

N.B.— Part I-III of the *Gazette* No. 1,765 of 29.06.2012 was not published.

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

අංක 1,766 - 2012 ජූලි 06 වැනි සිකුරාදා - 2012.07.06  
No. 1,766 – FRIDAY, JULY 06, 2012

(Published by Authority)

### PART I : SECTION (IIA) — ADVERTISING

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

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**Note.**— Nineteenth Amendment to the constitution Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of 08th June, 2012 ;

Sri Gunarathana International Foundation (Incorporation) Bill is published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of 08th June, 2012.

#### 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 27th July, 2012 should reach Government Press on or before 12.00 noon on 13th July, 2012.

**B. K. S. RAVINDRA,**  
(Acting) Government Printer.

Department of Govt. Printing,  
Colombo 08,  
23rd June, 2012.

### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

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

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

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

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

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

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

### 6. Definition of Salary for the purpose of Eligibility

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

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

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

**Rules and Instructions for Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department of Examinations,  
Pefawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars Births and Deaths

#### PUTTALAM DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 06th August, 2012.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla,  
14th June, 2012.

#### SCHEDULE

| <i>District</i> | <i>Divisional Secretariat<br/>Division</i> | <i>Division and Post for which<br/>Applications are called</i>      | <i>Address to which<br/>Applications should be sent</i>                                |
|-----------------|--|---|--|
| Puttalam        | Puttalam                                   | Post of Registrar of Birth and Deaths<br>for Puttalam Town Division | District Secretary/Additional Registrar<br>General, District Secretariat,<br>Puttalam. |

07-08

## Examinations, Results of Examinations &c.

### EXAMINATION FOR PROMOTION OF OFFICER IN CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE TO CLASS II OF THE SERVICE - 2011

THE closing date of application prescribed in the notification for "Examination for Promotion of Officer in Class III of Public Management Assistants" Service to Class II of the Service 2011", published in the *gazette* of No. 1,759 dated 18th May, 2012 of the Democratic Socialist Republic of Sri Lanka is revised as 22nd of October, 2012.

02. Accordingly, the date on which the qualifications prescribed in Para. 4.0 of the notification for should be fulfilled, is revised as 22nd of October, 2012.

03. Attention should be paid to the above revision when the applicant perfects Sub Para. 7.0(iii) of specimen application. Further, the respective Heads of the Departments should also pay their attention to the same when they perfect the attestation of the Head of the Department.

04. Other provisions set out in that *gazette* notification shall further remain effective.

B. P. P. S. ABEYGUNARATHNE,  
Director General of Combined Services,  
Ministry of Public Administration and  
Home Affairs.

Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07,  
18th of June, 2012.

07–189

## MINISTRY OF CHILD DEVELOPMENT AND WOMEN'S AFFAIRS

### First Efficiency Bar Examination – 2012 for Women Development Officers

FIRST Efficiency Bar Examination for Women Development Officers of Ministry of Child Development and Women's Affairs will be held in Colombo in October, 2012 by the Commissioner General of Examinations.

It is notified that the closing date for applications of this examination will be 03.08.2012 :

Examination Procedure : This Efficiency Bar Examination will consist of the following subjects.

|               |   |                                |
|---------------|---|--------------------------------|
| Subject No. 1 | : Financial Regulations/<br>Office Methods  | Time – 02 hours<br>Marks – 100 |
| Subject No. 2 | : Gender and Women's<br>Rights              | do                             |
| Subject No. 3 | : Sociology and<br>Psychological Counseling | do                             |

*Note :-*

- An officer is allowed to sit for all the subjects at one sitting or on different sittings separately.
- For a pass, 40% marks or above should be obtained from each paper.
- Each paper contains questions that are compulsory to be answered.

03. *Subjects :*

- 03.01 *Part A.* – Financial Regulations  
Public Management Structure in Sri Lanka  
Financial Control and Annual Estimates  
(Financial Regulations of the Government Volume I – excluding Paragraph X)

*Part B.* – Office Methods  
Regulations in the Establishment Code  
Office Management covers the following chapters of the Establishment Code.  
(I, II, IV, V, VII, IX, XII, XV, XXIII, XXVI, XXVII, XXX, XXXI, XXXII, XXXIII)

03.02 Gender and Women's Rights  
Treatment against women  
Gender in Sri Lanka Society  
Sri Lanka Women's Charter and Women's Rights.

03.03 Sociology and psychological counselling :  
- Rural Sociology  
- Urbanization in Sri Lanka  
- Rural Development  
- Basic characteristics and principles of psychological counseling  
- Woman and mental irregularities  
- Counseling movement and counseling opportunities in Sri Lanka.

04. A specimen application for this examination is published at the end of this notification.

The applicants should prepare their own applications in accordance with the specimen application. The application should be prepared including numbers 01 to 06 on the first page and the other parts on the second page of an A4 size paper. The application should be completed by the applicant in his/her own handwriting.

The applicant's designation and the place of work at the moment of applying for the examination are relevant to all the matters connected to the examination and the changes that occur after sending the applications will not be taken into consideration.

05. The applications should be sent through Department Heads (through Divisional Secretary if in Divisional Secretariats) under registered cover to reach the "Commissioner General of Examinations", Sri Lanka Examinations Department, Organizations and External Examinations Branch, Pelawatta, Battaramulla on or before 03.08.2012.

The name of the examination should be indicated in the top left hand corner of the envelope. Applications received after the closing date and applications that are incomplete will be rejected.

