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The Gazette of the Democratic Socialist Republic of Sri Lanka

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PART I : SECTION (IIA) — ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 02nd May, 2014 should reach Government Press on or before 12.00 noon on 17th April, 2014.

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

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

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

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

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



1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMISSIONER GENERAL OF EXAMINATIONS,
 Pelawatta, Battaramulla.

Posts – Vacant

SRI LANKA POLICE DEPARTMENT

Post of Woman Police Constable (Normal)

APPLICATIONS are invited from the Citizens of Sri Lanka for the Post of Woman Police Constable in the Sri Lanka Police Department.

2. Application forms duly perfected in accordance with the specimen form given below should be sent to Director/Recruitment, Recruiting Office, No. 375, Sri Sambuddathwa Jayanthi Mawatha, Colombo 06. The application should be sent by Registered Post to the above mentioned address to reach on or before 30.06.2014 and the post applied for should be marked on the top left hand corner of the envelope enclosing the application. Delayed applications will be rejected and no applications will be issued by Sri Lanka Police Department.

3. *Salary scale.* – Rs. 171,360 - 7 x 1,740 - 10 x 2,160 - 17 x 2,880 - Rs. 254,100.

In addition to the above salary scale, they will be paid following allowances :

	<i>Rs. cts.</i>
(a) <i>Arduous duty allowance</i>	2,000 0
(b) <i>Combined allowance :</i>	
(1) For performing of duties in North and East areas	10,500 0
(2) For performing duties in other areas	8,400 0
(a) Free transport facilities.	
(b) Free Medical facilities to officers (Financial assistance can be obtained for medical treatment even in a foreign country.).	
(c) All uniforms will be provided free of charge.	
(d) Facilities to improve skill and talents in sports.	
(e) Travelling expenses for duty and money will be granted as rewards for outstanding and arduous duties.	

04. *Required Basic Qualifications :*

- (a) *Age limit.* – The age should be between 18 and 28 years as at closing date as per the *Gazette* Notification.
- (b) *Educational qualifications.* – Shoul have passed 06 subjects in the G. C. E. (O/L) Examination at not more

than 2 sittings including Mathematics and Medium Language. Those who have passed on two occasions should have passed 5 subjects on the first occasion.

Note. – 01. According to the classification of subjects of the Department of Examinations, in calculating the Number of subjects passed at G. C. E. (O/L) passes in Science subjects Number 41 , 44 will be treated as one subject and both passes in Mathematics Number 42 and 45 will be treated as one subject.

Note. – 02. Failure in the Technical subjects at written test of G. C. E. (O/L) Examination will be considered as failure in the same subject although a pass has been obtained for the same subject in the Practical Test.

Note. – 03. Since optional subjects of Tamil, English and Sinhala have not been included in the stream of G. C. E. (O/L) syllabus passes in any of these subjects will not be computed as a pass in the G. C. E. (O/L) Examination.

(c) *Physical requirements :*

* Height 05 feet 02 inches (minimum).

Note. – Applicants who are slightly short of the physical requirements, but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided that they have skills in sports or have achieved best performance in sports at national level or they have earned reputation for Sri Lanka by participating in an international competition.

(d) *Visual requirement.* – Vision should not be less than 6/12 with each eye, if the vision is of 6/6 with one eye and 6/18 with the other eye it will be accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible.

(e) *Other qualifications :*

* Applicants should be unmarried. (Divorcees will be considered as married).

5. *Method of recruitment.* – Selected applicants will have to pass the Basic Qualification Test conducted by the Department of Police. Only those who have passed this test must also get through the physical fitness test or endurance test :

1,000 meters	05 minutes	14 seconds
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Those who are successful in the Physical test will be summoned for final interview. Those who score 40% or more will be summoned for the final written test.

* The Written Test consists of two question papers :-

* An essay paper not less than 500 words within 45 minutes.

* General Knowledge and Intelligence Paper - 1 Hour.

6. *Medical Examination.*— Applicant must be passed in the medical test before obtain her appointment. Medical Test is an only one part of the course of action, with regard to the recruitment process. Selection will be made among the applicants who have passed in the medical test, considering the number of existing vacancies and the position in the list pertaining to the merit and skill. Those who have failed in the medical test will be rejected.

7. *Background Inquiries :*

(a) In view of confirm the conduct of the applicant, inquiries will be made on the conduct of the applicant, close relations and friends. Applicants with bad conduct will not be recruited.

(b) Providing false information will make the applicant ineligible. If the false information is elicited after the appointment, the applicants will be dismissed from the service.

8. *Implementation of Official Language Policy :*

* As per the Public Administration Circular, No. 07/2007 dated 28.04.2007 issued by the Ministry of Public Administration and Home Affairs, all officers recruited to the Public/Provincial Public Service with effect from 01.07.2007 should acquire proficiency in the other official language within a period of 05 years in addition to the official language through which they enter the service.

* Officers recruited below the rank of an Assistant Superintendent of Police with effect from 01.07.2007 should pass the Language Test conducted by the Department of Official Language.

* The salary increments of the officers who do not acquire the specific proficiency in the second official language within a period of 05 years from the date of their appointments will be deferred until they obtain qualifications.

9. *Terms of Engagement.*— This post is permanent and pensionable. You are liable to contribute to the Widows'/Widowers' and Orphans' Pension Scheme.

10. *Conditions of Service :*

(a) This appointment is subjected to a three year recruit period.

(b) The selected applicants will be required to comply with any rules already made or may hereinafter be made to give effect to the official language policy.

(c) They will be subjected to the relevant provisions of the Establishments Code Volume I and II, Financial Regulations, Departmental Orders and any other orders that may be issued by the Inspector General of Police or by the Government from time to time.

(d) Prior to their confirmation, every officer will be required to pass the prescribed Departmental Examinations. Those who fail to pass the prescribed examinations or found to be unfit for Police duties will be liable for removal from the Police Service.

(e) Permission will not be granted to marry prior to being confirmed in the said rank without the permission of the Inspector General of Police. However, in terms of P. G. II No. 41 dated 28.02.1973 and I. G. P.'s Circular No. 1952/2006 of 19.10.2006 and Circular (Amended) dated 09.08.2007, it is possible to marry showing special reasons and with permission of Inspector General of Police.

(f) Applicants on being appointed and after the training should serve a recruit period of three years in the Police Department and if they wish to resign from service before their recruit period is over, they should sign an agreement of consent to the effect that they are willing to pay at the time of tendering their resignation, any amount which was incurred on the training and uniforms etc., together with any other prescribed payments. Director of Police Training College will decide it having calculated dues from the applicants. The acceptance of resignation should conform to the Section 4, Chapter V of Volume I of the Establishments Code, 1985.

(g) Immediately after Recruit Womens Police Constables have commenced their training at the Police Training College, they should take affirmation/oath to the effect that they comply with the Police Code of conduct in terms of the I. G. P.'s Circular No. 1693/2003.

(h) Immediately after Recruit Womens Police Constables have commenced their training at the Police Training College, subscribe the Oath of allegiance to a prestigious Public service, in terms of the I. G. P.'s Circular, No. 1804/2004.

(i) Recruit Womens Police Constables who have been confirmed in the post will have opportunities for

promotions in terms of the approved schemes of promotions of the Police Department.

(b) Name with initials :_____.

(c) Post applied for :_____.

11. (a) Attention is invited to the general conditions applicable to appointments to posts in the Public Service published at the beginning of the Section (IIA) of the Part I of this *Gazette*.

(b) Enlistment will be made in terms of Public Administration Circular, No. 15/90 dated 10.03.1990.

12. Applicants should annex copies of the following documents to their applications (originals must not be forwarded) :

(i) Birth certificate ;

(ii) Two recent testimonials of character (obtained from persons who are not related) ;

(iii) Certificate in support of educational qualifications ;

(iv) Certificate in support of sports with outstanding records or other extra curricular activities ;

(v) A photostat copy of the service experience (if available) ;

(vi) A photostat copy of the Identity Card.

13. (a) Applicants who are already in the Public Service must forward their applications through the Heads of their respective departments and they must be accompanied with a certificate stating that the officer can be released, if selected.

(b) Applicants must fill the required particulars in their own hand writing on paper 11" x 8" in size and post them together with the copies of certificates called for, to the address given in paragraph two and under no circumstances should applications be handed over personally to any officer in the Department.

14. Applications which do not conform to the requirements stipulated in this notification will be rejected and such applicants will not be notified.

Note.— No travelling or other expenses will be paid to applicants who are summoned for the test and interview.

Inspector General of Police.

SRI LANKA POLICE DEPARTMENT

POST OF WOMEN POLICE CONSTABLE (NORMAL)

SPECIMEN APPLICATION FORM

01. (a) Name in full (in block letters) :_____.
(As stated in the applicant's Birth Certificate)

02. National Identity Card No. :_____.
(Copy of the NIC should be attached)

03. Father's name in full :_____.

04. Place of birth of the applicant :_____.
Police station to which the place of birth belongs :_____.
Province :_____.

05. (a) Present address :_____.

(b) Police Station to which the present address belongs :
_____.

(c) Permanent Address :_____.

(d) Police station to which the permanent address belongs :
_____.

(e) The electorate to which the permanent address belongs :
_____.

(f) Grama Niladari's Division to which permanent address belongs :_____.
and Divisional Secretariat :_____.

(g) Telephone Number (Residence) :_____.
Mobile No. :_____.

06. (a) Nationality :_____.

(b) Whether you are a citizen by birth or registration :_____.
(If by registration, attach copies of certificate)

(c) If you are citizen by birth, state the place of birth :

(i) Applicant :_____.

(ii) Applicant's father :_____.

(iii) Applicant's paternal grandfather :_____.

(iv) Applicant's paternal great grandfather :_____.

07. Date of Birth :_____. (Copy of the birth certificate should be attached)

Age : (as at the closing date of application as stated in the *Gazette*) :

Years :_____ Months :_____ Days :_____.

08. Height : Feet :_____ Inches :_____.

09. Educational Qualifications (Copies of the certificates should be attached) :_____.

10. Additional Qualifications (Copies of the certificates should be attached) :_____.

11. Whether married or unmarried :_____.

12. (i) Present employment :_____.

(ii) Are you a member of any armed forces ? :_____.

13. Do you have any special skills and/or qualifications :_____.

SRI LANKA POLICE DEPARTMENT

14. Give names and addresses of two referees to inquire the applicant :

- (i) _____.
(ii) _____.

15. (a) Have you ever applied for a post in the Reserve Police Service or Regular Police Service ? (If so give reference) : _____.

(b) Have you served in the Regular Police Service or in the Sri Lanka Reserve Police before ? (If so under what circumstances did you leave the service ? Give details) : _____.

16. Are you a member of the Sri Lanka Police Reserve ? If so give date of appointment, Rank and number. Attach a copy of the appointment letter :_____.

17. (a) Are you serving in any armed service ? (If so your application must be submitted through the respective service Commander) :_____.

(b) Have you served in any of the Armed service ? (If so attach copy of your discharge certificate) :_____.

18. (a) Are you serving as a Volunteer in any of the Armed Service ?
(If so, your application must be submitted through the respective Service Commander) :_____.

(b) Have you served in any of the Volunteer Armed service ? :_____.
(If so attach copy of your discharge certificate)

19. Have you been involved in or concerned in or charged or arrested even on suspicion and or convicted of any offence ? (If so give details) :_____.

