



# ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

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

අංක 2,125 – 2019 මැයි මස 24 වැනි සිකුරාදා – 2019.05.24  
No. 2,125 – FRIDAY, MAY 24, 2019

(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)

	PAGE		PAGE
Post - Vacant ... ..	1638	Examinations, Results of Examinations &c. ...	1644

**Note.**– Provincial Councils (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of May 17, 2019.

#### 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 14th June, 2019 should reach Government Press on or before 12.00 noon on 31st May, 2019.

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

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

GANGANI LIYANAGE,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
01st January, 2019.

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



**1. General Qualifications required :**

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

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

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

**2. Conditions of Service-General :**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4. Terms of Engagement :**

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

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

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

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

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

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

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

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

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

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

**6. Definition of Salary for the purpose of Eligibility :**

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

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

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

### Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Posts – Vacant**  
**REGISTRAR GENERAL'S DEPARTMENT**  
**Posts of Registrar of Muslim of Marriages**

**KEGALLE DISTRICT**

APPLICATIONS are invited for the Posts of Registrar of Muslim Marriages Registrar of Marriages in the Divisions set out in the Schedule hereto.

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

02. Only Muslim males can apply for these Posts.

03. Applicants should be not less than 40 years and not more than 62 years of age. (maximum age limit of the retirement is 65).

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

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

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

07. Completed applications should be sent by Registered Post to the address given in the Schedule on or before 24th of June, 2019.

N. C. VITHANAGE,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
On the day of 08th May, 2019.

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>
Kegalle	Mawanella	Post of Muslim Registrar of Marriages Kubalgama Division	District Secretary/Additional Registrar General, District Secretariat, Kegalle.
Kegalle	Mawanella	Post of Additional Muslim Registrar of Marriages Kubalgama Division	District Secretary/Additional Registrar General, District Secretariat, Kegalle.

## PUBLIC SERVICE COMMISSION

### **Recruitment on open competitive basis for the Post of Legal Officer in the Grade of Executive Service in the Ministry of City Planning, Water Supply and Higher Education**

APPLICATIONS are called from citizens of Sri Lanka who have the following qualifications to fill the vacancy of Legal Officer in the Ministry of City Planning, Water Supply and Higher Education.

01. *Method of Recruitment.*— Recruitment will be made to fill the vacancy on the basis of obtaining highest marks in the interview conducted by the Eligibility Evaluation Interview Board appointed by the Public Service Commission. The structured interview will be conducted in accordance with the procedure (mentioned in para 06) approved by the Public Service Commission.

The date of the appointment will be determined by the Public Service Commission.

02. *Required Qualifications :-*

(i) *Educational/Professional Qualifications :*

Obtain a degree in law in a university approved by the Public Service Commission or sworn in as a lawyer in the Supreme Court.

(ii) *Experience:*

At least 03 years of active professional experience as a lawyer after sworn in at the Supreme Court. (This experience should be proved by submitting a document which include duration of experience, date and official Seal and that should be forwarded at the interview.)

(iii) *Physical Qualification:*

All candidates must have a moral character and physical fitness to serve in any part of the Island.

(iv) *Other Qualifications:-*

- \* a citizen of Sri Lanka
- \* of a special moral character
- \* no monks can apply for this post
- \* candidates should fulfil their qualifications on the closing date of the application.

03. *Conditions of Service and Conditions for engagement in service :*

- (i) This post is permanent and pensionable. You have to agree the decisions related to the method of pensions will be taken by the government in future. You have to contribute to the “Widows and Orphans” pension scheme.
- (ii) This appointment will be on probation for a period of 3 years. The candidate should face a First Efficiency Bar Test within the period of 03 years of service.
- (iii) According to the Public Administration Circular No. 01/2014 dated 21.01.2014, the selected candidates must have a proficiency in state languages other than the language in which they joined the service within 05 years from the date of appointment, and the officers who joined the service through unofficial language, must get through prescribed official language proficiency test.
- (iv) This appointment will be subject to the procedural rules of the Public Service Commission, Establishment Code of Democratic Socialist Republic of Sri Lanka, Financial Regulations, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Government from time to time.

04. *Age Limit.*— Age between 21 and 45 years at the closing date of Application.

05. *Salary Scale.*— Rs. 47,615 -10x 1335-8x 1630-17x2170 - Rs. 110,895/-(SL-1 -2016) will be paid as monthly salary. (In accordance with the regulations of the schedule II of the Public Administration Circular No. 03/2016 dated 25.02.2016 the salary will be given.

06. It is based on the below procedural Marks system for the Structured Interview:

	<i>Subjects</i>		<i>Maximum Marks</i>
01.	<p>Additional Educational Qualifications</p> <p>Obtain a degree in law in a university approved by the Public Service Commission</p> <p>- First Class Upper 20</p> <p>- Second Class upper 15</p> <p>- Second Class lower 10</p> <p>Passed First Class in final year at Law College 15</p> <p>Passed Second Class in final year at Law College 10</p> <p><b>Note:</b> 10 marks will be awarded if passed with Honor in the final Examination. Marks will be awarded only for the highest qualification. Degree or one of the Law College qualifications.</p>		20
02.	<p>Additional Professional Qualifications:</p> <p>A post graduate diploma related to the field not below than one year, issued by an institution recognized by the University Grant Commission or post graduate diploma in law (05 marks for one diploma)</p> <p>A six month course in the related field not below 06 months of duration, issued an institution recognized by the government (03 marks for one diploma)</p> <p>A six month course in the related field not below 03 months of duration, issued an institution recognized by the government (02 marks for one diploma)</p>		15
03.	<p>Additional Experience:</p> <p>Experience as a lawyer in the government service or private sector for not less than six months and not more than one year. - 02 marks</p> <p>05 marks for one year and the maximum is 30 marks.</p> <p>(Excluded the 03 years of law service that is obtained in order to get basic qualification)</p> <p>The additional experience should be attested through a certificate obtained from a Judge or President's Counsel or from an attorney-at-law who completed 20 yrs. of service.</p> <p>For the Government servants or Private Sector employees who fulfil the above qualifications when the additional experience is certified by the head of the Institution should certify that he/she worked as a legal profession.</p>		30
04.	<p>Knowledge of Information Technology:</p> <p>A degree Information Technology is studied as a special subject is issued by a university recognized by University Grant Commission. 15</p> <p>For a diploma in Information Technology not less than one year in an institution approved by the government or for 1500 hours of duration 10</p>		15

	<i>Subjects</i>		<i>Maximum Marks</i>
	For the course of Information Technology recognized by the government - 06 months/720 hours - 03 months/360 hours (Marks will be awarded for the highest qualification only)	07 05	
05.	Language Proficiency: Learned Bachelor of Laws/Post graduate Bachelor of Laws/Degree/ Post graduate degree in English Medium (All test papers should be answered in English)  For a Diploma in English from a university approved by the University Grant Commission or from an institution approved by the government.  (Duration one year or 1500 hours)  For a Certificate Course in English from a university approved by the University Grant Commission or from an institution approved by the government. - 06 months/720 hours - 03 months/360 hours (Marks will be awarded for the highest qualification only)	15  10  07 05	15
06.	Exceptional Skill at the Interview		05
	Grant Total		100

07. *Identification of the candidates :*

- \* Applicants who fulfilled all the qualifications only be invited for the Eligibility Evaluation Interview
- \* Original certificates and truly certified copies should be submitted.
- \* The following identity documents should be forwarded in order to prove the identification:
  1. Identity Card issued by the Commissioner of Registration of persons.
  2. A valid Passport.

08. *Method of forwarding Applications :-*

- I. All applications should be forwarded to the Secretary, Ministry of City planning, Water supply and Higher Education, No. 35, 'Lakdiya Medura', New Parliament Road, Pelawatta, Battaramulla by registered post on or before 24.06.2019. Late applications are not entertained and rejected.
- II. Applications should be submitted in terms of the form specified below by using an A4 sheet in that Nos. 1 to 05 should be in first page, Nos. 06 to 10 is in the second page and the rest will be in third page. This application should be filled in their own hand writing.
- III. It should clearly be mentioned as 'Application for the Post of Legal Officer' on the left top corner of the envelope.
- IV. The signature of the applicant should be certified by a principal of a government school/ Justice of Peace/ Commissioner of Oaths/Attorney-at-law/Notary public/Executive officer in three Armed Forces or a permanent government servant who draw a monthly consolidated salary of Rs. 47,615/-.
- V. The officers presently engaged in government sector or Provincial government sector should send in their applications through the head of the Department.
- VI. The applications are prepared not according to the specimen application form attached herewith will be rejected and the complaints regarding a loss or late will not be entertained.

