

- N.B.*— (i) Part I:III of the *Gazette* No. 1,831 of 04.10.2013 was not published.
(ii) The list of Jurors in Colombo District - 2014 has been published in Part VI of this *Gazette*, under same *Gazette* Number and date of publication in Sinhala, Tamil and English Languages.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,832 - 2013 ඔක්තෝබර් 11 වැනි සිකුරාදා - 2013.10.11
No. 1,832 - FRIDAY, OCTOBER 11, 2013

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

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

			PAGE				PAGE
Posts - Vacant	1974	Examinations, Results of Examinations &c.	1981

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 01st November, 2013 should reach Government Press on or before 12.00 noon on 17th October, 2013.

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, 2013.

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.

Department of Examinations,
Pelawatta, Battaramulla.

COMMISSIONER GENERAL OF EXAMINATIONS,

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars of Births and Deaths

COLOMBO DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 11th November, 2013.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
27th September, 2013.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Colombo	Sri Jayawardanapura Kotte	Post of Medical Registrar Births and Deaths for Sri Jayawardanapura Kotte North Division	District Secretary/Additional Registrar General, District Secretariat, Dam Street, Colombo 12.

10-366

PUBLIC SERVICE COMMISSION

Ministry of Irrigation and Water Resources Management

FOR THE POST OF LEGAL OFFICER (EXECUTIVE SERVICES GRADE III) RECRUITMENT ON OPEN BASIS

APPLICATIONS are hereby called from qualified citizens of Sri Lanka for the Post of Legal Officer of the Ministry of Irrigation and Water Resources Management.

01. *Method of Recruitment.*—Applicants who obtained maximum marks from a structured interview conducted by an interview panel appointed by Public Services Commission out of applicants who have completed qualifications mentioned above will be recruited

in accordance with existing vacancies. Structured interview will be held in conformity with the marking scheme (under No. 6) approved by Public Service Commission.

02. *Qualifications :*

(i) *Educational/Professional Qualifications :*

Should have possessed a Degree in Law from a university recognized by a University Grants Commission or having taking oath as a Lawyer.

(ii) *Experience :*

Should have a active professional service period not less than 3 years after taking oath as an Attorney-at-Law.

(iii) *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.

(iv) *Others :*

Should be a citizen of Sri Lanka.

Should be of excellent character.

Requisite qualifications for this post should have been completed in every aspect as at the closing date.

03. *Service occupying conditions and service conditions :*

(i) This post is permanent and pensionable. Selected applicants should contribute to the Widow's/Widower's and Orphans Pensions Scheme.

(ii) The selected applicants will be subject to a probation period of three (3) years. Officers should pass the First Efficiency Bar Examination within three years of the appointment.

(iii) Every officer recruited not in the medium of official language should obtain the proficiency in the official language during the probation period in terms of Public Administration Circular No. 7/2007.

(iv) This appointment is also subject to the procedural rules of Public Services Commission, Financial Regulations, provisions of Establishment Code, departmental orders and orders already issued or that may be issued by the government.

Age limit.— The applicant should not be less than 21 years and not more than 45 years of age.

05. *Salary Scale.*— As per salary scale SL 1-2006 of Public Administration Circular No. 6/2006 dated 25.04.2006.

Monthly salary scale entitled to this post. SL-1 Rs. 22,935 -10x645 - 8x790- 17x1,050 - Rs. 53,555.

06. Marking scheme for the structured interview :

	<i>Subject</i>		<i>Maximum marks</i>
01.	<p><i>Additional Educational Qualifications :</i></p> <p>Degree in Law from a recognized university</p> <p>First Class 20</p> <p>- Second Class (Upper) 15</p> <p>- Second Class (Lower) 10</p> <p>First Class in the final year of Law College 15</p> <p>Second Class in the final year of Law College (marks only for maximum qualifications. either LLB or Law College Qualifications)</p>		20

	<i>Subject</i>		<i>Maximum marks</i>
02.	<p><i>Additional Professional Qualifications :</i></p> <p>Post Graduate Diploma in relevant field or Post Graduate Diploma in Law issued by a recognized institute (Academic period not less than one year) 5 marks each for one diploma.</p> <p>Diploma in relevant field issued by a recognized institute (Academic period not less than six months) 3 marks each for one diploma</p> <p>Certificate in relevant field issued by a recognized institute (Academic period not less than three months) 2 marks each for one certificate.</p>		15
03.	<p><i>Additional Experience :</i></p> <p>Experience as an Attorney-at-Law in Government or private sector maximum 30 marks five marks per one year each. (Except three years of service period engaged in service as an Attorney-at-Law, to acquire basic qualifications.</p> <p>Additional experience should be confirmed by a certificate issued by a Attorney-at-Law or President's Counsel or a judge with a service period not less than 20 years.</p>		30 5 marks per one year
04.	<p><i>Computer literacy :</i></p> <p>Should have possessed a degree in Information Technology as a main subject from a university recognized by University Grants Commission</p> <p>A diploma for information technology not less than six months in a government recognized institute</p> <p>A certificate for information technology not less than three months in a government recognized institute</p>	<p>15</p> <p>10</p> <p>05</p>	15
05.	<p><i>Proficiency in English Language :</i></p> <p>Post Graduate/Degree/Post LLB Degree/LLB Degree studied in English medium (All relevant question papers should be answered in English medium)</p> <p>English Language Diploma from a university recognized by a University Grants Commission or an Institution recognized by the government</p> <p>English Language Certificate Course from a university recognized by a University Grants Commission or an Institution recognized by the government.</p>	<p>15</p> <p>10</p> <p>05</p>	15
06	Marks to be given by Interview Board for skills		05
			100

07. *Identity of candidate.*— Only applicants who has submitted complete applications in every aspect will be invited for the structured interview.

Original copies of all certificates and duly certified copies should be submitted in the interview.

Any of the following documents will be accepted to confirm the identity in the interview :

- (a) National Identity Card issued by the Department of Registration of Persons.
- (b) Valid passport.

08. (a) Applications should be sent by registered post to reach the following address on or before 11.11.2013.

Secretary,
Irrigation and Water Resources Management,
No. 500, T. B. Jayah Mawatha,
Colombo 10.

- (b) A specimen of an application is indicated in the end of this notice. Applicants should fill the application in their own handwriting on paper of size A4.
- (c) The words "Recruitment for the Post of Legal Officer "should be clearly indicated in the top left corner of the envelope enclosing the application.
- (d) Applicant's signature of application should be attested by a Head of School/Justice of Peace/Commissioner of Oaths/ Attorney-at-Law/Notary Public/A Commissioned Officer of the Army, Navy or Air Force or an Officer who holds a *Gazette* post in the Police Service or officer in receipt of an annual consolidated salary Rs. 273,000 or over.
- (e) Thos who are in Public Service or Provincial Service at present should forward their application through the heads of their respective department.
- (f) Applications not in the conformity with the specimen herewith be rejected. Any complaint regarding loss or delay of the application will not be accepted.

09. *Furnishing false Information.*— Your candidature is liable to be cancelled if it is found before recruitment that any information furnished by you in your application is false or incorrect.

It is found after the recruitment that you have furnished information that is false or incorrect you will be liable for dismissal from the Public Service subject to the relevant procedure.

Number and effective date of the appointment will be determined on the order of the Public Services Commission. Public Services Commission has the power to fill number of vacancies or all vacancies.

In case of an inconsistency among Sinhala, Tamil and English texts in this *Gazette*. The Sinhala text shall prevail.

On the order of the Public Services Commission.

Secretary,
Irrigation and Water Resources Management.

SPECIMEN APPLICATION FORM

MINISTRY OF IRRIGATION AND WATER RESOURCES MANAGEMENT

APPLICATION FOR THE POST OF LEGAL OFFICER

No.
(For office use only)

15. Proficiency in Language (mark ✓ in the relevant column) :

	<i>Very good</i>	<i>Good</i>	<i>Ordinary</i>	<i>Weak</i>
Sinhala				
Tamil				
English				

Applicants Declaration

01. (a) Name with initials (In Sinhala/Tamil) :
Name with initials (In English block capitals) :
(b) Full name (In Sinhala/Tamil) :
Full name (In English block capital) :
02. Permanent address (In Sinhala/Tamil) :
03. Permanent address (In English block capital) :
04. Telephone No. :
05. National Identity Card No. :

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06. Sex :
07. Date of birth :
Year :, Month :, Date :
08. Age as at the closing date of application :
Years :, Months :, Days :
09. Nationality :
10. Whether married or single :
11. Particulars in respect of the degree in Law :
Univeristy :
Date the degree was confirmed :
Medium :

12. Date of which the applicant took oaths as an Attorney-at-Law :

13. Professional experience as an Attorney-at-Law No. of years :

14. Other educational qualifications :

- (i) :
(ii) :
(iii) :

I declare that the 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 contained herein are found to be false or incorrect, I am liable to disqualification. If detected before selection and to dismissal without compensation, if detected after appointment.

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./Miss is serving in this Ministry/Department/Institution as a permanent/temporary/casual and that he/she can be/cannot be released if selected for this post.

Signature of the Head of the Department.

Date :

Name :

Designation :

Ministry/Department/Institution :

10-361

PUBLIC SERVICE COMMISSION

Ministry of Ports and Highways

DIRECTOR GENERAL'S OFFICE OF MERCHANT SHIPPING

APPLICATIONS are invited for the following post, from citizens of Sri Lanka who possess the necessary qualifications as indicated in this notification.

Posts Vacant :

<i>Posts</i>	<i>Class</i>	<i>No. of Posts</i>
Port State Controller (Deck)	Class I	01

1. In this notice "Secretary" shall mean the "Secretary to the Ministry of which the subject of shipping is assigned".
2. Effective date of the appointments will be determined as per the orders of the Public Service Commission.
3. *Qualifications and Experience :*

<i>Posts</i>	<i>Educational Qualifications</i>	<i>Experience</i>
Port State Controller (Deck)	Applicants should possess a certificate of Competency as a Master issued by the Director General's Office of Merchant Shipping, Sri Lanka or a Government Maritime Administration of the following countries, United Kingdom, Australia, Canada, Hong Kong, India, Pakistan, New Zealand, Malaysia, Singapore, South Africa and Ireland or a country that has an agreement on mutual recognition with Sri Lanka for relevant certificates.	Having served as a Master for a period of minimum 02 years in a trading merchant vessel having a capacity of not less than 3,000 G. T.

Physical fitness.— All candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post. Selected candidates will be called upon to undergo a medical examination.

Other qualifications.— A candidate applying for these posts must :—

- (i) Be a citizen of Sri Lanka,
- (ii) