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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,975 – 2016 ජූලි මස 08 වැනි සිකුරාදා – 2016.07.08
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PART I: SECTION (IIA) – GENERAL

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

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Note.— Janakaraliya Cultural Foundation (Incorporation) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of May 13, 2016.

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 29th July, 2016 should reach Government Press on or before 12.00 noon on 15th July, 2016.

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*.”

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

Department of Govt. Printing,
Colombo 08,
21st June, 2016.

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



1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

5:3 Any one 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 Registrars of Marriages, Births and Deaths

KANDY DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 08th of August, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
16th June, 2016.

THE SCHEDULE

<i>District</i>	<i>Divisional Secretariat</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kandy	Minipe	Post of Registrar of Marriages (Kandyan/General) in Ududumbara and Births and Deaths of Kandapahala North Division	District Secretary/Additional Registrar General, District Secretariat, Kandy.

07-397

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

PUTTALAM DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 08th of August, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
17th June, 2016.

THE 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>
Puttalam	Dankotuwa	Post of Registrar of Marriages (General) in Pitigal Korale South Division and Births and Deaths of Othara Palatha South Division	District Secretary/Additional Registrar General, District Secretariat, Puttalam.

07-276

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

TRINCOMALEE DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 01st of August, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
10th June, 2016.

THE 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>
Trincomalee	Morawewa	Post of Registrar of Births and Deaths of Morawewa North Division and Marriages (Kandyan and General) of Kattukulam Pattu West Division	District Secretary/Additional Registrar General, District Secretariat, Trincomalee

07-286

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Marriages, Births and Deaths

KALUTARA DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 08th of August, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
22nd June, 2016.

THE 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>
Kalutara	Beruwala	Post of Registrar of Marriages (General) in Kalutara and Panadura Totamuna Division and Births and Deaths of Moragalla Division	District Secretary/Additional Registrar General, District Secretariat, Kalutara

07-444

PUBLIC SERVICE COMMISSION

Number of Posts -01

Ministry of Megapolis and Western Development

OPEN RECRUITMENT TO THE POST OF LEGAL OFFICER (GRADE III OF EXECUTIVE SERVICE CATEGORY)

APPLICATIONS are called on the order of the Public Service Commission to fill 01 vacancy in the Post of Legal Officer, Grade III of Executive Officers Category, of the Ministry of Megapolis and Western Development from those who satisfy qualifications. Applications prepared in line with the specimen application given at the end of this notification, should be sent on or before the date mentioned below to reach "Secretary, Ministry of Megapolis and Western Development, 17th Floor, Suhurupaya, Battaramulla", by Registered Post. The words "Open Recruitment to the Post of Legal Officer of the Ministry of Megapolis and Western Development-2016" should be clearly indicated on the top left corner of the envelope. The name of the examination should be indicated in English language in Sinhala and Tamil applications in addition to Sinhala and Tamil languages.

(a) Closing date of the application is 29.07.2016.

Note: No complaint that an application has been lost or delayed in post shall be considered. The loss which may occur by delaying the applications till the last date, should be borne by the applicants themselves.

01. *Method of Recruitment.*— Recruitment shall be made from the applicants who have satisfied the qualifications furnished in the notification, on the results of a structured interview held by a board of interview appointed by the Public Service Commission. The structured interview shall be held on the marking scheme (mentioned under No. 06) approved by the Public Service Commission.

02. *Required Qualifications :-*

- (i) *Educational/Professional qualifications :-*
Shall have obtained a degree in Law from a University recognized by the Public Service Commission/shall have taken oaths at the Supreme Court as an Attorney-at-Law.
- (ii) *Experience:-*
Shall have obtained an active professional experience of three (03) years after taking oaths at the Supreme Court as an Attorney-at-Law.
- (iii) *Physical Fitness:-*
Every candidate should have the physical and mental capacity required to perform the duties of the post in any part of the Island.
- (iv) *Other qualifications:-*
 - * Shall be citizen of Sri Lanka.
 - * Applicants shall be of excellent moral character

* Shall have satisfied all the qualifications required for the recruitment in each and every way as at the closing date of the application.

