who is unable to furnish any of the above documents is liable to cancellation on the discretion of Commissioner General of Examinations.

08. *Application* :

- (i) Applications should be prepared in a paper A4 in size using both sides. No. 01 to 02 should appear on the first page. Applications could be typed but they should be completed correctly and legibly by the candidates in his/ her own handwriting.
- (ii) When preparing the application, the title of the examination should be written in English in addition to Sinhala on Sinhala applications and Tamil on Tamil applications. Applications that do not comply with the specimen and have not been duly perfected shall be rejected without notice. Therefore, the candidates themselves should make sure that the perfected applications are in conformity with the specimen form. It is advisable to keep a photo copy of the application form with the candidate.

(iii) Candidates are not allowed to change the language medium selected by them in their applications. If applications are received in all three language mediums, i.e. Sinhala, Tamil and English, the examination will be held in those three language mediums. However, candidates should answer all the question papers in one and the same language selected by them.

(iv) Candidates who appear for this examination for the first time are not required to pay any examination fee. However, if a subsequent sitting, an examination fee of Rs.600/- should be paid at any Post Office/Sub Post Office to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed in the relevant cage of the application form. Money Orders or Stamps are not accepted for examination fees. It is advisable to keep a photocopy of the receipt. The fee shall not be paid back or shall not be allowed to transfer in respect of any other examination under any circumstances.

09. (i) The Commissioner General of Examinations will issue admission cards to the candidates who have forwarded duly perfected applications along with the receipt if payment of examination fee on or before the closing date of examination mentioned in the Notification is applicable, medium of examination, public service to which the applicant belongs, signature of the applicant and the attestation of the signature, recommendation and certification of the Head of the Department on the presumption that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. Officers sitting for the examination must get his signature on the admission card attested in advance and produce to the supervisor of the examination center. It will not be allowed to sit for the examination without such admission card. Further, issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit for the examination.

(ii) As soon as the admission cards are issued to candidates, Department of Examinations will publish a paper notice announcing the same. If the admission card is not received even after 2 of 3 days of such an advertisement, it

should be inquired from the Organizations and Foreign Examinations Branch, Department of Examinations in the manner as mentioned in the notification. The applicant should correctly mention the name of the examination applied for, full name of the applicant, national identity card number and address when making such inquiry. In case of applicants outside Colombo. It would be advisable to make the request sending a letter of request stating the same to the fax number mentioned in the Notification along with the fax number to which a copy of the admission card can be sent promptly. It would be useful to have the following documents in hand at the time of calling the Department of Examinations, i.e. a photocopy of the application form, receipt of payment of examination fees (if applicable) and receipt of registration.

- (iii) Candidate shall get his/ her signature on the application and the admission card attested by the Head of the institution or an officer authorized by him. Candidate shall sit for the examination at the examination hall assigned to him under the specific number given to him and produce his admission card with his signature attested to the supervisor of the examination center on the day of the examination. Any candidate who fails to produce his admission card shall not be permitted to sit for the examination.

10. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in Para (08) above will not be considered.

11. Issuance of the results of the examination.– Action shall be taken to issue the results of this examination to the Secretary of the Public Service Commission.

12. Scheme of Examination.– Examination for promotion of officers in Class 1 to Special Class will consist of 2 question papers.

- (1) Aptitude Test - Duration 1 hour - 100 marks
(2) Management - Duration 3 hours - 100 marks

Candidates shall be required to obtain a minimum of 40% of the marks for each question paper to be qualified.

Syllabus of the first question paper shall be as follows:

Aptitude Test - Subject No. (1)

A test designed to assess as to whether the officer has acquired knowledge, skills and attitudes required for the fulfillment of tasks entrusted to him/her in an efficiency beyond the performance at average level and whether the officer displays competency in the application of the above.

This question paper consists of 50 questions in the form of Multiple Choice and Question for Short answers and all the questions should be answered.