20. Have any of your relatives been involved or concerned in or charged or arrested even on suspicion and or convicted of any offence ? (If so give details) :_____.

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief. If the particulars furnished are found to be incorrect or fake, I am aware that I am liable for immediate termination of my service in the Police Department at any time even though I have been appointed to the post.

_____,
Signature of the applicant.

Date :_____.

04-283

Post of Woman Sub Inspector

APPLICATIONS are invited from the citizens of Sri Lanka for the Post of Woman Sub Inspector of Police in the Sri Lanka Police Department.

2. Application forms duly perfected in accordance with the specimen form given below should be sent to Director/Recruitment, Recruiting Office, No. 375, Sri Sambuddathwa Jayanthi Mawatha, Colombo 06. The application should be sent by Registered Post to the above mentioned address to reach on or before 30.06.2014 and the post applied for should be marked on the top left hand corner of the envelope enclosing the application. Delayed applications will be rejected and no applications will be issued by Sri Lanka Police Department.

3. *Salary scale.*— Rs. 190,200 - 7 x 2,160 - 2 x 2,880 - 8x3,840 - 17 x 4,500 - Rs. 318,300.

In addition to the above salary scale, they will be paid following allowances :

Rs. cts.

(a) *Arduous duty allowance* 2,000 0

(b) *Combined allowance* :

(1) For performing duties in North and East areas 12,000 0

(2) For performing duties in other areas 9,600 0

(c) *Other allowances* :

(1) Uniform cleaning allowance 250 0

(2) Civil cloth allowance 200 0

(a) Free transport facilities.

(b) Free Medical facilities to officers (Financial assistance can be obtained for medical treatment even in a foreign country.).

(c) All uniforms will be provided free of charge.

(d) Facilities to improve skill and talents in sports.

(e) Travelling expenses for duty and money will be granted as rewards for outstanding and arduous duties.

04. Required Basic Qualifications :

(a) *Age limits.*— The age should be between 18 and 28 years as at closing date as per the *Gazette* Notification. However Police officers who are presently serving in

Police Department are eligible to apply up to the age of 30 years as at closing date of applications.

(b) *Educational qualifications :*

- * Passed the G. C. E. (O/L) Examination in 06 subjects at one sitting with credit passes in 04 subjects in which 02 should be medium language and Mathematics ; *and*
- * Applicants should have passed 03 subjects at one sitting at the G. C. E. (A/L) Examination.

Note.– 01. According to the classification of subjects of the Department of Examinations, in calculating the Number of subjects passed at G. C. E. (O/L) passes in Science subjects Number 41 , 44 will be treated as one subject and both passes in Mathematics Number 42 and 45 will be treated as one subject.

Note.– 02. Failure in the Technical subjects at written test of G. C. E. (O/L) Examination will be considered as failure in the same subject although a pass has been obtained for the same subject in the Practical Test.

Note.– 03. Since optional subjects of Tamil, English and Sinhala have not been included in the stream of G. C. E. (O/L) syllabus passes in any of these subjects will not be computed as a pass in the G. C. E. (O/L) Examination.

(c) *Physical requirements :*

- * Height 05 feet 04 inches (minimum).

Note.– Applicants who are slightly short of the physical requirements, but fulfill the other stipulated qualifications will be eligible at the discretion of Inspector General of Police provided that they have skills in sports or have achieved best performance in sports at national level or they have earned reputation for Sri Lanka by participating in an international competition.

(d) *Visual requirement.*– Vision should not be less than 6/12 with each eye, if the vision is of 6/6 with one eye and 6/18 with the other eye it will be accepted. Colour vision should be normal. Applicants wearing spectacles or contact lenses will not be eligible.

(e) *Other qualifications.*– Applicants should be unmarried (Divorcees will be considered as married). Only this condition will not apply for those who have fulfilled the other qualifications and presently serving in the Police Department.

5. *Method of recruitment.*– Selected applicants will have to pass the Basic Qualification Test conducted by the Department of Police. Only those who have passed this test must also get through the physical fitness test or endurance test :

1,000 meters	05 minutes	14 seconds
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Those who are successful in the Physical test will be summoned for final interview. Those who score 40% or more will be summoned for the final written test.

* The Written Test consists of two question papers :–

- * An essay paper not less than 500 words within 45 minutes.

- * General Knowledge and Intelligence Paper - 1 Hour.

6. *Medical Examination.*– Applicant must be passed in the medical test before obtain her appointment. Medical Test is an only one part of the course of action, with regard to the recruitment process. Selection will be made among the applicants who have passed in the medical test, considering the number of existing vacancies and the position in the list pertaining to the merit and skill. Those who have failed in the medical test will be rejected.

7. *Background Inquiries :*

- (a) In view of confirm the conduct of the applicant, inquiries will be made about the conduct of the applicant, close relations and friends. Applicants with bad conduct will not be recruited.
- (b) Providing false information will make the applicant ineligible. If the false information is elicited after the appointment, the applicants will be dismissed from the service.

8. *Implementation of Official Language Policy :*

- * As per the Public Administration Circular, No. 07/2007 dated 28.04.2007 issued by the Ministry of Public Administration and Home Affairs, all officers recruited to the Public/Provincial Public Service with effect from 01.07.2007 should acquire proficiency in the other official language within a period of 05 years in addition to the official language through which they enter the service.
- * Officers recruited below the rank of an Assistant Superintendent of Police with effect from 01.07.2007 should pass the Language Test of secondary level conducted by the Department of Official Language.
- * The salary increments of the officers who do not acquire the specific proficiency in the second official language

within a period of 05 years from the date of their appointments will be deferred until they obtain qualifications.

9. *Terms of Engagement.*— This post is permanent and pensionable. You are liable to contribute to the Widows'/Widowers' and Orphans' Pension Scheme.

10. *Conditions of Service :*

- (a) This appointment is subjected to a three years probation period.
- (b) The selected applicants will be required to comply with any rules already made or may hereinafter be made to give effect to the official language policy.
- (c) They will be subjected to the relevant provisions of the Establishments Code Volume I and II, Financial Regulations, Departmental Orders and any other orders that may be issued by the Inspector General of Police or by the Government from time to time.
- (d) Prior to their confirmation, every officer will be required to pass the prescribed Departmental Examinations. Those who fail to pass the prescribed examinations or found to be unfit for Police duties will be liable for removal from the Police Service.
- (e) Permission will not be granted to marry prior to being confirmed in the said rank without the permission of the Inspector General of Police. However, in terms of P. G. II No. 41 dated 28.02.1973 and I. G. P.'s Circular No. 1952/2006 of 19.10.2006 and Circular (Amended) dated 09.08.2007, it is possible to marry showing special reasons and with permission of Inspector General of Police.
- (f) Applicants on being appointed and after the training should serve a probationary period of three years in the Police Department and if they wish to resign from service before their probation is over, they should sign an agreement of consent to the effect that they are willing to pay at the time of tendering their resignation, any amount which was incurred on the training and uniforms etc., together with any other prescribed payments. Director of Police Training College will decide it having calculated dues from the applicants. The acceptance of resignation should conform to the Section 4, Chapter V of Volume I of the Establishments Code, 1985.
- (g) Immediately after Probationary Woman Sub Inspectors have commenced their training at the Police Training College, they should take affirmation/oath to the effect that they comply with the Police Code of conduct in terms of the I. G. P.'s Circular No. 1693/2003.

(h) Immediately after Probationary Woman Sub Inspectors have commenced their training at the Police Training College, subscribe the Oath of allegiance to a prestigious Public Service, in terms of the I. G. P.'s Circular, No. 1804/2004.

(i) Probationary Sub Woman Inspectors who have been confirmed in the post will have opportunities for promotions in terms of the approved schemes of promotions of the Police Department.

11. (a) Attention is invited to the general conditions applicable to appointments to posts in the Public Service published at the beginning of the Section (IIA) of the Part I of this *Gazette*.

(b) Enlistment will be made in terms of Public Administration Circular, No. 15/90 dated 10.03.1990.

12. Applicants should annex copies of the following documents to their applications (Originals must not be forwarded) :

- (i) Birth Certificate ;
- (ii) Two recent testimonials of character (obtained from persons who are not related) ;
- (iii) Certificate in support of educational qualifications ;
- (iv) Certificate in support of sports with outstanding records or other extra curricular activities ;
- (v) A photostat copy of the service experience (if available) ;
- (vi) A photostat copy of the Identity Card.

13. (a) Applicants who are already in the Public Service must forward their applications through the Heads of their respective departments and they must be accompanied with a certificate stating that the officer can be released, if selected.

(b) Applicants must fill the required particulars in their own hand writing on paper 11" x 8" in size and post them together with the copies of certificates called for, to the address given in paragraph two and under no circumstances should applications be handed over personally to any officer in the Department.

14. Applications which do not conform to the requirements stipulated in this notification will be rejected and such applicants will not be notified.

Note.— No travelling or other expenses will be paid to applicants who are summoned for the test and interview.

N. K. ILLANGAKOON,
Inspector General of Police.

Police Headquarters,
Colombo 1.

SRI LANKA POLICE DEPARTMENT

POST OF (NORMAL) WOMEN SUB INSPECTOR

SPECIMEN APPLICATION FORM

01. (a) Name in full (in block letters) : _____.
(As stated in the applicant's Birth Certificate)
(b) Name with initials : _____.
(c) Post applied for : _____.
02. National Identity Card No. : _____.
(Copy of the NIC should be attached)
03. Father's name in full : _____.
04. Place of birth of the applicant : _____.
Police station to which the place of birth belongs : _____.
Province : _____.
05. (a) Present address : _____.
(b) Police Station to which the present address belongs : _____.
(c) Permanent Address : _____.
(d) Police Station to which the permanent address belongs : _____.
(e) The electorate to which the permanent address belongs : _____.
(f) Grama Niladari's Division to which permanent address belongs : _____.
and
Divisional Secretariat : _____.
(g) Telephone Number (Residence) : _____.
Mobile No. : _____.
06. (a) Nationality : _____.
(b) Whether you are a citizen by birth or registration : _____.
(If by registration, attach copies of certificate)
(c) If you are citizen by birth, state the place of birth :
(i) Applicant : _____.
(ii) Applicant's father : _____.
(iii) Applicant's paternal grandfather : _____.
(iv) Applicant's paternal great grandfather : _____.
07. Date of Birth : _____. (Copy of the Birth certificate should be attached)

Age : (as at the closing date of application as stated in the *Gazette*) :

Years : _____ Months : _____ Days : _____.
08. Height : Feet : _____. Inches : _____.
09. Educational qualifications (Copies of the certificates should be attached) : _____.
10. Additional qualifications (Copies of the certificates should be attached) : _____.
11. Whether married or unmarried : _____.
12. (i) Present employment : _____.
(ii) Are you a member of any armed forces ? : _____.
13. Do you have any special skills and/or qualifications ? : _____.
14. Give names and addresses of two referees to inquire the applicant :
(i) _____.
(ii) _____.
15. (a) Have you ever applied for a post in the Reserve Police Service or Regular Police Service ? (If so give reference) : _____.
(b) Have you served in the Regular Police Service or in the Sri Lanka Reserve Police before ? (If so under what circumstances did you leave the service ? Give details) : _____.
16. Are you a member of the Sri Lanka Police Reserve ? If so give date of appointment, Rank and number. Attach a copy of the appointment letter : _____.
17. (a) Are you serving in any armed service ? (If so your application must be submitted through the respective service Commander) : _____.
(b) Have you served in any of the Armed service ? (If so attach copy of your discharged certificate) : _____.
18. (a) Are you serving as a Volunteer in any of the Armed Service ?
(If so, your application must be submitted through the respective Service Commander) : _____.
(b) Have you served in any of the Volunteer Armed service ? : _____.
(If so attach copy of your discharge certificate) : _____.
19. Have you been involved in or concerned in or charged or arrested even on suspicion and or convicted of any offence ? (If so give details) : _____.
20. Have any of your relatives been involved or concerned in or charged or arrested even on suspicion and or convicted of any offence ? (If so give details) : _____.