03. Conditions of Engaging in Service and Service Conditions:-

- (i) This post is permanent and pensionable. Contribution shall be made to Widowers'/ Widows' and Orphans' Pension.
- (ii) The appointment is subjected to a probation period of 03 years. Within 3 years from the date of recruitment to Grade III of Legal Officer, the 1st Efficiency Bar mentioned in the recruitment Procedure shall be passed.
- (iii) As per Public Administration Circular No. 01/2014 and other consequent Circulars.
Officer shall obtain the proficiency in other official language within 05 years from the date of joining the post and officers who have joined the service in a language other than an official language shall obtain the proficiency in prescribed official language.
- (iv) Selected applicants are subjected to the Procedural Rules of the Public Service Commission, Establishments Code, Financial Regulations, Department Orders and Rules and the other Rules and Regulations issued by the Government from time to time.

04. *Age Limit.* – The applicants shall be not less than 21 years and not more than 45 years of age as at the closing date of the application.

05. *Salary Scale.* – This post is entitled to a monthly salary scale of Rs.47,615-10x1335-8x1630-17x2170-Rs.110,895/= (SL-I-2016 of Public Administration Circular No. 03/2016).

06. Following marking scheme shall be followed at the structured interview.

	<i>Subject</i>	<i>Maximum marks</i>	
01.	A dditional educational qualifications:	20	
	I. L.L.B. degree awarded by a University recognized by the University Grants Commission		
	For a First Class	20	
	For Second Class Upper Division	15	
	For a Second Class	10	
	II. For a First Class at the final year examination of the Law College	15	
	III. For a Second Class at the final year examination of the Law College		
	(Marks shall be allocated only for the highest qualification out of the degree or the final year examination of the Law College)10 marks		
02.	Additional professional qualification:	15	
	For a Post Graduate Diploma of not less than a year on the relevant filed or Post Graduate Diploma in Law offered by a recognized institution (05 marks for each Diploma)		
	For a Diploma course of not less than 06 months on the relevant filed offered by a recognized institution.(03 marks for each Diploma)		
	For a Certificate course of not less than 03 months on the relevant field offered by a recognized institution (02 marks for each course)		
03.	Additional Experience:	30	
	I. Experience as Attorney-at-law in Public Service or private sector (The experience gained as an Attorney-at-law in addition to the experience of 03 years, which is the basic qualification indicated in the notification of calling for applications, shall be considered here) (05 marks per year)		

	Subject	Maximum marks	
	(Additional experience shall be proved by a certificate obtained from a Judge or President's Counsel or an Attorney-at-Law who has completed a service period of not less than 20 years.		
04.	Knowledge on Computer Technology		15
	Shall have offered Information Technology as a main subject for a degree obtained from an institution recognized by the University Grants Commission.	15	
	For a Diploma course of not less than 01 year Technology of an institution recognized by the Government or not less than 1500 hours	10	
	For a Certificate course on Information Technology of an institution recognized by the Government 06 months/720 hours 03 months/360 hours	07 05	
05.	Language Proficiency	15	
	Degree in English medium/ Post Graduate Degree/LLB Degree/Post Graduate Course in Law. (All the relevant question papers shall have been answered in English medium)	15	
	For a Diploma course in English language of a University recognized by the University Grants Commission or an institution recognized by the Government(01 year or 1500 hours)	10	
	For a certificate course in English language of a University recognized by the University Grants Commission or an Institution recognized by the Government. 06 months/720 hours 03 months/360 hours	07 05	
06.	Skills proved at the interview		05
Total Marks:			100

07. *Identity of the Candidates.*– Only the applicants, who have submitted applications perfected in each and every way, shall be called for the interview. Certified copies of all certificates and the copies prepared properly should be submitted at the interview.

Any of the following documents shall be accepted to prove the identity.

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

08. *Submission of applications:*

- (a) Applications should be sent on or before 05.07.2016 to reach the following address. Applications received after the closing date shall be rejected.
Secretary,
Ministry of Megapolis and Western Development
17th Floor, Suhurupaya, Battaramulla
- (b) Specimen of the application that should be submitted is indicated at the end of this notification. Applicants shall prepare their applications on A4 paper with No.01 to 08 appear on the first page and No. 09 to 14 on page 02 and No. 15 to 15.2 on page 03. Further, applications shall be perfected by themselves.
- (c) "Application for the Post of Legal Officer" shall be indicated on the top left hand corner of the envelop enclosing the application.