New entrants connected with official language policy can complete their applications in the official language or in Tamil/English languages in accordance with their medium of recruitment to service.

06. Immediately after the issuance of admission cards to the applicants, a press release in that regard will be released by the Examinations Department of Sri Lanka.

If any candidate does not receive the admission card even after 2 or 3 days from the notification, it should be informed to the Examinations Department of Sri Lanka. It would be advisable keep certified photocopies of the application and the receipt of payment, receipt of registration, a letter of appeal indicating a fax number for the admission card to be faxed if the applicant resides away from Colombo, when informing the Examinations Department.

1. Name of the Examination : \_\_\_\_\_.
2. Full name of the Applicant : \_\_\_\_\_.
3. Address : \_\_\_\_\_.
4. Post Office from where the application has been registered, its registration number and date : \_\_\_\_\_.

07. *Identity.* - Candidates need to prove their identity to the supervisor in the examination hall for each subject taken. Any of the following documents will be accepted for that purpose.

- (i) Valid National Identity Card issued by the Commissioner for Registration of Persons,
- (ii) Valid Passport.

Commissioner General of Examinations has the authority to reject or to cancel the candidature of an applicant who fails in submitting any documents above.

08. *Examination fees.* - According to the following basis, fees are charged from the applicants who sit for this examination.

| <i>Examination fees</i>                                  | <i>Rupees Cents</i> |
|--|---------------------|
| (a) No. examination fee for the first sitting            | - -                 |
| (b) For the complete examination after the first sitting | 400 0               |
| (c) For one subject                                      | 200 0               |

Examination fees should be paid to the Divisional Secretariat, to be credited to the Revenue Head 120-1-2-0-2401 of the Secretary to the Ministry of Child Development and Women's Affairs and the receipt obtained should be properly pasted in the allotted space. Keeping a photocopy of the receipt would be useful.

09. This examination is conducted by the Commissioner General of Examinations and the candidates are subject to the rules and regulations specified by the Commissioner with relevance to conducting the examination. If the said rules and regulations are violated by any candidate, he/she will be subject to a punishment imposed by the Commissioner General of Examinations.

10. Duty leave should be granted by the Heads of Departments/ Offices for the officers of their Departments/Offices who have been qualified to sit for the examination and who have been issued an admission card by the Commissioner General of Examinations, to sit for the examination.

11. If any matter is not included in these rules and regulations, such will be dealt with at the discretion of the Secretary to the Ministry of Child Development and Women's Affairs.

Secretary,  
Ministry of Child Development and  
Women's Affairs.

Ministry of Child Development and Women's Affairs,  
No. 175A, Nawala Road,  
Nugegoda,  
18th June, 2012.

### APPLICATION

(For office use only)

FIRST EFFICIENCY BAR EXAMINATION 2012 FOR WOMEN  
DEVELOPMENT OFFICERS OF THE MINISTRY OF CHILD DEVELOPMENT  
AND WOMEN'S AFFAIRS

Medium of Examination

Sinhala - 2  
Tamil - 3  
English - 4

(Write the relevant number in the box)

1. Name :
  - 1.1 Name with initials : \_\_\_\_\_.  
(Initials at the end in Block Capitals)  
(Eg.- SILVA, A. B.)
  - 1.2 Names denoted by initials : \_\_\_\_\_.  
(in Sinhala/Tamil)
  - 1.3 National Identity Card No. : \_\_\_\_\_.

2. Official Address : \_\_\_\_\_.  
(In Block Capitals)
  - 2.1 Official Address : \_\_\_\_\_.  
(in Sinhala/Tamil)
  - 2.2 Admission card should be addressed to : \_\_\_\_\_.  
(English Block capitals)
  - 2.3 Telephone Number : \_\_\_\_\_.

3. 3.1 Sex :
 

|        |   |   |  |
|--------|---|---|--|
| Female | - | 1 | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |
| Male   | - | 0 | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |

- 3.2 Civil Status :
 

|         |   |   |  |
|---------|---|---|--|
| Married | - | 1 | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |
| Single  | - | 2 | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |

- 3.3 Date of birth :

Year :  Month :  Date :

3.4 Age as at closing date (03.08.2012) :

Years :   Months :   Days :

4. Date of appointment for the post of Women Development Officer in the Ministry of Child Development and Women's Affairs : \_\_\_\_\_.  
(The date on which duties were assumed should be indicated).

5. Whether an old entrant or a new entrant to the prime objectives of Official Language Policy : \_\_\_\_\_.

6. Name of the Department (If it is a Divisional Secretariat, indicate its name) : \_\_\_\_\_.

7. Subjects and subject numbers applied for in accordance with paragraph 02 of the *Gazette* Notification :

| Subject | Subject No. |
|---------|-------------|
| 01.     |             |
| 02.     |             |
| 03.     |             |

8. Whether it is the first sitting ? : \_\_\_\_\_.

9. Details of the receipt of the payment of examination fees :

- (i) Divisional Secretariat to which the payment has been made : \_\_\_\_\_.
- (ii) Receipt number and date : \_\_\_\_\_.
- (iii) Date of payment : \_\_\_\_\_.

Attach the Receipt here  
(Keep a photocopy)

10. I do hereby declare that the above particulars are true and correct and I am entitled to sit for the examination in the above mentioned medium. I also declare that I am subject to the rules and regulations implemented by the Commissioner General of Examinations with relevance to conducting the examination and to the decisions taken with relevance to the issue of results.