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief. If the particulars furnished are

found to be incorrect or fake, I am aware that I am liable for immediate termination of my service in the Police Department at any time even though I have been appointed to the post.

_____,
Signature of the applicant.

Date : _____.

Certification of the Head of Department (If applicable) :

This is to certify that the applicant Mr./Miss is serving in the Department/Corporation/Board and if he is selected for the above post, he could be released from service.

_____,
Signature of the Head of the Department.
(Place the designation seal).

Designation : _____.

Date : _____.

04-284

MINISTRY OF YOUTH AFFAIRS AND SKILLS DEVELOPMENT

Department of Technical Education and Training

RECRUITMENT (OPEN) TO THE POST OF DEMONSTRATOR OF SERVICE
CATEGORY OF MANAGEMENT ASSISTANT (TECHNOLOGY SEGMENT - 03)
OF THE DEPARTMENT OF TECHNICAL EDUCATION AND TRAINING - 2013

APPLICATIONS are invited, from Sri Lankan Citizens who have fulfilled the prescribed qualifications of following fields, for the Post of Demonstrator of the Department of Technical Education and Training.

<i>Field</i>	<i>Number of Vacancies</i>
1. Wood work	15
2. Metal work	18
3. Motor Mechanic	14
4. Electrical	13
5. Building construction	15

01. *Recruitment procedure.*— Candidates those who have fulfilled the qualifications mentioned in the notification should appear for the written examination, held by the Testing and Evaluation Division of the Department of Technical Education and Training. Candidates who got highest marks, based on the merit order, among the candidates who passed the written examination, will be called for an interview as twice the existing No. of vacancies. Recruitment

will be made equivalent to the number of vacancies available, on merit order, according to the total marks, obtained from structured interview and written examination. All candidates should appear for a question paper, set to assess knowledge relevant to field, applied, under the syllabus mentioned in No. 06 and a question paper, to test general knowledge and general intelligence. Structured interview will be held in accordance with the marking scheme, mentioned in No. 07.

02. *Qualifications :*

- (i) *Educational Qualifications.*— Have passed G. C. E. (O/L) Examination in one sitting, in six (06) subjects with credit passes for Sinhala/Tamil/English Language, Mathematics and two other subject.
- (ii) *Vocational Qualifications.*— Have obtained a certificate, after following a National Vocational Qualification (NVQ) level 5 course of subject field relevant to the post from an institution, recognized by the Tertiary and Vocational Education Commission ; or
- (iii) Have obtained a certificate after following one year or more Wood work/Metal work/Motor mechanism/ Electrical/Building Construction course from an institution, recognized by the Tertiary and Vocational Education Commission.
- (iii) *Experience.*— Have engaged not less than 01 year service in a field relevant to the post in a Government or Government recognized institution and obtained experience.
- (iv) *Physical fitness.*— Every candidate shall have sufficient, physical and mental fitness to serve in any part of Sri Lanka and discharge the duties of the post.
- (v) *Other :*
 - * Should be a citizen of Sri Lanka,
 - * Candidates must have excellent moral character,
 - * Qualifications, needed to recruit to this post should have been fulfilled in every manner as on the closing date of applications.

03. Conditions of employment and service conditions :

- (i) This post is permanent and pensionable. Should contribute to the Widows and Orphans/Widowers and Orphans Pension Scheme.
- (ii) The appointment will be subjected to 03 year period of probation. 1st Efficiency Bar Examination should be passed within 03 years from the appointment to Demonstrator Class III as mentioned in the scheme of recruitment.

(iii) Proficiency in the other official language, in addition to the language, recruited to the service, should be obtained within 05 years from the date of appointment, and the officers, recruited to service by a language medium, which is not an official language should obtained prescribed official language within the period of probation, in terms of Public Administration Circular No. 07/2007 and Circulars, incidental thereto.

(iv) This appointment shall subject to the Procedural Rules of Public Service Commission, the Establishments Code

of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the state and Departmental other orders.

04. *Age limit.* – Not less than 18 years and not more than 35 years of age, as at the closing date of applications.

05. *Salary scale.* – Monthly salary scale of Rs. 14,425 -10x145 -11x170 - 6x240 -14x320 - Rs. 23,665 is applicable for this post. (Salary segment MT-1-2006(A) of Public Administration Circular No. 06/2006(IV) dated 25.04.2006).

06. *Syllabus for written examination :*

	Question Paper	Syllabus	Duration	Maximum Marks	Passed Marks
1.	General Knowledge and General Intelligence	A short question paper, to assess knowledge of timely, social situations and international situations and capability of creative thinking, ability to solve and analyse problems	01 hour	100	40%
2.	Wood Work	Wood work (Theory) wood work mechanics, Technical drawing, communication ability Mathematics, joinery, furniture manufacturing	02 hours	100	40%
3.	Metal Work	Engineering, communication ability Technical drawing, fitting mechanics (Theory), Casting work	02 hours	100	40%
4.	Motor Mechanic	Engineering drawing and designing, Production Technology, Mechanic maintenance and power management, Automotive Technology, Petrol/Diesel Engine, Motor Vehicle Electrician	02 hours	100	40%
5.	Electrical	Electrical Machines, power electronics and Automotive control plant, micro processing based plant applied electrical measurements, laying of cables	02 hours	100	40%
6.	Building Construction	Building construction and maintenance construction site surveying water refinding and waste water disposal structural theory and plans, quantity surveying	02 hours	100	40%

07. Fields, to be given marks, for structured interview :

Fields to be given marks	Maximum marks
Additional Educational Qualification	25
Additional Vocational Qualification	20
Additional Experience	30
Proficiency in Language	10
Computer Literacy	10
Skills at the interview	05
Total	100

08. *Identity of the Candidates.* – Only applicants, those who have submitted complete applications in every manner, will be called for written examination. Original and duly certified copies of all certificates should be submitted in the Interview.

09. *Mode of forwarding applications :*

- (i) Applications, prepared according to the undermentioned specimen form, in A4 size paper using both sides with item No. 01 to 07 appearing in 1st page, No. 8 to 11 in 2nd page and other matters in next pages, duly filled in his/her own hand writing, should be sent under registered cover to reach "Director General, Department of Technical Education and Training, P. O. Box 557, Olcott Mawatha, Colombo 10" before 12.05.2014. The envelope, enclosing the application should be clearly marked "Application for the post of Demonstrator" on the top left hand corner.
- (ii) Applications, which are of non compliance with specimen application and include incomplete particulars and applications received after the closing date of applications

will not be entertained. Applicants are advised to send their applications in time to avoid the possibility of postal delay.

- (iii) Application should be completed in language medium of examination.
- (iv) The fee for a post is Rs. 400 and such fee should be paid at any People's Bank branch in the Island to the Account Number 176-100-139026228 (Mid City Branch) as credited to the Director General, Department of Technical Education and Training the receipt obtained should be firmly affixed in the application form. It will be useful to keep a photocopy of the application and a receipt. Examination fee will not be refunded under any circumstances and money order and stamps will not be accepted.
- (v) Self addressed envelope in the size of 23cm x 10cm with stamps, affixed to the value of Rs. 30 should be enclosed to the application form to send the Admission Card of examination to candidates.
- (vi) Signature of candidate should be attested by a Principal of Government School/A Justice of a Peace/Commissioner of Oaths/Attorney-at-law/Notary Public/Commissioned Officer in the Armed Force or an officer holding a permanent post in the Government with monthly consolidated salary of Rs. 22,935.
- (vii) Officers, who are already in Public or Provincial Public Service should submit applications through their Head of the Department.
- (viii) Applications, should not be sent to the name of any officer of the Department and any application sent, do so or hand over personally will not be accepted. Inquiries about Applications lost or delayed in post, will not be considered. Receipt of applications will not be acknowledged.

10. *Examination Procedure :*

- (i) Admission cards will be issued by the Director General of Department of Technical Education and Training to the candidates who sent applications formally. Candidates, appearing for the examination in prescribed examination hall, should submit their admission card, with their duly attested signature, to the supervisor of the examination hall. Permission will not be granted any candidate, to sit the examination without submitting the admission card.
- (ii) Traveling expenses or any other allowances, incur by the candidates for appearing for this examination will not be paid.

(iii) Candidates should prove their identity to the satisfaction of the supervisor of the examination hall, relating to every subject they appear in the examination hall. Any one of the following documents only, will be accepted for this purpose :

(a) National Identity Card issued by the Department of Registration of persons ; or

(b) A valid passport.

- (iv) Examination will be held only in Sinhala and Tamil medium. Permission will not be granted later to change the language medium applied.
- (v) All candidates who paid prescribed fee and submitted applications on or before the prescribed date, will be allowed to sit the competitive examination, by the Director General of the Department of Technical Education and Training, on prior conclusion that the candidates who have qualifications mentioned in the Notification for calling applications, only have applied. Appearing for competitive examination, will not be treated as an acceptance of the fulfillment of qualifications.
- (vi) Candidates will subject to the rules and regulations, stipulated by the Director General of the Department of Technical Education and Training, relating to conduct the examination.
- (vii) This examination will be conducted by the Testing and evaluation Division of the Department of Technical Education and Training at the examination centres in Colombo only.

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

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

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

S. BALASUBRAMANIAM,
Director General.

Department of Technical Education and Training,
Colombo 10,
11th April, 2014.

APPLICATION FORM

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

Year : _____. Index No. : _____.

For office use

APPLICATION TO RECRUITMENT (OPEN) TO THE POST OF DEMONSTRATOR
 (CLASS III) OF SERVICE CATEGORY OF MANAGEMENT ASSISTANT
 (TECHNOLOGY SEGMENT - 3) OF THE DEPARTMENT OF TECHNICAL
 EDUCATION AND TRAINING - 2013

Field, applied	
Language medium applied	

Subject	Grade

01. Name of the Candidate :

(i) Name with initials, initials at the end (In block capital letters) : _____.

(Eg.- SILVA, A. B. C.)

(ii) Full Name (In block capital letters) : _____.

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

02. Address and Telephone Number :

(i) Official Address : _____.

Telephone Number : _____.

(ii) Private Address : _____.

Telephone Number : _____.

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

03. Date of Birth :

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

04. Age as at closing date of applications :

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

05. National Identity Card Number : _____.

06. Sex : Male/Female : _____.

07. Whether married/unmarried/Widow : _____.

08. Educational Qualifications :

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

Year : _____. Index No. : _____.

Subject	Grade

09. Vocational Qualifications :

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

10. Particulars of Experience :

Institution	Post	Period of service	Whether Government/ Semi Government/Private

11. Proficiency in Computer Literacy :

Diploma : _____.

Certificate Course : _____.

12. Proficiency in English Language :

Diploma in English : _____.

Certificate course in English : _____.

