

N.B.— Parts II and IV(A) of the *Gazette* No. 1,855 of 21.03.2014 were not published.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,856 - 2014 මාර්තු 28 වැනි සිකුරාදා - 2014.03.28
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(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 17th April, 2014 should reach Government Press on or before 12.00 noon on 04th April, 2014.

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.”

P. H. L. V. DE SILVA,
Acting Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2014.

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



1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

the new post for a specified period with a view to testing him in his new post.

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department of Examinations,
Pefawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

PUBLIC SERVICE COMMISSION

Calling for applications for recruitment of officers to the vacancies in the Posts of Assistant Director (Legal) of the Commission to Investigate Allegations of Bribery or Corruption - 2014

APPLICATIONS are invited by order of the Public Service Commission for selection of suitable persons for 10 vacancies existing in the Posts of Assistant Director (Legal) of the Commission to Investigate Allegations of Bribery or Corruption. All applications prepared in accordance with the specimen form attached at the end of this notice should reach the Director General, Commission to Investigate Allegations of Bribery or Corruption, No. 36, Malalasekera Mawatha, Colombo 07 under Registered Post on or before the below mentioned date. The words "Post of Assistant Director (Legal)" should be marked clearly on the top left hand corner of the envelope containing the application.

(a) The closing date of applications will be 01.05.2014.

Note :- No complaints to the effect that an application or any order correspondence connected there to has been lost or delayed in the post will be entertained. Any damage caused due to delay in submitting the applications until the closing date should be borne by the applicants themselves.

01. *Method of Recruitment.*— Recruitment will be made on the order of merit following a structured interview in accordance with existing number of vacancies.

The number of appointments and the date on which the appointments take effect will be decided by the Public Service Commission.

02. *Terms of Engagement :*

- (i) This Post is permanent and pensionable. Contributions should be made to the Widows/Widowers and Orphans Pension Scheme.
- (ii) Officers appointed to this post will be subject to a period of probation for three (3) years and should pass the First Efficiency Bar Examination within such period of 03 years. If a person already holding a permanent post in the Public Service is selected and appointed he/she should be subject to a period of surveillance for one year.
- (iii) As per Public Administration Circular No. 07/2007 and the Circulars incidental thereto the level of proficiency in the order official language should be acquired within a period of five years. Officers who joined the service in a medium of language other than an official language should gain proficiency in one official language within a period of three years and the

proficiency in the other official language should be acquired within a period of six years.

- (iv) The 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 other Departmental Orders.

03. *Salary Scale.*— Monthly Salary Scale applicable to this post is Rs. 28,095 - 5 x 645 - 5 x 750 - Rs. 35,270. (Salary Code SL 5-2006)

04. *Qualifications required :*

- (i) *Educational/Professional Qualifications :*
Should be an Attorney-at-law of the Supreme Court/ should have obtained a Degree in Law from a University recongnized by the University Grants Commission.

- (ii) *Experience :*
Should have gained and active professional experience of not less than three years (03) after taking oaths as an Attorney-at-Law of the Supreme Court.

05. *Age Limit.*— Should not be less than 22 years and not more than 45 years of age as at 01.05.2014 (Maximum age limit will not be applicable to those officers who are already employed in the public service/provincial public service)

06. *Physical Attributes.*— Every applicant shall

- (i) Serve in any part of Sri Lanka
- (ii) be physically and mentally fit to perform duties in the Post.

07. *Other Qualifications :*

- (i) Applicants should be citizens of Sri Lanka
- (ii) Applicants should be of excellent moral character.
- (iii) Applicants should have in every respect completed all the qualifications that are required to be fulfilled for the recruitment to this post as at the closing date of applications given in the Notice/*Gazette* Notification calling for such applications.

08. *Interview :*

- 8.1 *Structured Interview.*— Marks will be granted by a Board of Interview appointed by the Public Service Commission.
- 8.2 The detailed Marking Scheme for the structural interview is given below :

| Serial No. | Subject | Marks | Maximum Marks |
|------------|--|-------|---------------|
| 01. | <p><i>Additional Educational Qualifications :</i></p> <p>LLB Degree from a recognized University</p> <ul style="list-style-type: none"> - First Class Pass 10 - Second Class Upper 08 - Second Class Lower 06 <p>First Class pass in the Law College in Final Year 08</p> <p>Second Class pass in the Law College in Final Year 06</p> <p>(Marks will be allocated only for the highest eligibility - only for Degree or Law College qualification).</p> | | 10 |
| 02. | <p><i>Additional Professional Qualifications :</i></p> <p>A Post - graduate Diploma of not less than 01 year in the relevant field or Post - Graduate Diploma in Law. Obtained from a recognized Institution (5 marks for each Diploma)</p> <p>A Diploma Course of not less than six months pertaining to the relevant field obtained from a recognized Institution. (3 marks for each Diploma)</p> <p>A Certificate Course of not less than three months pertaining to the relevant field obtained from a recognized Institution. (2 marks for each Course)</p> | | 10 |
| 03. | <p><i>Experience in the field of Law :</i></p> <p>Experience as an Attorney - at -Law other than the prescribed period of three year service required for obtaining basic qualifications. (5 marks for each year - maximum 10)</p> <p>(Additional Experience should be supported by a certificate obtained from an Attorney - at -Law who counts not less than 20 years of experience or from a President's Counsel or judicial Officer.)</p> | | 40 |
| | Experience in handling Court Cases (5 marks for each year - maximum 10) | 10 | |
| | Experience as a Legal Officer in Government Institutions other than Attorney-General's Department (5 marks for each year - maximum 10) (Experience should be testified by the Head of Department or a Legal Officer). | 10 | |
| | Experience in filing action and appearing in the cases on behalf of Attorney-General (5 marks for each year - maximum 10) Experience should be testified by the Attorney - General or a Supervising Officer | 10 | |
| 04. | <p><i>Computer Literacy :</i></p> <p>A degree from a University recognized by the University Grants Commission with information Technology as a main subject. 10</p> <p>Diploma Course in Information Technology from an Institution recognized by the Government for a duration not less than 6 months 07</p> <p>Certificate Course in Information Technology from an Institution recognized by the Government for a duration not less than 3 months 05</p> | | 10 |
| 05. | <p><i>Proficiency in English Language :</i></p> <p>Degree, Post - Graduate Degree, LLB or Post - Graduate LLB in English Medium. 10</p> <p>(Should have answered all relevant examination question papers in English Medium).</p> | | 10 |
| | Diploma Course in English Language from a University recognized by the University Grants Commission or an Institution recognized by the Government. 07 | 07 | |
| | A Certificate Course in English Language from a University recognized by the University Grants Commission or an Institution recognized by the Government. 05 | 05 | |

| Serial No. | Subject | Marks | Maximum Marks |
|------------|---|-------|---------------|
| 06. | Presentation of questions on case studies at the structured interview to gauge the knowledge of Acts, Ordinances and the Cases determined. (Related questions should be prepared by the Board of Interview). | | 15 |
| 07. | Performance at the interview | | 05 |
| | Total | | 100 |

09. (i) Applications should be prepared in 'A4' papers of the size of 22-29 cm in such a manner that items 1 to 9 appear on the first page and they should be completed legibly by candidate's own handwriting. Applications that do not comply with the specimen and those which are incomplete will be rejected without notice. Retaining with the candidate a copy of the application concerned may be advisable. Candidates should see that the applications are consistent with the specimen application form appended to the *Gazette* notice and the applications that are inconsistent may liable to be rejected.

- (ii) *Identity of the candidate.*— Originals of the following documents shall be produced on notice.

- (i) Educational Certificates ;
- (ii) Birth Certificate ;
- (iii) National Identity Card ;
- (iv) Certificates of Experience (supported by certificates issued by a judicial Officer or an Attorney-at-Law with professional experience not less than 20 years) ;
- (v) Two testimonials (one of which should be from the Grama Niladhari countersigned by the Divisional Secretary).

N. B.—

- (a) No documents or copies should be attached to the application.
- (b) Applications of the candidates failing to submit documents upon request will not be considered.

Applications from officers in the Public Service must be forwarded through the Heads of their Departments/Institutions. The Signature of the candidate in the application should be attested by a Principal of a Government School/Jusctice of Peace/Commissioner for Oaths/Attorney-at-Law/Notary Public/Commissioned Officer in the Armed Forces or an officer holding a permanent post in the Public Service drawing a monthly consolidated salary of Rs. 22,935.

10. Procedural rules of the Public Service Commission, Government Circulars issued from time to time, the conditions of Service Minute and the amendments made thereto shall be applicable to this post.

11. The Public Service Commission reserves the right of making the final decision on whether to fill the vacancies or only a part thereof.

By order of the Public Service Commission.

LUCKSHMI JAYAWICKRAMA,
Director General,
Commission to Investigate Allegations
of Bribery or Corruption.

Commission to Investigate Allegations of
Bribery or Corruption,
No. 36, Malalasekera Mawatha,
Colombo 07,
05th March, 2014.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (LEGAL) OF THE
COMMISSION TO INVESTIGATE ALLEGATIONS OR BRIBERY OR CORRUPTION

01. (i) Name with initials : Mr/Mrs/Miss :_____.

(ii) Name in full : Mr/Mrs/Miss :_____.

02. Address :

(i) Residential Address :_____.

(ii) Official Address :_____.
(in employed in Public Service)

03. (i) Date of Birth :

Year :_____, Month :_____, Date :_____.

(ii) Age as at 01.05.2014 :

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

04. N. I. C. No. :_____.

05. Ethnicity :_____.

06. Sex :_____.

07. (i) Educational Qualifications :_____.

(ii) Professional Qualifications :_____.

(iii) Period of professional experience as at 01.05.2014 :

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

08. Have you ever been dismissed from the public Service or vacated from post :_____.

09. (i) Have you ever been convicted from a Court of Law :_____.

(ii) If yes, give details :_____.

I hereby certify that the information furnished by me in this application is true and correct. I am aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification before the selection of discontinuance after the selection.

_____,
Signature of Applicant.

Date :_____.

If the applicant is in the Public Service :

CERTIFICATE TO THE HEAD OF THE DEPARTMENT

I verify that Mr./Mrs./Miss..... is in employee of this Department/Board/Coorporation. In the event of his/her selection for appointment he/she can/cannot be released from this Department/Corporation. (Delete inapplicable words).

_____,
Signature of the Head of Department.

Name :_____.

Designation :_____.

Department :_____.

(Official Stamp)

Date :_____.

03-691

PUBLIC SERVICE COMMISSION

Recruitment to the Post of Superintendent of Translations in the Ministry of Justice

APPLICATIONS are invited from citizens of Sri Lanka with the undermentioned qualifications for recruitment to the post of Superintendent of Translations in the Ministry of Justice.

02. *Educational Qualifications.*— Should possess a Degree from a University recognized by the University Grants Commission ; and

Should possess a credit pass in Sinhala/Tamil/English Language at the G. C. E. (Ordinary Level) Examination ; or

Should possess an ordinary pass for Sinhala/Tamil/English Language at the G. C. E. (Advanced Level) Examination.

Professional Qualifications.— Should be an officer in the Special Class of the Trnaslators' Service ; or

Should be an officer in Class I of the Translators' Service with 08 years working experience in that post.

03. *Other Qualifications :*

1. Every applicant should bear an excellent moral character.

2. *Physical fitness.*— Every applicant should be in good mental and physical order to serve in any part of this island and to discharge the duties and functions in the post.

Applicants should have fulfilled in every respect the qualifications required for the recruitment to the post at the closing date of application.

04. *Salary Scale.*— MN-7-2006A. Rs. 20,030 -11x 365 - 18x 500 - Rs. 33,045 per month.

05. *Method of Recruitment.*— Recruitment will be made in order of merit at a structural interview conducted by an interview board appointed by the Public Service Commission.

06. *Terms of engagement and Conditions of Service :*

(a) This post is permanent. It is pensionable. The selected candidate will be required to make contributions to the Widows'/Widowers' and Orphans' Pension Scheme.

(b) The selected candidate is required to comply with the provisions of the Constitution of the Democratic Socialist Republic of Sri Lanka and any rules and regulations already made or that may hereafter be made to give effect to the language policy of the Government. He/She will also be subjected to the relevant provisions of the Establishments Code, Financial Regulations, Departmental Orders and any other orders already issued or which may be issued by the Government from time to time. Selected candidate should adhere to the regulations of the Public Service Commission published in the Government *Gazette* dated 20.02.2009.

(c) The closing date of the acceptance of applications is 28.04.2014. The selected candidate should be in good mental and physical order to serve in any part of the island and to discharge the duties and functions of the post. He/She should undergo a Government Medical Examination and must be mentally and physically sound.

07. The applications should be in the specimen form appended to this notice and should be prepared on an A4 size paper using both sides. The duly completed application should be sent through the Heads of the Departments/Institutions by registered post to reach the address mentioned at the end of this notice on or before 28.04.2014. The words "Post of Superintendent of Translations in the Ministry of Justice" should be written on the top left hand corner of the envelope containing the application form.

08. The marking scheme at the structural interview :

| <i>Spheres in respect of which marks are awarded</i> | <i>Marks that Could be given</i> | <i>Maximum Marks</i> |
|--|---|----------------------|
| <p>01. <i>Additional Educational Qualifications :</i></p> <ul style="list-style-type: none"> * A Degree in the field of law obtained from a recognized university * A Post Graduate Diploma in the Field of Law obtained from a recognized university * A Diploma in the Field of Law obtained from a recognized university * A Certificate Course in the Field of Law done in a recognized univeristy/institution) <p>(Maxmum marks which could be awarded is 20)</p> | <p>20 marks</p> <p>15 marks</p> <p>05 marks</p> <p>03 marks</p> | 20 marks |
| <p>02. <i>Language Proficiency</i></p> <ul style="list-style-type: none"> * A Degree with Sinhala/Tamil/English Language as a main subject obtained from a recognized university approved by the Univerisity Grants Commission/SLLC (The Degree considered as the basic quailfication will not be cosndiered under this item) * Diploma in Sinhala/Tamil/English Langauge of a duration of not less than one year obtained from a recognized university * Certificate Course of not less than 6 months duration in Sinhala/Tamil/English Language followed at a recognized university | <p>25 marks</p> <p>15 marks</p> <p>10 marks</p> | 25 marks |
| <p>03. <i>Additional Qualifications :</i></p> <p>(i) Language Translator Service :</p> <ul style="list-style-type: none"> * Experience - Language Translators' Service - Special Class (05 marks are awarded per year in Special Class) * Experience - Language Translators' Service - Class I (02 marks are awarded per year in Class I and maximum mark that could be awarded is 20) <p><i>Note.</i>– Additional Basic qualifications of 8 years working experience in the Translators' Service - Class I mentioned under the professional Qualifications above should not be recknoed in awarding of marks under this item.</p> <p>(ii) Language Translator Service - in the Judicial Field</p> <ul style="list-style-type: none"> * Experience as a Langaue Translator in the Judicial field (02 marks are awarded per year and maximum marks which could be awarded is 10) | <p>20 marks</p> <p>10 marks</p> | 30 marks |
| <p>04. <i>Additional Qualifications - Computer Literacy</i></p> <ul style="list-style-type: none"> * A Diploma in IT of not less than 06 months duration obtained from a Government recognized institute (10 marks are awarded per certificate course) * Certificate Courst in IT of not less than 03 months duration followed in a Government recognized institute (05 marks are awarded per certificate course) | | 20 marks |
| 05. <i>Perfromance at the interview</i> | | 05 marks |

09. Please note that incomplete applications, applications submitted without basic qualifications and received after the closing date will be rejected without notice. Complaints regarding applications or related documents lost in the mail will not be considered.

10. 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 selection.

The final decision on any matter not mentioned herein shall be with the Secretary to the Public Service Commission.

This notice is published by the order of the Public Service Commission.

KAMALINI DE SILVA,
Secretary,
Ministry of Justice.

Ministry of Justice,
Superior Courts Complex,
Colombo 12.

SPECIMEN APPLICATION FORM

MINISTRY OF JUSTICE

APPLICATION FOR THE POST OF SUPERINTENDENT OF TRANSLATIONS

No. : _____
(For office use only)

01. (a) Name with initials (In Sinhala/Tamil) : _____
Name with initials (In English Block Capital) : _____

(b) Full name (In Sinhala/Tamil) : _____
Full name (In English Block Capital) : _____

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

03. Permanent Address (In English Block Capital) : _____

04. Telephone No. : _____

05. National Identity Card No. :

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

06. Sex : _____

07. Date of birth :

Year : _____, Month : _____, Date : _____

08. Age as at the closing date of applications :

Years : _____, Months : _____, Days : _____

09. Nationality : _____

10. Whether married or single : _____

11. Educational Qualifications :

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

Year : _____, Index No. : _____

| Subject | Grade | Subject | Grade |
|---------|-------|---------|-------|
| | | | |

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

Year : _____, Index No. : _____

| Subject | Grade | Subject | Grade |
|---------|-------|---------|-------|
| | | | |

Particulars in respect of the Degree :

Degree : _____

Subjects : _____

University : _____

Date the Degree was conferred : _____

Medium : _____

12. Professional Qualifications :

The date on which the applicant was appointed to the Class I/ Special Class of the Translators' Service : _____

Experience : Number of Years : _____

Experience as a Translator with special reference to the judicial field : Number of Years : _____

13. Other Educational Qualifications :

(i) _____

(ii) _____

(iii) _____

14. Proficiency in Languages (Mark ✓ in the relevant Column) :

| | Very Good | Good | Ordinary | Weak |
|---------|-----------|------|----------|------|
| Sinhala | | | | |
| Tamil | | | | |
| English | | | | |

Applicant's Declaration

I, declare that the particulars furnished by me in this application are true and correct. I certify that I have not been subject to any form of disciplinary action including dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post perviously. I am also aware that, If any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

Signature of the Applicant.

Date : _____

Certificate of the Head of the Department

I hereby inform that Mr./Mrs./Miss is serving in the Ministry/Department/Institution as an Officer in Class I/Special Class of the Translators' Service and that he/she can be/cannot be released, if selected for this Post.

_____,
Signature of the Head of the Department.

Date : _____.
Name : _____.
Designation : _____.
Ministry/Department : _____.

03-937

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

COLOMBO DISTRICT

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

01. Applicants should be permanent residents of the said Births, Deaths and Marriages Registration 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 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and Other Qualifications etc., could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 28th April, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
13th March, 2014.

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> |
|-----------------|--|---|---|
| Colombo | Thimbirigasyaya | Post of Additional Marriage (General) Registrar of Havelock Town, Kirulapone, Narahenpita, Thimbirigasyaya, Borella and Wellawatta area (Tamil Medium) | District Secretary/Additional Registrar General, District Secretariat, Colombo. |

03-1025

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Muslim Marriages

ANURADHAPURA DISTRICT

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

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

02. Muslim males only can apply for these Posts.

03. Applicants should be not less than 30 years and not more than 60 years of age.

04. Applicants should be married.

05. Details regarding Educational and Other Qualifications etc., could be obtained from the notices exhibited in public places such as District Secretariats, Land and District Registries, Divisional Secretaries Offices, Grama Niladhari Offices, Rural Development Societies and Co-operative Societies in the Division.

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 28th April, 2014.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
12th March, 2014.

SCHEDULE

| <i>District</i> | <i>Divisional Secretariat Division</i> | <i>Division and Post for which Applications are called</i> | <i>Address to which Applications should be sent</i> |
|-----------------|--|--|--|
| Anuradhapura | Thirappane | Post of Registrar of Muslim Marriages in Hurulu Palatha Division of Nachchaduwa Area | District Secretary/Additional Registrar General, District Secretariat, Anuradhapura. |

03-916

Examinations, Results of Examinations &c.

**THE OPEN COMPETITIVE EXAMINATION FOR THE
RECRUITMENT TO THE POST OF STENOGRAPHER
(GRADE III) IN THE OFFICE OF THE
COMMISSIONER FOR WORKMEN'S
COMPENSATION - 2014**

APPLICATIONS are called from the qualified citizens of Sri Lanka for filling the vacancies of 03 positions of Sinhala Medium Stenographer Class III in the Office of the Commissioner for Workmen's Compensation.

02. The qualified applicants, selected according to the results of written and professional examination conducted by the National Institute of Labour Studies which is coming under purview of Ministry of Labour and Labour Relations, will be recruited according to competency order.

03. *The Salary Scale.* - MN-1-2006(A) Rs. 13,120 -10x145 - 11x170 - 10x240 - 10x320 - Rs. 22,040 according to Public Administration Circular No. 6/2006(IV).

Efficiency Bar Examination before 4th salary step.

04. *Terms of Service :*

- 4.1 This position is permanent, pensionable and should contribute to Widowers'/Orphans' Pension Fund. This Post is subjected to three years (03) of probation period.
- 4.2 The language proficiency of other official language/ languages, other than the language in which engaged into the service, shall be fulfilled during 5 years after engaging in to service in term of Public Administration Circular No. 7/2007 and dated on 28.05.2007.
- 4.3 You should work for the Office of the Commissioner for Workmen's Compensation located at No. 128, Lories Road, Colombo 04 and the island wide Mobile Workmen's Compensation Courts.

05. *Qualifications :*

- 5.1 The applicants should be citizen of Sri Lanka.
- 5.2 The age as at closing date of applications should be reached to 18 years and not exceed to 30.
- 5.3 Should have good character.
- 5.4 *Educational Qualification :*
- (i) Passing of G. C. E. (O/L) with six (06) subjects at one sitting with two (02) credits in any other subjects and first language (Sinhala/English/Tamil) and Mathematics ;
- and*
- (ii) Passing of G. C. E. (A/L) at least one subject.
- 5.5 *Professional qualifications.*— Obtaining the Certificate on Stenographer and Typewriting (6 months) conducted in an institution approved by Tertiary Vocational Education Commission or possession of Credit (C) pass for Stenograph and Typewriting subject at G. C. E. (O/L) Examination.

Note.— Following shows the Institutions for Stenography and Computer Typewriting approved by Tertiary Vocational Education Commission.

- * Industrial Colleges and Technical Colleges belong to Department of Technical and Education Training.
- * The training centers belong to NAITA.
- * The training centers belong to National Council of Youth Services.
- * The training centers belong to Sri Lanka Vocational Training Authority.

06. *Procedure of Examination.*— The Open Competitive Examination for the recruitment consists of written examination and

professional test. At the first, the written examination will be conducted and the professional test will be called the applicants who obtained the marks above 40% of that question paper :

Written Examination :

| <i>Question paper</i> | <i>Marks</i> | <i>Time</i> |
|-----------------------------|--------------|-------------|
| General Knowledge and Essay | 100 | 01 hour |

Professional test :

Stenography and Computer Typewriting 100 (Sinhala)

(i) *General Knowledge and Essay :*

Test the knowledge on contemporary events in the field local and international, writing of essay under selected topic out of the given topics of temporarily importance. ((Presentation of specific ideas, language skills, accuracy of grammar and the manner of writing).

(ii) *Stenography and Computer Typesetting :*

Stenography of a paragraph reading continuously during five (5) minutes at the speed of 70 words per minute and writing said stenography notes with normal language at the speed of 07 words per minute. Typewriting 20 words per minute. (A paragraph of 20 minutes).

07. *Recruitment Procedure.*— The applicants should obtain at least 40% of marks in each subject to qualify an appointment due to this is a competitive examination. The available vacancies are filled according to the order of obtained total marks as per filling number of existing vacancies reserved for competitive examination. (Fulfillment of all the qualifications mentioned on this notice is compulsory).

08. *Examination fees.*— The examination fees is Rs. 350. The receipt, issued by crediting said examination fees to A/C No. 0071451995 of BOC at Pelawatta Branch which held by the name of National Institute of Labour Studies, should be stick to application form. The examination fee is non-refundable. Possesses a photocopy of receipt would be useful.

09. *Preparation of application form :*

9.1 Use the both sides of A4 size paper according to specimen form in this notice.

(a) pages should be prepared as the paragraphs No. 01 to 03 in the first page and rest of parts in other pages and the relevant information should be furnished with self hand written.

(b) All the applications, in which non comply with relevant specimen format, non-payment of examination fees as at due date of payment and non-filled duly and incomplete, will be rejected without prior notice. The applicants should incur the non-duly filling of application forms. Possession of a photocopy of application form is useful and

the applicants should find out whether the filled application form is complied with the specimen application form of notice. Otherwise, the application may be rejected.

9.2 This examination will be conducted on May, 2014 at Colombo.

9.3 Director General of NILS allows sitting for competitive examination under the prior conclusion that all the applicants submitted the application forms which have completed the relevant qualifications on the date or before and paid relevant examination fees and the application prepared according to said notice mentioning qualified according to notice. Issuing of an admission for sitting examination is not considered as a pre-requisite qualification for this position. The candidature will be invalidated if any particular contained herein is found to be inaccurate and false according to the terms of *Gazette* notification.

9.4 *The application :*

Duly filled applications should be sent to Director General, National Institute of Labour Studies, No. 267, Pannipitiya Road, Pelawatta, Battaramulla by registered post on or before 21.04.2014. The Open Competitive Examination for the recruitment to the post of stenographer in the Office of the Commissioner for Workmen's Compensation - 2014 should be mentioned on the left side upper end of the envelope containing the application. No responsibility will be undertaken for late applications and applications lost in the post.

9.5 The signature of applicant should be certified by a principal of government school, Peace of Justice, a Commissioner of Oath, a Public Notary, authority officer of all three army forces, an officers in the Police Service who hold a *Gazette* position or an officer who hold a position in the government or Provincial Government Service and who is earning a salary exceeding to Rs. 240, 360 per annum.

Penalty for providing of false information.— The accurate information should be provided when the application form is filled. The candidature will be invalidated before or meanwhile or after the examination or whenever if any applicant is found disqualified in term of rules and regulation of this examination. He/She is liable to dismiss from the public service that if any particular contained herein is found to be inaccurate and false after the appointment.

10. *Sitting for examination.*— Director General of National Institute of Labour Studies will issue the admission as per the applicant receives it one week earlier to examination date. Applicants are not allowed sit for the examination without such admission form. All the applicants sitting for examination should produce the admission form which certified their signature to invigilator.

National Institute of Labour Studies will publish a press release immediately admission forms are issued to applicants. National

Institute of Labour Studies should be informed if you didn't receive the admission form during 02 or 03 days after releasing the press notice. It is important to refer your inquiry along with the certified photocopies of receipt paid for application and registered receipt National Institute of Labour Studies.

11. The invigilator should be produced at least one of the following documents for verification of applicant's identity :—

(1) National Identity Card issued by Department of Registration of Persons ;

(2) The valid passport.

12. All the candidates are subjected to rules and regulations imposed by Director General of National Institute of Labour Studies in respect of holding the examination. He/She is liable to any penalty imposed by Director General of National Institute of Labour Studies if the rules and regulations are violated.

13. The final decision on holding of this examination, granting of appointments and any other matter is vested on Secretary to Ministry of Labour and Labour Relations.

Note.— If any contradiction is found in the notices published by Sinhala, Tamil and English medium of this *Gazette* notification, the accurate notice is the Sinhalese medium notification.

W. J. L. U. WIJAYAWEERA,
Secretary,
Ministry of Labour and Labour Relations.

Labour Secretariat,
2nd Floor,
Narahenpita,
Colombo 05.

Specimen Form of Application

THE OPEN COMPETITIVE EXAMINATION FOR THE
RECRUITMENT TO THE POST OF STENOGRAPHER
(GRADE III) IN THE OFFICE OF THE COMMISSIONER
FOR WORKMEN'S COMPENSATION - 2014

01. 1.1 Name with initials : _____.
(With English Capital Letters) (Ex. : PERERA A. B. C.)
1.2 Full Name : _____.
(With English Capital Letters)
1.3 Full Name : _____.
(In Sinhala)
1.4 National Identity Card Number : _____.
1.5 Sex : Male - 1 ☐
Female - 0 ☐
02. 2.1 Permanent Address : _____.
(With English Capital Letters)

2.2 Permanent Address : _____.
(In Sinhala)

2.3 The address to be sent examination admission form :

(i) In Sinhala : _____.

(ii) With English Capital Letters : _____.

2.4 Telephone Number : _____.

03. 3.1 Marital Status :

Married - 2

Unmarried - 1

3.2 Date of Birth :

Year : Month : Date :

3.3 The age as at the closing date of calling application :

Years : Months : Days :

3.4 Whether you are a citizen of Sri Lanka by descent or registration ? : _____.

04. Educational Qualifications :

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

(i) Year : _____, Month : _____.

(ii) Index Number : _____.

(iii) Results :

| Subject | Pass | Subject | Pass |
|---------|------|---------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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

(i) Year : _____, Month : _____.

(ii) Index Number : _____.

(iii) Results :

| Subject | Pass |
|---------|------|
| | |
| | |
| | |
| | |

05. Professional Qualifications :

| Name of Course | Duration | Institution |
|----------------|----------|-------------|
| | | |
| | | |
| | | |

06. Have you ever been convicted in a Court of Law for any offence ?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

If you ever have been convicted in a Court of Law for any offence, why ? : _____.

07. Particulars on receipt paid the examination fees :

(i) The name of BOC branch paid the examination fees : _____.

(ii) Receipt No. and date :

No. : _____, Date : _____.

(iii) Amount paid : _____.

Stick here receipt

08. Certification of Applicant :

(a) I, declare the information furnished by me in the application are true and accurate to the best of my knowledge and I agree herein to liable any disadvantage may be incurred due to non furnishing and/or false information. Further, I declare hereby that all the information is furnished accurately.

(b) I agree to act according to rules and regulations imposed by Director General of National Institute of Labour Studies in respect of holding examination and acknowledge the decisions made to invalidate my candidature before or after the examination if I am found to be disqualified in term of these conditions.

(c) I am fully aware that if the declaration made by me was proved to be untrue or incorrect prior to my selection to this post, I would be disqualified and if such situation is proved after my appointment to the post, I am liable to be sacked from the service without payment of any compensation.

(d) I do not alter any information here mentioned later.

Signature of Applicant.

Date : _____.

09. Certifying of applicant's signature :

I certify that the applicant who submit, this application, Mr./Mrs./Miss _____, is known to me personally and He/She placed his/her signature in front of me on _____.

The signature and official seal of
Certifying Officer.

Date : _____.