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

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

**N. B.** – Applicant's signature should be placed in the presence of the Head of the Department or an officer who is authorized to sign for the Head of the Department.

*Certification of the Applicant's Signature*

I do hereby certify that Miss/Mrs. \_\_\_\_\_ who is an employee in my office and whom I personally know placed her signature in my presence on ..... 2012.

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

Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Address : \_\_\_\_\_.

*Certificate of the Head of Department*

I certify that,

- (i) I examined all the particulars furnished, they are accurate, relevant examination fees have been paid, the receipt has been attached, and
- (ii) The applicant is eligible to sit for the examination.

\_\_\_\_\_,  
Signature of Head of Department.  
(Official Stamp)

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

07-79

**EFFICIENCY BAR EXAMINATION AND THE  
WRITTEN TEST ON COMPUTER SKILLS FOR  
OFFICERS IN CLASS III OF PUBLIC MANAGEMENT  
ASSISTANTS' SERVICE – 2010(II) (2012)**

IT is hereby notified that an Efficiency Bar Examination and a Written Test on Computer Skills for officers in Class III of the Public Management Assistants' Service will be held by the Commissioner - General of Examinations, as per the relevant provisions of the approved Service Minutes, in the month of October, 2012.

2.0 Information on the eligibility of the candidates are furnished in Section Nos. 5 and 9 of the Public Management Assistants' Service Minute published in the *Government Extra Ordinary Gazette* No. 1,372/23 of 24.12.2004.

3.0 This examination for officers in Class III of Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullativu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The relevant towns and town numbers are given below. It will not be allowed to change the town applied for subsequently.

| <i>Town</i>  | <i>Town No.</i> |
|--------------|-----------------|
| Colombo      | 01              |
| Kandy        | 02              |
| Galle        | 03              |
| Matara       | 04              |
| Jaffna       | 05              |
| Mannar       | 06              |
| Mullaitivu   | 07              |
| Trincomalee  | 08              |
| Batticaloa   | 09              |
| Kurunegala   | 10              |
| Anuradhapura | 11              |
| Badulla      | 12              |
| Ratnapura    | 13              |
| Killinochchi | 14              |

A center without sufficient number of candidates will be cancelled and the relevant candidates will be directed to the next nearest centre available.

- 4.0 (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him.
- (ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

5.0 The application for this examination should be in the form of specimen appended to this notification. Applicants should prepare the applications themselves according to the specimen. Applications prepared thus should be sent by the registered post through the respective Heads of Departments to reach the "Commissioner - General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Pelawatte, Battaramulla" on or before 06th August, 2012. The name of the examination should be indicated in the top left hand corner of the envelope of the application. Applications received after the closing date will be rejected.

6.0 *Identity of the Candidates.*— Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, one of the following documents should be submitted to the supervisor :—

- (i) National Identity Card issued by the Department of Registration of Persons ;
- (ii) A valid passport.

The candidature of those who fail to produce any of the above mentioned documents might be cancelled at the discretion of the Commissioner General of Examinations.

7.0 *Applications.*— Applications should be prepared in a paper of A4 size in such a manner that Para. Nos. 1.0 to 5.0 appear on the first page. The application could be typewritten but should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised as not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing on the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

The candidates appearing for the examination for the 1st time need not pay examination fees. However, the examination fee of Rs. 400 for the whole examination and the examination fee of Rs. 200 for a single subject should be affixed for subsequent sittings. This examination fee can be paid to any District of Divisional Secretariat in the Island to be credited to revenue head 2003-02-13 of the Commissioner General of Examination and the receipt should be affixed firmly in the relevant cage. Further it is advisable to keep a photocopy of the receipt. Under any circumstances, the fees will not be refunded or transferred in respect of any other examination.

8.0 The Commissioner-General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. Issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations : *i. e.*— receipt of registration and in case of applicants outside Colombo, letter of request, furnishing a fax number to which the admission cards should be sent.

9.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations to enable them to appear for the examination. No travelling expenses will be paid.

10.0 This examination will be held in Sinhala, Tamil and English media. The officers may sit for this examination either in the language medium in which they sat for the entry examination to the service or in one of the official languages. Candidates who entered the service without a competitive examination may sit for the examination in their medium of education or in one of the official languages. The language medium of examination, mentioned originally in the application cannot be changed subsequently.



11.0 Officers may appear separately for each subject at different occasions at their discretion. However they should score at least 40% of the total marks for each subject, for a pass.

12.0 Commissioner-General of Examinations will release the results of the examination to the Director General of Combined Services and names of the successful candidates will be published in the *Gazette of the Democratic Socialist Republic of Sri Lanka*.

13.0 *Examination Procedure.*—Candidates should sit for a written examination that will consist of the following subjects :—

| <i>Subject</i>          | <i>Subject No.</i> | <i>Marks</i> | <i>Duration</i> |
|-------------------------|--------------------|--------------|-----------------|
| (i) Office systems      | 01                 | 100          | 01 hr.          |
| (ii) Accounting Systems | 02                 | 100          | 01 hr.          |
| (iii) Computer Test     | 03                 | 100          | 1 1/2 hrs.      |

13.1 *Office Systems (Subject No. 01) :*

Basic knowledge in office systems adopted in Government offices and the ability of practical application of the knowledge will be tested. Further, the candidates' ability of understanding official correspondence, ability of indicating observations/ideas precisely and clearly and the skill of drafting letters as per the instructions given will be tested. This paper will consist of two parts :—

*Part I* — Consists of questions that require short answers. Answers should be provided on the paper itself. Should answer all the questions. (25 marks) ;

*Part II* — A question paper of structured essay type. Should answer 03 out of 04 questions. (75 marks).