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

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

Sinhalese - 1 Sri Lankan Tamil - 2

Sri Lankan Muslim - 3 Indian Origin - 4

Others - 5

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

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

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

17. Peoples Bank branch which examination fee has been paid :

Date of payment : _____.

Receipt should be firmly affixed here

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

_____,
Signature of the applicant.

Date : _____.

18. Attestation of the Signature of the candidate :

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

_____,
Signature of certifying officer.

Date : _____.

Full name of the certifying officer : _____.

Designation : _____.

Address : _____.

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

Attestation of the Head of the Department/Institution :

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

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

Date : _____.

(Official Seal)

04-243/1

MINISTRY OF YOUTH AFFAIRS AND SKILLS DEVELOPMENT

Department of Technical Education and Training

RECRUITMENT (LIMITED) TO THE POST OF DEMONSTRATOR OF SERVICE
CATEGORY OF MANAGEMENT ASSISTANT (TECHNOLOGY SEGMENT - 03)
OF THE DEPARTMENT OF TECHNICAL EDUCATION AND TRAINING - 2013

APPLICATIONS are invite, from the officers, of post, belong to the service category of Preliminary technician (PL-3-2006(ඒ)) of the Department of Technical Educational and Training, who have fulfilled the prescribed qualifications of following fields, for the post of Demonstrator of the Department of Technical Education and Training.

Field	Number of Vacancies
1. Wood work	04
2. Metal work	04
3. Motor Mechanic	03
4. Electrical	03
5. Building construction	04

01. *Recruitment procedure.*—Candidates those who have fulfilled the qualifications mentioned in the notification should appear for the Written Examination, held by the Testing and Evaluation Division of the Department. Candidates who got highest marks, based on the merit order, among the candidates who passed the written examination, will be called for an interview as twice the existing No. of vacancies. Recruitment will be made equivalent to the number of vacancies available, on merit order, according to the total marks, obtained from structured interview and written examination. All candidates should appear for a question paper, set to assess knowledge relevant to field, applied, under the syllabus mentioned in No. 06 and a question paper, to test general knowledge and general intelligence. Structured interview will be held in accordance with the marking scheme, mentioned in No. 07.

02. *Qualifications :*

(i) *Educational Qualifications.*— Have passed G. C. E. (O/L) Examination in one sitting, in six (06) subjects with credit passes for Sinhala/Tamil/English Language, Mathematics and two other subjects.

(ii) *Vocational Qualifications.*— Have obtained a certificate, after following a National Vocational Qualification (NVQ) level 4 course of subject field relevant to the post from an institution, recognized by the Tertiary and Vocational Education Commission ; or

Have obtained a certificate after following one year or more Wood work/Metal work/Motor Mechanism/Electrical/Building Construction course from an institution, recognized by the Tertiary and Vocational Education Commission.

- (iii) *Experience.*– Have obtained a permanent appointment in a post, belongs to the service category of preliminary Technician (PL-3-2006(A) of the Department of Technical Education and Training and at least 07 year active and satisfactory period of service should have been completed as at the date, of calling applications.
- (iv) *Physical fitness.*– Every candidate shall have sufficient, physical and mental fitness to serve in any part of Sri Lanka and discharge the duties of the post.
- (v) *Other.*– All qualifications, needed to recruit to this post, should have been fulfilled in every manner, as on the closing date of applications.

(ii) The appointment will be subjected to 01 year acting period. 1st Efficiency Bar Examination should be passed within 03 years from the appointment to Demonstrator Class III as mentioned in the scheme of recruitment.

(iii) Proficiency in the other official language, in addition to the language, recruited to the service, should be obtained within 05 years from the date of appointment, and the officers, recruited to service by a language medium, which is not an official language, should obtain prescribed official language within the period of probation, in terms of Public Administration Circular No. 07/2007 and Circulars, incidental thereto.

(iv) This appointment shall subject to the Procedural Rules of Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations and Departmental other orders.

04. *Age limit.*– Not less than 25 years of age as at the closing date of applications and no maximum age limit.

03. *Conditions of employment and service conditions :*

- (i) This post is permanent and pensionable. Should contribute to the Widows and Orphans/Widowers and Orphans Pension Scheme.

05. *Salary scale.*– Monthly salary scale of Rs. 14,425 -10x145 -11x170 - 6x240 -14x320 - Rs. 23,665 is applicable for this post. (Salary segment MT-1-2006(ඒ) of Public Administration Circular No. 06/2006(IV) dated 25.04.2006).

06. *Syllabus for written examination :*

	Question Paper	Syllabus	Duration	Maximum Marks	Passed Marks
1.	General Knowledge and General Intelligence	A short question paper, to assess knowledge of timely, social situations and international situations and capability of creative thinking, ability to solve and analyse problems	01 hour	100	40%
2.	Wood Work	Wood work (Theory) wood work mechanics, Technical drawing, communication ability Mathematics, joinery, furniture manufacturing	02 hours	100	40%
3.	Metal Work	Engineering, communication ability Technical drawing, fitting mechanics (Theory), Casting work	02 hours	100	40%
4.	Motor Mechanic	Engineering drawing and designing, Production Technology, Mechanic maintenance and power management, Automotive Technology, Petrol/Diesel Engine, Motor Vehicle Electrician	02 hours	100	40%
5.	Electrical	Electrical Machines, power electronics and Automotive control plant, micro processing based plant, applied electrical measurements, laying of cables	02 hours	100	40%
6.	Building Construction	Building construction and maintenance construction site surveying water refinding and waste water disposal structural theory and plans, quantity surveying	02 hours	100	40%

07. Fields, to be given marks, for structured interview :

<i>Fields to be given marks</i>	<i>Maximum marks</i>
Additional Educational Qualifications	25
Additional Vocational Qualifications	20
Additional Experience	30
Proficiency in Language	10
Computer Literacy	10
Skills in the interview	05
Total	100

08. *Identity of the Candidates.*— Only applicants, those who have submitted complete applications in every manner, will be called for written examination. Original and duly certified copies of all certificates should be submitted in the Interview.

09. *Mode of forwarding applications :*

- (i) Applications, prepared according to the undermentioned specimen form, in A4 size paper using both sides with item Nos. 01 to 07 appearing in 1st page, Nos. 8 to 11 in 2nd page and other matters in next pages, duly filled in his/her own hand writing, should be sent under registered cover to reach "Director General, Department of Technical Education and Training, P. O. Box 557, Olcott Mawatha, Colombo 10" before 12.05.2014. The envelope, enclosing the application should be clearly marked "Application for the post of Demonstrator" on the top left hand corner.
- (ii) Applications, which are of non compliance with specimen application and include incomplete particulars and applications received after the closing date of applications will not be entertained. Applicants are advised to send their applications in time to avoid the possibility of postal delay.
- (iii) Application should be completed in language medium of examination.
- (iv) The fee for a post is Rs. 400 and such fee should be paid at any People's Bank branch in the Island to the Account Number 176-100-139026228 (Mid City Branch) as credited to the Director General, Department of Technical Education and Training the receipt obtained should be firmly affixed in the application form. It will be useful to keep a photocopy of the application and a receipt. Examination fee will not be refunded under any circumstances and money orders and stamps will not be accepted.
- (v) Self addressed envelope in the size of 23cm x 10cm with stamps, affixed to the value of Rs. 30 should be enclosed to the application form to send the Admission Card of examination to candidates.

(vi) Applications should be submitted through the head of the Institute of their working place.

(vii) Applications, should not be sent to the name of any officer of the Department and any application sent, do so or hand over personally will not be accepted. Inquiries about Applications lost or delayed in post, will not be considered. Receipt of applications will not be acknowledged.

10. *Examination Procedure :*

- (i) Admission cards will be issued by the Director General of Department of Technical Education and Training to the candidates who sent applications formally. Candidates, appearing for the examination in prescribed examination hall, should submit their admission card, with their duly attested signature, to the supervisor of the examination hall. Permission will not be granted any candidate, to sit the examination without submitting the admission card.
- (ii) Travelling expenses or any other allowances, incur by the candidates for appearing for this examination will not be paid.
- (iii) Candidates should prove their identity to the satisfaction of the supervisor of the examination hall, relating to every subject they appear in the examination hall. Any one of the following documents only, will be accepted for this purpose :
 - (a) National Identity Card issued by the Department of Registration of Persons ; or
 - (b) A valid passport.
- (iv) Examination will be held only in Sinhala and Tamil medium. Permission will not be granted later to change the language medium applied.
- (v) All candidates who paid prescribed fee and submitted applications on or before the prescribed date, will be allowed to sit the competitive examination, by the Director General of the Department of Technical Education and Training, on prior conclusion that the candidates who have qualifications mentioned in the Notification for calling applications, only have applied. Appearing for competitive examination, will not be treated as an acceptance of the fulfillment of qualifications.
- (vi) Candidates will subject to the rules and regulations, stipulated by the Director General of the Department of Technical Education and Training, relating to conduct the examination.

(vii) This examination will be conducted by the Testing and evaluation Division of the Department of Technical Education and Training at the examination centres in Colombo only.

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

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

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

S. BALASUBRAMANIAM,
Director General.

Department of Technical Education and Training,
Colombo 10,
11th April, 2014.

APPLICATION FORM

For office use

APPLICATION TO RECRUITMENT (LIMITED) TO THE POST OF DEMONSTRATOR
(CLASS III) OF SERVICE CATEGORY OF MANAGEMENT ASSISTANT
(TECHNOLOGY SEGMENT - 3) OF THE DEPARTMENT OF TECHNICAL
EDUCATION AND TRAINING - 2013

Field, applied	
Language medium applied	

01. Name of the Candidate :

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

02. Address and Telephone Number :

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

03. Date of Birth :

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

04. Age as at closing date of applications :

Years : _____. Months : _____. Days :

05. National Identity Card Number : _____.

06. Sex : Male/Female : _____.

07. Whether Married/Unmarried/Widow : _____.

08. Educational Qualifications :

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

Year : _____. Index No. : _____.

Subject	Grade

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

Year : _____. Index No. : _____.

Subject	Grade

09. Vocational Qualifications :

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

10. Particulars of Experience :

Institution	Post	Period of service	Whether Government/ Semi Government/Private

11. Proficiency in Computer Literacy :
Diploma : _____.
Certificate Course : _____.

12. Proficiency in English Language :
Diploma in English : _____.
Certificate Course in English : _____.

13. Peoples Bank branch which examination fee has been paid :
_____.
Date of payment : _____.

Receipt should be firmly affixed here

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

_____,
Signature of the applicant.

Date : _____.

Attestation of the Head of the Department :

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

_____,
Signature of the Head of the Department.

Date : _____.

04-243/2

DISTRICT SECRETARIAT - KALUTARA

Recruitment for the Post of Technician Grade III

APPLICATIONS are invited for the Post of Technician Grade III at the District Secretariat Kalutara from the residents in the district who possess the relevant qualifications. Applicants are advised to prepare the application according to the specimen form of application given and send them before the 25.04.2014. Those who are already employed in the public service should submit their applications through head of the department.

1. *Job details.* - Electrical and Plumbing maintenance work in the building of District Secretariat Kalutara.

2. *Age limit.* - Should be greater than 18 years and less than 45 years (This age limit is not applicable for those who are already in the public service).

3. *Educational Qualifications.* - Should have passed the G. C. E. (O/L) Examination in 06 subjects with 02 credit passes.