- (d) Candidate's signature in the application form shall have been attested by a Principal of a Government School/ Justice of Peace/ Commissioner of Oaths/ Attorney-at-law/ Notary Public/ Commissioned Officer in the Armed Forces or an Officer holding a permanent post in public service who is receiving a monthly combined salary of Rs.27,871.
- (e) The officers who are serving in the public service or provincial public service at present shall submit their applications through the respective Head of the Department.
- (f) Applications that do not comply with the specimen application form shall be rejected. No. compliant that an application has been lost or delayed shall be accepted.

09. *Furnishing false information.*— If the information furnished by you in the application is found to be false or incorrect before recruitment, your candidature shall be cancelled. If such false or incorrect information is revealed after the recruitment action shall be taken dismiss from service subjected to relevant measures. Public Service commission shall reserve the right to fill or not fill the vacancies.

On the order of Public Service Commission,

Secretary,
Ministry of Megapolis and
Western Development.

SPECIMEN APPLICATION

RECRUITMENT TO THE POST OF LEGAL OFFICER WHICH IS
FALLEN VACANT AT THE MINISTRY OF MEGAPOLIS AND WESTERN
DEVELOPMENT

(For office use only)

01. Name with initials: (Mr/Mrs/Miss) : _____.
In Sinhala/ Tamil : _____.
English (In block capitals) : _____.
- 01.01 Names denoted by initials (In clear hand writing):
In Sinhala/ Tamil : _____.
English (In block capitals) : _____.
02. National Identity Card No. : _____.
03. Date of Birth :
Year : _____. Month : _____. Date : _____.
01.01. Age as the closing date:
Years : _____. Months : _____. Days : _____.
04. Sex (Male-M, Female-F) : ☐
05. Marital Status : _____.

06. Permanent address (In clear hand writing) :
(i) In Sinhala/Tamil : _____.
(ii) English (In block capitals) : _____.
07. Telephone Number:-
Fixed : _____.
Mobile: _____.
08. The highest qualification acquired for English language : _____.
09. Details on the degree obtained-
(i) University : _____.
(ii) Effective year of the degree : _____.
(iii) Degree obtained : _____.
(iv) Language medium : _____.
10. Date on which you have given oaths as an Attorney-at-law : _____.
11. Period of service as an Attorney-at-Law at the Supreme Court : _____.
12. Have you ever been changed by a court for any offence?
Yes/No
12.01. If yes, indicate the details : _____.
13. Certification of the applicant :

I, declare that all the particulars furnished by me in this application are true and accurate. I certify that I have not been dismissed from public service or sent on retirement as an alternative on sympathetic grounds or I have not been treated as having vacated the post. I am aware that if any particular contained herein is found to be false I am liable to disqualification before selection and dismissal from service without any compensation if the inaccuracy is detected after selection.

_____,
Signature of applicant.

Date : _____.

14. Attestation of the Applicant's Signature:

I hereby certify that who submits this application is know to me personally and that he/she placed his/her signature under Para. 13 above in my presence on

_____,
Signature of the attester.

Date : _____.
Name of the attester : _____.
Post : _____.
Address : _____.
(Place the Official Stamp)

15. Recommendation of the Head of Department: (Only for the applicants who are serving in Public /Provincial Public Service) :

recommend the application. A disciplinary inquiring has been/ has not been conducted against the officer. The officer has been/ has not been subjected to any disciplinary inquiry.

15.1. Work, conduct and attendance of the officer, during the five years immediately preceding the closing date of applications, are satisfactory according to the personal file. All the salary increments have been earned.

_____,
Signature and official stamps of
the Head of the Department.

15.2 This officer can be released/cannot be released from the present post, if he/ she is selected for the post applied. I hereby recommend/ do not Date :_____.
07-486

Examinations, Results of Examinations & c.

MINISTRY OF DISASTER MANAGEMENT

Open Competitive Examination to recruit persons to posts of Meteorology Observer /Communicator (Training Grade) of the Sri Lanka Technological Service of the Department of Meteorology-2016

1.0 APPLICATIONS are invited from qualified citizens of the Sri Lanka for the open competitive examination to recruit persons to the training grade of vacant posts in the Sri Lanka Technological Service of the Department of Meteorology.