13.2 *Accounting Systems (Subject No. 02) :*

Candidates' knowledge in an understanding of basic accounting procedures adopted in Government offices and the purposes of books and records on financial control will be tested. Paper will consist of two parts :—

*Part I* — Consists of questions that require short answers. Should provide answers on the paper itself. Should answer all the questions. (25 marks) ;

*Part II* — A question paper of structured essay type. Should answer 03 out of 04 questions. (75 marks).

13.3 *Test on Computer Skills (Subject No. 03) :*

Objective of this test is to verify the candidate's skills on the following :—

Basic concepts of Information Technology  
Windows Operating System  
File Management

Word Processing

Basic skills, Screen Familiarization, Editing text Aligning Text, Fonts and Attributes, Indenting Paragraphs, change of Line Spacing, Tab settings, Finding and replacing text, Spelling and Grammar, Thesaurus.

Working with columns, Page setup  
Printing documents, Creating Tables, Sorting text  
File Management  
Mail Merging  
Working with macros

Spreadsheets

Basic Skills  
Formatting  
Editing  
Columns and ranges, Insertion and Deletion  
Sorting data  
Creating charts  
Printing  
@ Function  
Working with Macros, File Management

Databases

Introduction, Basic skills  
Databases - Creation and application  
Forms  
Linked forms, Popup forms, Dialog and message boxes  
Queries  
Sorting  
Reports  
Working with macros

Presentations/Graphics

Basic skills, editing, formatting  
Applying Designs, Inserting images, clip art and graphs  
Slide Transition and effects, Animations  
Using Presentation tools, Preparing Masters, Printing slides and notes

Internet

Introduction to Internet, World Wide Web, How to Navigate, Practical Internet

|        |   |   |
|--------|---|---|
| E-mail | Introduction, basic skills,<br>receiving mail, sending mail,<br>responding to mails<br>Working with attachements,<br>creating and using nicknames<br>Composing messages | and Vocational Education Commission, which are given<br>in Appendix I, will be exempted from the written test on<br>computer skills. Further, the officers who have obtained<br>the certificate of Computer Application Assistant (NVQ<br>Level 3) offered by the National Apprentice and Industrial<br>Training Authority are also exempted from the written<br>test on computer skills. |
|--------|---|---|

This paper consists of two parts.

*Part I.*— Consists of 40 questions of MCQ type that  
require short answers - Duration 45 minutes  
(40 marks) ;

*Part II.*— 05 semi structured questions - Duration 45  
minutes. (60 marks).

14.0 The decision of the Director General of Combined Services  
will be final in any matter not provided for in this notification.

B. P. P. S. ABEYGUNARATHNA,  
Director General of Combined Services,  
Ministry of Public Administration and  
Home Affairs.

*Note.*— As per Section 5:1:2 of Public Management Assistants' Service Minute, officers who possess computer driving licenses awarded by National Apprentice and Industrial Training Authority or an equivalent or a higher certificate issued by institutions recognized by Tertiary Education Ministry of Public Administration and Home Affairs, Independence Square, Colombo 07, 21st June, 2012.

#### APPENDIX I

The document of computer Certificates issued by institutions recognized by Tertiary Education and Vocational Education Commission.

| <i>Serial No.</i> | <i>Name of Institute</i>                           | <i>Address of Institute</i>  | <i>Course</i>                  |
|-------------------|--|--|--------------------------------|
| 1.                | Computer Training Center                           | No. 09, Dharmarama Mawatha, Colombo 06                                   | Computer Application Assistant |
| 2.                | Computer Training Center - NAITA                   | Negombo Road, Malkaduwwa, Kurunegala                                     | Computer Application Assistant |
| 3.                | Computer Training Center - NAITA                   | No. 525/2, Maithiripala Senanayaka Mawatha, Rathnayakepura, Anuradhapura | Computer Application Assistant |
| 4.                | Apprenticeship Training Institute                  | No. 581, Galle Road, Katubedda, Moratuwa                                 | Computer Application Assistant |
| 5.                | Computer Training Center - NAITA                   | Ratalankawatta, Mapalana, Kamburupitiya                                  | Computer Application Assistant |
| 6.                | Sri Saranankara Apprentice Training Centre - NAITA | Udawatta, Baddegama  | Computer Application Assistant |
| 7.                | Computer Training Center - NAITA                   | Mahaweli Economic Agency Building, Embilipitiya                          | Computer Application Assistant |
| 8.                | Computer Education Center                          | Divisional Secretariat Office, Anguruwatha, Madurawela                   | Computer Application Assistant |
| 9.                | Technical College                                  | Werallawatta, Yakkala, Gampaha   | Computer Application Assistant |
| 10.               | Yovun Nikethanaya                                  |  | Computer Application Assistant |
| 11.               | Vocational Training Centre                         | National Youth Services Council, Pallidura Road, Kaudana, Dehiwala       | Computer Application Assistant |
| 12.               | National Youth Services Council                    | No. 65, High Level Road, Maharagama                                      | Computer Application Assistant |
| 13.               | Don Bosco Vocational Training Centre               | Puttalam Road, Nochchiyagama   | Computer Application Assistant |
| 14.               | Institute of Professional Computer Systems         | No. 178A, Colombo Road, Ratnapura  | Computer Application Assistant |
| 15.               | Technology and Computer Training Institute         | No. 15, 1/1, Piyadasa Sirisena Mawatha, Maradana, Colombo 10             | Computer Application Assistant |
| 16.               | Cholankanda Youth Training Centre                  | Udahenthanna, S. P. O. 20506, Via Gampola                                | Computer Application Assistant |
| 17.               | Bishop Leo Technical Institute                     | USCOD Center, St. Bedes Home, Badulla                                    |                                |
| 18.               | SOS Children's Village of Sri Lanka                | Vocational Training Centre, Maduruketiya, Monaragala                     | Computer Application Assistant |
| 19.               | Beeta Com Multimedia and Computer Studies          | No. 20, Danovita Road, Meerigama   | Computer Application Assistant |

| Serial No. | Name of Institute                               | Address of Institute   | Course                         |
|------------|---|--|--------------------------------|
| 20.        | Don Bosco Technical Centre                      | No. 22, Don Bosco Mawatha, Ettukala, Negombo                   | Computer Application Assistant |
| 21.        | Rathanasela Nenasala Computer Centre            | Rathanasela Pirivena, Weegama, Rathmale, Ku/Itanawatta         | Computer Application Assistant |
| 22.        | Navoda Computer Education Institute             | No. 72, Devananda Road, Navinna, Maharagama                    | Computer Application Assistant |
| 23.        | N. K. I. Computer Training Institute            | Manahara Building Pituwala Road, Elpitiya                      | Computer Application Assistant |
| 24.        | Lanka Tech Computer                             | No. 2/52, Horana Road, Piliyandala                             | Computer Application Assistant |
| 25.        | M. D. P. Computer Training Institute            | No. 64/A/1, Station Road, Kadana                               | Computer Application Assistant |
| 26.        | Infornet Computer Systems                       | No. 143/1A, Ananda Senanayaka Complex, Katuwana Road, Homagama | Computer Application Assistant |
| 27.        | Informax Computer Technology                    | No. 52, Matale Road, Galewela                                  | Computer Application Assistant |
| 28.        | Advance Training Centre (ATC)                   | No. 02, Inginiyagala Road, Ampara                              | Computer Application Assistant |
| 29.        | Thondaman Vocational Training Centre            | Saumyamoorathi Thondaman Memorial Foundation Pool Bank, Hatton | Computer Application Assistant |
| 30.        | Sri Lanka Nippon Education and Cultural Center  | Mahindarama Road, Ethulkotte, Kotte                            | Computer Application Assistant |
| 31.        | Rural Vocational Training Centre                | Mudukatuwa, Marawila   | Computer Application Assistant |
| 32.        | District Vocational Training Centre             | Galigamuwa Town, Ballapana, Kegalle                            | Computer Application Assistant |
| 33.        | National Vocational Training Centre             | No. 354, Elvitigala Mawatha, Narahenpita, Colombo 05           | Computer Application Assistant |
| 34.        | District Vocational Training Centre             | Saragama Kurunegala  | Computer Application Assistant |
| 35.        | National Vocational Training Institute          | No. 100, Kandawala Road, Ratmalana                             | Computer Application Assistant |
| 36.        | Rural Vocational Training Centre, Weherahena    | Meeta Social Service Foundation, Weherahena, Matara            | Computer Application Assistant |
| 37.        | District Vocational Training Centre             | Wattha, Tissa Road, Wellawaya                                  | Computer Application Assistant |
| 38.        | Agonsu Training Center                          | Saranawattha, Nayamulla, Morawaka                              | Computer Application Assistant |
| 39.        | Special Vocational Training Centre              | Higher Computer Training Institute, Fort, Matara               | Computer Application Assistant |
| 40.        | Kubalgama Sunami Vocational Training Centre     | Sri Jinendramaya, Kubalgama, Weligama                          | Computer Application Assistant |
| 41.        | Lakviru Sevana Rural Vocational Training Centre | No. 48, Bodhirukkarama Mawatha, Wellawaththa, Colombo 06       | Computer Application Assistant |
| 42.        | National Vocational Training Institute          | Niyagama, Thalgaswala  | Computer Application Assistant |
| 43.        | District Vocational Training Centre             | Mirijjawila, Hambanthota                                       | Computer Application Assistant |
| 44.        | Rural Vocational Training Centre                | Erukalampidy, Nagavillu, Palavi                                | Computer Application Assistant |

### Specimen Form of Application

Language Medium of examination:

(For office use only)

Sinhala - 2  
Tamil - 3  
English - 4

EFFICIENCY BAR EXAMINATION AND THE WRITTEN TEST ON COMPUTER SKILLS FOR OFFICERS IN CLASS III OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2010(II) (2012)

(Indicate the relevant number in the cage).  
(This cannot be changed subsequently).

| Town | Town No. |
|------|----------|
| 1.   |          |
| 2.   |          |

(Indicate the name and the number of the town in which you intend to sit the examination according to your preference as per *Gazette Notification*)(This cannot be changed subsequently).

- 1.0 1.1 Name with initials :\_\_\_\_\_.  
(In English Block Capitals) Eg: SILVA, A.B.  
1.2 Name in full :\_\_\_\_\_.  
(In English Block Capitals)  
1.3 Name in full :\_\_\_\_\_.  
(In Sinhala / Tamil)

2.0 2.1 Name and address of the Office/Department/Institution : \_\_\_\_\_.  
(In Block Capitals).