**MINISTRY OF YOUTH AFFAIRS AND SKILLS
DEVELOPMENT**

Department of Technical Education and Training

RECRUITMENT (OPEN) TO VACANCIES IN THE POST
OF SERVICE CATEGORY OF MANAGEMENT ASSISTANT
(NON TECHNOLOGY) SEGMENT 2 OF THE
DEPARTMENT OF TECHNICAL EDUCATION AND
TRAINING

APPLICATIONS are invited from qualified persons, to fill existing
vacancies in the following posts of the Department of Technical
Education and Training.

| <i>Post</i> | <i>Number of Vacancies</i> |
|-----------------------|----------------------------|
| 1. Premises overseer | 17 |
| 2. Workshop Assistant | 27 |

01. *Recruitment Procedure.*- Appointment will be made to Class
III of relevant post on merit order of the results of structural
interview and number of vacancies available.

Structural Interview :

| <i>Main headings, to be given marks</i> | <i>Maximum marks</i> |
|---|----------------------|
| Additional Educational Qualification | 20 |
| Additional Vocational Qualification | 35 |
| Additional Experience | 30 |
| Proficiency in Language | 10 |
| Skills at the interview | 05 |
| Total | 100 |

02. *Educational Qualifications :*

1. Have passed G. C. E. (O/L) Examination in six (06) subjects
with credit pass to Sinhala/Tamil/English language,
Mathematics and other two subjects in one sitting ;
and
2. Have passed at least one (01) subject in G. C. E. (A/L)
(except general common test).

03. Vocational Qualifications and nature of duties, relevant to
each post :

(a) *Premises Overseer :*

(i) *Vocational Qualifications :*

1. Have obtained National Certificate in Industrial
Technicians (Civil Engineering) ;
or
2. Have obtained National Certificate in Building
Construction Technology.

3. Have followed a National Vocational qualification
(NVQ) full time level 4 course in construction field
and have obtained a certificate from an Institution,
recognized by the Tertiary and Vocational Education
Commission.

(ii) *Nature of duties :*

- (i) Monitoring activities of trained and non trained
preliminary cadre of the College.
- (ii) Organizing and monitoring the maintenance
activities of buildings and garden of college premises.
- (iii) Participation in activities of production and services
unit.
- (iv) Other duties assign relevant to the post by the Head
of the Institution.

(b) *Workshop Assistant :*

- (i) *Vocational Qualifications.*- Have followed a National
Vocational Qualification (NVQ) full time level 4 course
in Mechanical/Civil field and have obtained a certificate
from an Institution, recognized by the Tertiary and
Vocational Education Commission.

(ii) *Nature of duties :*

- (i) Examine inventories of workshops of Colleges of
Technology/Technical Colleges and report.
- (ii) Report deficiencies and excesses in workshops.
- (iii) Report repairs and services, to be carried out in
workshops.
- (iv) Other duties assign, relevant to the post, by the
Head of the Institution.

04. *Service experience.*- Have obtained one (01) year experience
in relevant post/field in a government or government registered
Institute.

05. *Age limit.*- Not less than 18 years and not more than 30
years of age as at the closing date of applications.

06. *Salary.*- In terms of Public Administration Circular No.
6/2006(iv) salary scale Rs. 13,120 -10x145 -11x170 - 10x240 -
10x320 - Rs. 22,040 of Salary Code No. MN-1-2006(A) is
applicable for this post.

07. All candidates, who apply for the above referred posts,
should be a citizen of Sri Lanka with a moral character and have
sufficient physical and mental fitness to serve in any part of Sri
Lanka and to discharge the duties of the post. All qualifications
need to recruit to each post should have been fulfilled in every
manner, by the closing date of applications.

08. *Method of Application :*

- (i) Applications should be sent under registered cover to
reach the "Director General, Department of Technical

Education and Training, Olcott Mawatha, Colombo 10", on or before 28th April, 2014. Applications, received after that date will be rejected.

- (ii) A specimen application, is indicated at the end of this notification, applicants should prepare their application, in their own handwriting, in A4 size paper with No. 01 to 07 appearing in 1st page, No. 08 to 11 appearing in 2nd page and the rest in next pages.
- (iii) The envelope enclosing the application should clearly be marked "Application for the post of" on the top left hand corner. (relevant post should be mentioned).
- (iv) Signature of candidate should be attested by a Principal of a Government School/A Justice of a Peace/Commissioner of Oaths/Attorney-at-Law/Notary Public, Commissioned Officer in the Armed Force or an officer holding a permanent post in the Government with monthly consolidated salary of Rs. 22,935.
- (v) Officers, who are already in Public or Provincial Public Service should submit applications through their Head of the Department.
- (vi) Applications, without conformity with the specimen application form, will be rejected. Inquiries about applications lost or delayed will not be accepted. Applicants are advised to send their applications in time to avoid the possibility of postal delay. Receipt of application will not be acknowledged. Incomplete applications and applications which not fulfilled prescribed qualifications will be rejected.

09. *Furnishigng false Information.*- Your candidature will be repealed, if any information mentioned in the application, being detected as incorrect or false, before the recruitment. If such information being detected after the recruitment, action will be taken to dismiss from the service, subject to the procedure relevant thereto.

10. *Implementation of official languages policy.*- Proficiency in other official language of relevant level, should be obtained, within 05 years from the date of appointment, in terms of Public Administration Circular No. 07/2007 and Circulars, incidental thereto.

11. *Conditions of employment :*

- (i) This post is permanent and pensionable and should contribute to the Widows and Orphans/Widowers and Orphans Pension Fund.
- (ii) Candidates should liable to serve in any College of Technology/Technical College, comes under the purview of this Department, as would be stipulated.
- (iii) Selected candidates should subject to the provisions of scheme of recruitment relevant of the post, provisions

in Establishments Code, Financial Regulations and to the rules and regulations issued by the Government or Line Ministry or Director General of the Department of Technical Education and Training.

- (iv) General conditions and provisions, mentioned in the Procedural Rules published in the *Gazette* Extraordinary No. 1,589/30 dated 20.02.2009 by the Public Service Commission are applicable.


12. Director General of the Department of Technical Education and Training reserves the right to fill all or a part of the vacancies.

13. In the event of any inconsistency between the Sinhala, the Tamil and the English texts of this *Gazette* Notification, the Sinhala text shall prevail.

S. BALASUBRAMANIAM,
Director General.

Department of Technical Education and Training,
Colombo 10,
28th March, 2014.

APPLICATION FORM


For office use

APPLICATION FOR RECRUITMENT (OPEN) TO THE POST OF
..... OF SERVICE CATEGORY OF MANAGEMENT ASSISTANT
(NON TECHNOLOGY) SEGMENT - 2 OF DEPARTMENT OF TECHNICAL
EDUCATION AND TRAINING - 2013

01. Name of the Candidate :

- (i) Name with initials, initials at the end (In block capital letters) : _____.
- (ii) Full Name (In block capital letters) : _____.
- (iii) Full Name (In Sinhala/Tamil) : _____.

02. Address and Telephone Number :

- (i) Official Address : _____.
Telephone Number : _____.
 - (ii) Private Address : _____.
Telephone Number : _____.
- (Any change in the address or Telephone Number, should be informed immediately) :

03. Date of Birth :

Year : _____, Month : _____, Date : _____.

04. Age as at closing date of applications :

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

05. National Identity Card Number : _____.

06. Sex : Male/Female : _____.

07. Whether married/unmarried/Widow :_____.

08. Educational Qualifications :

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

Year :_____. Index No. :_____.

| Subject | Grade |
|---------|-------|
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| | |

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

Year :_____. Index No. :_____.

| Subject | Grade |
|---------|-------|
| | |
| | |
| | |
| | |
| | |
| | |

09. Vocational Qualifications :

| Examination/ Diploma | Year | Subjects | Grade | Name of the Institute/ University |
|-------------------------|------|----------|-------|--------------------------------------|
| | | | | |
| | | | | |
| | | | | |

10. Particulars of Experience :

| Institutions, worked | Post | Period of service | Whether Government/ Semi Government/Private |
|-------------------------|------|----------------------|--|
| | | | |
| | | | |
| | | | |

11. Highest Examination passed in following subject :

Sinhala :_____.

Tamil :_____.

English :_____.

12. (i) If you are a citizen of Sri Lanka state by decent or registration (If registration, state details) :_____.

(ii) Race (indicate the relevant number in the cage) :

Sinhalese - 1 Sri Lankan Tamil - 2 ☐
Sri Lankan Muslim - 3 Indian Origin - 4 ☐
Others - 5

13. Whether you have been dismissed from Government post, that you had been holding ? :_____.

14. If you are already in Public Service, are there any Departmental disciplinary inquiries against you ? :_____.

15. Whether you have been convicted in a court ? If so, state details :_____.

I hereby certify that the particulars furnished by me in this application are true and accurate. I am aware that if any particulars contained there is are found to be false and incorrect before the selection I am liable to disqualify and dismissal, without compensation, if the inaccuracy is detected after the appointment.

_____,
Signature of the applicant.

Date :_____.

16. 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.

Date :_____.

Full name of the certifying officer :_____.

Designation :_____.

Address :_____.

(This part is applicable only for candidates who engage in Government Employment) :

Attestation of the Head of the Department/Institution :

I hereby certify that Mr./Mrs./Miss who is working in the Ministry/Department/Institution of is working in the post of and his/her work and conduct are satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in future. He/She can/cannot be released, from service once he/she is selected for the post applied for.

_____,
Signature of the Head of the
Department or Authorized Officer.

Date :_____.

(Official Seal)

03-931/2

PUBLIC SERVICE COMMISSION

Open/Limited – Competitive Examination for Recruitment to Class III of the Sri Lanka Accountants' Service - 2014

IN this notice "Service" means the Sri Lanka Accountants' Service (S.L. Ac. S.)

1. *Date of Examination.* – Examination will be held in June, 2014 in Colombo and in Jaffna by the Commissioner General of Examinations. The Public Service Commission reserves the right to postpone/cancel the Examination.

2. Number of vacancies to be filled through this examination is as follows :

Open - 62
Limited - 43

3. *Method of Recruitment.* – Candidates who have scored 40% of marks or above in each subject at the written examination shall be called for the interview in order of merit of the aggregate marks and the selection for appointment will be made by the Board of Interview appointed by the Public Service Commission on perusal of their qualifications.

3.1 Number of persons to be appointed to the said post and the effective date of appointment to be determined by the order of the Public Service Commission. The Public Service Commission has authority to fill any number of vacancies or all the vacancies.

4. Qualifications :-

4.1 Open Competitive Examination :

(a) Educational Qualifications :

(i) Should possess a Degree in Commerce, Management, Accountancy or Economics from a University recognized by the University Grants Commission

or

(ii) Should be a holder of a Higher Diploma in Accountancy or Commerce from the Sri Lanka Technical College or Sri Lanka Institute of Higher Technical Education;

or

(iii) Should have passed the Intermediate or Licentiate or Higher Examination of the Institute of Chartered Accountants of Sri Lanka or an Institute of Chartered Accountants in any other commonwealth country;

or

(iv) Should have passed the Parts I and II of costs and management Examination or Higher Examination conducted by the Chartered Institute of Management Accountants of the United Kingdom or in any other Commonwealth Country;

or

(v) Should have passed the First Professional Level or Higher Level Examination of the Institute of Certified Accountants of the United Kingdom or any other Commonwealth Country;

or

(vi) Should have passed parts I and II Examination or Higher level examination of Association of Chartered Certified Accountants of United Kingdom or in any other Commonwealth Country;

or

(vii) Final Examination of the Institute of Chartered Secretaries and Managers of the United Kingdom.

(b) *Physical Fitness.* – All candidates should be physical fit in all aspects to serve in any part of Sri Lanka.

(c) *Other qualifications:-*

(i) Should be a citizen of Sri Lanka.

(ii) Should be of excellent moral character.

(iii) No candidate will be permitted to sit for the Open Competitive Examination more than two occasions.

(iv) A person holding priesthood in any of the religious sects will be ineligible to sit this examination.

(v) A person will be deemed as qualified to sit the Competitive Examination for appointment to the service, if the candidate has fulfilled necessary qualification in Para. 5.1 (a) in all respect as at 28.03.2014 (on the date of publication of *Gazette* notification).

(d) *Age.* – Candidate should not less 22 years and not more than 28 years as at 28.03.2014 (on the date of publication of the *Gazette* notification).

4.2 Limited Competitive Examination :

(a) *Experience and qualifications :*

(i) Possession of any of the qualifications set out in Para 5.1 (a) above with not less than 5 years of satisfactory, uninterrupted permanent service in the Public Service or in the Provincial Public Service on 28.03.2014. (The date of publication of the *Gazette* notification calling for applications) having earned a minimum of 5 increments on the due date.

or

(ii) Possession of not less than 10 years satisfactory period of service in the Public Service or in the Provincial Public Service in a permanent and pensionable post which carries the salary scale of MN 1- 2006 (A) or above having earned a minimum of 10 increment on the due date.

(b) *Physical Fitness.* – All candidates must be physically fit all aspects to serve in any part of Sri Lanka.

(c) *Other Qualifications:-*

- (i) Candidates must be of excellent moral character.
- (ii) Should have earned all the increments on due dates during the immediately preceding five years of the date of gaining eligibility
- (iii) Possession of five years satisfactory service during the immediately preceding five years on 28.03.2014 (on the date of publication of the *Gazette* Notification)
- (iv) No person is entitled to sit the limited competitive examination more than twice.
- (v) Any person holding priesthood in any of the religious sects will be ineligible to sit this examination
- (vi) A person will be deemed as qualified to sit the competitive examination for appointment to service, if the candidate has fulfilled necessary qualifications in Para 5.2 (A) in all respects as at 28.03.2014 (on the date of Publication of the *Gazette* Notification)

5. *Conditions of Service.*— A selected candidate will be appointed to the Grade III of Sri Lanka Accountants' Service subject to general conditions of governing appointment of the Public Service, conditions prescribed in the minute of the Sri Lanka Accountants Service published in the *Extraordinary Gazette* of Democratic Socialist Republic of Sri Lanka No. 1670/33 dated 10th of September 2010 and the amendments made thereto or to be made hereafter

- (a) The Post is permanent. It is pensionable, Further, you shall contribute to the Widows' and Orphans' Pension Fund / Widowers' and Orphans' Pension Fund.
- (b) The officers who are appointed shall pass the First Efficiency Bar Examination for the officers of the Sri Lanka Accountant's Services within 03 years from the date of appointment.
- (c) The officers who are appointed, shall acquire the proficiency of the official language in addition to the language offered by the officers to qualify for the appointment within 5 years in terms of the Public Administration Circular 7/2001 and circulars incidental thereto and if the officers who had qualified for this appointment in other language shall acquire proficiency in stipulated official language during the probation period.

6. *Structure and Monthly Salary Scales.*— Monthly Salary Scale as per Salary Code SL 1-2006 of the Public Administration Circular No. 6/2006 dated 25.04.2006.

Monthly Salary Scale.— SL 1-2006-Rs; 22935 -10X645- 8X790 – 17X1050 – Rs. 53,555.

7. *Examination Fee.*— The fee for the Open Competitive Examination is Rs. 1000. The Fee for the Limited Competitive Examination is Rs. 1000. If a candidate applies for both Examinations the total fee is Rs. 1500. This fee should be paid

before closing date of applications at a Divisional Secretariat in order to credit to the Revenue Head 2003.02.13. The receipt issued from the Divisional Secretariat should be pasted to the relevant cage in the application form. It is advisable to keep a photocopy of the receipt with the applicants. The fee is nonrefundable.

8. *Method of Application:-*

- (a) The applications should be prepared strictly in accordance with the specimen form annexed to this notification; using both sides of a paper size A4 and should be filled by the candidate himself.
- (b) Item No. 01 to 03 of the application should be on the first page. The application should be in the Language in which the candidate is eligible to sit the examination. However, the Heading should be written in English (Block Capitals) when preparing the application. (See Para. 12)
- (c) The applications for the Open Competitive Examination must be sent by Registered Post to reach the Commissioner General of Examinations, Organization and Foreign Examination Branch, Pelawatta, Battaramulla on or before 28.04.2014. The envelope containing the application should clearly written "Open Competitive Examination/Accountants" on the top left hand corner. No application received after that date will be accepted.

Note.— Applicants who are already in Public Service/ Provincial Public Service/State Corporations should forward their applications through their Head of Departments/Institutions.

- (d) The applications for the Limited Competitive Examination must be forwarded through the Head of Department to reach the Commissioner General of Examinations, Organization and Foreign Examination Branch , Pelawatta, Battaramulla on or before 28.04.2014. The envelope containing the application should be clearly written "Limited Competitive Examinations/ Accountants" on the top left hand corner. No application received after that date will be accepted. If a candidate is sitting for both examinations the envelope should be written "Open/Limited Competitive Examinations / Accountants."
- (a) The post and the working place of the applicants at the time of applying for the examination are related to all matters pertaining to the examination and any change in that respect will not be considered thereafter.
- (b) A press notice to that effect will be published in the newspapers by the Department of Examination, Sri Lanka as soon as the admission cards are dispatched to the respective candidates. If admission card is not received even after 2 or 3 days of such an advertisement steps should be

taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations ; i.e. a certified photocopy of the application form and the receipt at your possession, receipt of registration and in case of applicants outside Colombo, letter of request furnishing a fax number to which admission cards should be sent.

9. *Admission to the Examination:-*

- (a) The Commissioner-General of Examinations will issue Admission Cards to every person who has sent a perfected application after paying the examination fees before the due date. A candidate presenting himself for the examination must produce his Admission Card with signature certified, to the Supervisor of the Examination Centre. A candidate, who fails to produce his Admission Card, will not be permitted to sit the Examination.
- (b) The candidate must sit the Examination at the Examination Hall assigned to him. Every candidate should hand over their Admission Card of the relevant examination hall to the Supervisor of the Examination Centre on the first day presenting himself for the examination at the hall. A set of rules to be observed by all candidates are published in the *Gazette*.
- (c) The issue of an Admission Card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit the examination.
- (d) All candidates are bound to abide by the rules laid down by the Commissioner-General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner-General of Examinations.

10. *Identification of a Candidate.*— A Candidate will be required to prove his identity at the Examination Hall to the satisfaction of the Supervisor of the Examination Centre for each subject he offers. For this purpose one of the following documents will be accepted.

- (a) A National Identity Card issued by the Department of Registration of Persons;
- (b) A valid passport issued by the Department of Immigration and Emigration.

No Office Identity Card will be accepted.

11. *Furnishing False Information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by candidate is found incorrect and has been done so within the knowledge of him or if he has willfully suppressed a material fact, he will be liable to dismissal from the Public Service.

12. Any matter not provided in these regulations will be dealt with as determined by the Public Service Commission.

13. *Scheme of Examination:-*

(i) Language of Examination:

- (a) The Examination will be held in Sinhala, Tamil and English.
- (b) A candidate can sit for the examination in any one of the Languages of his choice.

Note :- (i) A candidate must sit all the papers of examination in one and the same language.

- (ii) A candidate will not be permitted to change the medium of the examination given in his application.

14. *Method of Testing :-*

(a) *An written examination consisting of the following subjects :* All the question papers consist compulsory questions and the Candidates should answer all the questions.

- | | |
|---|-----------------------|
| (i) Financial Accounting Paper I | - 3 hours – 100 marks |
| (ii) Financial Accounting Paper II | - 3 hours – 100 marks |
| (iii) Cost and Management Accounting | - 3 hours – 100 marks |
| (iv) Public Financial Management | - 3 hours – 100 marks |
| (v) Auditing and Investigations | - 3 hours – 100 marks |
| (vi) General Intelligence and Comprehension | - 3 hours – 100 marks |

Syllabus is given in at the end of this notice.

(b) *Interview.*— Only candidates who secured a minimum of 40% marks in each subject at the written examination will be summoned for the interview. The number of candidates to be called for the interview will be determined by the Public Service Commission in order of merit of the marks obtained by the candidates at the written examination and according to the number of existing vacancies as the case may be. Results of the written examination will be sent to all candidates by the Commissioner General of Department of Examination on instructions of the Public Service Commission.

15. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

16. *Method of Selection for Appointment.*— Candidates who have scored higher marks in Order of the merit at the Open and Limited Examinations and duly filled basic qualifications at the

interview will be selected. Marks will not be given for interview.
In the event of candidate having tied for a place, the selection for such a place will be made by the Public Service Commission.

By order of the Public Service Commission,

Dr. B. M. S. BATAGODA,
Deputy Secretary to the Treasury.

Ministry of Finance and Planning,
Colombo 01.

PUBLIC SERVICE COMMISSION

OPEN/LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO
GRADE III OF THE SRI LANKA ACCOUNTANTS' SERVICE - 2014

| | |
|--|----------|
| Index No : (for official use only) | |
| Town in which the applicant sits for the examination | Town No. |
| Indicate the Town Number in which the applicant sit for the examination and the Number of the same. (Colombo 1, Jaffna 2) | |
| Medium of the Examination: Sinhala 2, Tamil 3, English 4, (Please write relevant Number in the cage) <input style="width: 50px;" type="text"/> Changing of given medium is not permitted | |
| Indicate whether the candidate applies for <i>Open/Limited Examination or Both</i> Limited – 1 Open-2 Both -3 <input style="width: 50px;" type="text"/> (Please write relevant number in the cage) | |

1.0 Name :

- 1.1. Last Name with Initials: Mr./Mrs./Miss. : _____.
(In Capital Letters) : _____.
Eg : Mr./Mrs./Miss. SILVA, A.B.
- 1.2 Full Name : _____.
(In Capital Letters)
- 1.3 Full Name : _____.
(In Sinhala/Tamil)
- 1.4 National Identity Card No. :

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

2.0 Permanent Address : _____.
(In Capital Letters)

- 2.1 Permanent Address : _____.
(In Sinhala/Tamil)
- 2.2 Official Address : _____.
(In English Capital Letters)

2.3 Official Address : _____.
(In Sinhala/Tamil)

2.4 Address to which the Admission Card should be sent: _____.

(In English Capital Letters)
(Officer in Public Service/Provincial Public Service/Corporations should mention his official address and any subsequent change should be notified immediately.)

3.0 3.1 Sex :
Female - 1, Male - 2
(Please write relevant Number)

3.2 Marital Status : -
Married - 1 Single - 2
(Please write relevant Number)

3.3 Date of Birth :
Year : Month : Date :

3.4 Age as at 28.03.2014 :
(on the date of publication of *Gazette* Notification)
Years: Months : Days:

4.0 (To be filled by candidates for the Open Competitive Examination) Please State :

- 4.1 The qualification obtained to be eligible to sit this Examination under Para 5.1 : _____.
- 4.2 The Institutions from which such qualification has been obtained : _____.

5.0 (To be filled by candidates for the Limited Competitive Examination) Please State.

- 5.1 The qualification obtained to be eligible to sit this Examination under Para 5.2 : _____.
- 5.2 The Institutions from which such qualification has been obtained.

(a)

| Department | Post | From | To | Period |
|------------|------|------|----|--------|
| | | | | |

(b) (i) Service/Post : _____.

(ii) Class : From _____ to _____

(iii) Class : From _____ to _____

(iv) Total Service period the Government as at 28.03.2014.
(On the date of publication of *Gazette* Notification) :
Years : _____.

Months : _____.

(a) Service in (ii) above :

Years : Months :

(b) Service in iii above :

Years : Months :

(v) Annual Salary as at 28.03.2014 (on the date of publication of *Gazette* Notification)

6.0 6.1 The years in which you have sat the Limited Competitive Examination for recruitment to the Sri Lanka Accountants' Service.

Years:

1.
2.
3.

6.2 The years in which you have sat the Open Competitive Examination for recruitment to the Sri Lanka Accountants' Service.

Years:

1.
2.
3.

7.0 The cash receipt should be pasted to the application firmly :

(To affix the receipt)

- (i) Amount Paid : . Rs :
- (ii) Place of amount paid :
- (iii) Receipt No. :
- (iv) Date of payment :

8.0 Certificate by Candidate :

8.1 I declare that to the best of my knowledge and belief the information given in this form is true and that I have affixed receipt No. dated being payment of the Examination Fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to during or after the examination if it is found that I am ineligible according to the regulations of the examination.

8.2 I declare that during the five years preceding 28.03.2014 (on the date of publication of *Gazette Notification*) I have earned all the increment (excluding those conditional to passing service or departmental examination) and that I have not been subject to any form of disciplinary punishment (excluding warning) for any offence committed during the immediate proceeding five years.

Signature of Candidate.

Date :

9.0 9.1 Certificate of the Head of Department: (To be filled by candidates for the Open Competitive Examination only where relevant and by all Candidates for the Limited

Competitive Examination) the Head of Institution in which the applicant personal file is been maintained, should sign as the Head of the Institution.

I hereby certify that the candidate named has been serving in this office since and his/her work and conduct has been satisfactory and I have checked all the particulars mentioned in Para 6 above with the records available in the office and found that they are correct and He/ She has paid the prescribed examination fee and affixed the relevant receipt herein and that she/he has signed in my presence on 2014.

Signature of the Head of the Department.

Date :

Attester's Full Name :

Post :

Address :

(Should be supported by a Rubber Stamp)

9.2 Attestation (To be filled by candidates for the Open Competitive Examination only where relevant.)

I do hereby certify that Mr./Mrs./Miss who forwards this application is known to me personally and placed his/her signature in my presence on this day of2014.

Signature of the Attester and Seal.

Attester's Full Name :

Post :

Address :

Date :

Note.— Attester should be a Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public or Government Servant drawing an annual consolidated salary not less than Rs. 230,700.

APPENDIX I

Particulars regarding Open/Limited Competitive Examinations conducted for appointment to the Sri Lanka Accountants Service.

The examination will consist of the following examination papers.

| No. | Subjects | Maximum Marks | Pass Marks | Time |
|-----|--|---------------|------------|----------|
| 1 | Financial Accountancy -I | 100 | 40 | 03 hours |
| 2 | Financial Accountancy -II | 100 | 40 | 03 hours |
| 3 | Cost and Management Accountancy | 100 | 40 | 03 hours |
| 4 | Public Financial Management | 100 | 40 | 03 hours |
| 5 | Auditing and Investigation | 100 | 40 | 03 hours |
| 6 | General Intelligence and Comprehension | 100 | 40 | 03 hours |

SYLLABUS

Subject No. 01 and 02 - Financial Accountancy I and II

Purpose of Financial Accountancy and users of accounts and information required by them.

Accounting Principles.— Accounting Equation, Double Entry Book keeping and Accounting Systems, Prime Entry Books and Ledgers. Trial balance, Accumulated pre-payments and Adjustments, Capital Expenditure and income, Depreciations, Suspense Accounts, Correction of Errors, Control Accounts, Reconciliation Statements, Incomplete records.

Final Accounts.— Manufacturing Accounts, Trading Profit and Loss Accounts, Balance Sheet, Fund Flow Statement and Appropriation Account.

Accounting for Partnerships.— Partnership Agreements, Book keeping for partnerships, Fixed Capital Accounts, Current Accounts, Accounting for debts, Drawing Accounts, Preparation of Final Accounts for Partnerships, Changes in the composition of a Partnership, Treatment of goodwill and action on other assets and liabilities in admission of partners and dissolution of partnerships, Joint ventures.

Accounting for Limited liability Companies.— Nature of Limited liability Companies, Public listed Companies and Share market/ share and loan capital, Distributable profits, Final Accounts for internal and external use, Defining Statements of Accounts, Interpretation of financial statements, Accounting ratios.

Accounting for Specialized Transactions.— Societies and associations, consignments, Branches, hire purchase and credit sale, Leasing, investments, bill of exchange, long-term contracts, royalties, container accounts, foreign currency transactions.

Application of Computers for accounting.— Types of Computer/ Hardware and software, Computer Operating Software, Electronic Spreadsheets, Computer based Accounting.

Subject No. 03 – Cost and Management Accounting

Cost Accounting, Financial Accounting and Management Accounting, Purpose of Cost accounting. Accounting as a management aid.

Material Cost.— Purchasing procedures, Store Routines, Methods of valuing material issues, Incentive allowances, and bonuses.

Labour Cost.— Time keeping, time allocations, methods of remuneration, payment of incentive allowances and bonuses, Accounting for salaries and wages.

Overhead Costs.— Allocation and apportionment of costs, Absorption methods, Overhead administration & distribution, Selling and Distributions.

Integrated and non-integrated Accounts.— Cost control account, reconciliation of costs and financial accounts, integral accounts.

Methods of Costing.— Contract Costing, Job Costing, Departmental Costing, Batch Costing, Process Costing, Unit Costing, Services Costing, unrealized profits under different methods of costing.

Marginal Costing.— Contributions/Sales, break-even charts, application of marginal costing, accounting entries in marginal costing.

Standard Costing.— Standard Costs, actual Costs, basic variances, accounting procedures.

Budgetary Control.— Functional budgets, master budgets, flexible budgetary control, continuous budgeting, Operation of budgetary control.

Subject No. 4 - Public Financial Management

Legal framework of Public Finance.— The Consolidated Fund, Special Law Expenditure, Contingencies Fund, Public Debt. Foreign aid, Fiscal Measures.

The Role of the Parliament, The Minister of Finance, The Treasury, The Auditor General, Public Accounts Committee, Committee on Public Enterprises, The Chief Accounting Officer, Department of national Planning Monetary Board.

The Annual Appropriation Bill.

Budgetary System and Procedures, Annual estimates of Revenue and Expenditure.

Budget Implementation.— Organizational Structure for the implementation of the budget, Revenue collection procedures, Imprest for making payments, Supervision of financial operations, Delegation of functions, Virement procedure, supplementary estimates, Budgetary control, Procurement Procedure.

Government Accounting Systems and Procedures.— Custody, security and control of government properties, Accounting for revenue and other receipts, Accounting for foreign aid, Accounting for losses, waivers and write-offs.

Review.— Flash reports summary of monthly accounts, Review of financial and physical performance, the annual appropriation account, The Auditor General's report on the island's accounts, the report of the Public Accounts Committee, The report of the Committee on Public Enterprises.

Note:-

- (i) Term a qualifying examination in (b) and (c) above refers to any of the examination referred to in para 5.
- (ii) A candidate must sit all the papers of examination on one and the same language

(iii) A candidate will not be permitted to change the medium of the examination given in his application.

(a) A candidate should sit the examination in the language in which he passed the qualifying examination or in the official language.

(b) A candidate who has passed subjects at the qualifying examination on more than one language should sit the examination in the language on which he passed the majority of subjects at such examination or in the official language.

(c) A candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language should sit the examination in which he passed the principal subject or in the official language.

Subject No. 5. Auditing and Investigation

The nature and objectives of auditing - The role of the Auditor

Internal audit, external audit, statutory – in relation to the Government Departments, Ministries and Corporations Under the Constitution of Sri Lanka and Finance Act, No. 38 of 1971 relating to Non-statutory-under companies Act, No. 17 of 1982 – Auditing Standards, Auditing Opinions, Auditing concepts, Independence and other personal qualities of Auditor, Evidence, Truthfulness and Fairness, Materialism, Audit Risk, Auditors Responsibilities, Responsibilities of person subjected to Auditing.

Scope and Limitations. – Determining the Scope, Assumptions and limitations, Role of Auditing standards and Guidelines.

The role of engagement letters, Management letters and representation letters, Basic auditing methods and Evaluation of internal control procedures.

Quantity Charts, Questionnaires

Audit Planning and Control

Audit Planning, timing, interim and final audits, assignment of responsibilities for functions, Audit Control, Recording the work done including the use of internal control, prepared questionnaires and forms for evaluation of internal control.

Values, Concepts and Characteristics for financial auditing.

Its relevance to the Public Sector, Analytical auditing.

Auditing of Computerized Accounting Systems – Auditing Limited Companies

Statutory books, powers and duties of Directors, Divisional profits, Appointment of auditors, wages and removals. Action to be taken before accepting new Auditors, Powers and duties of Auditors.

Nature and extent of inspections.

Compliance inspections, independent inspections, Sample techniques, Balance sheet verifications, Verification of income and expenditure accounts.

Professional responsibilities of Auditors and Accountants

Professional conduct and ethics legal rights and responsibilities, Legal responsibility of Accountant and Auditor and Law relating to the subject of knowledge on incidents.

Investigations. – Planning the scope of investigations, Techniques and procedures to be used, Examples of intention for conducting investigations, Feasibility studies Evaluation of business institutions for the purchase, Sale, Credit rating etc., Accountant's and Auditor's reports for prospectus, Reporting activities, fraud investigations, Project evaluations.

Reporting Functions. – Reporting to the management about the weaknesses in the internal control systems, special reporting functions relating to Government and corporation audits, Reports for the prospectus, Reports on investigations.

Subject No. 6 – General Intelligence and Comprehension

PART 'A'

Questions will be asked from candidates based on a passage given in the comprehension question paper. Another passage is given and the candidates have to summarize it to one third of the original number of words giving its prime meaning.

PART 'B'

GENERAL INTELLIGENCE

Note:-

(i) Term a qualifying examination in (b) and (c) above refers to any of the examination referred to in Para 5.

(ii) A candidate must sit all the papers of examination on one and the same language.

(iii) A candidate will not be permitted to change the medium of the examination given in his application.

(a) A candidate should sit the examination in the language in which he passed the qualifying examination or in the official language.

(b) A candidate who has passed subjects at the qualifying examination on more than one language should sit the

examination in the language on which he passed the majority of subjects at such examination or in the official language.

- (c) A candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language should sit the examination in which he passed the principal subject or in the official language.

03-969

MINISTRY OF HEALTH

Open Competitive Examination for the Recruitment of Officers to the Post of House Warden (Male/Female) Grade III of the Ministry of Health - 2013

APPLICATIONS are called again from eligible Sri Lankan citizens to recruit to the Post of House Warden in Service Category of Non Technical Management Assistant Segment 2, since a sufficient number of applications for the above post have not been received from eligible persons in response to the paper advertisement published in Dinamina dated 05.01.2013 and Thinakaran 11.01.2013.

N. B.– (The eligible applicants who have already applied in response to the above advertisements are not required to apply again).

01. *Method of Recruitment.*– From the applicants who have fulfilled the qualifications mentioned in the notification, candidates who will obtain higher marks from the written examination conducted by the Secretary of the Health Ministry will be recruited to the Grade III considering the number of vacancies after an interview to verify physical fitness and qualifications.

02. (i) *Educational Qualifications :*

- * Should have passed 6 subjects in one sitting with credit passes for Sinhala/Tamil/English, Mathematics and two other subjects at the G. C. E. (O/L) Examination ;

and

- * Should have passed at least one subject (except Common General Test) at the G. C. E. (A/L) Examination ;

and

- (ii) *Experience.*– Should have 2 years experience as a House Warden in a hostel of government or government affiliated institute or an institute recognized by the government.

- (iii) *Physical fitness.*– Should be fit physically and mentally to serve in any part of Sri Lanka and to discharge duties of the post.

(iv) *Other :*

- * Should be a citizen of Sri Lanka ;
- * Should possess a good character ;
- * Should have fulfilled all qualifications which required for the recruitment to the post in all aspects as at the closing date.

03. *Terms of employment and service conditions :*

- (i) This post is permanent and pensionable and required to make contributions to Widows/Widowers and Orphans' Fund.
- (ii) This post will be on probation for a period of three years.
- (iii) Should obtain the relevant language proficiency in the other official language in addition to the medium in which he/she entered the Public Service within 05 years of the appointment.
- (iv) Should pass First Efficiency Bar Examination within 03 years.
- (v) Selected candidates will be subject to recruitment procedure of Non Technical Management Assistant Segment 2 and amendments made to it time to time, Establishment Code, Financial Regulations, procedural Rules issued by the Public Service Commission and rules and regulations issued by the government.
- (vi) Promotions procedure will be implemented in relevance to the post of House Warden (Male/Female) mentioned in the recruitment procedure of Non Technical Management Assistant Segment 2.

04. *Age limit.*– Should be not less than 18 years and not more than 30 years of age as at the closing date.

05. *Salary scale.*– Candidates will be recruited to the initial salary step of the scale Rs. 13,120 -10x145 -11x170 -10x240 -10x320 - Rs. 22,040 under MN 01-2006(A) of the Public Administration Circular No. 06/2006(IV).

06. *Written Examination :*

- (a) Candidates who have submitted the applications completed in all respects are only called for the written examination.

| <i>Paper</i> | <i>Syllabus</i> | <i>Duration</i> | <i>Maximum marks</i> | <i>Pass marks</i> |
|-------------------|---|-----------------|----------------------|-------------------|
| General Knowledge | Testing logical explanation and general knowledge in relevant to the relevant field | 02 hours | 100 | 40% |
| Intelligence Test | Testing the candidate's ability of understanding the meaning, quantification and co-relation between the time and space through the conclusions and responses of candidates to the problems given in terms, numbers and pictures. | 01 1/2 hours | 100 | 40% |

Note.— Marks will be deducted for illegible hand writing and spelling mistakes in each written answer sheet.

- (b) This examination will be held only in the towns given in the schedule. Town which you prefer to sit for the examination and the code of the town should be mentioned in the application. If there will not be sufficient candidates to conduct the examination in the town you prefer, actions will be taken to give another examination center which is nearby said town. Examination will be conducted only in the media Sinhala, Tamil and English. It will not be allowed to change the medium applied. A candidate should sit for the examination in the medium he/she was qualified at the G. C. E. (O/L) or the official language. Admission cards for the examination will be sent to the address mentioned in the application by the Director (Exam.) of the Ministry of Health.

- (c) *Identity of Candidates.*— Following documents will be accepted to prove the identity at the written examination :

1. National Identity Card issued by the Commissioner of Registration of Persons ;

2. Valid passport.

07. *Method of Application.*— Applications should be sent by Registered Post to reach the following address on or before 25.04.2014 and the applications received or submitted by hand after that date will be rejected.

Director (Admin.) 03,
Non Technical Administration Branch,
Ministry of Health,
“Suwasiripaya”,
No. 385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

08. *Instructions to prepare and fill the application :*

- (a) Applications should be prepared in compliance with the specimen form given at the end of this notification using both sides of A4 size papers and No. 1.0 to 5.1 should be on the first page and No. 5.2-9.0 should be on the second page and the application so prepared should be filled by the applicant's own hand writing.

- (b) At the top left corner of the envelope in which the application is enclosed the words “Applicaton for the Post of House Warden (Male/Female)” should be mentioned and the town you applied to appear for the examination and the code of the town should also be mentioned according to the *gazette* notification.

- (c) Signature of the applicant should be certified by a principal of Government School or Justice of the Peace or Commissioner for Oaths or Attorney-at-law or Notary Public or Commissioned Officer of Forces or Officer holding a *gazetted* post in the police service or officer in Public Service who holds a permanent post and earns an annual consolidated salary above Rs. 273,060.

- (d) *Examination fee.*— Every applicant should pay the examination fee which is Rs. 300 by a money order addressed to Secretary, Ministry of Health, “Suwasiripaya”, No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 which is payable to the General Post Office of Colombo. Examination fee will not be refunded on any reason. Sending a photocopy of this money order or paying money in any other way will cause to reject the application.

- (e) Applications which do not comply with the specimen form of application given herein and the applications of the applicants who have not fulfilled the required qualifications not paid money duly, mentioned the particulars incompletely and the applications received after the of closing date will be rejected without any notice. No complaint on delay or loss application in post will be entertained.

09. *Furnishing false information.*— If any of the particulars given by you in the application is found to be untrue or incorrect before recruitment your candidature will be cancelled and if found so after recruitment action will be taken to dismiss you subject to the relevant procedures.

10. Final decision of any issue not covered by this *gazette* notification, if any will be as directed by the Secretary of Health filling the vacancies, not filling the vacancies or filling a half of the vacancies will also subject to the final decision of the Secretary of Health.

“Suwasiriyapa”,
Ministry of Health,
Colombo 10,
On 05th March, 2014.

SCHEDULE

Towns where the examination centres will be established and codes of towns :

| <i>Town</i> | <i>Code of Town</i> |
|-------------|---------------------|
| Colombo | 01 |
| Gampaha | 02 |
| Kaluthara | 03 |
| Kandy | 04 |
| Mathale | 05 |

| <i>Town</i> | <i>Code of Town</i> |
|--------------|---------------------|
| Nuwara Eliya | 06 |
| Galle | 07 |
| Matara | 08 |
| Hambantota | 09 |
| Jaffna | 10 |
| Mannar | 11 |
| Vavuniya | 12 |
| Mullativ | 13 |
| Kilinochchi | 14 |
| Batticaloa | 15 |
| Ampara | 16 |
| Trincomalee | 17 |
| Kurunegala | 18 |
| Puttalam | 19 |
| Anuradhapura | 20 |
| Polonnaruwa | 21 |
| Badulla | 22 |
| Monaragala | 23 |
| Rathnapura | 24 |
| Kegalle | 25 |

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POST OF HOUSE WARDEN (MALE/FEMALE)
IN THE MINISTRY OF HEALTH - 2013

Applying medium for the Examination :

| | |
|---------|-----|
| Sinhala | - 1 |
| Tamil | - 2 |
| English | - 3 |

(mention the relevant number in the cage)

Town applying for the examination and the code of Town
(According to the *gazette* notification)

| <i>Town</i> | <i>Code of Town</i> |
|-------------|---------------------|
| | |

01. 1.1 Name of the applicant with initials : Mr./Mrs./Miss :_____.

(In Block Capitals) *Eg.*—SILVA, A. D.

1.2 Full Name (In Block Capitals) :

[illegible]

1.3 Full Name (In Sinhala/Tamil) :_____.

02. 2.1 Permanent Address (In Block Capitals) :_____.

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

2.3 Residing District :_____.

2.4 Telephone No. :_____.

2.5 Address to which the admission for the examination should be posted (In Block Capitals) :

[illegible]

03. 3.1 Gender :_____.

3.2 Date of birth :

Year:

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 Date :

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3.3 National Identity Card No. :

[illegible]

3.4 Age as at the closing date :

Years :

 Months :

 Days :

04. 4.1 Are you a citizen of Sri Lanka : Yes ☐ No. ☐ (Mark ✓ in the relevant cage)

05. Educational Qualifications (Should attache relevant certificates) :

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

| | Subject | Year | |
|----|---------|-----------|-------|
| | | Index No. | |
| | | | Grade |
| 01 | | | |
| 02 | | | |
| 03 | | | |
| 04 | | | |
| 05 | | | |
| 06 | | | |
| 07 | | | |
| 08 | | | |
| 09 | | | |
| 10 | | | |

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

Index No. : _____.

| | Subject | Grade |
|----|---------|-------|
| 01 | | |
| 02 | | |
| 03 | | |
| 04 | | |
| 05 | | |

5.3 Do you have any experience : Yes ☐ No ☐ (Mark ✓ in the relevant cage)

If yes, give the relevant particulars : _____.

(Should have two years experience as a House Warden of a hostel in an institute of government or government affiliated institute or private institute recognized by the government. Should attach the relevant certificates).

06. Have you applied for this examination previously in response to the relevant news paper advertisements as mentioned in the *Gazette* Notification ?

Yes ☐ No ☐ (Mark ✓ in the relevant cage)

07. Particulars of the receipt obtained by paying the fee :

7.1 Office to which money is paid : _____.

7.2 No. and date of the receipt : _____.

7.3 Amount paid : _____.

Affix here the receipt obtained by paying the fee.
Keep a photocopy of the receipt with you.

08. Certificate of the Applicant :

I do hereby certify that the particulars, given above are true and correct according to my knowledge and belief and that I have paid the prescribed examination fee and affixed the receipt of paying money. I am also aware that if any of the particulars herein is found to be false or incorrect before selection my application will be rejected and if found so after selection I am liable to be dismissed from service without any compensation.

_____,
Signature of the applicant.

Date : _____.

09. Attestation of the signature of the applicant :

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

_____,
Signature of the Attester.

Date :_____.

Full name of the attesting officer :_____.

Designation :_____.

Address :_____.

(Should place the official frank and authenticate)

03-775

MINISTRY OF HEALTH

Recruitment of the Students for the training of the Professions Supplementary to Medicine and Para Medical Services – 2014

THE applications are hereby invited from the eligible citizens of Sri Lanka for recruitment to the following courses in the Professions Supplementary to Medicine and Para Medical Services under the Ministry of Health.

| <i>Code No.</i> | <i>Name of the training course</i> | <i>Training Period</i> | <i>The medium in which the training should be proposed</i> |
|-----------------|---|---|--|
| 1 | Medical Laboratory Technologist Trainee | 02 years | English |
| 2 | Pharmacist Trainee | 02 years | English |
| 3 | Physiotherapist Trainee | 02 years | English |
| 4 | Occupational Therapist Trainee | 02 years | English |
| 5 | Radiographer Trainee | 02 years | English |
| 6 | Public Health Inspector Trainee | 1 1/2 years (six months field training) | Sinhala/Tamil/English |
| 7 | Electro Cardio Grapher Trainee | 01 year | English |
| 8 | Electro Encephalon Grapher Trainee | 01 year | English |
| 9 | Ophthalmic Technologist Trainee | 02 years | English |
| 10 | Dental Technician Trainee | 02 years | English |
| 11 | Entomological Assistant Trainee | 02 years | English |
| 12 | School Dental Therapist Trainee | 02 years | English |

1. The eligible persons would be selected as 30% from the all island rank that prepared based on the rank list according to the Z score obtained at the G. C. E. (A/L) examination and 70% based on the provincial rank. The number of pupils from those provinces would be selected on the basis of existing vacancies in the hospitals and institutions under the linear Ministry and Provincial Councils.

When the applications are called for a course the applicants who have been passed at the G.C.E. (A/L) Examination in different years based on Z-core of G. C. E. (A/L) Examination. The total number of students required for the training would be selected as a percentage of the qualified applicants each year out of all the qualified applicants in all the different years.

2. The applicants who apply for 02 courses or more than that must prepare a preferential declaration according to the specimen shown at the end of this and their preference for each course should be mentioned as a sequence from No. 01 when on an occasion in which the relevant course is unable to be granted according to such preferential the applicants should be entered into the 1st course selected and they would not be granted any opportunity for entering into the next course or transferring to any other course.

3. These courses are full-time courses. Therefore the students who study at any other institute in order to follow a full time course in any university, Ministry of Health or another government institute should not apply for this. If anyone applies with such conditions and

if it reveals later, he/she will be dismissed from the course/post and all the bearing expenditures spent for he/she will be reimbursed. If any one intends to apply as an academic who follows a full-time course in a University action should be taken as follows. Those who have already been registered for full-time courses under the Ministry of Health will be regretted.

3.1 You should cancel your registrations by recruitment date to the course, if you had been registered or have been registered for a full-time course in an any institute such as a University or any other government institute someday. Applicants such as those who are not attending to the lectures or who had not attended to the lectures should also cancel their registration before the said as you will be treated as a scholar of a University. Enough written evidence should be with you in order to prove that whenever necessary.

3.2 If you have completed a degree in an any University the effective date should be a date prior to the recruitment date to the course..

For consideration :-

- * You should notice that if all the above conditions from 3.1 - 3.2 been fulfilled and you should be granted the course that you applied for, would not mean by any sentence of this *gazette* notification.
- * If you have not obtained considerable Z-score or have not fulfilled any other condition you will not be eligible for these courses on any basis.
- * Further you are informed that even though you have obtained a sufficient Z-score and have been fulfilled the other conditions unless you have fulfilled the conditions from 3.1 to 3.2 will not be eligible for these courses on any basis.

4. Education and other relevant qualification for the post :

| <i>Code No.</i> | <i>Training Course</i> | <i>G.C.E O/L qualifications</i> | <i>G.C.E. A/L qualifications</i> | <i>Other specific Qualifications relevant for the training course</i> |
|-----------------|---------------------------------|--|--|---|
| 1 | Medical Laboratory Technologist | Should have passed the G. C. E. O/L Examination in six subjects including English Language with at least credit passes for Sinhala Language/ Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Should have passed 2 subjects from the subjects as Physics, Biology, Agriculture, Combined Maths in one sitting and along with a credit pass for <u>Chemistry</u> at the G. C. E. (A/L) Examination. | No |
| 2 | Pharmacist | Should have passed the G. C. E. O/L examination in six sbuejcts including English Language with at least credit passes for Sinhala Language/Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Should have passed in two subjects in one sitting from Physics, Biology, Agriculture, Combined Maths and along with a credit pass for <u>Chemistry</u> at the G. C. E. (A/L) Examination | No |
| 3 | Physiotherapist | Should have passed the G. C. E. O/L examination in six subjects including English Language with at least credit passes for Sinhala Language/Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Should have passed 2 subjects in one sitting from the subjects as Chemistry, Biology, Agriculture, Combined Maths along with a credit pass for <u>Physics</u> at the G. C. E. (A/L) Examination . | No |
| 4 | Occupational Therapist | Should have passed the G. C. E. O/L examination in six subjects including English Language with | Should have passed 2 subjects in one sitting from the subjects as Chemistry, Biology, | No |

| <i>Code No.</i> | <i>Training Course</i> | <i>G.C.E O/L qualifications</i> | <i>G.C.E. A/L qualifications</i> | <i>Other specific Qualifications relevant for the training course</i> |
|-----------------|---------------------------|---|---|---|
| | | at least credit passes for Sinhala Language/Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Agriculture, Combined Maths along with a credit pass for Physics at the G. C. E. (A/L) Examination. | |
| 5 | Radiographer | Should have passed the G. C. E. O/L examination in six subjects including English Language with at least credit passes for Sinhala Language/Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Should have passed 2 subjects in one sitting from the subjects as Chemistry, Biology, Agriculture, Combined Maths along with a credit pass for Physics at the G. C. E. (A/L) Examination. | No |
| 6 | Public Health Inspector | Should have passed the G. C. E. O/L examination in six subjects including English Language with at least credit passes for Sinhala Language/Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Should have passed in 2 subjects in one sitting from Physics, Chemistry, Agriculture and along with a credit pass for Biology or a Combined Maths at the G. C. E. (A/L) Examination | * Only the male applicants are permitted to apply. * Height should be 5 feet and 2 inches or more. |
| 7 | Electro Cardio Grapher | Should have passed the G. C. E. O/L Examination in six subjects including English Language with at least credit passes for Sinhala Language/Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Should have passed 2 subjects in one sitting from the subject Chemistry, Physics and along with a credit pass for Biology at the G. C. E. (A/L) Examination. | No |
| 8 | Electro Encephalo Grapher | Should have passed the G. C. E. O/L Examination in six subjects including English Language with at least credit passes for Sinhala Language/Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Should have passed 02 subjects in one sitting from the subject Chemistry, Physics and along with a credit pass for Biology at the G. C. E. (A/L) Examination. | No |
| 9 | Ophthalmic Technologist | Should have passed the G. C. E. O/L Examination in six subject including English Language with at least credit passes for Sinhala Language/Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Should have passed 02 subjects in one sitting from Chemistry, Biology, Agriculture and along with a credit pass for Physics at the G. C. E. (A/L) Examination. | No |

| <i>Code No.</i> | <i>Training Course</i> | <i>G.C.E O/L qualifications</i> | <i>G.C.E. A/L qualifications</i> | <i>Other specific Qualifications relevant for the training course</i> |
|-----------------|-------------------------|---|--|---|
| 10 | Dental Technician | Should have passed the G. C. E. O/L Examination in six subject including English Language with at least credit passes for Sinhala Language/ Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Should have passed 02 subjects in one sitting from Physics, Biology, Agricultrue, Combined Maths and along with a credit pass for Chemistry at the G. C. E. (A/L) Examination. | No |
| 11 | Entomological Assistant | Should have passed the G. C. E. O/L Examination in six subject including English Language with at least credit passes for Sinhala Language/ Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Should have passed 02 subjects in one sitting from Chemistry, Physics, Agricultrue and along with a credit pass for Biology at the G. C. E. (A/L) Examination. | * Only the male applicants are permitted to apply. |
| 12 | School Dental Therapist | Should have passed the G. C. E. O/L Examination in six subject including English Language with at least credit passes for Sinhala Language/ Tamil Language, Mathematics, Science including another one subject in not more than two sittings. | Should have passed 02 subjects in one sitting from Chemistry, Physics, Agricultrue and along with a credit pass for Biology at the G. C. E. (A/L) Examination. | * Only the Female applicants are permitted to apply. * Height should be 4 feet 10 inches or more. * All the applicants should be Single/bachelor. |

5. Other General Qualifications :

- (a) The applications are called from candidates less than 18 years of age and not more than 30 years and who have paned G. C. E. (A/L) and fulfilled relevant qualifications (The year is not concerned).
- (b) You should agree to serve at least 10 years in the province where you are recruited after the training.
- (c) Should be with good physical and mental condition.
- (d) Should have resided in the district from where you apply for a 03 years continuous period prior to the closing date of applications.

6. Method of application :

- (a) The application should be prepared according to the specimen herewith. A4 size papers should be used for this. From No. 01 to 10(a) should be in the first page and from 10(b) to 12 should be in the second page. Applications should be prepared in accordance with the above mentioned instructions. Only one application should be forwarded when applying for 02 or more courses. In such occasions preferential statement for training courses according to the No. 02 should be forwarded with one application. And also the code numbers of the applying courses should also mentioned in the relevant place on the first page (The code numbers are mentioned in the preferential statement).
- (b) Stamps should be pasted on the place where "stamps" is mentioned in the application and it should be cancelled by your signature. When you are applying for 02 or more courses, it is a must to paste stamps according to the number of courses as mentioned below :

| | |
|--------------------------|-----------|
| * For 01 course | Rs. 300 |
| * For 02 courses | Rs. 500 |
| * For 03 courses | Rs. 800 |
| * For 04 courses | Rs. 1,100 |
| * For 05 or more courses | Rs. 1,400 |

(c) The attestation of the applicant's signature should be done by an officer who serve in Sri Lanka Administrative Service/Sri Lanka Education Administrative Service/Government Accountant/Government Principal/Judge of Peace/Lawyer or by an officer who owns the annual salary not less than Rs. 240,360 including the permanent status and pension.

(d) The duly filled application forms should be sent in registered post by indicating that "The recruitment of students for the training of Profession Supplementary to medicine and Para Medical Services - 2014" and on the top left hand corner of the envelope and (the applicant's Province and District) with one preferential statement before 28.04.2014. The application should be sent to Director, (Administration) 02, Ministry of Health, "Suwasiripaya", No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.

7. Application of the Employees of Government Services or Semi Government Services should be sent through their relevant Head of the Department. Also this should be noted an external recruitment.

8. You will not be informed on receipt of your application.

9. The applications receive after closing date will be rejected.

10. The applications that are not in according to the relevant species the condition of this notification will be refused without any informing.

11. The limited number of applicants will be called for an interview based on priority list that prepare according to the z-score and the interview will be conducted by the staff officers of Ministry of Health and representatives of other ministries. The original of the following documents should be present at the interview by the applicant –

- (a) Certificate of Birth,
- (b) The G. C. E. A/L result sheet and the original of the z-score results. (Certified copy should be attached to the application).
- (c) The original of the G. C. E. O/L result sheet,
- (d) National Identity Card or valid Pass Port or Driving License (Certificate copy should be attached to the application),
- (e) The Grama Niladhari Certificate (Village Officer Certificate) which the Divisional Secretary signed in terms of confirming the residence as above 5(d).
- (f) A formal affidavit that signed at the presence of a Judge of Peace in order to prove your civil status as single or bachelor. (This will only be relevant to the applicants of School Dental Therapist Training).

12. *The training procedure :*

- (i) The selected applicants from the interview will be admitted to each training school in terms to follow the relevant training course. The courses should be followed in the medium of English/Sinhala/Tamil.
- (ii) The recruited students for the training schools will be subjected to the rules and regulations of the training school and the orders that are laid down by the Ministry of Health in time to time.
- (iii) The training students, who fails at the examination or those who have unsatisfactory behavior or activities or those who have been unable follow conditions regarding the examinations or leaves of the training school, should be terminated in any occasion without any compensation.
- (iv) The students will be paid on allowance of Rs. 12,360 per month in the training period.
- (v) The students should sign an agreement along with a security Bond with the Director General of Health Services in order to prove that training will be followed successfully, training will not be left out, after completion of that training if the appointment is granted in terms of proving to serve at least 10 years in the relevant Provincial Council, to prove in order to serve in the relevant post under the Ministry of Health. If anyone leaves the training or left the training during the training period or if actions were taken to terminate the training according to the above mentioned sentence number III or if anyone unable to fulfill the 10 year period of service at the relevant post under the Ministry of Health, He/She should pay the whole amount of money that spent on his/her training as allowance and expenditures that were bonded by the Government along with the amount of money mentioned in the Security Bond. If not legal actions will be taken in accordance with the agreement to reimburse that amount of money.

13. *Conditions for recruitment.*— The Government is not bound in terms of granting a permanent appointment at the end of the training. However they will be considered to recruit to the class III of the relevant post based on the conditions of recruiting procedure and existing vacancies of the province. It is compulsory to serve ten years in the relevant province where the first appointment is given.

Further, they will be considered to be appointed based on the performance list that prepared on the results of written tests at the end of each and every course and above mentioned 70% who have been appointed under the Provincial level and 30% based on the all island performance will be appointed to the Institutes where the vacancies are available.

14. When filling the application, information of education and other qualifications should be included correctly and carefully. If the above mentioned certificates were found false, that case will be forwarded to the Criminal Investigation Department and that given appointment will be cancelled. The disciplinary actions regarding this will be taken in order to include their names to the black list that maintained by the government, hence they will not be entitled for future Government job opportunities. Further, allowances paid in the training period, all the expenditures that were given by the government during the training period and the amount of money mentioned in the Security bond will be reimbursed.

15. All the applicants who have been selected for the training should prove their physical and mental fitness in terms of serving in any area of the island during the first month after facing to a medical test and if the fitness is not sufficient that applicants will not be eligible to retain in the course.

16. All the recruited candidates as above mentioned procedure will be subjected to all the rules and regulations that relevant to the government employees and provisions of Establishment Code of Democratic Socialist Republic of Sri Lanka and Financial Regulations along with other regulations and the rules and orders that laid down by the Government time to time.

17. If there is any fact that does not cover by this *gazette* notification and if there is a problematic condition arisen, the final decision will be made by the Secretary to the Ministry of Health in this regard. Also, if there is any differences among Sinhala, Tamil and English sentences, the Sinhala sentence will be authorized.

18. This Ministry is not bound in terms of supplying residential facilities in the training schools for the students. If it grants electricity bill and water bill along with the rent for the rooms will be charged.

19. During this training period one has any right in union activities or serving private institutes, also if you are appointed after the training, you will not have any right to engage in private services. If it reveals that you have violated these rules, legal actions will be taken.

Dr. Y. D. NIHAL JAYATHILAKA,
Secretary,
Ministry of Health.

Ministry of Health,
“Suwasiripaya”, No. 385,
Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
10th March, 2014.

PREFERENTIAL STATEMENT FOR THE TRAINING COURSES

| <i>Code No.</i> | <i>Name of the Training Course</i> | <i>Preference</i> |
|-----------------|------------------------------------|-------------------|
| 01 | Medical Laboratory Technologist | |
| 02 | Pharmacist | |
| 03 | Physiotherapist | |
| 04 | Occupational Therapist | |
| 05 | Radiographers | |
| 06 | Public Health Inspector | |
| 07 | Electro Cardio Graphers | |
| 08 | Electro Encephalo Graphers | |
| 09 | Ophthalmic Technologist | |
| 10 | Dental Technician | |
| 11 | Entomological Assistant | |
| 12 | School Dental Therapist | |

My preference for each course has been mentioned in the above table. I, hereby declare that I have not submitted any other preferential declaration except this, I know that I should be enforced in to a training course that would be selected by the Ministry of Health or to the first preference course when I am unable to enter in to a training course according to my preference, though I have submitted a preference declaration as above and I will not make any objection to it and I comprehended all the sentences of the *gazette* notification after reading it.

_____,
Signature of the Applicant.
N. I. C. No. : _____.

Date : _____.

Certificate of the Justice of the Peace

I do hereby certify that the applicant who submit this preference declaration Mr./Mrs./Miss is known to me well and that he/she placed his/her signature at my presence.

_____,
Signature of the Judge of Peace.

Date : _____.

Official Frank of the Judge of Peace.

* Full name of the Judge of Peace : _____.

* Address : _____.

SPECIMEN APPLICATION FORM

RECRUITMENT OF STUDENTS FOR THE TRAINING OF PROFESSIONS SUPPLEMENTARY TO MEDICINE AND PARA MEDICAL SERVICE – 2014

READ PROPERLY BEFORE COMPLETE THE APPLICATION

* Code No. of the course/courses (applying for as in the *gazette* notification)

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|

01. (a) Name with initials : _____.
(In English Block Capitals) :- Ex. A. B. C. Silva
(b) Name in full (in English block letters) : _____.
(c) Name in full (Sinhala/Tamil) : _____.

02. National Identity Card No. : _____. (a copy should be attached)

03. Postal Address :
Sinhala/Tamil
.....
.....
.....
.....
English
.....
.....
.....
.....

04 (a) Permanent Address :
Sinhala/Tamil
.....
.....
.....
.....
English
.....
.....
.....
.....

- (b) Telephone No. : Mobile : _____, Permanent : _____.
(c) Resided district : Sinhala/Tamil : _____, English : _____.
(d) Are you resident in this District : Yes/No : _____.
(e) If it is "Yes" how long : _____.

05. Date of birth : Date : _____, Month : _____, Year : _____.
Age as to2014 : Days : _____, Months : _____, Years : _____.

06. Height : Feet : _____. Inches : _____.

07. Sex : Male ☐ Female ☐ (put a '✓' in the relevant box)

08. Whether a citizen of Sri Lanka : Yes ☐ No ☐ (put a '✓' in the relevant box)

09. Civil Status : Married ☐ Single ☐

10. Education Qualifications :

(a) G. C. E. Advanced Level Examination (attach a certificated copy of the A/L result sheet with Z-Score mark) :

District which faced the exam : _____.

Year : _____. Index No. : _____.

Z-Score : _____.

| # | Subject | Result |
|---|---------|--------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

(b) G. C. E. Ordinary Level Examination (attach a certificated copy of the A/L result sheet with Z-score mark) :

| # | Subject | First attempt | | Second attempts | |
|----|------------------------|---------------|--|-----------------|--|
| | | Year | | Year | |
| | | Index No. : | | Index No. : | |
| | | Result | | Result | |
| 1 | Sinhala/Tamil Language | | | | |
| 2 | Mathematics | | | | |
| 3 | Science | | | | |
| 4 | English | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |

Please mention all the subjects appeared for at the G. C. E. (O/L) in the above table.

11. Have you ever been convicted by a court : Yes ☐ No ☐ (put a '✓' in the relevant box)

If it is yes, describe : _____.

12. Certificate of Applicant :

(a) I hereby conform that the particulars of the applications was filled in accordance with the provisions of the *Gazette* notification after reading and comprehending it properly and I am not participating to any other full time course and the particulars of these application are true and correct to the best of my knowledge and belief.

(b) I am aware that I am liable for disqualify as a trainee or termination of my service (even if I have been appointed at any time) if the particulars furnished are found to be incorrect or false.

As per the *Gazette* notification 6(a) the stamps for the relevant course/courses should be pasted.

_____,
Signature of the attesting.

Date : _____.

13. Attestation of the Signature (Applicant) :

I hereby certify that Mr./Mrs./Miss is known to me well personally and that he/she placed his/her signature with my presence.

Date :.....

_____,
Signature of the Attesting Officer.

Full name of the person attesting :.....

Designation :.....

Address :.....

.....

.....

03-876

**MINISTRY OF YOUTH AFFAIRS AND SKILLS
DEVELOPMENT**

Department of Technical Education and Training

RECRUITMENT (LIMITED) TO FILL THE VACANCIES IN
THE POSTS OF SERVICE CATEGORY OF MANAGEMENT
ASSISTANT (NON TECHNOLOGY) SEGMENT 2 OF THE
DEPARTMENT OF TECHNICAL EDUCATION AND
TRAINING - 2013

APPLICATIONS are invited from the officers, who fulfilled the prescribed qualifications of relevant Departmental Preliminary Service category, concerned of the Department of Technical Education and Training, to fill the existing vacancies in the following posts of Department of Technical Education and Training. Applicants, should hold permanent appointments and should have been confirmed in such appointment.

| | Post | Number of Vacancies | Posts belongs to Departmental preliminary service categories, able to apply |
|----|--------------------|---------------------|---|
| 1. | Premises Overseer | 07 | Mason, Carpenter, Electrician |
| 2. | Workshop Assistant | 11 | Electrician, Fitter, Machanist, Mason, Carpenter |

01. *Recruitment Procedure.*- Recruitment will be made on the results of written examination and structural Interview. Written examination will be held at first and candidates who got highest marks based on the merit order, among the candidates, who pass the written examination will be called for an interview as twice the existing No. of vacancies. Appointments for Class III of the post, concerned will be made on merit order according to the total marks obtained from structural interview and written examination and number of vacancies, available.

(i) *Written Examination :*

| Question paper | Duration | Maximum marks | Pass marks |
|--------------------------------------|----------|---------------|------------|
| 1. General Knowledge and Inteligence | 01 hour | 100 | 40% |

(ii) *Structural Interview :*

| Main headings, to be given marks | Maximum marks |
|---------------------------------------|---------------|
| Additional Educational Quailfications | 20 |
| Additional Vocational Qualifications | 35 |
| Additional Experience | 30 |
| Profficiency in Language | 10 |
| Skills at the interview | 05 |
| Total | <u>100</u> |

02. *Educational Qualifications.*– Have passed G. C. E. (Ordinary Level) Examination in Six (06) subjects including Language and Mathematics, with at least 02 Credit passess in not more than two (02) sittings.

03. *Vocational Qualifications for each post :*

(a) *Premises Overseer :*

Have followed a National Vocational Quailfication (NVQ) Level 4 course in construction field and obtained a certificate from an institution, recognized by the Tertiary and Vocational Education Commission.

(b) *Workshop Assistant :*

Have followed a National Vocational Qualification Course in Mechanical/Civil field and obtained a certificate from an institution, recognized by the Tertiary and Vocational Education Commission.

04. *Service Experience.*- At least 05 year continuous and satisfactory period of service should have been completed as on the closing date of applications, after obtained permanent appointment in the above referred Departmental post, which can be applied, belongs to the Department of Technical Education and Training and such should have been certified by the Head of the Department. Period of Training which has been served before permanent appointment to any post or has been served as a condition to an appointment to any post permanently or a period of temporary/casual/releif service, which has been served before permanent appointment to a post will not be considered for the 05 year period of qualifying.

05. *Age limit.*- Not applicable.

06. *Salary.*- In terms of Public Administration Circular No. 6/2006(iv) salary scale Rs. 13,120 -10x145 -11x170 - 10x240 - 10x320 - Rs. 22,040 of Salary Code No. MN-1-2006(A) is applicable to this post.

07. All candidates, who apply for the above referred posts, should be a citizen of Sri Lanka with a moral character and have sufficient physical and mental fitness to serve in any part of Sri Lanka and to discharge the duties of the post. All qualifications need to recruit to each post should have been fulfilled in every manner, by the closing date of applications.

08. *Mode of forwarding Applications :*

- (i) Applicants, prepared according to the undermentioned specimen form, in A4 size paper using both sides with item No. 01 to 07 appearing in 1st page, No. 8 to 10 in 2nd page and other matters in next pages, duly filled in his/her own hand writing, should be sent under registered cover to reach "Director General, Department of Technical Education and Training, P. O. Box 557, Olcott Mawatha, Colombo 10" before 28th April 2014. The envelope, enclosing the application should be clearly marked "Application for the post of" (relevant post should be stated) on the top left hand corner.
- (ii) Applications, which are of non compliance with specimen application and include incomplete particulars and applications received after the closing date of applications will not be entertained. Applicants are advised to send their applications in time to avoid the possibility of postal delay.
- (iii) Separate applications should be submitted for each post.
- (iv) Application should be completed in language medium of examination.
- (v) The fee for a post is Rs. 100 and examination fee should be paid for each post separately. Such fee should be paid at any People's Bank branch in the Island to the Account Number 176-100-139026228 (Mid City Branch) as credited to the Director General, Department of Technical Education and Training the receipt obtained should be

firmly affixed in the application form. It will be useful to keep a photocopy of the application and a receipt. Examination fee will not be refunded under any circumstances and money order and stamps will not be accepted.

- (vi) Every candidate should attest their signature by a Director or Principal or Registrar of College of Technology/ Technical College.
- (vii) Self addressed envelope in the size of 23cm x 10cm with stamps, affixed to the value of Rs. 30 should be enclosed to the application form to send the Admission Card of examination to candidates.
- (viii) Candidature will be repealed if any information, mentioned in the application being detected as incorrect, before the recruitment. If such information being detected as incorrect, after the appointment, action will be taken to dismiss form the service.
- (ix) Applications, should not be sent to the name of any officer of the Department and any application sent, do so, or hand over personally will not be accepted. Inquiries about applications lost or delayed in post, will not be considered. Receipt of applications will not be acknowledged.

09. *Implementation of official languages policy.*- Proficiency in other official language of relevant level, should be obtained, within 05 years from the date of appointment, in terms of Public Administration Circular No. 07/2007 and Circulars, incidental thereto.

10. *Examination Procedure :*

- (i) Admission cards will be issued by the Director General of Department of Technical Education and Training to the candidates who sent applications formally. Candidates, appearing for the examination in prescribed examination hall, should submit their admission card, with their duly attested signature, to the supervisor of the examination hall. Permission will not be granted to any candidate, without submitting the admission card to sit the examination.
- (ii) Traveling expenses or any other allowances, incur by the candidates for appearing for this examination will not be paid.
- (iii) Candidates should prove their identity to the satisfaction of the supervisor of the examination hall, relating to every subject they appear in the examination hall. Any one of the following documents only, will be accepted for this purpose :
 - (a) National Identity Card issued by the Department of Registration of persons ; or
 - (b) A valid passport.

- ## APPLICATION FORM

-
- For office use

APPLICATION FOR COMPETITIVE EXAMINATION TO RECRUIT (LIMITED) TO
THE POST OF SERVICE CATAGORY OF MANAGEMENT
ASSISTANT (NON TECHNOLOGY) SEGMENT - 2 OF DEPARTMENT OF
TECHNICAL EDUCATION AND TRAINING - 2013

01. Name of the Condidate :

02. Address and Telephone Number :

- (ii) Private Address :_____.

- Telephone Number : _____.

- (Any change in the address or Telephone Number, should be informed immediately):

03. Date of Birth :

Year : _____, Month : _____, Date : _____.

04. Age as at clsoing date of applications :

Years : _____. Months :: _____, Days :

05. National Identity Card Number :_____.

06. Sex : Male/Female :_____.

07. Whether married/unmarried/widow :_____.

08. Educational Qualifications :

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

Year : _____, Index No. : _____.

12. Director General of the Department of Technical Education and Training reserves the right to fill all or a part of the vacancies.

13. In the event of any inconsistency between the Sinhala, the Tamil and the English texts of this *Gazette* Notification, the Sinhala text shall prevail.

S. BALASUBRAMANIAM,
Director General.

Department of Technical Education and Training,
Colombo 10,
28th March, 2014.

[illegible]

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

Year : _____, Index No. : _____.

| Subject | Grade |
|---------|-------|
| | |
| | |
| | |
| | |
| | |

09. Vocational Qualifications :

| Examination/ Diploma | Year | Subjects | Grade | Name of the Institute/ University |
|-------------------------|------|----------|-------|--------------------------------------|
| | | | | |

10. Particulars of Experience :

| Institutions | Post | Period of service | Whether Government/ Semi Government/Private |
|--------------|------|----------------------|--|
| | | | |

11. Highest Examination passed in following subject :

Sinhala : _____.

Tamil : _____.

English : _____.

12. If you are a citizen of Sri Lanka, state by decent or registration
(If registration, state details) : _____.13. People's Bank Branch which examination fee has been paid :
_____.

Date of payment : _____.

Receipt should be firmly affixed here

I hereby certify that the particulars furnished by me in this application are true and accurate. I am aware that if any particulars contained there is are found to be false and incorrect before the selection I am liable to disqualify and dismissal, without compensation, if the inaccuracy is detected after the appointment.

_____,
Signature of the Applicant.

Date : _____.

Attestation of the Head of the Department :

I hereby certify that Mr./Mrs./Miss _____ who is working in the Department of Technical Education Training is working in the post of _____ and his/her work and conduct are satisfactory, no disciplinary action pending against him/her and no decision has been taken to impose any such in future and the correct examination fee has been paid and the receipt for the same is affixed.

_____,
Signature of the Head of the Department.

Date : _____.
(Official Seal)

03-931/1

AUDITOR GENERAL'S DEPARTMENT

Open Competitive Examination for Recruitment of Audit Examiners to Grade II of the Audit Examiners' Service – 2014

A competitive examination will be conducted by the Commissioner General of Examinations to select suitable candidates for the Posts of Audit Examiners Grade II of the Audit Examiners' Service in terms of the Provisions in Paragraph 6(II)(b) of the Minute of said service. Applications are invited from the candidates possessing the required qualifications as stated in this notification.

01. *Date of examination.* – The examination will be held by the Commissioner General of Examinations in Colombo and Jaffna in the Month of July 2014. The Auditor General reserves the right to postpone or cancel this examination.

02. *Number of persons to be appointed and the effective date.* The effective date of appointments will be determined by the Auditor General. The Auditor General reserves the right to refrain from filling any or all of the vacancies.

03. *Service Conditions :*

- (i) The selected candidates will be appointed to Grade II of the Audit Examiners' Service on the general conditions governing the appointments of the Public Service published at the beginning of the Paragraph (Iib) of Part I of the Ordinary *Gazette*, conditions set out in the Minute of Audit Examiners' Service published in the *Gazette* Extraordinary No. 380/61 dated 20th December 1985 of the Democratic Socialist Republic of Sri Lanka and subjected to amendments made or to be made hereafter to the said Minute.
- (ii) This post is permanent and pensionable. You are required to pay 7% of your monthly earnings to the Widows' and Orphans' Pension Fund from the date of your appointment.

- (iii) The successful candidates will be appointed to this service on probation for a period of three years from the date of appointment.
- (iv) Confirmation at the end of their probationary period of successful candidates competing in this Examination will be *inter-alia* depend on :
 - (a) Satisfactory work, attendance and conduct.
 - (b) Passing of Efficiency Bar Examination before the end of probation period.
- (v) His/her Service will be terminated if he/she fails to secure confirmation at the end of the probationary period.
- (vi) In terms of Public Administration Circular No. 07/2007 dated 20th May 2007, proficiency of the other official language should be acquired within five (05) years from the date of appointment.
- (vii) Selected officers may be called upon to serve in any part of the Island.
- (viii) This appointment will be subjected to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations, Orders and Regulations that may be issued by the Government from time to time and the Circulars, instructions and Orders that may be issued by the Auditor General's Department from time to time.

04. *Salary Scale.*— The consolidated salary scale relating to Grade II of the Audit Examiners' Service in terms of the Public Administration Circular No. 6/2006(iv) is, Rs. 16,720 -10x320 -11x365 -15x450 - Rs. 30,685 (Efficiency Bar before Rs. 17,680).

05. *Health and Discipline.*— The candidate must satisfy the Auditor General that he/she is duly qualified in respect of health and an excellent moral character. The candidate must be of sound constitution, possessed of good sight and physically qualified for service in any part of the Island. When a candidate who is already not in the Public Service/provincial Public Service is selected, he/she should appear for a medical test.

06. *Qualifications.*— All candidates should :

- (a) be a Citizen of Sri Lanka,
- (b) be not less than 22 years and not more than 32 years of age for the persons not in the Public Service/Provincial Public Service as at the end of the closing date of application and the applicants who are in the Public Service should not be more than 40 years of age,
- (c) have an excellent moral character and must be of sound constitution ;

(d) have obtained one of the following qualifications :

- (i) Should be graduate of a recognized University or have obtained equivalent qualification ;
or
- (ii) Should have passed the Examination of Licentiate or Intermediate of the Institute of Chartered Accountants in Sri Lanka ;
or
- (iii) Should have passed the Higher National Diploma in Accountancy/Commerce of Technical College of Sri Lanka/Sri Lanka Institute of Advanced Technological Education.

(e) No member of clergy of any religion will be permitted to appear for this examination.

Note.— The candidates who compete for this examination should be able to produce certificates of their educational and professional qualifications, immediately at the request of the Auditor General. Applications submitted on pending results will not be entertained.

Note.— A candidate will be deemed to have qualified only if he/she has :

- (i) successfully completed in every respect the examination or examinations required to pass as at 25th April, 2014 ; and
- (ii) submitted at the interview, an official certificate or any official document on behalf of the said certificate or the qualifications that can be accepted by the Auditor General.

07. *Examination Fees.*— The examination fee is Rs. 600. This fee should be paid to any Divisional/District Secretariat in the Island before the closing date of applications with instructions that it should be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations and the receipt obtained should be affixed to the application. The examination fees paid will not be refunded fully or partly in any circumstances. (Keeping a photocopy of the cash receipt with you will be helpful).

08. *Method of Application :*

- (a) The application should be prepared in accordance with the specimen form annexed to this notification, using both sides of the papers in A4 size as from 01 to 04 on first page, 05 to 06 on second page, 07 to 09 on third page and 10 to 12 on fourth page and should be filled by the candidate himself. Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. It would be advisable to keep a photocopy of the completed application form.
- (b) The application should be filled in the language in which the candidate eligible to sit for the examination (Refer Paragraph 12). The title of the examination appearing in

the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms.

- (c) Application for the Open Competitive Examination must be sent by registered post to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations Sri Lanka, Pelawatta, Battaramulla on or before 25th April 2014.

The top left hand corner of the envelope containing the application should bear clearly the words “Open Competitive Examination for Recruitment to the Posts of Audit Examiners Grade II -2014”. No application received after the closing date will be accepted. Candidates who are in the Public Service/Provincial Public Service should send their applications through their Heads of the Department/Institution.

- (d) Applications which are not completed in every respect will be rejected. No allegation that an application has been lost or delayed in the post will be considered. Further the issue of an admission card to a candidate does not necessarily mean that he/she has the requisite qualification to sit for the examination. Such admissions are subjected to subsequent inquiries.
- (e) Applications will not be acknowledged. A notification will be published in newspapers by the Department of Examinations Sri Lanka as soon as the Admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations *i. e.* certified photocopies of time of calling the Department of Examinations *i. e.* certified photocopies of the application form and the cash receipt kept at your possession, receipt of registration, indicating your full name, address, NIC No. and the name of Examination accurately and in case of applicants outside Colombo, letter of request furnishing a fax number to, which the admission card should be sent.
- (f) Candidate's signature in the application form and in the admission card should have been attested by an authorized person. Applicants who are already in Public Service or Provincial Public Service should get their signatures attested by their Heads of Departments or by an officer authorized to do so on his behalf, other candidates should get their signatures attested by anyone of the following : *i. e.* a Justice of Peace, a Commissioner of Oaths, an Attorney at Law, Notary Public, a Principal of a Government school, a public officer drawing a annual consolidated salary of Rs. 240,360 or over, a Chief Incumbent or Higher Priest of a Buddhist Temple, a member of the clergy of any other religion who is in charge of a place of workshop or holding a position of

importance in such places of worship, a Commissioned Officer in three Armed Forces, an officer holding a *Gazetted* Post in the Police Service.

09. Admission to the Examination :

- (a) The Commissioner General of Examinations will issue an Admission Card to every person whose application has been received. A candidate must sit for the examination at the examination hall assigned to him and submit the admission card with the candidate's authenticated signature to the supervisor on the first day presenting himself for the examination. A candidate who fails to produce his admission card will not be permitted to sit for the examination ;
- (b) A candidate must sit for the examination at the examination hall assigned to him. On the first day of the examination, admission card with the candidate's authenticated signature should be handed over to the Supervisor of the examination. A set of rules to be followed by all candidates is published in this *Gazette* ;
- (c) The issue of an admission card to a candidate does not necessarily mean that he/she has the requisite qualification to sit for the examination ;
- (d) All candidates are bound to abide by the rules laid down by the Commissioner General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner General of Examinations.

10. *Identification of the Candidates.*—A candidate will be required to prove his identity at the examination to the satisfaction of the supervisor for each subject he or she appears. For this purpose, only the following documents will be accepted :-

- (a) The National Identity Card issued by the Department of Registration of Persons ;
- (b) A valid passport issued by the Department of Immigration and Emigration.

11. *Furnishing False Information.*— If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by the candidate is found to be false within his knowledge or if he/she has willfully suppressed a material fact, her/she will be liable to dismissal from the Public Service.

12. Method of Examination :

- (a) The examination will be held in Sinhala, Tamil and English Languages ;
- (b) A candidate should sit for the examination in the language in which he passed the qualifying examination or in the official language.

(c) A candidate who has passed subjects at the qualifying examination in two or more languages should sit for the examination in the languages in which he passed the majority of subjects at such examination or in the official language.

(d) A candidate with a Special Degree who has passed the core-subject in one language and the subsidiary subject in another language should sit for the examination in which he passed the principal subject or in the official language.

Note :

(i) The term "Qualifying Examination" in (b) and (c) above refer to any of the examinations referred to in paragraph 06.

(ii) A candidate must sit for all the papers of examination in one and the same language.

13. Method of Testing :

(a) A written test on the following five subjects and a *viva voce* test :

| | Duration (Hours) | Total Marks |
|--|---------------------|----------------|
| 1. Accounting | 03 hours | 150 marks |
| 2. Cost Accounting | 02 hours | 100 marks |
| 3. Auditing | 03 hours | 150 marks |
| 4. Business Mathematics and Statistics | 02 hours | 100 marks |
| 5. Environment - Part I - Economics | 01 hour | 50 marks |
| Part 2 - General Commercial knowledge | 01 hour | 50 marks |
| Part 3 - Commercial Law | 01 hour | 50 marks |

The syllabus of the written test is shown in Appendix 'A'.

(b) Candidates who obtain a minimum of 40 percent of the marks in each paper and an average of not less than 50 percent of the aggregate marks only will be eligible to be called up for the interview and the interview will be held on a date intimated after the date of written test. The interview will be confined to scrutinizing the qualifications, certificates and service records of candidates and marks will not be given for the interview. The interview board is appointed by the Auditor General.

14. *Method of Selection for Appointment.*— Those who have scored the highest marks totalling the marks for 05 papers in the written test will be selected. In the event of more than one candidate have scored similar marks, the final decision for selection will be made by the Auditor General.

15. Results sheet including the names of qualified candidates as per Paragraph 13(b) will be posted to the Auditor General and

subsequently the results will be informed personally to all candidates sat for the examination.

16. The decision of the Auditor General will be final regarding issues on matters not covered by the above regulations.

17. In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

H. A. S. SAMARAWEEERA,
Auditor General.

Auditor General's Department,
No. 306/72,
Polduwa Road,
Battaramulla,
25th April, 2014.

APPENDIX "A"

SYLLABUS OF THE WRITTEN TEST

(i) Accounting - One paper of three hours duration on

* *Accounting Theory.*— A general understanding of basic concepts and principles, methods of assets valuation, theory of double entry, classification of costs, classification of information in balance sheets and manufacturing, trading and profit and loss accounts.

* *Accounting Systems.*— Understanding the concept of control based on the need to control changes in resources used in an accounting entity : need for comparison with standards ; analysis of business transactions familiarity with procedures governing basis management functions such as purchasing, selling, receipt and payment of moneys, inventory control etc., familiarity with different designs of records, day books, ledgers, control accounts, etc.

* Accounting practice problems including the preparation of balance sheet, manufacturing, trading and profit and loss accounts, reconciliation statements, control accounts etc., accounting and statistical ratios.

(150 marks)

(ii) Cost Accounting - One paper of two hours duration on

* Principles of costing, types of costing, purchase and stores procedure, materials, pricing of materials, pricing of issue of materials, wages, overheads, fixed and variable expenses, direct and indirect expenses, budgetary control, standard costing, variations, marginal costing, contract costing, process costing, job costing, transport costing, output costing.

(100marks)

(iii) Auditing - One paper of three hours duration on

* *Auditing concepts and theory.* - Need for audit ; accountability as a base for audit ; scope of audit, classes of audit ; timing of audit, qualifications of auditors ; powers ; authority for audit, pre-audit; internal check, internal control; in depth audit, internal audit, the need for standards ; types of evidence for audit, techniques.

* *Auditing systems and procedures.* - Familiarity with audit programmes covering the main balance sheet, manufacturing, trading and profit and loss account items, land, buildings, fixed assets, inventories, money assets, sales, purchases, receipts, payments, etc.

* *Auditing problem.* - Simple problems to test powers of observations, ability to detect errors and unusual situations.

* Functions of the Auditor General.

(150 marks)

(iv) *Business Mathematics and Statistics.* - One paper of two hours duration on Elements of Business Mathematics and Statistics.
(100 marks)

Mathematics -

* Equations - Linear and quadratic equations including graphical solutions.

* Series - Arithmetic and Geometrid
Simple and compound interest including discounting.

* Elementary probability theory including permutations and combinations. Use of mathematical table.

Statistics -

- * Collection, presentation and interpretation of data.
- * Analysis of frequency distributions ; averages and dispersion ; standard deviation ; frequency curves.
- * probability, distribution and its application ;
- * Sampling and significance concept of sample distributions, standard error, methods of sampling, tests of significance.
- * Time Series - Components of a time series, trends, seasonal, cyclical and irregular.
- * Graphic communication, statistical graphic charts.

(v) Environment - One paper of three hour duration on the following subjects.

Elements of Economics, Law and General Commercial Knowledge.

(150 marks)

Economics :

* Nature and significance of the study of economics, the price system, demand and supply, cost and revenue, maximization of profits, factors of production, competition and monopoly.

* The characteristics of the economy of Sri Lanka ; national income ; gross national product, balance of payments ; economic problems such as inflation, recession, fixed and floating exchange rates, devaluation.

* Money and banking - Nature, forms and functions of money ; value of money ; general levels of prices ; functions of the Central Bank of Sri Lanka, Commercial Banks, Credit and Savings Institutions.

Law :

* An outline of the history of different systems of law in Sri Lanka and in general their applicability ; organization and functions of courts, labour tribunals, industrial courts ; functions of judges and other important legal officers engaged in the administration of justice in Sri Lanka.

* Nature of contract ; natural and legal person ; agency ; doctrine of ultra vires.

General Commercial Knowledge :

* Office organization including systems and procedures, filing and indexing, office appliances, organization of meetings ; writing of minutes, reports.

* Organization structure ; organization chart, line staff relationship, centralization, decentralization, business units including sole trader, partnership, joint stock companies, Co-operatives, public corporations.

* Principles and classes of insurance ; Sri Lanka Export Credit Insurance Corporation.

* Carriage of goods by sea, land and air ; freight ; demurrage.

* Negotiable instruments ; meaning of negotiability ; cheques ; bills of exchange ; endorsements ; crossings ; acceptance ; dishonour.

* Role of co-operatives in Sri Lanka.

* Principles of investment ; stock exchange in Sri Lanka.

* Sale of goods including contract of sale, the passing of ownership of the property in the goods, conditions and warranties, hire purchases, purchase on installment basis.

* International trade including procedure, documents, methods of export, import, methods and terms of payment, customs and excise duties.

- * Development finance including the functions of the National Development Bank, Development Finance Corporation, World Bank, International Monetary Fund.

(150 marks)

| | |
|-----------|--|
| Index No. | |
|-----------|--|

(For office use only)

SPECIMEN FORM OF APPLICATION

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT OF AUDIT EXAMINERS TO GRADE II OF THE AUDIT EXAMINERS' SERVICE - 2014

(Application form to be prepared in two A4 size papers as No. 01-04 in first page, No. 04-06) in second page, No. 07 to 09 in third page and remainder in fourth page)

Town and Town No. in which you intend to sit the examination :

| | |
|------|----------|
| Town | Town No. |
| | |

COLOMBO - 1
JAFFNA - 2

(Indicate the Town in English block capitals and Town No. in the cage)

Language Medium of Examination :

| |
|--|
| |
|--|

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the cage)

(Language medium will not be allowed to change subsequently)

01. Name : _____.

02. Address : _____.

(An officer in the Public Service/Provincial Public Service should write his/her official address)

03. 3.1 Sex :

Female - 1 Male - 0

| |
|--|
| |
|--|

(Indicate the relevant number in the cage)

3.2 Civil Status :

Married - 2 Single - 1

| |
|--|
| |
|--|

(Indicate the relevant number in the cage)

3.3 National Identity Card No. :

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

3.4 Date of birth : _____.

3.5 Age as at 25th April 2014 : _____.

04. Race : _____.

05. (i) Qualifications you have obtained to sit for this examination :

| Qualifications obtained | Date of obtaining qualifications | Subjects | Date of Issuing results | Institution from which the qualification obtained |
|-------------------------|----------------------------------|----------|-------------------------|---|
| | | | | |

(ii) Subjects passed at the G. C. E. (O/L) Examination :

| Subjects | Pass obtained |
|----------|---------------|
| | |

06. Extra educational and professional qualifications : _____.

07. Names and addresses of two referees nominated by the candidate to certify his/her character and capacity :

(i) _____.

(ii) _____.

08. Candidates who sit for this examination while serving in the Public/Provincial Public Service should fill the following :

(i) The Service/Departmental Grade you belong to : _____.

(ii) Date of confirmation in the Service/Departmental Grade :

Year : Month : Date :

09. The cash receipt should be affixed on the application firmly :

(i) Number of the Receipt : _____.

(ii) Place of payment : _____.

(iii) Date of payment : _____.

(iv) Amount paid (Rupees) : _____.

(Keeping a photocopy of the cash receipt with you would be helpful)

10. Certificate by candidate :

I declare that to the best of my knowledge and belief the information given here is true and that I have attached the receipt bearing No. dated being payment of examination fees. I also agree to be bound by the rules governing examinations and any decision that may be taken to cancel my candidature prior or during or after the examination, if it is found that, I am ineligible according to the regulations of this examination.

_____,
Signature of Candidate.

Date : _____.

11. Attestation : (Refer Paragraph 08(f) of the *Gazette* notification) :

I hereby certify that Mr./Mrs./Miss who forward this application is known to me personally and placed his/her signature in my presence on 2014.

_____,
Signature and Seal of the Attester.

Date : _____.

Full Name of the Attester : _____.

Designation : _____.

Address : _____.

12. Certificate of the Head of the Institute :

(For candidates competing in the Open Competitive Examination and who are already in Public Service/Provincial Public Service) :

I hereby certify that the applicant Mr./Mrs./Miss is serving in this office from and his/her work, attendance

and conduct is satisfactory and I personally checked all the information furnished in cages 01 to 08 above with the records available in this office and found correct and he/she could be/not be released from the present post, if selected for this appointment and he/she signed in my presence on 2014.

_____,
Signature and Seal of the Head of the
Institute or the Authorized Officer.

Date : _____.

Full Name of the Attester : _____.

Designation : _____.

Address : _____.

03-915