1.1 Designation :Meteorology observer / Communicator

1.2 Nature of duty of the Post

- * Collecting meteorological data.
- * Maintaining meteorology equipment.
- * Providing meteorological data to outside institutions.
- * Including meteorological data in the web page.
- * Being vigilant about special meteorological data and reporting them.
- * Other duties assigned by the Head of Department.

2.0 Number of recruits and the data of recruitment will be decided by the appointing authority. Appointing authority reserves the right not to fill all or a certain number of vacancies.

3.0 Salary :

Table : No. 01

Grade	Salary Scale	Starting monthly salary
Training Grade	None	1 st Year Rs.15,924 per month 2nd year Rs.16,100 per month (In terms of the Provisions of the Schedule (V) of P.A.C. 03/2016)
Grade III	Monthly Rs.31,040-10 x 445 -11x660-10x730-10x 750 –Rs.57,550 (MN 3- 2016)	Rs.18,212 /- (In terms of the provisions of Shedule (II) of P.A.C. 03/2016)
Grade II	Monthly Rs.31,040 -10x 445 -11x660-10x730 -10 x 750-Rs.57,550 (Starting at Salary step 12) (MN 3-2016)	Rs.21,218 /- (In terms of the provisions of Shedule (II) of P.A.C. 03/2016)
Grade I	Monthly Rs.31,040 -10x 445 -11x660-10x730 -10x 750-Rs.57,550 (Starting at Salary step 23) (MN 3-2016)	Rs.25,532 /- (In terms of the provisions of Shedule (II) of P.A.C. 03/2016)
Special Grade	Monthly Rs.41,580 -11x 755- 18x1,030 – Rs.68,425 (MN 7-2016)	Rs.24,340 /- (In terms of the provisions of Shedule (II) of P.A.C. 03/2016)

4.0 *Service Conditions of the Post :*

- 4.1 The candidates who are recruited to the Training Grade will be recruited to the post of Meteorology Observer / communicator of Grade III of Sri Lanka Technological service upon passing the aptitude test they have to face after the two year period of training.
- 4.2 The post of Meteorology observer / communicator of Grade III of Sri Lanka Technological service is permanent and pensionable. This appointment is subject to a probation period of 3 years and the selected candidates should be prepared to serve in any part of the Island. Selected candidate should serve under the general conditions pertaining to recruitment to public service as specified at the beginning of the *Gazette Notification*, Sri Lanka Technological service minute and amendments made to it from time to time, procedural rules of the Public Service Commissions, Establishments Code, Finance regulations and other orders and regulations issued and to be issued by the government on public service.
- 4.3 Any officer who is recruited through a medium which is not an official language should pass the language proficiency test during the probation period. Failure to pass the test will result in the next salary increment being deferred.
- 4.4 The Officers should reach the language proficiency level relevant to their posts as specified in public Administration Circular 1/2014 within 05 years of being made permanent on the post.
- 4.5 The officers should achieve G.C.E. (Ordinary Level) level proficiency of English, the link language, before the expiration of 05 years in Grade III.
- 4.6 Selected candidates should enter into an agreement with the department to the effect that he/she will complete the two years training in full and serve in the department for five years after the two years training and also sign a bond with the attestation of two guarantors acceptable to the department stating that a valid sum of Rs.250,000 will be paid to the government of the Democratic Socialist Republic of Sri Lanka if he /she vacates the training after the date of commencement of training or fails to serve in the department during the period specified in the agreement.

4.7 Duty hours will not always be normal office hours and the officers will be required to work both day and night, Saturday and Sunday as well as on public holidays. They will also be required to work on roster basis.

4.8 Selected candidates should serve in any part of the Island.

5.0 *Qualifications :*

5.1 Basic qualifications.

- 5.2 (a) Should be a citizen of Sri Lanka,
- (b) Should be of excellent moral character,
- (c) No Person who is clergy in any sect of a religion is eligible to sit this examination,
- (d) Minimum age at the closing date of application should be 18 years and the maximum 30 years.

(Accordingly, only those who were born on or before 08.08.1998 and after 08.08.1986 are eligible to apply for this .)

5.3 *Educational Qualifications:*

- (a) Should have passed the G.C.E. (Ordinary Level) Examination in six (06) subjects with credit passes for Sinhala /Tamil / English, Science, Mathematics and one more subject at one sitting.
- (b) Should have passed the G.C.E.(Advanced Level) Examination in 3 subjects at once.