2.2 Name and address of the Office/Department/Institution : \_\_\_\_\_.  
(In Sinhala/Tamil)

2.3 Address to which the admission card should be sent : \_\_\_\_\_.  
(In Block Capitals)

3.0 3.1 Sex :

Female - 1 ☐  
Male - 0 ☐

(Indicate the relevant number in the cage.).

3.2 Date of Birth :

Year :     Month :   Date :

3.3 N. I. C. No. :

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

4.0 Subject/s you are offering now (Refer Para. 13.0 of the Gazette Notification) :

| Index No. | Subject | Subject No. |
|-----------|---------|-------------|
| 01        |         |             |
| 02        |         |             |
| 03        |         |             |

5.0 Present Post :

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

5.2 Appointment letter number : \_\_\_\_\_.

6.0 6.1 Are you sitting the examination for the first time ? : \_\_\_\_\_.

6.2 If not, examination fees paid : \_\_\_\_\_.

6.3 District/Divisional Secretariat : \_\_\_\_\_.

6.4 Receipt Number : \_\_\_\_\_.

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

Please affix the receipt of examination fees paid of Rs. 400 for whole examination and Rs. 200 for only one subject. It is advisable to keep a photocopy of the receipt.

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above. The receipt affixed is to the value of Rs. .... I agree to abide by the rules and regulations of this examination imposed by the Commissioner-General of Examinations.

\_\_\_\_\_  
Signature of applicant.

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

*Note.* – Candidate should place his/her signature in the presence of his/her respective Head of Department or an officer assigned to sign on behalf of him.

#### ATTESTATION OF SIGNATURE

I certify that Mr./Mrs./Miss. .... who is an employee of my work station and who is personally known to me placed his/her signature in my presence on ..... and further stamps to the value of examination fee have been affixed.

\_\_\_\_\_  
Signature and official stamp of the person attesting.

Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Address : \_\_\_\_\_.  
Date : \_\_\_\_\_.

#### CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that,

- (i) The information furnished above were verified and ;
- (ii) The officer \*has/has not appeared for the examination previously ;
- (iii) The officer has appeared for the examination previously and \*he/she has affixed the receipt of the fees for the relevant examination ;
- (iv) \*He/She is eligible to appear for this examination.

\*(Delete inapplicable words)

\_\_\_\_\_  
Signature and official stamp of the Head of the Department.

Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Address : \_\_\_\_\_.  
Date : \_\_\_\_\_.

07-140

#### MINISTRY OF EDUCATION

#### Efficiency Bar Examination for Officers in Class 2 Grade II of Sri Lanka Teacher Educator's Service - 2012

THE Efficiency Bar Examination for Officers in Grade 2-II of Sri Lanka Teacher Educator's Service will be held in Colombo in October, 2012. The examination will be held in Sinhala, Tamil and English medium and the candidates will not be permitted to change the medium applied for on a later date.

2. The syllabus of this examination and other provisions have been published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka bearing No. 1,070/13 dated 11th March, 1999. This syllabus and other provisions are indicated below for the convenience of the applicants.

An officer may appear for this Efficiency Bar Examination for the prescribed subjects in one instance or in different instances.

(a) Syllabus :

| Subject No. | Subject  | Marks | Time        |
|-------------|--|-------|-------------|
| 01.         | General Management and Establishment Work. Regulations in the Government Establishment Code with special reference to Chapters I, II, III, IV, V, VII, VIII, IX, XII, XIII, XIV, XXIV, XXVIII, XXX and XXXI. | 100   | 1 1/2 hours |
| 02.         | Financial Regulations With special reference to Chapter I II, V, VIII, XII, and XIV in Part I of the Government Financial Regulations  | 100   | 1 1/2 hours |
| 03.         | Education Law Candidates knowledge expected relating to the following Ordinances and Acts of Parliament  | 100   | 2 hours     |
|             | (i) Education Act, No. 31 of 1939 and regulations framed there under,  |       |             |
|             | (ii) Assisted Schools and Training Colleges (Special Provisions) Act, No. 5 of 1960,   |       |             |
|             | (iii) Assisted Schools and Training Colleges (Supplementary Provisions) Act, No. 8 of 1961,  |       |             |
|             | (iv) Public, Examinations Act, No. 25 of 1968 amended by Public Examinations (Amendment) Act, No. 15 of 1976,  |       |             |
|             | (v) Assisted Schools (Special Provisions) Act, No. 65 of 1981,   |       |             |
|             | (vi) National Institute of Education Act, No. 28 of 1985,  |       |             |
|             | (vii) Colleges of Education Act, No. 30 of 1986,   |       |             |
|             | (viii) National Education Commission Act, No. 19 of 1991,  |       |             |
|             | (ix) National Authority on Teacher Education Act, No. 32 of 1997,  |       |             |
|             | (x) Constitution of Sri Lanka with special reference to the 13th Amendment and Chapter 3 on Fundamental rights,  |       |             |
|             | (xi) Enactments made by Provincial Councils relating to the Education.   |       |             |

P. S.– Applicants should obtain at least 40% marks for each subjects, for passing the Efficiency Bar Examination.

3. Language medium of the examination :

- Applicants may answer the papers in Official Language or in the National Language.
- Applicants may answer the papers in the Language Medium of the Competitive Examination they appeared for joining the Public Service. Those who joined Public Service without appearing for a competitive examination may answer the paper in the Language Medium of the Examination they were qualified to join the Public Service.

4. If it is revealed that any candidates had appeared for the examination in a medium he/she is not entitled to appeared, his/her candidature will be cancelled.

5. Application should be prepared in conformity with the following specimen form. Application should be prepared by including all items in the 1st page and the relevant information should be filled in applicant's own hand writing. Application which do not conform to the Specimen Application and those with incomplete information will be rejected without any intimation. It will be useful to her photocopy of the application with the applicant and the applicant should verify whether the completed application is in conformity with the specimen form given in the Examination notification as otherwise the application will be rejected. In preparing the application the name of the examination mentioned at the top of the application should be indicated in English in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil Application.

6. This examination is conducted by the Commissioner General of Examination and applicants are bound to abide by the rules and regulations imposed by him for conducting this examination.

7. Applications should be sent under registered post addressed to Commissioner General of Examination, Organization and Foreign Examination Branch, Department of Examination, Pelawatta, Battaramulla to reach him on or before 3rd August, 2012. Any application received after this date will be rejected. The words "Efficiency Bar Examination - Sri Lanka Teacher Educator's Service 2-II" should be written on the top left hand corner of the envelope enclosing the application.

8. Immediately after the issue of admission cards to the applicants the Commissioner General of Examinations will published a newspaper advertisement to that effect. In the event of any applicant not receiving his admission card even 2 or 3 days after the publication of the above advertisement, he should promptly inform the department of Examinations as indicated in the advertisement. It will be more useful if you forward your request to the Department of Examinations along with a certified copy of the application and the receipt for payment of fees kept with you and a fax number to send the admission cards when the address is outside Colombo.

9. Complaints from applicants who do not confirm to the requirements of paragraph No. 08 above will not be entertained.

10. Applicants should submit their admission card with the signature attested to the supervisor of the examination hall on the date of the examination.

11. It is the responsibility of the applicants to submit evidence to prove their identity at the examination hall and for this purpose any one of the following documents will be valid :

(i) National Identity Card issued by the Commissioner of the Department of Registration of Persons,

(ii) A Valid Passport.

12. The issue of an admission card to an applicant should not be treated as an acceptance that he/she has fulfilled the requirements to appear for the examination.

13. It has been decided to charge examination fees from the applicants who appear for this examination on the following basis :

(a) No fees will be charged from applicants appearing for the first time for the whole examination or for part of the examination.

(b) Fee for the whole examination                      Rs. 450  
Fee for one subject    Rs. 150

A margin of the receipt obtained for payment of the fee at any Divisional Secretary's offices in the Island to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations should be firmly affixed at the place provided for same in the application (Retaining a photocopy of the receipt with the applicant will be useful).

S. M. GOTABAYA JAYARATHNE,  
Secretary,  
Ministry of Education.

Ministry of Education,  
Isurupaya,  
Battaramulla,  
June, 2012.

#### APPLICATION

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 2 GRADE II OF  
SRI LANKA TEACHER EDUCATOR'S SERVICE - 2012

Applications should be forwarded through Head of Institution by registered post to Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, Pelawatta, Battaramulla.

(Name of the examination should be indicated on the top left hand corner of the envelope)

Language medium of the examination :      Sinhala      - 2  
   Tamil      - 3  
   English      - 4

(Relevant Number to be written in the cage)

1. (a) Name with initials at end :\_\_\_\_\_.  
(In English Capital Letters) Ex.- SILVA, A. B.  
(b) Names denoted by initials :\_\_\_\_\_.  
(In English Capital letters)

2. Date of birth :

Year :          Month :        Date :

3. (i) Designation :\_\_\_\_\_.  
(ii) Name and address of NCOE/TC/Teacher center at which the applicant is serving :\_\_\_\_\_.  
(Admission card will be sent to this address)

4. Private address (In English capital letters) :\_\_\_\_\_.

5. Please indicate clearly the subject number and subject appearing as indicated under (a) in para 2 of the Notice :

| Subject No. | Subject |
|-------------|---------|
|             |         |
|             |         |
|             |         |

6. Whether you have appeared for the complete examination or part of the examination earlier and so indicate the subject year appeared and the medium :

| Subject | Year | Medium | Index No. |
|---------|------|--------|-----------|
|         |      |        |           |
|         |      |        |           |
|         |      |        |           |

7. Examination fees paid :

Fix the receipt here after paying the examination fees.  
Keeping a photocopy with the applicant will be useful.

8. I hereby declare that the above information are true and correct and that I am entitled to sit this examination in the language medium indicated in para 03 of the *Gazette* Notification. I will abide by the rules and regulations imposed by Commissioner General of Examinations relating to conducting this examination.

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

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

Commissioner General of Examination,  
Sri Lanka Department of Examinations,

Forwarded,

01. I certify that this applicant is eligible to sit this examination and he/she is qualified to appear in the language medium indicated under para 03 of *Gazette* Notification.

02. I also certify that the applicant has paid the prescribed examination fees and that he has fixed the receipt.

\_\_\_\_\_,  
Signature of President NCOE/Head TC  
Signature and Designation.