10. The rights of filling vacancy or not filling is belong to Public Service Commission.

As per the order of the Public Service Commission.

03rd May, 2019.

INTERVIEW FOR THE RECRUITMENT TO THE POST OF LEGAL OFFICER IN THE MINISTRY OF CITY PLANNING,  
WATER SUPPLY AND HIGHER EDUCATION - 2019

(Relevant number should be written in the cage. Sinhala - 2/ Tamil - 3)

- (9) Date of sworn at the Supreme Court :\_\_\_\_\_.



(10) Details of obtaining each and every qualifications mentioned No. 6 of the notification of calling applications:

<i>Qualifications</i>	<i>Institution obtained</i>	<i>Date of obtain</i>
1. Additional Educational Qualifications :		
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....
2. Additional Professional Qualifications :		
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....
3. Additional Experiences :		
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....
4. Proficiency in English :		
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....
5. Knowledge of Information Technology :		
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....

(11) Certification of the Applicant:

I certify that the details provided by me is true and correct and I further declare that I surrender to the provisions impose by the Public Service Commission regarding conducting Interview and issuing results.

Date : .....

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

(12) Attestation of Signature of the Applicant:

I certify that the above applicant Mr./Mrs./Miss ..... is known to me, and He/She has signed infront of me todote.

\_\_\_\_\_  
Signature and official stamp of the Authorized officer.

Name : .....

Occupation : .....

Date : .....

13. Certificate of the Head of the Department:

I certify that the above applicant Mr./Mrs./Miss ..... is an officer of this Department and that the particulars mentioned in the application are correct. I also inform that he/she can/cannot be released from this Department if this officer is selected to this post.

\_\_\_\_\_  
Head of the Department/Establishment.  
(Official stamp)

Name : .....

Occupation: .....

Address : .....

Date : .....

(Official stamp)

## Examinations, Results of Examinations & c.

### MINISTRY OF HEALTH, NUTRITION AND INDIGENOUS MEDICINE

#### Recruitment (Open) of Students for the Public Health Field Officer Training of Supervisory Management Assistant Non-Technical / Technical Service Category (MN 3 2006 A) of Sri Lanka Technological Service - 2019

APPLICATIONS are invited from those who possess following qualifications to recruit for the training for the post of Public Health Field Officer of institutes and hospitals under Ministry of Health, Nutrition and Indigenous Medicine and Provincial Councils up to 24.06.2019. This post is special for male applicants.

Eligible persons will be selected for the training on the basis of merit obtained from a competitive examination conducted by the Ministry of Health, Nutrition and Indigenous Medicine.

#### 02. *Qualifications :*

##### 2.1 *Educational Qualifications :*

- (a) Should have passed 3 subjects in the Science subject stream at the G.C.E. (A/L) examination.

and

- (c) Should have passed 6 subjects with credit passes for Sinhala/ Tamil/ English Language, Mathematics, Science and one more subject in one sitting at the G.C.E. (O/L) examination.

3. A competitive examination will be conducted for the applicants who possess required qualifications and those who obtain higher marks at the competitive examination will be selected for the training after an interview, based on the number of existing vacancies.

#### **Note:-**

- 3.1 Period of training is one year. (This includes a theoretical training of nine months and a practical training of three months.) Those who pass the final examination conducted at the completion of the training period will be appointed to the post of Public Health Field Officer - Grade III.
- 3.2 Trainees admitted to the training will be subject to the rules and regulations prevail in the training schools and orders imposed by the Ministry

of Health, Nutrition and Indigenous Medicine from time to time. Training of those who fail the prescribed examinations, whose work and conduct are not satisfactory or who fail to conform to terms and conditions of examination and conditions of leave may be terminated without compensation at any time.

- 3.3 At the time he/she is admitted to the training school, he/she should enter into an agreement with the Director General of Health Services that he/she will complete the training successfully, not abandon the training course and serve in the hospitals/ institutes under the Ministry of Health and Provincial Councils for a minimum period of 10 years if an appointment is granted after completing the said training. If he/she resigns from the training or abandon the training within the period of training or his/her training is terminated as per above section 3.2, he/ she should refund to the Ministry of Health, Nutrition and Indigenous Medicine the amount of allowance paid to him/ her and the expenses incurred on him/ her by the Government during the period of training. If not, action will be taken to recover the said amount as per the agreement.

- 3.4 Since this is a full time course, students who follow a full time course in a university, or an institute under the Ministry of Health or any other government institute shall not apply for this. In case it is revealed that the applicant has done so, such applicant will be withdrawn from the course dismissed from the post and all expenses incurred by the Government until then will be recovered from him / her.

#### 4. *Other Qualifications :*

- I. Should be a citizen of Sri Lanka.
- II. Should be excellent in character.
- III. Applicant will be considered to have satisfied qualifications required to appear for the competitive examination for the recruitment to the service only if he/she has satisfied all relevant qualifications in all respects, as at the closing date of applications.

05. *Written Examination for Recruitment :*

<i>Subjects</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>	<i>Syllabus</i>
Intelligence Test	2 hours	100	40%	This question paper will be prepared to test the aptitude and ability of the candidate for duties of the service.
Subject related technical test	1 1/2 hours	100	40%	This question paper will be prepared to measure technical knowledge relevant to the post.

06. *Salary scale.*— An allowance will be paid during the training period in terms of the Schedule V of P.A. Circular No. 03/2016. Grade III: MN -3-2006(A) Rs. 31,040 - 10 x 445 - 11 x 660 - 10 x 730 -10 x 750 - Rs. 57,550 (Monthly) MN - 3 - 2006(A) (Salaries will be paid in terms of the Schedule II of P.A. Circular 03/2016)

07. *Age limit.*— Applicants should be not less than 18 years and not more than 30 years of age as at 24.06.2019.

08. *Terms of Engagement :*

- I. Officers recruited should be willing to serve in any part of the Island.
- II. This post is permanent. You shall be subject to any policy decision taken by the Government in future in respect of the pension scheme entitled to you. He/she should contribute to the Widows' and Orphans' Pension fund. You should make contributions to that as prescribed by the Government from time to time.
- III. Merit will be determined based on the marks of the final examination held at the end of the training. You will be attached to the service stations where vacancies exist considering the merit obtained as such and the declaration of option obtained from you for the institutions / Provincial Councils where vacancies exist. It is mandatory for you to report for duty at the service station to which you are attached. No appeals made in this regard will be considered for any reason.

09. Applications of those who serve in Government / semi- government institutes should be forwarded through the respective Head of Department/institute.

10. Applications which are not conforming to the requirements of this notification will be rejected.

11. The receipt of the applications will not be acknowledged. Applications received after the closing date of applications will be rejected.

12. Eligible candidates will be called for examination and informed the same to the address mentioned in the application. (Correspondence in connection with this may proceed via e - mail. Therefore, you should provide an e - mail address and you should be on the alert.)

13. *Method of Application :*

- (a) Applications prepared in compliance with the specimen form appended to this should be sent under registered cover to the following address and not personally to any officer. (It is compulsory to prepare the application in compliance with the specimen form)

**Address: Director (Admin) 07,  
Ministry of Health, Nutrition and Indigenous Medicine,  
"Suwasiripaya",  
No. 385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.**

- (b) Closing date of applications is 24.06.2019.

- (c) The words “Recruitment (Open) of students for the Public Health Field Officer Training - 2019” should be mentioned on the top left hand corner of the envelope containing the application.
- (d) *Examination Fees.*— Examination fee is Rs.500/=. The receipt obtained from any branch of Bank of Ceylon by paying this amount to the credit of the account of Director General of Health Services No: 7041318 of the Bank of Ceylon Thaprobane Branch should be affixed in the cage given under 06 of the application so as not to be detached (Money orders and stamps will be rejected.)

14. *Attestation of signature.*— The Signature of the candidate should be attested by an officer of Sri Lanka Administrative Service / Education Administrative Service / Government Accountants’ Service / a Principal of a Government School / a Justice of the Peace / an Attorney at law or a public officer holding a permanent and pensionable post with a salary not less than Rs 334,452/- per annum.

**N.B. :**

- It should be certified that every section of the application is perfected and such particulars are accurate.
- All candidates recruited as mentioned above will be subject to all rules and regulations applicable to public servants, provisions of the Establishments Code, provisions and rules of the service minute of Sri Lanka Technological Service, policies stipulated by the Ministry of Health, Nutrition and Indigenous Medicine, Financial Regulations and other regulations and rules, regulations and orders imposed by the Government from time to time.
- If any problem arises regarding any matter covered or not covered by this *Gazette* notification, the decision of the Secretary to the Ministry of Health, Nutrition and Indigenous Medicine will be final. In the event of any inconsistency between the Sinhala, Tamil and English texts of this gazette notification, the Sinhala text will prevail.
- You have no right to engage in trade union activities or private practice during the period of training. And, you have also no right to engage in the private practice even after the training if an appointment is granted at the end of the training. If it will be found to have done so, legal action will be taken.

WASANTHA PERERA,  
Secretary,

Ministry of Health, Nutrition & Indigenous Medicine.

"Suwasiripaya",  
No. 385, Rev. Baddegama Wimalawasana Thero Mawatha,  
Colombo 10,  
04th May, 2019.

MINISTRY OF HEALTH NUTRITION AND INDIGENOUS MEDICINE

RECRUITMENT (OPEN) OF STUDENTS FOR THE PUBLIC HEALTH FIELD OFFICER TRAINING OF SUPERVISORY MANAGEMENT ASSISTANT  
NON TECHNICAL / TECHNICAL SERVICE CATEGORY (MN 3 2006A OF SRI LANKA TECHNOLOGICAL SERVICE - 2019

For office use

Medium in which you sit for the examination

Sinhala - 1

Tamil - 2

English - 3

(Write the relevant number in the cage)

District which you apply for the examination

01. (a) Last name with initials (In English capital letters): Mr./Mrs./Miss :\_\_\_\_\_.

Ex: - SILVA A.D.

(b) Name in full (In English capital letters):

(c) Name in full (In Sinhala / Tamil):-

02. (i) Permanent Address (In English Capital letters) : \_\_\_\_\_  
(ii) Permanent Address (In Sinhala /Tamil) :\_\_\_\_\_.  
(iii) District of Residence :\_\_\_\_\_.  
(iv) Telephone No. :  
Landline :\_\_\_\_\_.  
Mobile :\_\_\_\_\_.  
(v) E- Mail Address :\_\_\_\_\_.  
(vi) Address to which the admission card should be sent  
(In English Capital letters) :\_\_\_\_\_.

03. Date of Birth :

Year :  Month :  Date :

(i) N.I.C. No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

(ii) Gender:

(iii) Age as at the closing date of applications: -

Years:  Months:  Days:

(iv) District of permanent residence of the candidate :\_\_\_\_\_.

04. Whether a citizen of Sri Lanka :

Yes :  No :

(Mark '✓' in the relevant cage)

05. Educational Qualifications

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

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

	Subject	Grade		Subject	Grade
01			06		
02			07		
03			08		
04			09		
05			10		

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

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

Subject Stream :

	Subject	Grade		Subject	Grade
01			03		
02			04		

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

Yes :  No :

(Mark '✓' in the relevant cage)

If yes, give details :\_\_\_\_\_.

I hereby declare that the particulars furnished by me in this application are true and correct and the receipt obtained by paying the examination fee is affixed in the application. I am also aware that if any particulars contained herein are found to be false or incorrect before selection, the application will be cancelled and if so found after selection, I am liable to be dismissed without any compensation.

Affix the receipt obtained by paying Rs.500/=to a Bank of Ceylon branch so as not to be detached.

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

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

07. Attestation of the signature of the applicant :

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

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

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

Full name of the Attester :\_\_\_\_\_.

Designation: - Address :\_\_\_\_\_.

(Place the rubber stamp)

08. Applicable only to the officers who are serving in public and semi - government institutions :

*Certification of the Head of Department / Institute*

Mr/Mrs/Miss .....who submits this application has been serving in the Department / Institute of ..... from to ..... and pending disciplinary proceedings against him/her have /have not been reported. His/her work, conduct and attendance are satisfactory/not satisfactory. I wish to inform that he/she has paid the examination fee,

affixed the receipt and he /she can / cannot be released from this department/institute if he/she is selected for the post of .....

\_\_\_\_\_,  
Signature of the Head of Department / Institute.  
(Place the rubber stamp)

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

05-630

**EFFICIENCY BAR EXAMINATION FOR  
OFFICERS IN GRADE III AND GRADE II OF  
SRI LANKA TECHNOLOGICAL  
SERVICE - 2017(11) 2019**

IT is hereby notified that, in accordance with the approved service minute of Sri Lanka Technological Service, the above mentioned examinations will be held by the Commissioner General of Examinations, in Colombo, in the month of September 2019.

02. (i) These examinations will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of conducting the examination and issuing the results. The candidates will be subjected to a punishment imposed by the Commissioner General of Examinations, if such rules are violated by them

(ii) Rules prescribed for candidates are printed separately at the beginning of this gazette notification.

03. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their applications in accordance with the specimen form and officers of Sri Lanka Technological Service in the public service of the central government should forward their applications through the respective head of department and officers of Sri Lanka Technological Service in the provincial public service should forward their applications through the Secretary of PSC in the provincial council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, P.O. Box 1503, Colombo on or before 24<sup>th</sup> June 2019. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of application will be rejected.

4. *Identity*.– Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any of the following documents will be accepted.

- (a) The National Identity Card
- (b) Valid Passport
- (c) Valid Driving License

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

05. *Application* :

- (i) Applications should be prepared in a paper A4 in size using both sides. No. 01 to 07 should appear on the first page whilst the rest should appear on other pages. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting and in the language medium in which the candidate sits this examination.
- (ii) When the application form is prepared, the title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms. Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. It is the responsibility of the candidate to make sure that the application form perfected by him/her self complies with the specimen given in the examination notice and it would be advisable to keep a photocopy of the completed application form.
- (iii) The candidates appearing for the whole examination or one subject for the first time need not pay examination fees. However, for subsequent sittings, a fee of Rs.500/= should be paid for the whole examination and if only one subject is offered, a fee of Rs.250/= should be paid. The fee can be paid at any post office or sub post office in the Island to be credited to revenue head 20-03-02-13 of the Commissioner General of Examination on or before the closing date of application and the receipt obtained thus should be affixed firmly in the relevant cage of the application. It would be advisable to keep a photocopy of the receipt with the candidate.

Under no circumstance, will the fee be refunded nor transferred in respect of other examinations.

- (iv) This examination is held in Sinhala, Tamil and English medium. Applicants should select one medium relevant to them and they should answer the question papers in one and the same language selected by them. The medium they applied for is not allowed to change at a later occasion.

- (v) **An officer is not allowed to sit for both Efficiency Bar Examinations at one and the same occasion.**

- (vi) The officers who have entered into the Grade III of Sri Lanka Technological Service as at the closing date of the application can sit for the first Efficiency Bar Examination and those who have entered into the Grade II can sit for the second Efficiency Bar Examination.

06. On the supposition that only the candidates who have possessed the qualifications mentioned in the Gazette have submitted applications, the Commissioner General of Examinations will issue admission cards to the applicants who have submitted perfected applications indicating the medium of language, examination applied for, signature of the applicant and the attestation of the signature, attestation of the Head of the Department along with the receipt of payment of the examination fee, if relevant, on or before the closing date of examination. A candidate sitting for the examination must produce his admission card which bears the candidate's signature and duly attested to the supervisor of the examination center. A candidate who fails to produce his admission card will not be permitted to sit the examination. A notification will be published in newspapers 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. At the time of calling the Department of Examinations, the full name of the applicant, address and national identity card number should be mentioned and it would be advisable to keep the following in hand i.e. photocopies of the application form and the receipt of payment of examination fee if relevant, kept at your possession and the receipt of registration. In case of applicants outside Colombo, a letter of request with a fax number to which the admission card should be sent and other particulars mentioned above should be sent to the Department of Examination by fax.

06. (I) The signature of the candidate in the admission card for the examination shall have been duly attested. A candidate applying for the examination through a certain institution shall get his/ her signature attested by the respective Head of the Institution or an officer authorized by him or the Principal of a government school/ retired officer, Grama Niladhari of the division, a Justice of Peace, a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of the Three Armed Forces, permanent officer in staff grade in Public or Provincial Public Service, an incumbent or chief priest of a Buddhist temple or a person in charge of a place of worship or a person holding a respectable position among the clergy in any other religious sector.

07. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in para (06) above will not be considered.

08. Officers may, if they so wish, present themselves for different subjects separately at different examinations. However, in order to secure a pass at least 40% of the marks should be obtained in respect of each question paper.

09. *Issuance of the results of the examination.*— In accordance with the particulars indicated in para 3 above, the results of the candidates belonging to provincial public service will be issued to the Secretary of the respective Provincial Public Service Commission and the results of the candidates belonging to public service of the central government will be issued to the secretary of the ministry of Public Administration.

#### 10. Scheme of Examinations :

- (1) The Efficiency Bar Examination for officers in Grade III will consist of the following 02 question papers.

Subject No. (01) - Establishments Code and Procedural Rules of the Public Service Commission - (Two hours)  
100 marks

Subject No. (02) Financial Regulations - (Two hours)  
100 marks

**Establishments Code and Procedural Rules of the Public Service Commission  
(Subject No. 01) - Syllabus**

This paper will be based on the following Chapters of Establishments Code and Procedural Rules of the Public Service Commission.

Chapter VIII	Overtime, Holidays, Holiday Pay & Allowances
Chapter XII	Leave.
Chapter XIII	Railway Warrants
Chapter XIV	Travel on duty within the Island.
Chapter XIX	Government Quarters.

#### **Financial Regulations (Subject No. 02) - Syllabus**

This paper will be based on the following Chapters of Financial Regulations.

##### **(1) Chapter I.**

Estimates of Expenditure and Revenue.

The Consolidated Fund and Planning and Programming of Expenditure , Form of Presentation of Annual Estimates, New Proposals , Preparation Submission and Passing of Estimates of Expenditure, Variations to Estimates of Expenditure ( FR 1 to 68 )

##### **(2) Chapter III.**

Financial Management and Accountability.

Chief Accounting Officers, Accounting Officers, Revenue Officers, Authorization, Approval, Certification, Delegation of Authority.  
(FR. 124 to 147)

(2) The Efficiency Bar Examination for officers in Grade II will consist of the following 02 question papers.

Subject No.03- Establishments Code. (Two Hours) 100 marks

Subject No.04 -Financial Regulations - (Two Hours) 100 marks

#### **Establishments Code (Subject No. 03) - Syllabus**

This paper will be based on the following Chapters of Establishments Code.

Chapter XV	Travel abroad for study, training or on duty.
Chapter XVI	Holiday Travel.
Chapter XXIII	Special concessions and conditions regarding Officers suffering from certain types of illnesses.
Chapter XXIV	Salary Loans and Advances.
Chapter XXV	Concessions to members of Trade Unions.
Chapter XXVII	Channels of communication.
Chapter XXVIII	Administrative procedures.
Chapter XXX	Right of Government over its officers.
Chapter XXXIII	Legal advice and legal actions.
Chapter XLVII	General conduct and discipline.
Chapter XLVIII	Rules of disciplinary procedure.

#### **Financial Regulations (Subject No. 04) - Syllabus**

This paper will be based on the following Chapters of Financial Regulations.

##### **(1) Chapter VI.**

Custody of Public Money etc., Imprests and Bank Accounts.

Security and custody of Public etc. ,Counterfoil Books, Boards of Survey on Cash Stamps etc., Imprests, Bank Accounts (FR. 315 to 396)



(2) **Chapter XIII.**

Supplies, Works and Services.

Procurement and Contracts, Supplies, Custody and Verification of Stores, Surplus and unserviceable Articles (FR. 685 to 775)

11. The decision of the Secretary, Ministry of Public Administration and Disaster Management will be the final in respect of any matter not provided for in this notification.

12. Issue of an admission card to a candidate does not necessarily mean that his/her eligibility to sit for the examination has been accepted.

13. In the event of any inconsistency between the Sinhala, Tamil & English texts of this gazette notification, the Sinhala text shall prevail as the accurate text.

J. J. RATHNASIRI,  
Secretary,

Ministry of Public Administration and Disaster Management.

Ministry of Public Administration and Disaster Management, Independence Square,  
Colombo 07,  
07th May, 2019.

**Specimen Form of Application**

(For office use only)

**EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III AND GRADE II OF SRI LANKA  
TECHNOLOGICAL SERVICE- 2017(11) 2019**

(Applications for both Grade III and Grade II examinations cannot be submitted at one and the same time)

Medium in which you sit for the examination  
(Sinhala - 2 / Tamil - 3 / English - 4)  
(Indicate the relevant number in the cage)

Examination for which you intend to sit

Grade III - 0

Grade II - 1

(Indicate the relevant number in the cage)

01. Whether you belong to the provincial public service or public service  
(Indicate the number relevant to the service you belong, in the cage)

<i>Public Service</i>	<i>No.</i>
Central Public	10
Western Provincial	01
Central Provincial	02
Southern Provincial	03
North Provincial	04

<i>Public Service</i>	<i>No.</i>
Eastern Provincial	05
North Western Provincial	06
North Central Provincial	07
Uva Provincial	08
Sabaragamuwa Provincial	09

02. (a) Name in Full : \_\_\_\_\_.  
(in English block capital letters)  
(E.g.: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- (b) Name with Initials : (Indicate the initials at the end of the name) : \_\_\_\_\_.  
(in English block capital letters) (eg. GUNAWARDHANA, H.M.S.K.)
- (c) Name in Full : \_\_\_\_\_.  
(in Sinhala/Tamil)

03. Official Address : (Admissions will be posted to this address) : \_\_\_\_\_.  
(in English block capital letters) : \_\_\_\_\_.  
(in Sinhala/ Tamil) : \_\_\_\_\_.

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

05. National Identity Card Number :

06. Subject/Subjects offered:  
Subjects offered for the Efficiency Bar Examination of Grade III / Grade II (delete inapplicable words)

Subject	Subject No.
.....	<input type="text"/>
.....	<input type="text"/>

07. Mobile Phone Number:

08. (i) Date of Birth : Year :  Month :  Date :
- (ii) Age as at 24.06.2019 : Years :  Months :  Days :

09. (i) Designation : \_\_\_\_\_.
- (ii) Grade of Sri Lanka Technological Service : \_\_\_\_\_.  
(Should be included as Grade III/II)
- (iii) Service period in the above grade as at 24.06.2019 : \_\_\_\_\_.

10. Department to which you belong : \_\_\_\_\_.

11. Particulars of the receipt obtained by paying the examination fee :
- (i) The post office/sub post office at which the payment of examination fee is made : \_\_\_\_\_.
- (ii) Number and date of the receipt : \_\_\_\_\_.
- (iii) Amount paid : \_\_\_\_\_.

Affix the receipt of examination fee here (It would be advisable to keep a copy of the receipt)

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Further, I agree to abide by the rules imposed by the Commissioner General of Examination on conducting the examination and issuing the results.

\_\_\_\_\_,  
Signature of the candidate.

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

*Attestation of Candidate's Signature*

I hereby certify that Mr./Mrs./Miss. ....  
..... is presently employed in my  
office and is well known to me and he/she placed his/her  
signature in my presence on ..... 2019 and is  
exempted from paying the prescribed examination fee and  
has paid the prescribed examination fee and has affixed the  
receipt.

\_\_\_\_\_,  
Signature of the Attester.

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

Name of the officer attesting : \_\_\_\_\_.

Post : \_\_\_\_\_.

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

(Confirm by the Official Stamp)

*Certification of the Head of the Department*

I hereby certify that the particulars given in paragraphs  
1-11 above are correct and this candidate is eligible to sit for  
the examination and also eligible to sit for the examination  
in the language medium mentioned above.

\_\_\_\_\_,  
Signature and designation of Head of Department.  
(Confirm by the Official Stamp)

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

05-567

**NATIONAL INSTITUTE OF LANGUAGE  
EDUCATION AND TRAINING**

**Ministry of National Integration, Official Languages,  
Social Progress and Hindu Religious Affairs**

TRAINING OF ENGLISH LANGUAGE TEACHERS  
TO IMPLEMENT THE NATIONAL BUDGET  
PROPOSAL - 2019

APPLICATIONS are entertained from suitable qualified persons  
who are willing to teach English Language.

*Qualifications:*

1. Should be between 18-40 years old.

2. Should have passed in 06 subjects including  
Mathematics with minimum of 03 credit passes at G.  
C. E. (O/L) examination.

3. Should have passed English Language at the G. C. E.  
(A/L) Examination.

OR

4. Should have successfully completed any certificate  
course on competency in English language conducted  
by Department of Official Languages (DOL)/  
National Institute of Language Education and  
Training (NILET)

OR

Should have completed any English Language  
Course (Certificate/Diploma), conducted by a  
recognized University.

OR

Should have passed any proficiency examination  
in TOEFL/IELTS LEVEL 05/English or similar  
courses organized by government institutions.

An Ordinary pass for English Literature at G. C. E. (O/L)  
Examination will be an added qualification.

**N.B. –**

- This course covers 600 academic hours on full-time  
or weekend basis.
- Government will bear the total cost of the above  
course and participants should come to an agreement  
to work with National Institute of Language  
Education and Training for a specified period of time  
at the end of the course.
- Participants who complete the course successfully,  
will be able to work as a Resource Person for the  
language training courses for public officers and will  
also be able to serve as an English Language Teacher  
in National Institute of Language of Language  
Education and Training.

Applicants who have fulfilled the basic qualification  
should sit for a written test of 1/2 an hour in English  
Language.

Duly completed application forms (with certified copies  
of relevant educational certificates related to the language  
field) should be forwarded to the following address under a  
registered cover to reach him on or before 31.05.2019. The  
course name ("**Training of English Language Teachers-**

**Relevant Medium-District")** should be indicated on the top left hand corner of the envelop.

Director General,  
National Institute of Language  
Education and Training.

No. 321/1, High Level Road,  
Makumbura,  
Pannipitiya.  
011-2172723

SAMPLE APPLICATION FORM  
(TRAINING OF ENGLISH LANGUAGE TEACHERS)

01. Full Name (English Block Letters) : \_\_\_\_\_.

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

03. Date of Birth : \_\_\_\_\_.

04. Gender : \_\_\_\_\_.

05. Contact No. :

Residence : \_\_\_\_\_ Mobile : \_\_\_\_\_.

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

06. National Identity Card Number : \_\_\_\_\_.

07. District : \_\_\_\_\_.

08. Divisional Secretariat : \_\_\_\_\_.

09. Medium :

Sinhala ☐ Tamil ☐ English ☐

10. Educational Qualifications :

(a) G. C. E. Ordinary Level : Year : \_\_\_\_\_.

No.	Subject	Result
1		
2		
3		
4		
5		
6		
7		
8		
9		

(b) G. C. E. Advanced Level : Year : \_\_\_\_\_.

No.	Subject	Result
1		
2		
3		
4		

(c) Diploma : \_\_\_\_\_.

(d) Degree : \_\_\_\_\_.

(e) Postgraduate Degree : \_\_\_\_\_.

11. Educational Qualification of Second Language Proficiency : \_\_\_\_\_.

12. Experience related to the Language Proficiency : \_\_\_\_\_.

I certify that the information given above is true and correct.

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

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

05-850

**NATIONAL INSTITUTE OF LANGUAGE  
EDUCATION AND TRAINING**

**Ministry of National Integration, Official  
Languages, Social Progress and Hindu Religious  
Affairs**

TRAINING OF SECOND LANGUAGE (SINHALA/  
TAMIL) TEACHERS TO IMPLEMENT THE NATIONAL  
BUDGET PROPOSAL - 2019

APPLICATIONS are entertained from suitable qualified persons who are willing to teach Second Languages (Sinhala/Tamil).

Qualifications:

1. Should be between 18-40 years old.
2. Should have passed in 06 subjects including Mathematics with minimum of 03 credit passes (including the First Language - Sinhala/Tamil) at G. C. E. (O/L) Examination.
3. Should have passed the Second Language (Tamil/Sinhala) at the G. C. E. (O/L) Examination.

OR

Should have successfully completed a Second Language Course above 100 hours, conducted by the National Institute of Language Education and Training ;

OR

Should have passed a Second Language Course, conducted by the Department of Official Languages or recognized University.

4. Should have passed First Language (Sinhala/Tamil) at G. C. E. (A/L) Examination.

Credit pass for Sinhala Literature/Tamil Literature at G. C. E. (O/L) examination will be an added qualification.

**N.B. –**

- This course covers 600 academic hours on full-time or weekend basis.
- Government will bear the total cost of the above course and participants should come to an agreement to work with National Institute of Language Education and Training for a specified period of time at the end of the course.
- Participants who complete the course successfully, will be able to work as a Resource Person for the language training courses for public officers and will also be able to serve as a Second Language Teacher in National Institute of Language Education and Training.

Applicants who have fulfilled the basic qualification should sit for a written test of 1/2 hour in their first Language.

Duly completed application forms (with certified copies of relevant educational certificates related to the language field) should be forwarded to the following address under a registered cover to reach him on or before 2019/05/31. The course name ("**Training of Second Language Teachers-Relevant Medium-District**") should be indicated on the top left hand corner of the envelop.

Director General,  
National Institute of Language  
Education and Training,

No. 321/1, High Level Road,  
Makumbura,  
Pannipitiya.  
011-2172723

SAMPLE APPLICATION FORM  
(TRAINING OF SECOND LANGUAGE TEACHERS)

01. Full Name (English Block Letters) : \_\_\_\_\_.
02. Address : \_\_\_\_\_.
03. Date of Birth : \_\_\_\_\_.
04. Gender : \_\_\_\_\_.

05. Contact No. :

Residence : \_\_\_\_\_ Mobile : \_\_\_\_\_.

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

06. National Identity Card Number : \_\_\_\_\_.

07. District : \_\_\_\_\_.

08. Divisional Secretariat : \_\_\_\_\_.

09. Medium :

Sinhala : ☐ Tamil : ☐ English : ☐

10. Educational Qualification :

(a) G. C. E. Ordinary Level : Year : \_\_\_\_\_.

No.	Subject	Result
1		
2		
3		
4		
5		
6		
7		
8		
9		

(b) G. C. E. Advanced Level : Year :

No.	Subject	Result
1		
2		
3		
4		

(c) Diploma : \_\_\_\_\_.

(d) Degree : \_\_\_\_\_.

(e) Postgraduate Degree : \_\_\_\_\_.

11. Educational Qualification of Second Language Proficiency : \_\_\_\_\_.

12. Experience related to the Language Proficiency : \_\_\_\_\_.

I certify that the information given above is true and correct.

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

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

05-851

**OPEN COMPETITIVE EXAMINATION  
FOR RECRUITMENT TO THE POST OF  
THAKSHANA SAHAYAKE (GRADE III) TO  
BE EMPLOYED AT DISTRICT SECRETARY/  
GOVERNMENT AGENT OFFICES AND  
DIVISIONAL SECRETARIATS UNDER THE  
MINISTRY OF INTERNAL AND HOME  
AFFAIRS AND PROVINCIAL COUNCILS AND  
LOCAL GOVERNMENT-2019**

1. APPLICATIONS are hereby invited from the qualified citizens of Sri Lanka for the open competitive examination to be held for recruitment to the above posts.

2. On the results of a written examination to be conducted by the Commissioner General of Examination, the candidates who satisfy the qualifications will be selected on merit for appointment to 47 vacancies in the post of Thakshana Sahayake Grade III in District Secretary/ Government Agent offices and Divisional Secretariats under the Ministry of Internal and Home Affairs and Provincial Councils and Local Government.

3. *Age Limit.*— Candidates should be not less than 18 years and not more than 35 years of age on the closing date of applications. (Accordingly, the applicants whose birthday falls on or before 26.06.2001 and on or after 26.06.1984 shall only be qualified to apply in terms of age.)

4. *Educational Qualifications.*— Shall have passed GCE (O/L) in not more than two sittings, in six (06) subjects including Language or Literature, Mathematics and Science.

05. *Professional Qualifications.*— Shall have possessed National Certificate in Technology (Civil Engineering) at level 5 of NVQ awarded by a Technical/ Technological College recognized by the Government along with the above educational qualifications.