Subject combination should be as follows:

- (1) Physics, Pure Mathematics , and Applied Mathematics
- (2) With Physics
 - (i) Either Pure Mathematics/Applied / Combined Mathematics
 - (ii) Chemistry /or Agriculture /Information Technology /Computer Science

5.4 *Physical Qualifications :*

Each candidate should be of sound physical and mental fitness to serve in any part of Sri Lanka and discharge the duties of the post. If found unfit at the medical examinations conducted after recruitment, he /she will be considered unsuitable for the post.

Note : It is compulsory for each candidate to have completed the qualifications relevant to the post on or before the closing date of applications.

6.0 *Examination Procedure.*– Examination is a written test comprising of two subjects. This examination will be conducted in Sinhala, Tamil and English and candidates will not be allowed to change the medium later.

	<i>Total Marks</i>	<i>Percentage of marks required to Pass</i>	<i>Time</i>
(i) Intelligence Quotient (IQ) test	100	40%	1 hours
(ii) Technical paper related to the subject	100	40%	2 hours

7.0 *Syllabus :*

1. IQ Test

This paper which consists of 50 questions of multiple choice and short answer type seeks to judge the logical thinking, analytical skills and the rationality of the candidate. All questions should to be answered.

2. Technical paper related to the subject.

This paper consists of questions of physics up to G.C.E. (Advanced Level) and questions that check the knowledge of mechanics, units and measures, qualities of matters, shocks and waves, Heat and Electricity. All questions should be answered.

8.0 *Selection Procedure :*

- 8.1 Out of the candidates who have scored the highest marks at the written test, the number of candidates commensurate with the number of vacancies to be filled, will be recruited on the basis of merit of results.

(Those candidates who fail to confirm basic qualifications at the interview will not be recruited despite having reached the required level of achievement.)

9.0 *Recruitment.*– Candidates who are selected to the Training Grade will be appointed to Grade III of Sri Lanka Technological Service upon passing the test conducted at the conclusion of the two year training.

10.0 Preparation of Applications :

- 10.1 Applications should be prepared in the medium one wishes to sit the test.

- 10.2 The name of the examination in the applications forwarded in Sinhala and Tamil, should be mentioned in English as well.

- 10.3 Applications should be prepared by making use of both sides of 21 x 29 cm (A4) Paper as the model application form given at the end of this notification. The application should be prepared in such a way that head numbers 1- 4 (a) appear in page 1, numbers 05.0 - 09.3 appear in page 2, numbers 10.0 -15 appear in page 3 and numbers 16.0 – 17.3 appear in page 4.

11.0 *Filling the Applications:*

- 11.1 Application should be filled with the handwriting of the candidate.

- 11.2 Applications should be filled accurately as no permission will be given to change the medium later.

- 11.3 No Permission will be given to change the examination center later. However, when there is not a sufficient number of candidates at a particular center, such centre will be cancelled and the candidates will be referred to the closest other centre. Further, when a sufficient number of candidates from all or most of the cities where examinations centres are proposed to be set up, have not applied, the commissioner General of Examinations will make arrangements for the examination to be conducted only in Colombo.

- 11.4 Examination fees should be paid and the receipt pasted at the relevant place.

- 11.5 Candidate's signature should have been certified in the application and in the admission card. A candidate applying through an institution should have his signature certified by the Head of the institution or an officer authorized by him and other candidates should have their signatures certified by a Principal of a Government School, the Grama Niladhari of the Division, a Justice of the Peace, a Commissioner of Oaths, an Attorney at – Law, Public Notary, a Commissioned Officer of the Three Forces or a permanent Staff Grade Officer of the Public or Provincial Public Service drawing a consolidated annual salary of Rs.240,360/- or more.

11.6 Provision of false information.

If it is found that a candidate does not possess qualification to sit this examination or discovered that a certain fact has been furnished knowingly that it is false or an important fact has been deliberately concealed his / her candidature will be cancelled while or after the examination and if such a thing is found after being recruited he / she will be dismissed.

12.0 Forwarding applications :

12.1 Completed applications should be sent to the following addresss on or before 08.08.2016.

12.2 Forwarding applications :

Commissioner General of Examinations,
Department of Examinations
P.O.Box 1503
Colombo.