4. *Professional Qualifications.* - Should have followed a course of not less than 3 months including electrical and plumbing technology in a technical college or a institute recognized by the government.

5. *Salary scale.* - PL 3 - Rs. 12,470 - 10x130 - 10x145 - 10x160 - 12x170 - Rs. 18,860.

6. *Conditions of service.* - This post is permanent and pensionable. Selected candidates are bound to work in any area of the country.

7. *Method of recruitment.* - A suitable candidate is selected by structural interview.

8. *Method of forwarding applications.* - Candidates are required to prepare their application in accordance with the specimen form and should forward to the address of District Secretary, District Secretariat, Kalutara on or before the 25.04.2014 by registered post the title "Technician Grade iii" should be written on the top left corner of the envelope containing the application. Applications delayed and not completed necessary qualifications are rejected. The decision taken by the district secretary with regard to the rejection of application and other facts in final and receiving or rejecting of application will not be informed.

U. D. C. JAYALAL,
District Secretary (Government Agent),
Kalutara.

At District Secretary,
District Secretariat,
Kalutara,
21st March, 2014.

SPECIMEN FORM OF APPLICATION

POST OF TECHNICIAN - GRADE III

DISTRICT SECRETARIAT - KALUTARA

1. Name with initials : Mr./Mrs./Miss : _____.
Name in full : Mr./Mrs./Miss : _____.

2. N. I. C. No. : _____.

3. Date of Birth :

(i) Year : _____, Month : _____, Date : _____.

(ii) Age as at 31.12.2013 :

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

4. If employed in the public service :

(i) Department/Provincial : _____.

(ii) Post : _____.

5. Residential District : _____.

6. Address :

(i) Residential address : _____.

(ii) Official address : _____.

7. (i) Educational qualifications : _____.

(ii) Professional qualifications : _____.

8. Civil states :

I hereby certify that the information's furnished by me in this application are true and accurate. I declare that I have never been dismissed from the public service or retired on the inefficiency as a compassionate alternation or treated as having vacated the post.

_____,
Signature of the applicant.

Date : _____.

If the applicant is in the Public Service Certificate of the Head of the Department :

I certify that Mr./Mrs./Miss is an employee of this department. In the event of his/her selection for appointment he/she can/cannot be released from the service.

_____,
Signature of the Head of the Department.

1. Name : _____.

2. Designation : _____.

3. Department : _____.

4. Official Stamp : _____.

5. Date : _____.

04-357

MINISTRY OF IRRIGATION AND WATER RESOURCES MANAGEMENT

Recruitment (Open) for the posts of Still Photographer/ Audio Video Technician in Primary Skilled Services and Editors in Primary Semi Skilled Services

Posts of Number of Still Photographer	01
Posts of Number of Audio Video Technician	01
Posts of Number of Editors	01

Applications are hereby invited from qualified Sri Lankans.

01. *Educational Qualifications.*— Having passed six subjects at least with four credits in G. C. E. (Ordinary Level) Examination not more than two sittings.

02. *Professional Qualifications :*

2.1 *Still Photographer/Audio Video Technician.*— Having obtained certificates after following a course not less than National Vocational Qualification (N. V. Q.) level 4 in respect of photography.

2.2 *Editor.*— Having obtained certificate after following a course not less than National Vocational Qualification (N. V. Q.) level 2 in respect of photography.

03. *Experience.*— Experience in respect of the field will be considered as an extra qualification.

04. *Physical Qualifications.*— Every applicant should be physically and mentally fit for service and to perform duties of the post in any part of the island.

05. *Other Qualifications :*

5.1 Should be a citizen of Sri Lanka.

5.2 Should be of excellent character.

5.3 Applicants should have completed qualifications mentioned in (1 to 4) in any way as at the closing date stated in the notice of calling for applications. Copies of relevant certificates should be attached with the application for the confirmation. Applicants who are unable to forward copies of relevant certificates with the application will not call up for the interview.

06. *Age.*— The age should not be less than 18 years and more than 45 years as at the closing date of the application.

07. *Salary scale :*

7.1 Still photographer/Audio Video Technician :
Rs. 12,470 -10x130 -10x145 - 10x160 - 12x170 -
Rs. 18,860 (PL-3-2006A) monthly.

7.2 Editor :

Rs. 12,210 -10x130 -10x145 - 10x160 - 12x170 -
Rs. 18,600 (PL-2-2006A) monthly.

of the envelope enclosing the application. Candidates who are already in service should submit their applications through the Head of Department/Head of Institution.

08. *Method of Recruitment.*– Recruitments will be made by structured interview and a practical test.

Secretary,
No. 500, T. B. Jayah Mawatha,
Colombo 10.

09. *Conditions of deployment in the service.*– This post is permanent and pensionable. Selected applicants should be subject to Widow's and Widower's and Orphan's Pension Scheme.

10.2 Applications should be filled properly. Applications that do not comply with the specimen herewith shall be rejected. No complaint that an application has been lost or delayed in the post will be considered.

10. *Method of Application.*– The application should be in the form of the specimen appended in this notification and should be filled correctly and completed applications should be sent by registered post to reach the following address on or before 11.05.2014 the words "The post of Still Photographer/Audio and Video Technician/Editor in the Ministry of Irrigation and Water Resources Management" should be clearly indicated on the top left hand corner

10.3 If it is found that a candidate has furnished information that are false or incorrect prior to the recruitment your candidature will be cancelled. If it is found after the recruitment you will be liable for dismissal subject to the relevant actions.

11. Marking scheme for the professional test :

11.1 Still photographer/Audio Video Technician :

<i>Marks awarding heads after being checked</i>	<i>Maximum marks</i>	<i>Passed marks</i>
(A) The post of still Photographer Operating a camera and shooting Lighting and usage of new technical methods Clear Photogrpahing	60 20 20	Not applicable
Total	100	
(B) The post of Audio Video Technician 1. Operating Video cameras and its instruments 2. Selection of scenes as suitable for news coverage and collection of data 3. Utilising available light regarding scenes of television and applying tungsten light for shooting 4. Ability to edit news by using computer technology 5. Technology for recording cassettes and knoweldge of using relevant instruments 6. General knowledge regarding shooting in studioes	30 20 20 10 10 10	Not applicable
Total	100	

11.2 Editor :

<i>Subjects</i>	<i>Maximum marks</i>	<i>Passed marks</i>
Editing and usage of instruments by using technical methods regarding the post of editor	100	40%

12. Marking scheme for structured test :

12.1 Still photographer/Audio Video Technician :

<i>Marks awarding heads</i>	<i>Maximum marks</i>	<i>Minimum marks to be considered for the selection</i>
1. Additional Educational Qualifications	35	Not applicable
2. Additional Professional Qualifications	15	
3. Experience	20	
4. Language proficiency for English	10	
5. Computer Literacy	15	
6. Skill shown in the interview	05	
Total	100	

12.2 Editor :

<i>Marks awarding heads</i>	<i>Maximum marks</i>	<i>Passed marks</i>
1. Additional Educational Qualifications	35	Not applicable
2. Additional Professional Qualifications	15	
3. Experience	20	
4. Computer Literacy	15	
5. Language proficiency	10	
6. Skill shown in the interview	05	
Total	100	

Note :

- (i) The authority of appointment will grant approval comprehensive marking scheme for structured interview within maximum marks allocated for main fields to be given marks in above chart.
- (ii) Recruitments will be made in accordance with existing vacancies and skills order of total marks in the structured interview and professional test.

13. Any matter not provided here will be determined by the Secretary of Ministry of Irrigation and Water Resources Management.

Eng. K. W. IVAN DE SILVA,
Secretary.

Ministry of Irrigation and Water Resources Management,
Colombo 10,
11th April, 2014.

SPECIMEN APPLICATION FORM

MINISTRY OF IRRIGATION AND WATER RESOURCES MANAGEMENT

APPLICATION FOR THE POSTS OF STILL PHOTOGRAPHER/AUDIO VIDEO TECHNICIAN/EDITOR

No. :.....
(For office use only)

01. (a) Name with initials (in Sinhala/Tamil) :.....
Name with initials (in English block capitals) :.....
(b) Full name (in Sinhala/Tamil) :.....

02. Permanent address (in Sinhala/Tamil) : _____.
03. Permanent address (in English block capitals) : _____.
04. Telephone Number : _____.
05. National Identity Card Number :

--	--	--	--	--	--	--	--	--	--

06. Sex : _____.
07. Date of Birth :
Year : _____, Month : _____, Date : _____.
08. Age as at the closing date of the application :
Years : _____, Months : _____, Days : _____.
09. Nationality : _____.
10. Whether married or single : _____.
11. Educational Qualifications :
G. C. E. (Ordinary Level) Examination :

Subject	Credit	Subject	Credit

12. Professional Qualifications :

Institution	Designation	From - up to

13. Experience : _____.
(As mentioned in this notification)

Applicants Declaration

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

_____,
Signature of the applicant.

Date : _____.

Certificate of the Head of the Department if the Applicant is in Public Service

I hereby inform that Mr./Mrs..... is serving in this Ministry/Department for the time being as a permanent/temporary/casual officer as and that he/she can be/cannot be released if selected for the post.

_____,
Signature of the Head of the Department.

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

04-374

Examinations, Results of Examinations &c.

DEPARTMENT OF CENSUS AND STATISTICS

First Efficiency Bar Examination for Statisticians – 2012 (2014)

IT is hereby notified that an Efficiency Bar Examination for officers belongs to the statistician post in accordance with the provisions of relevant approved recruitment procedure will be held in July, 2014 by the Department of Examinations.

02. (i) This examination will be held by the Commissioner General of Examinations and candidates are bound by the rules and regulations stipulated by him in respect of holding this examination and issuance of results. The decision of the Commissioner General of Examination will be the final decision with respect to holding examination and issuing of results.

- (ii) A set of rules and regulations for candidates is published separately in the *gazette* notification. Any candidate who

violates these rules and regulations will be liable to a punishment imposed by the Commissioner General of Examinations.

- (iii) Only the Statisticians of Department of Census and Statistics appointed under Public Service Commission can apply for this examination.

03. *Examination Fees.*— Candidates can sit relevant subject one time or separately few times. Candidates who are sitting this examination for the first time need not to pay examination fees. However, at consequent sittings. Candidates are required to pay of Rs. 1,000 for whole examination and Rs. 500 for each subject. this should be paid at any District/Divisional Secretariats in the island to be credited to Revenue Head 2003-02-13 of Commissioner General of Examinations. The receipt should be affixed in the relevant cage. (It would be advisable to keep a photocopy of the receipt).

04. *Applications.*— Application should be in the form of the specimen appended to this notification and should be prepared on a paper of ‘A4’ size in such a way that headings number 01 to 05 appear on the first page. It is compulsory to indicate the title of the examination appearing the application in English language, too, on both Sinhala and Tamil application forms. Application form may be typewritten but should be filled clearly and legibly by the candidate himself in his own handwriting. Applications prepared thus by the candidate should be sent through the respective Head of Department by registered post to the Commissioner General of Examinations, Organization and Foreign Examination Branch, Sri Lanka Examinations Department, Pelawatta, Battaramulla, so as to reach him/her on or before 12th May 2014. The top left corner of the envelope containing the application should clearly bear the name of the examination. A certified copy of the appointment letter of the officer should be sent along with application. Applications received after the closing date and that have not been perfected properly will be rejected. It would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application form perfected by him/her self complies with the specimen given in the examination notice, if not, application will be rejected. (it would be advisable to keep a photocopies of the receipt and completed application.)