Syllabus of the second question paper will be as follows:

Management - Subject No. (2)

- (i) Principles of Management
(ii) Management functions
 Planning
 Decision Making
 Process of decision making
 Organization
 Staffing
 Directing
 Motivation Process
 Leadership
 Control
 Process of Controlling
(iii) Participatory Management
(iv) Management Environment
(v) Case Study

This is a structured essay type question paper. All the questions should be answered.

13. Candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations in conducting the examination and issuing the results. Candidates are liable to be subjected to a punishment imposed by the Commissioner General of Examinations for breach of these rules. In accordance with the regulations relevant to this notification, if a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to during or after the examination.

14. The decision of the Secretary of the Public Service Commission will be the final in respect of any matter not provided for in this notification.

15. In case of an inconsistency between Sinhala, Tamil and English text of this *Gazette* notification, the Sinhala text shall prevail.

On the order of the Public Service Commission,

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

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
06th July, 2017.

SPECIMEN FORM OF APPLICATION

(For office use only)

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LIMITED COMPETITIVE EXAMINATION FOR PROMOTION OF THE
OFFICERS IN GRADE I OF SRI LANKA TECHNOLOGICAL
SERVICE TO SPECIAL GRADE - 2016

01. (a) Medium in which the officer appears for the examination :

(Sinhala-2/ Tamil-3/ English - 4) (Indicate the relevant number in the cage)

Indicate whether you belong to Provincial Public Service or which public service

(Indicate the number relevant to the public service to which you belong)

(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/ Central Government Service - 10)

(b) Name in full (English block capital letters) : _____.

(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

(c) Name in full initials at the end : _____.
(in English block capital letters) : _____.
(Eg: GUNAWARDHANA, H. M. S. K.)

(d) Name in full (in Sinhala/Tamil) : _____.

(e) Official address (Admissions will be posted to this address) :

(in English capital letters) : _____.

(in Sinhala/ Tamil) : _____.

(f) Sex :
(Male - 0/ Female - 1)
(Indicate the relevant number in the cage)

(g) National Identity Card No.:

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(h) Telephone Number :

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02. Department which you belong to : _____.

03. Designation : _____.

04. Period of service as at 31.12.2016 :

Years Months Days

05. (i) Date of Birth :

Year Month Date

(ii) Age as at 31.12.2016:

Years Months Days

Paste the receipt of the examination fee of Rs.600
firmly, if not the first sitting.
(It is advisable to keep a photocopy)

Receipt number of the examination fee : _____.

Office to which the fee was paid : _____.

Amount paid : _____.

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Furthermore, I hereby

agree to be abided by the rules and regulations imposed by the Commissioner General of Examinations in conducting the examination and issuing the results.

_____,
Signature of the Applicant.

Date : _____.

Note :- Candidate should place his/ her signature in the presence of the Head of Department or an officer duly authorized to sign on his behalf or Head of the Regional Office.

Attestation of Candidate's Signature

I hereby certify that Mr./Mrs./Miss. is presently employed in my office and is personally known to me and he/she placed his/her signature in my presence on and he/ she is exempted from payment of examination fee/has paid the examination fee and affixed the relevant receipt.

_____,
Signature of the Attester.
Official Stamp.

Date : _____.

Recommendation and Certification of the Head of the Department

(I) Recommendation of the Head of the Department on the disciplinary inquiries that were carried on or are being carried on against the applicant :
.....
.....

(II) I hereby certify that the particulars given in paragraphs 01-05 above are correct, that this candidate is eligible to sit for the examination, that he/she is eligible to sit for the examination in the language medium mentioned above and he/ she is exempted from payment of examination fee/ has paid the examination fee and affixed the relevant receipt.

_____,
Signature and designation of Head of Department.
Official Stamp.

Date : _____.

Note.- A certified copy should be sent to the personal file of the candidate and the other copy should be sent to reach Department of Examinations of Sri Lanka promptly.

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