12.3 Candidates who are already in the public service should send their applications through the respective Head of Department and the candidates who are employed in public Corporations, local government bodies etc. should send their applications through their respective heads of institutions before the due date.

12.4 On the top left hand corner of the envelope "Recruitment to posts in the Technological Service – Department of Meteorology " should be clearly stated.

12.5 It would be useful to keep the photocopies of the completed application form and the receipt of payment of fees.

13.0 Accepting Application forms and issuing of Admission cards.

13.1 Applications, which do not confirm to the proper format, for which examination fees have not been paid on time and which have not been properly completed will be rejected without notice. Candidates have to bear the loss of not completing the applications properly. It would be useful to keep a photocopy of the application form. The candidate should ensure that the completed application form conform to the format given in the examination notification. Application which do not conform to the given format may get rejected.

13.2 Receipt of applications will not be notified. No complaint in regard to applications being lost through mail will be entertained.

13.3 Commissioner General of Examinations will issue admission cards to candidates who are within the age limit specified in this notification and have paid the examination fees on or before the closing date of applications and sent the applications with the receipt of such payment attached to the duly completed application forms. Issuing an admission card to sit this competitive examination will not be considered as an acceptance that the candidate has qualified to sit the examination to take up the post. If, at the interview conducted to check whether the candidate has the required qualifications in terms of the *Gazette Notification*, it is found that he / she does not possess the qualifications his/ her candidature will be cancelled.

13.4 Immediately after the admission cards have been issued, the Department of Examinations of Sri Lanka will publish notice in newspapers to that effect. If a candidate has not received the admission card after 2 or 3 days of the said notice, it should be notified to the Department of Examinations as mentioned in the notice. It is prudent to inquire the Department of Examinations with the photocopies of the application form, receipt of the payment of Examination fees and the receipt of the registration of the application along-with your full name, address, National Identity card Number and the name of the examination written clearly. If you are a candidate living away from Colombo, you can send a fax to the Department of Examinations with all the above information and your Fax Number to obtain a copy of your admission card to sit the examination.

14.0 Examination Fees :

14.1 Examination fees is Rs. 750 this fees must be paid in cash at any post office/ sub post office in the Island to be credited to the government revenue through the revenue head 2003.02.13 of the commissioner general of examinations and the receipt received in the name of the candidate should be pasted in the relevant place of the application form. No money orders or stamps are accepted for examination fees. The examination fees paid will under no circumstance be refunded or exchanged for any other examination. It would be useful to keep a photocopy of the receipt.

15.0 *Sitting the Examination :*

15.1 Before the candidates sit the examination they have to get their signatures certified. At the examination centre, the admission card with the signature certified should be produced to the supervisor as you will not be allowed to sit the examination with that done. Further a candidate should sit the examination at a centre assigned to him.

15.2 Candidates are subject to the rules and regulations imposed by the commissioner General of Examinations in regard to conducting the examination. If a candidate violates those rules and regulations he/ she will be liable to a punishment imposed by the commissioner general of Examinations.

15.3 *Examination results :*
According to chapter 6.0 of the *Gazette Notification*, the results sheet of the Candidates who sat the examination and got qualified will be forwarded to the Director General of Meteorology. Results of all candidates who sat the examination will be sent to them personally or published in the website www.results.exams.gov.lk

16.0 *Identity of the candidates.*– At the examination centre, the candidate should prove his / her identity in a manner that the supervisor is satisfied, at every subject the candidate appears for.

The following documents will be accepted to prove one's identity.

- (1) Valid National identity card issued by the department of Registration of Persons.
- (2) Valid passport

17.0 If there is any matter that is not described in this notification, the Director General of Meteorology will decide on that. All candidates are bound to follow the general rules and regulations specified in this *Gazette Notification*.

18.0 If any mismatch or inconsistency occurs in Sinhala Tamil or English versions of this *Gazette Notification*, the Sinhala version will prevail.

LALITH CHANDRAPALA,
Director General of Meteorology,
Department of Meteorology.

Department of Meteorology,
Buddhaloka Mawatha,
Colombo 07,
08th July, 2016.

Schedule 01

Examination Centres and Centre Numbers

<i>Number</i>	<i>Centre</i>	<i>Centre Number</i>
01	Colombo	01
02	Kandy	02
03	Galle	03
04	Kurunegala	04
05	Anuradapura	05
06	Rathnapura	06
07	Badulla	07
08	Jafna	08
09	Vavuniya	09
10	Batticaloa	10

SPECIMEN APPLICATION

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF METEOROLOGICAL OBSERVERS/COMMUNICATORS (TO THE TRAINING GRADE) OF THE SRI LANKA TECHNOLOGICAL SERVICE OF THE DEPARTMENT OF METEOROLOGY -2016

* Medium of Examination
(Please state the relevant number in the box)

☐ Sinhala - 2
☐ Tamil - 3
☐ English - 4

* Examination Centre and Centre Number

<i>Preference</i>	<i>Examination Centre</i>	<i>Examination Centre Number</i>
1		
2		
3		

(Please refer to schedule 1 of the *Gazette Notification* and state the town and the relevant examination centre numbers in the order of your preference)

(Example : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

(Example : GUNAWARDHANA,H.M.S.K)

02. National Identity Card Number :

[illegible]

11

Female - 1

(Application will be posted to this address)

[illegible]

(f) Telephone Number : Fixed :_____.

Year :

--	--	--	--

Month :

--	--

Date :

--	--

Years :

--	--

Months :

--	--

Days :

•	
•	

□

Single - 2

(Please state the relevant number in the box)

Sinhala -1 , Tamil - 2, Other - 3

7

(Please state the relevant number in the box)

(a) G.C.E (Ordinary Level) Examination

Year :_____.

Index Number :_____.

Year :_____.

Index Number :_____.

[illegible][illegible]

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

Year : _____.

Index Number : _____.

Serial No.	Subject	Pass

09. Professional Qualifications / Technical qualifications :

9.1 Degree /Diploma : _____.

9.2 Institution which awarded the Degree / Diploma : _____.

9.3 Effective date of the Degree / Diploma certificate : _____.

10. Other Qualifications : _____.

11. Have you ever been found guilty of an offense at a court of law or is there any on-going judicial procedure against you ? Yes/No : _____.

11.1 If yes, Please state details : _____.

12. If the applicant is already employed in Public Service or Provincial Public Service, the designation and the name and address of the Department in which he/ she is currently employed : _____.

Name and Address : _____.

13. If the applicant has resigned from Public/Provincial Public Service, reason for such resignation : _____.

14. Payment of examination fees :

14.1 Name of the post office / sub post office to which examination fee was paid : _____.

14.2 Receipt No. : _____.

14.3 Date of Payment : _____.

Please paste the payment receipt here.
Please keep a photocopy of the receipt with you.

15. Attestation of the Applicant :

(a) I declare that information furnished by me in this application is true and accurate.

(b) I Understand that in the event the statement made by me is proven false,I shall become ineligible to be recruited to this position and that my employment shall be terminated if it is proven so after recruitment.

(c) Receipt for the payment of Rs. as examination fee has been attached as specified.

(d) I declare that I am bound by the rules and regulations that may be imposed by the Commissioner General of Examinations regarding the holding of the examination and the issuing of results.

(e) I will not change any information mentioned here by me.

Signature of the applicant.

Date : _____.

16. Certification of the signature of the applicant :

I certify that the applicant is personally known to me and that his/ her signature was placed under para.15 of the above document on before me.I further certify that the examination fee has been paid and the relevant receipt has been attached.

_____,
Signature of the certifier.

Date :_____.

Name of the certifier :_____.

Designation :_____.

Address :_____.

(Must be affirmed with the official stamp)

17. Recommendation of the Head of Department : (Applicable only to applicants employed in the public /provincial public service) :

17.1 I Certify that Mr. /Mrs./Miss whose details are mentioned above, is employed at in the capacity of with effect from

17.2 As per the personal file of the aforesaid officer,
His /Her performance/ conduct and attendance is satisfactory / not satisfactory.
He/She has earned / not earned all salary increments.
He /She has/has not been subjected to disciplinary action.
(If subjected to disciplinary action,please state details)

17.3 If selected for the post applied for , it is possible / not possible to release the officer from the position currently held by him/ her.

_____,
Signature of the Head of Department .
Official Stamp.

Date :_____.