6. *Other qualifications :*

- (a) Shall be a citizen of Sri Lanka
- (b) Shall have an excellent moral character

7. *Salary Scale.*— As per (MT 1-2016 A) under Public Administration Circular 03/2016, the salary scale is Rs. 29,840-10x300-11x350-10x560 -10x660- Rs. 48,890 and it will come into effect from 01.01.2020. In accordance with the provisions of Schedule II of these circular, salaries will be paid from the effective date of the appointment. In addition, candidates shall be entitled to other allowances paid by the Government from time to time. The candidates should pass the first efficiency bar examination

of Grade II, within 3 years of the appointment to Grade II. Candidates should pass the first efficiency bar examination before reaching 4th salary increment and proficiency in second official language of the required level should be obtained before elapsing of 05 years from the appointment as per Public Administration Circular No. 01/2014 and the related circulars.

08. *Service Conditions :*

1. This post is permanent. Candidates should be bound by the policy decision to be taken by the Government on the pension scheme in future.
2. Selected candidates will be attached to District Secretary/ Government Agent Offices and Divisional Secretariats at the discretion of Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government.
3. Selected candidates are liable to serve in any part of the island.
4. Selected candidates will be subjected to a probation period of three years.
5. Selected candidates are bound by provisions indicated in the Establishments Code and Financial Regulations and the provisions of Public Administration Circulars, orders issued from time to time by the Government and the departmental instructions.

09. *Method of recruitment :*

- I. This examination will be held only in Colombo by Commissioner General of Examinations in September, 2019.

II. *Scheme of examination :*

- (a) Examination will be held only in Sinhala & Tamil mediums. It is not allowed to change the medium of language applied by the candidate consequently.
- (b) Candidates should answer all question papers at the examination in one and the same language.
- (c) Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination for the purpose of conducting the examination and issuing

the results. Candidates shall be liable to be subjected to any punishment imposed by Commissioner General of Examination for violation of these rules and regulations.

III. *Subjects of the examination.* – Examination will consist of two question papers.

- (1) Intelligence Test,
- (2) Question Paper on Technology.

10. *Syllabus :*

10.1

1. Intelligence test

Time - 1 hour

Total Marks - 100

This paper consists of 50 questions designed to assess and decide the candidate's capacity for critical reasoning and analytical power of thinking. The question paper consists of multiple choice questions and short answer type questions and the candidates should answer all questions.

2. Question Paper on Technology

Time - 3 hours

Total Marks - 100

This paper consists of questions designed to assess the candidate's knowledge on principles of building construction, designing and understanding plans, water supply, drainage systems, and disposal of garbage. Candidates should answer all questions.

10.2 By selecting the candidates who have secured 40% or more marks for each paper, a priority list for recruitment will be prepared in order of aggregate of marks for each paper.

- Candidates are required to bring geometrical sets and other necessary accessories to the examination center for answering the paper.

11. *Penalty for Furnishing False Information.* – Care should be taken to furnish correct information in filling the application form. 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, as per the rules and regulations of this examination. If, during any stage, it is found that a candidate has furnished false information he/she will be liable for dismissal from the Public Service. The issue of an admission card to a candidate does not

necessarily mean that he/she has fulfilled the required qualifications to sit the examination.

12. I. *Examination Fee :-*

Examination fee is Rs.600. It should be paid at any Post Office/Sub Post Office or District/Divisional Secretariat in the island to be credited to the Revenue Head 20-03-02-13 of the Commissioner General of Examinations. The receipt issued for that should be affixed securely to the relevant cage in the application form so as not to be detached. (A photocopy of the receipt should be kept in possession for future reference) Under no circumstance will the fee be refunded. Money order or stamps will not be accepted as examination fees.

II. *Examination Results :*

Results of the candidates who sat the examination, a list of candidates who have fulfilled the qualifications as per the Para 10.2 of this notification, will be provided to the Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government. The results of the examination will be either sent personally to each applicant who sat the examination or will be posted on the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

13. *Method of Application :*

(a) Applications should be prepared using papers of A4 size (21x29 cm) (normal half sheets) in such a way that,

(i) Para 01- 03 appear on the first page and

(ii) Para No: 04 onwards on the rest of the pages.

(iii) Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. Further it would be advisable to keep a photocopy of the completed application form. Care should be taken by the candidate so as to make sure that the application form perfected by him/her complies with the specimen given in the examination notice. Otherwise, the applications shall be rejected. It is essential to mention the name of examination in the heading in English language as well, in applications prepared in both Sinhala and Tamil mediums.

- (b) The completed application form for the examination should be sent by Registered Post to reach below mentioned address on or before 26.06.2019.

**Commissioner General of Examination  
Organization (Establishment and Foreign  
Examination) Branch,  
Department of Examinations,  
P.O. Box 1503, Colombo.**

The top left-hand corner of the envelope enclosing the application should be clearly marked "Recruitment to the Post of Thakshana Sahayake -Grade III in the Ministry of Internal and Home Affairs and Provincial Councils and Local Government-2019". Any application received after the closing date will not be accepted.

- (c) It is compulsory for the officers who are already in Public Service to submit the application certified by the Head of the Department under the Section 12.0 of the application. The candidate's signature in both the application and the admission card should have been certified. An applicant who applies for this post from any institution should get his/her signature certified by the Head of the Department or a delegated officer by the said Department Head, while other applicants from a Head of a Government school, a Grama Niladhari of the division, Justice of the Peace, a Commissioner for Oaths, a Lawyer, Notary Public, a commissioned officer in the three armed forces, or an permanent staff grade officer from Government or Provincial Public Service.

- (d) The Commissioner General of Examinations will issue the admission card for those applicants within the prescribed age limit, and have paid the relevant examination fee and submitted the correctly filled applications along with the relevant receipt, on or before the closing date of applications. Soon after the issuing of admission cards, a paper advertisement will be published by the Department of Examination notifying the same. If the admission card is not received at least 5

days before the scheduled date of examination in the notification, steps should be taken to inquire from the Organization (Establishments and Foreign Examination) Branch of the Department of Examinations in the manner specified in the notification. In making such inquiry the candidate should clearly mention the name of the examination applied, full name of the applicant, National Identity Card number and the address. If the applicant is resident outside Colombo, It would be advisable to send a letter of request *via* fax to the number indicated in the notice, along with the above details and also indicating a fax number of applicant to which the admission card may be sent. In order to substantiate certain information that the Department of Examinations may request, it is also useful to keep photocopies of the application form, the receipt kept at your possession for paying the examination fee and the receipt of the postal registration ready in hand.

- (e) Candidates should get their signature on the admission card certified in advance and surrender to the supervisor of the examination hall on the date of examination. Candidates shall not be allowed to sit for the examination without such admission card.
- (f) Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination.

14. Candidates will be required to surrender any of the following documents to the supervisor of the examination hall to prove their identity :

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

15. Any matter not provided for in these regulations will be dealt with as determined by the Secretary to Ministry of Internal and Home Affairs and Provincial Councils and Local Government. All candidates shall be bound by the general rules & regulations pertaining to this examination mentioned in the *Gazette*.

16. "If it appears that there is any inconsistency or discrepancy between language texts in this notification,



which is published in Sinhala, Tamil and English mediums, on such occasion action will be taken in accordance with the notification in Sinhala medium".

H. M. GAMINI SENEVIRATHNA,  
Secretary,  
Ministry of Internal and Home Affairs and  
Provincial Councils and Local Government.

At the Ministry of Internal & Home Affairs and  
Provincial Councils and Local Government  
16th of May, 2019.

### Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF THAKSHANA SAHAYAKE (GRADE III) TO BE APPOINTED FOR THE  
SERVICE AT DISTRICT SECRETARIATS/GOVERNMENT AGENT OFFICES AND DIVISIONAL SECRETARIATS OF GOVERNMENT UNDER  
THE MINISTRY OF INTERNAL AND HOME AFFAIRS AND PROVINCIAL COUNCILS AND LOCAL GOVERNMENT-2019

(for office use only)

Language Medium :

Sinhala - 2 ☐  
Tamil - 3 ☐

(Indicate the relevant number in the cage)

- 1.0 1.1 Name in full (in English block capitals) : \_\_\_\_\_.  
(Eg. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)  
1.2 Name, with initials at the end (in English block capitals) : \_\_\_\_\_.  
(Eg. GUNAWARDHANA, H. M. S. K.)  
1.3 Name in full : \_\_\_\_\_.  
(In Sinhala/Tamil)

- 2.0 2.1 Permanent address : \_\_\_\_\_.  
(In English block capitals)  
2.2 Permanent address : \_\_\_\_\_.  
(In Sinhala/Tamil)  
2.3 Address to which the admission card should be sent : \_\_\_\_\_.  
(In English block capitals)  
2.4 Postal City (In English Block capitals) : \_\_\_\_\_.  
2.5 N. I. C. Number :

- 3.0 3.1 Sex : ☐ Female 1  
Male 0  
(Indicate relevant number in the cage)

3.2 Mobile T. P. No. :

3.3 Fixed T. P. No. :

3.4 Date of Birth : Year :  Month :  Date :

3.5 Age as at 26.06.2019 : Years :  Months :  Days :

#### 4.0 Educational qualifications :

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

I. Year and Month of the Examination :\_\_\_\_\_.

II. Index Number :\_\_\_\_\_.

III. Results :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	

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

I. Year and Month of the Examination :\_\_\_\_\_.

II. Index Number :\_\_\_\_\_.

III. Results :

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	

#### 5.0 Technical Qualifications :

<i>Institution</i>	<i>Course followed</i>	<i>Duration</i>	<i>Pass</i>	<i>Certificate No. and Date</i>

6.0 Other qualifications :\_\_\_\_\_.

#### 7.0 If already in public service :

7.1 Address of Department/Institution :\_\_\_\_\_.

7.2 Present Post :\_\_\_\_\_.

7.3 Period of Service :\_\_\_\_\_.

7.4 Whether the post is permanent & pensionable or temporary :\_\_\_\_\_.

8.0 Have you ever been convicted of any offence in a court of Law? (Indicate '✓' in the relevant cage) (Indicate particulars, if the answer is yes) :

Yes ☐

No ☐

#### 9.0 Particulars of the receipt obtained for the examination fee :

(i) Office to which the payment was made :\_\_\_\_\_.

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

(iii) Amount :\_\_\_\_\_.

Receipt is to be affixed here so as not to be detached.

10.0 *Candidate's Certificate :*

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to suffer any loss that may cause as a result of any information not being completed and/or any information erroneously being included here. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) I hereby agree to abide by all the conditions imposed by the Commissioner General of Examination for the purpose of holding this examination and the issuing of results.
- (d) I shall not change any information mentioned herein later.

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

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

11.0 *Attestation of Applicant 's Signature :*

I hereby certify that Mr./Mrs./Miss. \_\_\_\_\_, who submits this application, is known to me personally and that he/she placed his/her signature in my presence on \_\_\_\_\_ and further the officer has paid the prescribed examination fee and pasted the receipt on the applications.

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

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

Name in full of the officer attesting the signature :\_\_\_\_\_.

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

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

(To be confirmed by official stamp)

12.0 *Attestation of the Head of the Department, if the candidate is a public officer :-*

I hereby submit the application of Mr/ Mrs/ Miss \_\_\_\_\_ Further, it is hereby informed that he/ she is serving in a permanent/ temporary/ casual post of this Ministry/ Department and he/ she can/ cannot be released from service, if selected for this post.

\_\_\_\_\_,  
Head of the Department or authorized officer.

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

Name in full of the officer attesting :\_\_\_\_\_.

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

Ministry/ Department :\_\_\_\_\_.

(To be confirmed by official stamp)

## MINISTRY OF LANDS & PARLIAMENTARY REFORMS

### Survey Department of Sri Lanka

#### RECRUITMENT TO PRIMARY SEMI SKILLED POSTS (PL 02 – 2016) WHICH REMAIN VACANT IN SURVEY DEPARTMENT OF SRI LANKA – SURVEY FIELD ASSISTANT

1. APPLICATIONS are invited from qualified citizens of Sri Lanka to recruit to the post of primary semi skilled (PL 02 -2016) survey assistant which remains vacant in Survey Department.

1.1	<i>Post</i>	<i>Grade</i>
	I. Survey Field Assistant	Grade III

#### 1.2 Nature of duties of posts :

<i>Post</i>	<i>Main Functions</i>
Survey Field Assistant	<ul style="list-style-type: none"> <li>Giving assistance to draw the sketch relevant to the survey</li> <li>Preparation of survey lines as possible as to observe old boundaries, using Survey field books and plans.</li> <li>Placing and opening of relevant land marks and pickets in area relevant to the Survey.</li> <li>Giving Assistance to Survey duties relevant to finding out and placing of bench marks relevant to the Survey.</li> <li>Giving Assistance to maintenance relevant to the Safety and storing of instruments, use in the field.</li> <li>Setting out of G.P.S. instruments in survey points in field For surveys which are done, using of satellite technology including of theodolite, leveling instruments and new electronic total stations.</li> <li>Giving assistance to all activities of placing of geo control points require for air photography.</li> <li>keeping of targets properly that require for determination of location and level of all stations which made in surveys and giving assistance to collect data.</li> <li>Setting out of landmarks and bench marks using correct data in survey,</li> <li>Setting out of landmarks relevant to blocking out of lands which basically done using the data in survey field books and tracing entries.</li> <li>Attending to any duty assigned by Surveyor General or his representative as applicable to surveying.</li> <li>Supervision of works of other survey field assistants is assigned for those who hold the post of overseers in survey field assistant grade, in addition to the above duties.</li> </ul>

2. The number of appointments and the date of appointment will be decided by the appointing authority. The appointing authority has power to fill all or any number of vacancies

3. *Salary*.— In terms of public administration circular No:03/2016 and dated 25.02.2016 monthly salary scale applicable for the III, II, I and special grade of Survey Field Assistants' Service is Rs. 25,250 -10 x 270 -10 x 300 - 10 x 330 - 12 x 350 – Rs. 38,450 and the effective date of said salary will be 01.01.2020. Salaries will be paid from the effective date of the appointment in terms of provision in schedule II of above circular.

4. This post is permanent. The Pension entitled to the officers appointed to the grade III of Survey Field Assistants' Service, by this examination will be determined in terms of the policy decision, on pension scheme taken by the government in future. This appointment is subject to 03 years probation period and selected candidates are prepared to serve in any part of the country and subject to general conditions applicable to appointment to the public service specified at the beginning of this *Gazette* notification.

5. *Qualifications :*

5.1 *Educational qualifications :*

- (a) Should have passed the G.C.E. Ordinary Level Examination in six (06) subjects with at least two credits passes in not more than two sittings

5.2 *Professional qualifications :*

Should have obtained a skill at least in level two of National Vocational Qualifications (NVQ) as determined by the tertiary and Vocational Education Commission as appropriate for the post of survey field assistant.

5.3 *Minimum skills :*

- (a) Giving assistance to identify survey fields.  
(b) Attending to Safety and maintenance of survey instruments and equipments.

5.4 *Physical fitness :*

All candidates should have physically and mentally fit adequate to serve in any part of Sri Lanka and to carry out duties in the post.

5.5 *Other :*

- I. Should be a citizen of Sri Lanka.  
II. The candidate should be of excellent moral character  
III. All the necessary qualifications for recruitment to the post should have been fulfilled in all respect as at the closing date of calling for application.

5.6 *Age :*

- (a) The minimum age should be 18 years and maximum age should be 45 years as at the closing date of applicable.  
(The maximum age limit is not applicable for those who hold a permanent post already in the public service)

6. *Furnishing false information.*– In filling these vacancies, if a candidate is found not to have necessary qualifications, his/her candidature can be cancelled. If any of the particulars furnished by a candidate is found to be false within his /her knowledge or if he/she has willfully suppressed by material fact he/she will be liable to dismissal from the public service

7. *Method of recruitment.*– Recruitment will be on a written examination.

*Examination Procedure.*– The examination will consists of written test consisting two subjects. This examination will be held in Sinhala Tamil and English mediums. The medium applied for will not be allowed to change subsequently.

	Maximum marks obtainable	Minimum percentage of marks required For a pass	Time
1. General Knowledge	100	40%	02 hours
2. Intelligence	100	40%	01 hour and 15 minutes.

7.1 *Syllabus :*

- (i) *General knowledge.*– Including the knowledge of environment of the candidate lives, political, social, cultural, religious, and economical environment in Sri Lanka, scientific and technological development, internationally important general facts are expected by this paper.  
(ii) *Intelligence Test.*– A question paper made in multiple choice method, consists of questions to judge the rationality, ability of thought and ability to take decision, of the candidate.

8. *Selection procedure.*– After an interview held by an interview board appointed by Surveyor General only to ascertain whether the qualifications have been fulfilled by the candidates, recruitment will be made as survey field assistant in order of merits obtained by candidates in the written examination.

One month field and theoretical training will be given to those who recruited as survey field assistants by the training institute of Survey Department.

9. *Preparation and submission of applications :*

- (a) The application should be prepared by the applicant himself on a paper size 21×29(A4) using both sides as per the specimen application

appearing at the end of this notice. Item No. 01 to 06 should be on page 01, No. 07 – 09.2 on page 02, No. 10 – 14 on page 03, and No. 15 – 16.2 should be on page 04.

(b) Candidates who are already employed in public service should forward their applications through their heads of the departments before the closing date of application.

(c) Applications should be in the language in which the candidates are eligible to sit the examination.

(d) Applications which are not complying with the specimen form, examination fees have not been paid before the prescribed date, of improper filling, will be rejected without any notice. Candidates should bear consequences of improper filling of applications. It would be useful to retain a photocopy of the application. It is responsibility of the candidate to find out whether the completed application complies with the application specified in the notice. If not, application will be rejected.

e) Receipt of applications will not be acknowledged. Complaints for any loss of applications in the post will not be considered.

9.1 Only those who have fulfilled qualifications prescribed in chapter 5 of *Gazette* notification as at the closing date of application should apply. Surveyor General will allow candidates who have paid specified examination fees and submitted application on or before 10.06.2019 to sit the competitive examination. Issuing of admission card shall not be deemed as the applicant possesses qualifications to the post or to sit the examination.

9.2 The envelope containing the application should be clearly marked “Recruitment to posts of primary semi skilled - Survey Field Assistant” on the top left hand corner.

9.3 The signature of the applicant in the application should be certified by a principal of a government school/ justice of the peace/ commissioner of Oaths/ Attorney – at – law/ Commissioned officer in the army / an officer in police service hold a Gazetted post or an officer who hold a permanent

post in public service in tertiary or senior level in terms of the grading of public service circular No. 3/2016.

10. *Examination Fees.*— Examination fee is Rs. 800/=. This fee should be paid at the cashier of the Surveyor General office in No. 150, Kirula road, Colombo 05 or at any of district survey office or at institute of surveying and mapping – Diyathalawa. The receipt should be pasted in the relevant cage in the application form. (It is advisable to keep a photocopy of the receipt with applicant). The fee is not refundable in any circumstance and money orders and cheques will not be accepted. Applications without cash receipts will be rejected.

11. *Submission of application.*— Completed application should be sent by registered post to reach to the following address on or before 10.06.2019

Senior superintendent of survey ( Examination),  
Surveyor General's Office,  
Colombo 05.

12. *Appearing for the Examination.*— Every candidate should hand over their admission card to the supervisor of the Examination Centre. A candidate who fails to hand over his admission card will not be permitted to sit the examination. The candidate should sit the examination at the examination hall assigned to him.

13. *Identity of candidate.*— Candidates should prove their Identity at the examination hall to the satisfaction of the supervisor for each paper they sit. Any of the following documents will be accepted for their purpose.

I. The National Identity card issued by the Department of Registration of persons.

II. A valid postal Identity Card issued by the post master general.

III. A valid passport.

14. Any matter not specified here, will be determined by the surveyor general.

S. M. P. P. SANGAKKARA,  
Surveyor General (*Acting*).

Surveyor General's Office,  
Colombo 05,  
21st May, 2019.

SPECIMEN APPLICATION FORM

RECRUITMENT TO PRIMARY SEMI SKILLED POST (PL 02 – 2016)  
WHICH REMAIN VACANT IN SURVEY DEPARTMENT-SURVEY FIELD  
ASSISTANT

For office use only

01. Index No. :

02. Medium of examination

(Sinhala – S Tamil – T English – E)  
(Indicate the letter/code in given cages)

03. Name with initials (Mr/Mrs/Miss) :

In Sinhala : \_\_\_\_\_.

In English : \_\_\_\_\_.

03.1 Names denoted by initials (in legible letters) :

In Sinhala : \_\_\_\_\_.

In English : \_\_\_\_\_.

04. National Identity Card No. :

05. Date of birth :

Date :  Month :  Year :

05.1 Age as at the closing date of application : \_\_\_\_\_.

06. Gender : (male – M / female – F)

07. Permanent Address (in legible letters) :

In Sinhala : \_\_\_\_\_.

In English : \_\_\_\_\_.

07.1 Administrative district to which address belongs  
(See The schedule 1) :

District No. :

Name of the district :

07.2 Date from which the applicant is resident in the  
district : \_\_\_\_\_.

08. Telephone No. : Permanent : \_\_\_\_\_.  
Mobile : \_\_\_\_\_.

09. Educational Qualifications :

09.1 Details of G.C.E. Ordinary level examination

1st attempt:

(a) Year and month of the examination : \_\_\_\_\_.

(b) Index No. : \_\_\_\_\_.

(c) Subjects passed :

Subject	Grade	Subject	Grade
1		5	
2		6	
3		7	
4		8	

09.2 Details of G.C.E. Ordinary level examination :

2nd attempt

(a) Year and month of the examination : \_\_\_\_\_.

(b) Index No. : \_\_\_\_\_.

(c) Subjects passed :

Subject	Grade	Subject	Grade
1		5	
2		6	
3		7	
4		8	

10. Professional Qualifications : \_\_\_\_\_.

(Mention the NVQ qualifications that have been  
obtained)

11. Other Qualifications : \_\_\_\_\_.

12. Have you ever been convicted in a court of law for any  
offence :

Yes  No

12.1 if yes give details : \_\_\_\_\_.

13. Details of Receipt which the examination fees paid

I. Office at which the payment made : \_\_\_\_\_.

II. Receipt No. and date : \_\_\_\_\_.

III. Amount paid : \_\_\_\_\_.

Affix the cash receipt firmly here

14. Certificate of the candidate :

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

(b) I am aware that if this declaration made by me is found to be wrong, I would be considered unfit for the appointment and if it is found after the appointment, I would be liable to dismissal from the service.

Has not been / has been subject to any disciplinary action

16.2 If selected to the post applied for, this officer can be / cannot be released from the post he holds at present.

(c) The cash receipt obtained for the payment of ..... has been pasted in relevant cage.

\_\_\_\_\_,  
Signature of the Head of the department  
official stamp.

(d) Further, I declare that I agree to comply with the rules and regulations laid down by the Surveyor General in respect of the examination.

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

(e) I shall not subsequently change any of the particulars mention here.

#### SCHEDULE 01

This Schedule is relevant to the administrative districts to which address belongs on No.7.1 of the application.

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

Town/District Name

Town/ District No.

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

#### 15. Certification of signature of the Applicant :

I certify that Mr./Mrs./Miss..... who is submitting the application is personally known to me and that he/she placed his /her signature under the section 13, in my presence.

\_\_\_\_\_,  
Signature of attester.

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

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

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

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

(By affixing the official seal)

i. Colombo	01
ii. Gampaha	02
iii. Kaluthara	03
iv. Kandy	04
v. Matale	05
vi. Nuwara Eliya	06
vii. Galle	07
viii. Matara	08
ix. Hambanthota	09
x. Kurunagala	10
xi. Puttalam	11
xii. Anuradapura	12
xiii. Polonnaruwa	13
xiv. Badulla	14
xv. Monaragala	15
xvi. Rathnapura	16
xvii. Kegalle	17
xviii. Ampara	18
xix. Batticaloa	19
xx. Trincomalee	20
xxi. Jaffna	21
xxii. Vavuniya	22

#### 16. Recommendation of the Head of the Department (Only for the applicant who are in public / provincial public service).

16.1 According to the personal file of the officer, during the five years immediately prior to the closing date of application

Work, Behavior, Attendance satisfactory / Unsatisfactory

All salary increments have been earned /have not been earned

05-960