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

**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE  
"GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA"  
EFFECTIVE AS FROM JANUARY 01, 2009**

*(Issued every Friday)*

1. All Notices and Advertisements are published at the risk of the Advertisers.
2. All Notices and Advertisements by Private Advertisers may be handed in or sent direct by post together with full payments to the **Government Printer, Department of Government Printing, Colombo 8.**
3. The office hours are from 8.30 a.m. to 4.15 p.m.
4. Cash transactions will be from 9.00 a.m. to 3.00 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements sent direct by post should be accompanied by Money Order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements.
6. To avoid errors and delay "copy" should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale of charges for Notices and Advertisements is as follows from January 01, 2009 :-**

|   |     |     |     | <i>Rs. cts.</i> |
|---|-----|-----|-----|-----------------|
| One inch or less                          | ... | ... | ... | 137 00          |
| Every addition inch or fraction thereof   | ... | ... | ... | 137 00          |
| One column or 1/2 page of <i>Gazette</i>  | ... | ... | ... | 1,300 00        |
| Two columns or one page of <i>Gazette</i> | ... | ... | ... | 2,600 00        |

*(All fractions of an inch will be charged for at the full inch rate.)*

11. The "Gazette of the Democratic Socialist Republic of Sri Lanka" is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.
12. All Notices and Advertisements should reach the **Government Printer, Department of Government Printing, Colombo 8,** as shown in Schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.
13. **REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 2009 :**

**\*Annual Subscription Rates and Postage**

|  | <b>Price</b>    | <b>Postage</b>  |
|--|-----------------|-----------------|
|  | <i>Rs. cts.</i> | <i>Rs. cts.</i> |
| Part I :   |                 |                 |
| Section I  | 2,080 00        | 3,120 00        |
| Section II (Advertising, Vacancies, Tenders, Examinations, etc.) | 1,300 00        | 3,120 00        |
| Section III  | 780 00          | 3,120 00        |
| Part I (Whole of 3 Sections together)                            | 4,160 00        | 6,240 00        |
| Part II  | 580 00          | 3,120 00        |
| Part III   | 405 00          | 3,120 00        |
| Part IV (Notices of Provincial Councils and Local Government)    | 890 00          | 2,400 00        |
| Part V   | 860 00          | 420 00          |
| Part VI  | 260 00          | 180 00          |
| Extraordinary Gazette  | 5,145 00        | 5,520 00        |

Subscription to the "Gazette of the Democratic Socialist Republic of Sri Lanka" are booked per periods of not less than 12 months so as to terminate at the end of a calendar year only.

**\* Rates for Single Copies (if available in stock)**

|   | <b>Price</b>    | <b>Postage</b>  |
|---|-----------------|-----------------|
|   | <i>Rs. cts.</i> | <i>Rs. cts.</i> |
| Part I :  |                 |                 |
| Section I   | 40 00           | 60 00           |
| Section II  | 25 00           | 60 00           |
| Section III   | 15 00           | 60 00           |
| Part I (Whole of 3 Sections together)                         | 80 00           | 120 00          |
| Part II   | 12 00           | 60 00           |
| Part III  | 12 00           | 60 00           |
| Part IV (Notices of Provincial Councils and Local Government) | 23 00           | 60 00           |
| Part V  | 123 00          | 60 00           |
| Part VI   | 87 00           | 60 00           |

**\*All remittances should be made in favour of the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05, who is responsible for booking subscriptions and for sale of single copies.**

### IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Press.

**The Government Printer does not accept payments of subscription for the Government Gazette.** Payments should be made direct to the Superintendent, Government Publications Bureau, No. 132, Maya Avenue, Kirulapone, Colombo 05.

*Note.*—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer and not by the Superintendent, Government Publications Bureau.

#### THE SCHEDULE

| <i>Month</i>     | <i>Date of Publication</i> |          |   | <i>Last Date and Time of<br/>Acceptance of Notices for<br/>Publication in the Gazette</i> |          |         |
|------------------|----------------------------|----------|---|---|----------|---------|
|                  | <b>2012</b>                |          |   |   |          |         |
| <b>JULY</b>      | 06.07.2012                 | Friday   | — | 22.06.2012  | Friday   | 12 noon |
|                  | 13.07.2012                 | Friday   | — | 29.06.2012  | Friday   | 12 noon |
|                  | 20.07.2012                 | Friday   | — | 06.07.2012  | Friday   | 12 noon |
|                  | 27.07.2012                 | Friday   | — | 13.07.2012  | Friday   | 12 noon |
| <b>AUGUST</b>    | 03.08.2012                 | Friday   | — | 20.07.2012  | Friday   | 12 noon |
|                  | 10.08.2012                 | Friday   | — | 27.07.2012  | Friday   | 12 noon |
|                  | 17.08.2012                 | Friday   | — | 03.08.2012  | Friday   | 12 noon |
|                  | 24.08.2012                 | Friday   | — | 10.08.2012  | Friday   | 12 noon |
|                  | 30.08.2012                 | Thursday | — | 17.08.2012  | Friday   | 12 noon |
| <b>SEPTEMBER</b> | 07.09.2012                 | Friday   | — | 24.08.2012  | Friday   | 12 noon |
|                  | 14.09.2012                 | Friday   | — | 30.08.2012  | Thursday | 12 noon |
|                  | 21.09.2012                 | Friday   | — | 07.09.2012  | Friday   | 12 noon |
|                  | 28.09.2012                 | Friday   | — | 14.09.2012  | Friday   | 12 noon |

**B. K. S. RAVINDRA,**  
(Acting) Government Printer.

Department of Govt. Printing,  
Colombo 08,  
23rd June, 2012.