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EXTRAORDINARY

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PART IV (A) — PROVINCIAL COUNCILS

Provincial Councils Notifications

WESTERN PROVINCE PROVINCIAL COUNCIL

Proclamations made by the Hon. Governor

RULES MADE UNDER SECTION 32(3) OF THE PROVINCIAL COUNCILS ACT No. 42 OF 1987

BY virtue of the powers vested in me under Section 32 (3) of the Provincial Councils Act No. 42 of 1987, I, Roshan Goonathilake, the Governor of Western Province do hereby announce that rules ordered by me under the title of Rules Pertaining to Examination Matters of the Western Provincial Council Public Service will be published subsequent to being included into the following Schedule.

ROSHAN GOONETHILEKE,
RWP and BAR VSV USP
PhD FIM (Sri Lanka) NDC, PSC,
Marshal of the Sri Lanka Air Force,
Governor,
Western Province.

At Governor's Office, Western Province,
Located in the Western Provincial Council Building,
Battaramulla,
On 08th day of November, 2023.



SCHEDULE

Rules Pertaining to Examination Matters of the Western Provincial Public Service

1. These rules are enacted to determine the procedures to be followed in conducting all examinations conducted from time to time by the Western Provincial Public Service Commission (hereinafter referred to as the "Commission"), including the examinations conducted in connection with the recruitment to the posts of the Western Provincial Public Service and the Efficiency Bar examinations conducted from time to time in relation to the persons so recruited.
2. These rules shall be cited as Rules Pertaining to Examination Matters of the Western Provincial Public Service.
3. Recruitments related to the Western Provincial Public Service and the Efficiency Bar examinations as described under the recruitment procedures related to said recruitments and other examinations conducted by the Commission shall be conducted under the Examination Unit functioning under the general administration of a Senior Assistant Secretary (hereinafter referred to as "Senior Assistant Secretary") of the Commission with direct supervision by the Secretary of the Western Provincial Public Service Commission (hereinafter referred to as the "Secretary").
4. For each year, the Annual Examination Plan regarding the conduct of examinations under the recruitment procedures related to the posts of the Western Provincial Public Service shall be prepared and approved by the Commission and published by the Secretary as decided by the Commission.
5. The Commission may revise the Annual Examination Plan as required and each time a revision is made, that revision shall be announced in the same manner as it was announced previously.
6. The Senior Assistant Secretary shall make arrangements to conduct examinations as scheduled as per Sections (04) and (05) as possible in accordance with the time-table made public.
7. Any examination related to recruitment in the form of Limited Recruitment or Open Recruitment relating to the posts of the Western Provincial Public Service shall be considered as an examination outside the annual examination schedule.
8. No person except a candidate who is in possession of a valid admission card and a valid identity card for appearing in the examination shall be allowed to enter the examination hall or the premises and the candidate shall verify his identity in the prescribed manner in order to enter to the examination hall.
9. Every candidate shall conduct himself in such a way as not to disturb or hinder the invigilator, his staff and other candidates. No candidate shall act in such a manner as to damage or misuse the property of the examination hall or premises.
10. No candidate shall be admitted to the examination hall or premises after 30 minutes from the commencement of the examination and no candidate will be allowed to leave the examination hall premises until the examination is over. This shall also apply to practical and oral tests.
11. No candidate shall sit in any seat in the examination hall other than in the seat bearing his examination number and shall not change the relevant place without the special permission of the Invigilator.
12. Every candidate shall remain completely silent in the examination hall, premises and inside the examination hall or premises, they shall not talk or exchange messages or otherwise deal with anyone for any reason other than the examination staff.
13. A candidate shall clearly write the examination number in the relevant space of the answer sheet. He shall not write his name on the answer sheet or apply any mark or note which may lead to special identification of the answer sheet or write any indecent or irrelevant matter or attach currency notes or irrelevant things with the answer sheet.

14. A candidate shall not write or mark any paper or anything else on the question paper except on the answer papers provided by the invigilator in the examination hall.
15. A candidate shall not tear, crush or throw the answer papers provided to him and all the papers used for notes should be cut with a cross line and attached to the answer sheet or handed over with the answer sheets at the end of the examination or should be dealt with as per the instructions given by the invigilator. A candidate should not take papers or other materials provided for writing answers in the examination outside the examination hall.
16. In writing answers, in an instance where a candidate has written two or more answers for any question, unless one answer has been left by crossing off other answers as to be seen clearly, it shall not be deemed as a valid answer provided to the relevant question.
17. No candidate, while in the examination hall shall;
 - (i) Keep in possession any book, a note book or note-writing paper or an electronic device, except the papers provided to the candidate to write answers;
 - (ii) Obtain assistance from an outside party or provide information to others or social media through the use of mobile phones, electronic communication equipment, devices or other means;
 - (iii) Keep in possession an unauthorized material or device as determined by the invigilator.
18. No candidate shall;
 - (i) Obtain assistance to write answers by copying from the scripts of another candidate or from a note or a book or from a sign or in any other means;
 - (ii) Assist another candidate to write answers by giving the opportunity to copy from his script or note or in any other means or to obtain assistance from the examination staff.
19. After the commencement of the examination, no candidate is allowed to leave the examination hall or allotted seat even for a short period of time without the special permission of the supervisor. However, in case of an emergency if a candidate leaves the examination hall with the special permission of the supervisor the candidate will be under the surveillance of the examination staff and before leaving and re- entering the examination hall the candidate shall undergo a search.
20. No candidate shall be permitted to sit for the examination under a defaced or altered identity card or admission card and every person appearing for an examination under a forged or defaced or altered identity card shall be reported to the Senior Assistant Secretary for criminal investigation.
21. Every candidate who is appearing for the examination;
 - (i) Shall have his signature attested on the admission card by an authorized person signed with official seal.
 - (ii) should enter to the examination hall at least 30 minutes before the commencement of the examination.
 - (iii) Before sitting for each question paper which the candidate is required to answer, he should verify his identity with his national identity card or any acceptable form of identity.
 - (iv) Every candidate should keep his ears clearly visible to ensure that he is not using communication devices such as Bluetooth.

- (v) Papers provided to write answers should be used but other equipment required to write answers should be brought along.
 - (vi) The candidate should enter his index number on each paper before writing the answers. Answers should be written clearly and cleanly on both sides of the paper. There should be at least one line of space between the answers in each part of a question. Answers to each question should start on a new page.
 - (vii) Numbers relevant to the questions should be entered in the left side column of the answer sheet and nothing should be written on the column in the right side which is for the use of the examiner.
 - (viii) Instructions provided at the beginning of the question paper with regard to the compulsory questions and optional questions should be read carefully. After having finished answering, the papers should be attached tightly to the top left corner with the piece of thread provided with. Before submitting the answer sheets, the candidate should ensure that all the answer papers have been attached.
 - (ix) Every candidate should handover the answer papers to the invigilator or an officer of his staff and he should remain in the seat until the answer sheets are collected.
 - (x) During the examination, if it is necessary to draw the attention of the supervisor with regard to any matter, the candidate should tap the table twice so as not to disturb the others.
22. Questions to be applied to the question papers relevant to every examination conducted by the Commission should be kept safe by the Commission in a Question Paper Bank, maintained for the purpose of compilation of examination papers.
 23. Preparation of questions for the Question Paper Bank should be done by a panel of experts appointed by the Commission from time to time in respect of each subject. Preparation of questions for the question papers related to every examination conducted by the Commission should be prepared by getting a sample from the Question Paper Bank and necessary measures in identifying the questions for that purpose should be made under the direct supervision of the Secretary to the Commission.
 24. The Commission shall from time to time order criteria and relevant provisions and terms that should be applicable in maintaining confidentiality in relation to all the matters incidental thereto including entering questions to the Question Paper Bank, prepare the question paper based on the questions entered, selection of questions for the question papers and printing question papers and the Secretary to the Commission and the staff affiliated to it shall jointly and separately be responsible for carrying out the relevant functions in accordance with the said rules.
 25. It is lawful for the Commission to order from time to time criteria to be followed in relation to every matter related to the retention of answer sheets, marking answer sheets, issuance of results, and maintenance of results in relation to all the examinations conducted by the Commission, subjected to the provisions mentioned in these rules.
 26. The results of all the examinations held by or on behalf of the Commission shall be entered in the website of the Commission after having been approved by the Commission and all the candidates should be informed.
 27. In the evaluation of the answer sheets in connection with an examination conducted, an expert panel with subject knowledge related to the respective subjects should be employed and the evaluation of the answer sheets should be done in accordance with the relevant marking system and the specific place or places for the examination should be maintained as decided by the commission.
 28. The results of an examination conducted by the Commission or a competitive examination conducted by the Examination Department on behalf of the Commission shall not be published or released or made known to any external party until approved by the Commission.

29. In preparing the questions for the examination, the method of giving marks to the answers should be prepared by the question preparer himself and should be prepared and submitted with the relevant question papers.
30. For every examination conducted by the commission, the Senior Assistant Secretary should randomly identify the task force to be appointed for it and the criteria that should be relevant for them should be determined by the commission.
31. On the basis of the results of a competitive examination conducted by the Commission or on behalf of the Commission, the qualifications of the qualified persons shall be called in the order of the result list.
32. When it is announced that a specific number of vacancies will be recruited through a competitive examination, the recruitment under the relevant competitive examination should be for the number of vacancies announced only.
33. Even though the dates for each examination conducted by the Commission have been fixed, if the examination cannot be held on the scheduled date due to unforeseen circumstances, in that regard, it is lawful to set a new date or to cancel the relevant examination and decide to hold another examination for it as determined by the Chairman or Secretary of the Commission.
34. If any candidate takes any action that violates these rules, it is legal to take one or more of the following actions as decided by the Commission.
 - (i) When it has been decided that a criminal investigation should be carried out in relation to a course of action, reporting to the relevant statutory authority to deal with it;
 - (ii) Reporting to the disciplinary authority to take disciplinary action against an officer currently in the Western Provincial Public Service;
 - (iii) Suspension of release of results related to the examination;
 - (iv) Prohibition from appearing in the relevant examination or specific paper;
 - (iv) Issue a decision that the candidate is ineligible for a Provincial Council Public Service examination
35. A person who is dissatisfied with a decision taken by the Commission under the above section may appeal to the Governor of the Western Province and the decision of the Governor in that regard shall be final.
36. In case of any inconsistency between the Sinhala and Tamil Language texts of these rules, then the Sinhala Language text shall prevail.

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