05. *Identification of Candidates.*— Candidates are required to prove their identity in the examination hall to the satisfaction of the Supervisor of each subject. For this purpose, any of the following documents can be submitted to the supervisor :

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

(ii) A valid passport.

Candidature of any candidate, who fails to submit any of the above, the decision of the Commissioner General of Examinations will be final.

06. The Commissioner General of Examinations will issue copies of the time table and admission cards for the examination to all candidates who have sent in duly completed applications. 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.* : certified copy the application, photocopy of receipt of the paid examination fees and receipt of the registered letter. In case of applicants who are in outstation, letter of request, furnishing a fax number can be faxed to the Department of Examination in order to get a copy of the application through fax.

07. Heads of Departemnts should grant leave to candidates to whom admission cards have been issued by the Commissioner General of Examinations enabling them to present themselves at the examination. Travelling expenses will not be paid in this respect. Candidates should get their signature certified on the admission card attested in advance in advice. Candidates should sit the examination at the relevant examination hall and at the first date, certified admission card should surrender to the supervisor of the examination hall.

08. This examination will be held only in Sinhala, Tamil and English medium. Any officer who has been recruited to the government service through competitive examination, the medium of that examination and any officer who has recruited to the government service without competitive examination. The medium of the examination of his/her eligibility of absorbing the government service should be selected as the medium of this examination. Candidates are required to sit all the subjects in one medium and applied medium will not be allowed to change later.

09. This examination will be held only in Colombo.

10. *Scheme of Examination.*— Relevant examination of the above post consists of following subjects :—

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>
1. Administration	1	100	02 hours
2. Public Sector Finance Management	2	100	02 hours
3. English	3	100	02 hours
4. Applied Statistics	4	100	03 hours

Subject No. 1 - Administration :

* Organization of office and field activities and organizational methods.

* Following chapters of the Establishments Code. I, II, III, V, VI, VII, IX, XI, XII, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII. (Above chapters should be followed subject to the provisions of section I of Public Service Commission Procedures).

Subject No. 2 - Financial Management in Public Sector.— Following Chapters of the Financial Regulations :

- I - All sections
- II - All sections
- III - All sections
- IV - All sections
- V - 1, 2, 3, 4 sections
- VI - All sections
- VII - Sections 1, 2, 3, 4 and 6

Subject No. 3 - English :

English Grammar.— A suitable level of proficiency on the following forms of grammar in the spoken the written language is expected from the candidate :

- Tense and Number
- Sentences (Simple/Compound/Complex/Compound compels)
- Relative Clauses
- Reported Speech
- Adjectives and Adverbs
- Determiners
- Prepositions

Writing Skills.— The knowledge on the modern formats and styles of writing is tested in this area of study.

- * Internal modes of Communication
- * Formal Correspondences skills
- * Writing Descriptions/Explanations
- * Sumary writing skills
- * Report Writing Skills
- * Meeting Minutes/Agendas/Invitations
- * Comprehension

Reading Skills.— Candidate's ability to comprehened a printed text ; infer meaning and verbal/written interpretation is expected :

- * Reading and understanding the specific and general meaning of the printed text.
- * Reading and Interpretation (Verbal/Written)
Understanding the Cohesion and coherence of a passage.

Subject No. 4 applied statistics.— The objective of this paper is to test the knowledge of the candidats on statistical tasks carried out by the Industry, Agriculture Statistics, National Accounts, Information Technology (Data Processing), Sample Surveys, population Census and Demography, price index and Mapping Divisions of Department of Census and Statistics. (Candidate should score a minimum of 40% or above marks in each subject to pass the examination.)

10. Candidate should score a minimum of 40 percent (40%) of marks or above in each subject and should pass all the subjects to pass the efficiency bar examination.

11. Issue of an admission card to candidate should not be regarded as an acceptance of his/her eligibility to sit the examination.

- (i) Result of the examination of all candidates will be submitted to the director General of Department of Census and Statistics.

12. The decision of the Director General of Census and Statistics will be final in respect of any matter not provided in this *Gazette* notification.

13. If there is any difference between Sinhala, Tamil and English versions, Sinhala version will be effective.

D. C. A. GUNAWARDANA,
Director General,
Department of Census and Statistic.

No. 109, 4th and 5th floor,
Rotunda Tower,
Galle Road,
Colombo 03.

SPECIMEN APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION FOR STATISTICIANS OF DEPARTMENT
OF CENSUS AND STATISTICS – 2012 (2014)

(For office use only)

Language Medium of Examination :

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant No. in the cage)

01. Name with initials writing initials at the end :_____.
(In English Block Capitals) E. g. : SUNIL J. M. U.

1.1 Name with initials :_____.

(In English Block Capitals)

1.2 Full Name :_____.

(In Sinhala/Tamil)

02. Service station and Address :

2.1 Name of the Service Station :_____.

2.2 Official Address :_____.

(In English Block Capitals) (Admission Card will be posted to this address)

03. 3.1 Sex :

Male - 0

Female - 1

(Indicate the relevant number in the cage)

3.2 Date of Birth :

Year : Month : Date :

3.3 National Identity Card No. :

04. Post :_____.

(Attach a certified copy of the appointment letter)

4.1 Number of the appointment letter :_____.

4.2 Appointment date :_____.

05. Subject/Subjects relevant to the Efficiency Bar Examination :
(Please refer Para 10 of the *Gazette* notification)

Number	Subject	Subject No.
1.		
2.		
3.		
4.		

06. Are you sitting the examination for the first time ?

6.1 If not, value of the cash receipt ? :_____.

6.2 Receipt No. :_____.

6.3 Date :_____.

I declare that the above particulars are true and that I am eligible to appear for the examination, in the language medium indicated above. I agree to abide by the rules and regulations imposed by the Commissioner General of Examination on issuance of results and conducting of this examination.

_____,
Signature of the candidate.

Date :_____.

Note.— The applicant should place her/his signature in the presence of the relevant Head of Department or an officer authorized to do so on behalf of him.

Affix the cash receipt (if it is relevant)
(It would be advisable to keep a photocopy of the receipt)

Attestation of the signature

I hereby certify that Mr./Mrs./Miss who serves at my office is personally known to me and that he/she signed in my presence on.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

Certificate of the Head of the Department :

I certify that,

(i) The particulars furnished by her/him in chapters above have been checked.

(ii) A certified copy of an appointment letter has been attached.

(iii) He/she is eligible to sit the examination.

_____,
Signature of Head of Department and official Frank.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

DEPARTMENT OF CENSUS AND STATISTICS

First Efficiency Bar Examination for Grade II Statistical Officers – 2012(2014)

IT is hereby notified that an Efficiency Bar Examination for Grade II Statistical officers belongs to the post of Statistical Officer in the Department of Census and Statistics in accordance with the provisions of relevant approved recruitment procedure will be held in July, 2014 by the Department of Examinations.

02. (i) This examination will be held by the Commissioner General of Examinations and candidates are bound by the rules and regulations stipulated by him in respect of holding this examination and issuance of results. The decision of the Commissioner General of Examination will be the final decision with respect to holding examination and issuing of results.

(ii) A set of rules and regulations for candidates is published separately in the *Gazette* notification. Any candidate who violates these rules and regulations will be liable to a punishment imposed by the Commissioner General of Examinations.

(iii) Only the relevant officers who have been appointed under Public Service Commission can apply for this examination.

03. *Examination Fees.*— Candidates can sit relevant subject of this examination separately or fully. Candidates who are sitting this examination or part of it for the first time need not to pay examination fees. However, at consequent sittings, candidates are required to pay Rs. 600 for whole examination and Rs. 200 for each subject. This should be paid at any District/Divisional Secretariats in the island to be credited to Revenue Head 2003-02-13 of Commissioner General of Examinations. The receipt should be affixed in the relevant cage. (It would be advisable to keep a photocopy of the receipt).

04. *Applications.*— Application should be in the form of the specimen appended to this notification and should be prepared on a paper of 'A4' size in such a way that headings number 01 to 04.2 appear on the first page. It is compulsory to indicate the title of the examination appearing the application in English language, too, on both Sinhala and Tamil application forms. Application form may be typewritten but should be filled clearly and legibly by the candidate himself in his own handwriting. Applications prepared thus by the candidate should be sent through the respective Head of Department by registered post to the Commissioner General of Examinations, Organization and Foreign Examination Branch, Sri Lanka Examinations Department, Pelawatta, Battaramulla, so as to reach him/her on or before 12th May 2014. The top left corner of the envelope containing the application should clearly bear the name of the examination. Applications received after the closing date and that have not been perfected properly will be rejected. It would be advisable to keep a photocopy of the completed application form. 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, if not, application will be rejected. (it would be advisable to keep a photocopies of the receipt and completed application.)

05. *Identification of Candidates.*– Candidates are required to prove their identity in the examination hall to the satisfaction of the Supervisor of each subject. For this purpose, an of the following documents can be submitted to the supervisor :

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

Candidature of any candidate, who fails to submit any of the above, the decision of the Commissioner General of Examinations will be final.

06. *The Commissioner.*– General of Examinations will issue copies of the time table and admission cards for the examination to all candidates who have sent in duly completed applications. Candidates should get their signature certified on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates without the certified admission cards will not 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. Then applicant's full name, address, National Identity Card number and name of the examination should be mentioned and it would be advisable to keep the following in hand at the time of calling the Department of Examinations : *i. e.* : copy of the application, photocopy of receipt of the paid examination fees and receipt of the registered letter. In case of applicants who are in outstations, a letter of request, furnishing a fax number can be sent in order to get a copy of the application thorough fax.

- 6.1 The post and service station of the candidate, at the time he/she applies for the examination will be applicable for all matters relating to examination and any changes which occur in the post and service station after sending the application will not be considered.

07. Heads of Departemnts should grant duty leave to candidates to whom admission cards have been issued by the Commissioner General of Examinations enabling them to present themselves at the examination. Travelling expenses will not be paid in this respect.

08. This examination will be held only in Sinhala, Tamil and English Medium. Any officer who has been recruited to the Government Service through competitive examination, the medium of that examination and any officer who has recruited to the government service without competitive examination. The medium of the examination of his/her eligibility of absorbing the government service should be selected as the medium of this examination. Candidates are required to sit all the subjects in one medium and applied medium will not be allowed to change later.

09. This examination will be held only in Colombo.

10. *Scheme of Examination.*– Relevant examination of the above post consists of following subjects :

<i>Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Marks</i>
1. Basic Statistical Methods	02 hours	100	40%
2. Office Administration and Establishment Code	02 hours	100	40%
3. Financial Regulations	02 hours	100	40%

<i>Paper</i>	<i>Syllabus</i>
(i) Basic Statistical Methods	Data Collection and Presentation, to Distribution, Normal Distribution, thypothesis testing theories and X ² testing, Histogram and Frequency Curve, Central Tendency and Measures of Dispersions (Mode, Median, Mean, Variance, Quartiles and Standard Deviation, Principles of Sampling Tehniques, Sampling Survey, Sampling Error, Non Sampling Error, Indicies, Simple Co-relation, Linear Regression, Basic Statistics Knoweldge)
(ii) Office Administration and Establishment Code	* Chapters : II, III, IV, V, VIII, XII, XIII, XIV, XIX of Establishment Code and also amended circulars for above chapters should be followed
(iii) Financial Regulation	This paper will be prepared based on the following chapters of Financial Regulation. * 1st Chapter - Income and Expenditure Estimates, Consolidated Fund, Annual Estimates, Chaning Annual Estimates (From F. R. 1 to 68) * IIIrd Chapter - Financial Management and Accountability, Giving authority for Payments, approval, certifying and assigning duties for Chief Accounting Officers, Accounting Officers, Revenue Accounting Officers (From F. R. 124 to 147)

Note :

- Candidates can sit above subjects separately.
- It a candidate fails to complete the exam within the Specific period, it will be a reason to defer the next increment.

11. Issue of an admission card to a candidate should not be regarded as an acceptance of his/her eligibility for sitting the examination.

12. The decision of the Director General of Census and Statistics will be final in respect of any matter not provided in this *Gazette* notification.

13. If there are any differences between Sinhala, Tamil and English version, Sinhala version will be effective.

D. C. A. GUNAWARDANA,
Director General,
Department of Census and Statistics.

No. 109, 4th and 5th floor,
Rotunda Tower,
Galle Road,
Colombo 03.

SPECIMEN APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION FOR GRADE II STATISTICAL
OFFICERS IN THE DEPARTMENT OF CENSUS AND STATISTICS – 2014

(For office use only)

Language Medium of Examination :

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the cage)

01. 1.1 Name with initials of the applicant writing initials at the end : _____.
(In English Block Capitals) E. g. : SUNIL, J. M. U.
- 1.2 Name denoted by initials : _____.
(In English Block Capitals)
- 1.3 Full Name : _____.
(In Sinhala/Tamil)
02. 2.1 Name and address of the Office/Department/Institution : _____.
(In English Block capitals)
- 2.2 Name and address of the Office/Department/Institution : _____.
(In Sinhala/Tamil)
- 2.3 Personal Address : _____.
(In English Block capitals)
- 2.4 Official Address : _____.
(In Sinhala/Tamil)
- 2.5 Address to which the admission should be sent : _____.
(In English Block Capitals)

03. Subjects you appear in this Examination :

Serial No.	Subject	Subject No.
1		
2		
3		

04. Sex :

- 4.1 Male - 0
Female - 1
(Indicate the relevant number in the cage)

4.2 National Identity Card No. :

--	--	--	--	--	--	--	--	--	--

4.3 Date of Birth :

Year : Month : Date :

05. Present Post : _____.

- 5.1 Post : _____.
- 5.2 Number of the appointment letter : _____.

06. 6.1 Are you sitting the examination for the first time ?
- 6.2 If not, value of the cash receipt ? : _____.
- 6.3 Receipt No. : _____.
- 6.4 Date : _____.

Affix the cash receipt (if it is relevant)
(It would be advisable to keep a photocopy of the receipt)

I declare that the above particulars are correct and that I am eligible to appear for the examination, in the language medium indicated above and receipt of paid examination fee for Rs. has been affixed here. I agree to abide by the rules and regulations imposed by the Commissioner General of Examination on issuance of results and conducting of this examination.

Signature of the candidate.

Date : _____.

Note. – The applicant should place her/his signature in the presence of the relevant Head of Department or an officer authorized to do so on behalf of him.

Attestation of the signature :

I do hereby certify that Mr./Mrs./Miss who serves at my office is personally known to me and that he/she placed his/her signature before me on and receipt of paid examination fees has been affixed here.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

Certificate of the Head of the Department :

I certify that,

- (i) The particulars furnished by her/him in chapters above have been checked.
- (ii) He/she is eligible to sit the Examination.

Signature of Head of Department and official Frank.

Name : _____.
Designation : _____.
Address : _____.
Date : _____.

04-355/1

DEPARTMENT OF CENSUS AND STATISTICS

Second Efficiency Bar Examination for Grade I Statistical Officers in the Department of Census and Statistics - 2012(2014)

IT is hereby notified that an Efficiency Bar Examination for Grade I Statistical officers belongs to the post of Statistical Officer in the Department of Census and Statistics in accordance with the provisions of relevant approved recruitment procedure will be held in July, 2014 by the Department of Examinations.

- 02. (i) This examination will be held by the Commissioner General of Examinations and candidates are bound by the rules and regulations stipulated by him in respect of holding this examination and issuance of results. The decision of the Commissioner General of Examination will be the final decision with respect to holding examination and issuing of results.
- (ii) A set of rules and regulations for candidates is published separately in the *Gazette* notification. Any candidate who violates these rules and regulations will be liable to a punishment imposed by the Commissioner General of Examinations.
- (iii) Only the relevant officers who have been appointed under Public Service Commission can apply for this examination.

03. *Examination Fees.*— Candidates can sit relevant subjects of this examination once or separately twice. Candidates who are sitting this examination for all subject or one subject for the first time need not to pay examination fees. However, at consequent sittings, candidates are required to pay Rs. 400 for whole examination and Rs. 200 for each subject. This should be paid at any District/ Divisional Secretariats in the island to be credited to Revenue Head 2003-02-13 of Commissioner General of Examinations. The receipt should be affixed in the relevant cage. (It would be advisable to keep a photocopy of the receipt).

04. *Applications.*— Application should be in the form of the specimen appended to this notification and should be prepared on a paper of '4' size in such a way that headings number 01 to 04.2 appear on the first page. It is compulsory to indicate the title of the examination appearing the application in English language, too, on both Sinhala and Tamil application forms. Application form may be typewritten but should be filled clearly and legibly by the candidate himself in his own handwriting. Applications prepared thus by the candidate should be sent through the respective Head of Department by registered post to the Commissioner General of Examinations, Organization and Foreign Examination Branch, Sri Lanka Examinations Department, Pelawatta, Battaramulla, so as to reach him/her on or before 12th May, 2014. The top-left corner of the envelope containing the application should clearly bear the name of the examination. Applications received after the closing date and that have not been perfected properly will be rejected. 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, if not, application will be rejected. (It would be advisable to keep a photocopy of the completed application form).

05. *Identification of Candidates.*— Candidates are required to prove their identity in the examination hall to the satisfaction of the Supervisor of each subject. For this purpose, any of the following documents can be submitted to the supervisor :

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

Candidature of any candidate, who fails to submit any of the above, the decision of the Commissioner General of Examinations will be the final.

06. *The Commissioned.*— General of Examinations will issue copies of the time table and admission cards for the examination to all candidates who have sent in duly completed applications. Candidates should get their signature certified on the admission card attested in advance and surrender to the supervisor of the examination hall. Candidates without the certified 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 through telephone numbers specified in the advertisement. Then, applicant's full name, address, national identity card number and name of the examination should be mentioned and it would be advisable to keep the following in hand at the time of calling the Department of Examinations : *i. e.* : copy of the application, photocopy of receipt of the paid examination fees and receipt of the registered letter. In case of applicants who are in outstations, a letter of request, furnishing a fax number can be sent to the Department of Examination in order to get a copy of the application through fax.

6.1 The post and service station of the candidate, at the time he/she applies for the examination will be applicable for all matters relating to examination and any changes which occur in the post and service station after sending the application will not be considered.

07. Heads of Departments should grant duty leave to candidates to whom admission cards have been issued by the Commissioner General of Examinations enabling them to present themselves at the examination. Travelling expenses will not be paid in this respect.

08. This examination will be held only in Sinhala, Tamil and English medium. Any officer who has been recruited to the government service through competitive examination, the medium of that examination and any officer who has recruited to the government service without competitive examination. The medium of the examination of his/her eligibility of absorbing the government service should be selected as the medium of this examination. Candidates are required to sit all the subjects in one medium and applied medium will not be allowed to change later.

09. This examination will be held only in Colombo.

10. *Scheme of Examination.* – Relevant examination of the above posts consists of following subjects :

Subject	Duration	Total Marks	Pass Marks
1. Office Administration and Establishment Code	02 hours	100	40%
2. Financial Regulations	02 hours	100	40%

Paper	Syllabus
(i) Office Administration and Establishment Code	Chapters :XV, XVI, XXIII, XXIV, XXV, XXVII, XXVIII, XXX, XXXIII, XLVII, XLVIII of Establishment Code and also amended circulars for above chapters should be followed
(ii) Financial Regulation	This paper will be prepared based on the following chapters of Financial Regulation. * Chapter VI - Custody of Public Money, Imprest and Bank Accounts, safety of Public Finance, Board of Survey, Over Draft, Bank Accounts (From FR 315 to 396) * Chapter XIII Purchasing procedure of Supply work and service Supplies, Stores Survey Storage Procedure, Contracts, avoiding tender procedure. (From F. R. 708 to 775)

Note :

- Candidates can sit above subjects separately.
- If a candidate fails to complete the exam within the Specific period, it will be a reason to defer the next increment.

11. Issue of an admission card to candidate should not be regarded as an acceptance of his/her eligibility to sitting the examination.

12. The decision of the Director General of Census and Statistics will be final in respect of any matter not provided in this *gazette* notification.

13. If there are any differences between Sinhala, Tamil and English version, Sinhala version will be effective.

D. C. A. GUNAWARDANA,
Director General,
Department of Census and Statistics.

No. 109, 4th and 5th floor,
Rotund Tower,
Galle Road,
Colombo 03.

SPECIMEN APPLICATION FORM

SECOND EFFICIENCY BAR EXAMINATION FOR GRADE I STATISTICAL
OFFICERS IN THE DEPARTMENT OF CENSUS AND STATISTICS – 2014

(For office use only)

Language Medium of Examination :

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the cage)

01. 1.1 Name with initials of the applicant writing initials at the end :_____.
(In English Block Capitals) E. g. : SUNIL, J. M. U.
- 1.2 Name denoted by initials :_____.
(In English Block Capitals)
- 1.3 Full Name :_____.
(In Sinhala/Tamil)
02. 2.1 Name and address of the Office/Department/Institution :_____.
(In English Block capitals)
- 2.2 Name and address of the Office/Department/Institution :_____.
(In Sinhala/Tamil)
- 2.3 Personal Address :_____.
(In English Block capitals)
- 2.4 Personal Address :_____.
(In Sinhala/Tamil)
- 2.5 Address to which the admission should be sent :_____.
(In English Block Capitals)

03. Subject/Subjects that you appear in this examination :

Serial No.	Subject	Subject No.
1		
2		

04. 4.1 Sex :

Male - 0 ☐
Female - 1 ☐

(Indicate the relevant number in the cage)

4.2 National Identity Card No. :

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4.3 Date of Birth :

Year : Month : Date :

05. Present Post : _____.

5.1 Post : _____.

5.2 Number of the appointment letter : _____.

06. 6.1 Are you sitting the examination for the first time ?

6.2 If not, value of the cash receipt ? : _____.

6.3 Receipt No. : _____.

6.4 Date : _____.

Affix the cash receipt (if it is relevant)
(It would be advisable to keep a photocopy of the receipt)

I declare that the above particulars are correct and that I am eligible to appear for the examination, in the language medium indicated above and receipt of paid examination fees for Rs. has been affixed here. I agree to abide by the rules and regulations imposed by the Commissioner General of Examination on issuance of results and conducting of this examination.

Signature of the candidate.

Date : _____.

Note.— The applicant should place her/his signature in the presence of the relevant Head of Department or an officer authorized to do so on behalf of him.

Attestation of the signature :

I do hereby certify that Mr./Mrs./Miss who serves at my office is personally known to me and that he/she placed his/her signature before me on and receipt of paid examination fees has been affixed here.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

Certificate of the Head of the Department :

I certify that,

(i) The particulars furnished by her/him in chapters above have been checked.

(ii) He/she is eligible to sit the examination.

Signature of Head of Department and official Frank.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

04-355/2

DEPARTMENT OF EXAMINATIONS SRI LANKA

Open Competitive Examination for Recruitment to the Post of Grade III Examination Data Assistant - 2014

APPLICATIONS are being called from qualified Sri Lankan citizens for the Open Competitive Examination for recruitment to the Post of Grade III Examination Data Assistants, Non-Technical Segment 2 - Management Assistants of Department of Examinations, Sri Lanka.

01. Selection will be made on Order of merit of the results obtained at a written examination conducted by Commissioner General of examinations only in Colombo and a structured interview.

02. *Salary scale.*— According to the Public Administration Circular No. 06/2006(IV) dated 24.08.2007 the monthly salary scale of the Exam Data Assistants' Grade III, II and I are as follows :

Rs. 13,120 - 10x145 - 11x170 - 10x240 - 10 x 320 - Rs. 22,040 to exceed Rs. 14,470, promotion to Grade II and to exceed Rs. 16,680, promotion to Grade I is necessary.

03. *Conditions of Service.*— This post is permanent and pensionable, Relevant contributions should be made to Widows' and Orphans' Pension Fund. This position is limited to Department of Examinations Sri Lanka. However selected candidates could be appointed to serve any area in the island under this department. The candidates recruited to Grade III Examination Data Assistant post through this open competitive exam will be subjected to a probation period of 3 years.

04. *Qualifications.*— The following qualifications are required for recruitment to Grade III of Exam Data Assistant Posts :

(a) Should be a citizen of Sri Lanka.

(b) Should have a good character.

(c) Should not be less than 18 years and not more than 30 years of age as at the closing date of application.

(d) Educational Qualifications :

- (i) Should have passed the G. C. E. (O/L) Examination in one sitting in 06 subjects with credits for Sinhala/ Tamil/English Language, Maths and 2 Other Subjects.
- (ii) Should have passed the G. C. E. (A/L) Examination at least in One Subject (Excluding Common General Test and General English).

(e) Vocational Qualifications :

- (i) Should have obtained minimum of level 3 of National Vocational Qualification (NVQ) in the field of Computer/Information and Communication Technology ; or any equivalent qualification accepted by Tertiary and Vocational Education Commission.

(f) *Experience.*– Minimum of Six months experience in computer based data entering.

(g) *Physical Fitness.*– Should be physically and mentally fit to carry out the duties of the post and ability to work day and night when necessary, is expected.

* Fulfillment of all required qualifications for the post on or before 09th May, 2014 is compulsory for all candidates.

05. *Examination Procedure.*– The applicant should appear for a written test and a structured interview. This exam will be conducted in Sinhala, Tamil and English media and the applied medium to sit the exam could not be changed later.

5.1 Written Test :

Subject	Maximum Marks	Time Hours	Pass Mark
Computer Literacy	100	02	40%

Computer Literacy.– The Knowledge pertaining to NVQ 3 on Computer/Information and Communication Technology will be tested through questions in the written test.

5.2 Structured Interview :

Subject	Maximum marks
Structured Interview	100

Structured Interview :

* Twice the number of candidates as the number of existing vacancies will be called for the structured interview considering the order of merit of the above written exam. This structured interview consists two phases.

(a) Phase one :

Main titles forward of marks	Maximum marks allocated
(i) For Additional Educational Qualifications	30
(ii) For Additional Vocational Qualifications	35
(iii) For the performance at the interview	05
Total Marks	70

* Commissioner General of Examinations will approve a descriptive marking scheme for each main titles for award of marks mentioned on the above table, within the boundary of maximum marks allocation.

(b) Phase Two :

A practical test will be held to check computer typing ability of the candidates who face the structured interview. Marks will be awarded as shown below :

Criteria	Maximum Marks
(i) Computerization of a given document exactly as given	10
(ii) Minimum time spent to computer type setting and take the relevant printout	10
(iii) For accurate spellings in that	10
Total Marks	30

* Candidates will be recruited to fill number of existing vacancies on order of merit based on the total marks obtained at the above two phases of the structured interview and the written test.

5.3 Even though this is a competitive exam, candidates should obtain minimum of forty marks out of hundred (40%) for the written test, to be eligible to qualify for an appointment.

06. *Penalties for providing false information.*– Accurate information should be furnished with utmost care. If it is found that any candidate is ineligible, his/her candidature is liable to be cancelled at any stage before, during or after the exam. If it is found that any candidate has submitted false information. he/she is liable to be dismissed from the service at any stage.

07. *Examination Fees.*– Fee for the examination will be Rs. 500. This fee can be paid only at any post office/sub post office under the revenue head 2003-02-13 of the Commissioner General of Examinations on or before 09.05.2014. The receipt obtained for the payment of examination fee should be affixed on the relevant cage on the application form so that it cannot be detached. (It is advisable for the applicant to keep a photocopy of the receipt) The examination fee will not be refunded in any case and money orders or stamps will not be accepted.

08. Application must be prepared using A₄ (21cm x 29cm) (normal half sheet) size paper in such a way that :

- (a) Nos. 01 to 03 appear on page 01,
- (b) Nos. 04 to 07 appear on page 02, and No. 08 onwards appear on page 03.
- (c) While preparing the application, it is necessary to insert the name of the examination as the heading, in English too, in addition to Sinhala in the Sinhala applications, and in addition to Tamil in the Tamil applications.

* The applications not in conformity to the specimen form, application with payment receipts bearing dates after the closing date, inaccurately filled and incomplete applications will be rejected without any notice. Candidates should bear the losses incurred due to incomplete applications. It is advisable to keep a photocopy of the application with you and the candidate should ensure whether the perfected application is in compliance with the specimen form appeared in the exam notification. If it is not in conformity to the conditions mentioned in this notification, it will be rejected.

8.1 Commissioner General of Examinations will issue admission cards to all candidates who paid the examination fees and forwarded their applications on time, on the assumption that candidates have fulfilled all the required qualifications as per the exam notification. Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the required qualifications to sit the exam. When the qualifications of the candidates are checked at the interview, if it is found that a candidate has not all the required qualifications, as per the examination notification his/her candidature will be cancelled.

8.2 "Open Competitive Exam for recruitment to Grade III of Exam Data Assistants' Post - 2014" should be written on the top left hand corner of the envelope in which the application is enclosed.

8.3 Candidate's signature on the application should be attested by one of the following Officers, Principal of a government school, Justice of Peace, Commissioner of Oaths, Notary Public, Commissioned Officer in the Army, Navy, Air Force, an Officer in the Police Service who holds a post published in the *gazette* or a permanent government officer in receipt of an annual salary of Rs. 240,360 or more.

8.4 The closing date of the application is 09th May 2014. Perfected applications should be sent by registered post on or before that date to the following address :

Commissioner General of Examinations,
Organization and Foreign Exams Branch,
Department of Examinations,
P. O. Box - 1503,
Colombo.

09. *Appearing for the exam.* - A press notice informing the date of the exam will be published by Commissioner General of Examinations once the admission cards are issued. Candidates who do not receive their admission cards, even after 2 or 3 days of such advertisement should notify the department of Examinations in the manner specified in the advertisement. It is advisable to furnish the name of examination, your full name, address and national identity card number when notifying the department and in case of applicants out side Colombo, your letter of request furnishing the above information can be faxed with a fax number to which the copy of admission card should be sent. Further it will be advantageous to keep in hand the following document kept at your possession, i. e. photocopies of the application form and the payment receipt and receipt of registration to prove your particulars.

10. A candidate will be required to prove his identity to the satisfaction of the Supervisor by providing either of the following documents :

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

11. Issuance of an admission card to a candidate does not necessarily mean that he/she has fulfilled the qualifications to sit the exam. Candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations in connection with conducting the examination. If such rules and regulations are violated by a person, he/she will be subjected to punishments imposed by the Commissioner General of Examinations.

12. Commissioner General of Examinations reserves the right to decide any matter not covered in this notification. All candidates should adhere to act in accordance with the general examination rules and regulations notified in this *gazette*.

W. M. N. J. PUSHPAKUMARA,
Commissioner General of Examinations.

Department of Examinations,
Pelawatta,
Battaramulla,
26th day of March, 2014.

SPECIMEN APPLICATION FORM

DEPARTMENT OF EXAMINATIONS, SRI LANKA

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF
GRADE III EXAMINATION DATA ASSISTANT - 2014

(Indicate the correct Symbol/Number clearly in the given cages)

(For office use)

Language medium applied for sitting the exam :

Sinhala - 2
Tamil - 3
English - 4

(Write the relevant number in the cage)

01. 1.1 Name, with initials at the end :———. (In English capital letters) Example : PERERA, A. B. C.
 1.2 Name in full :———. (In English capital letters)
 1.3 Name in full :———. (In Sinhala/Tamil)
 1.4 National Identity Card Number :

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02. 2.1 Permanent Address :———. (In English capital letters)
 2.2 Permanent Address :———. (Sinhala/Tamil)
 2.3 Address to which the Admission Card should be sent :———. (In English capital letters)

03. 3.1 Sex :
 Male - 1 ☐
 Female - 0 ☐
 (Write the relevant number in the cage)

3.2 Date of birth :

Year: Month: Date:

3.3 Age as on 09.05.2014 :

Years: Months: Days:

3.4 Telephone Number :

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04. 4.1 Educational Qualifications :
 Details of G. C. E. (O/L) Examination :
 (i) Year and Month of the Examination :———. (ii) Index No. :———. (iii) Results :

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

- 4.2 Details of G. C. E. (A/L) Examination :
 (i) Year and Month of the Examination :———. (ii) Index No. :———. (iii) Results :

Subject	Grade
1.	
2.	
3.	
4.	
5.	

05. Vocational Qualifications :

Course	Year Followed	Technical Institution	NVQ Level

06. Other educational and vocational qualifications :———.

07. Have you ever been convicted by a court of law ?
 (Indicate ✓ mark in the relevant cage) (If 'Yes' give particulars)

Yes ☐ No ☐

08. Details of the receipt obtained for the payment of Examination :
 (i) Office of payment :———. (ii) Number and date of the receipt :———. (iii) Amount paid :———.

Affix the cash receipt here so as not to be detachable.

09. Certificate of the Applicant :

- (a) I solemnly declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the losses that can be incurred due to not filling and/or inaccurately filling any of the Sections. Further I declare that all sections herein are perfected accurately by me.
 (b) I am aware that my candidature can be cancelled before the appointment. If it is found that I have furnished any incorrect information and if it is found after the appointment, I will be subjected to dismissal from service.
 (c) Further I declare that I will abide by rules and regulations imposed by the commissioner General of Examinations, with regard to the conduct of the examination.
 (d) I will not alter any information provided herein.

_____,
Signature of the Applicant.

Date :———.

10. Attestation of the signature of the applicant :

I certify that the applicant Mr./Mrs./Miss is known to me personally, He/She placed his/her signature before me on, He/She has paid the relevant examination fee and that he/she has pasted the receipt on this application.

_____,
Signature of the Attestor.

Date :———.

Full Name of the Attestor :———.

Designation :———.

Address :———.

(confirm with the frank)

04-307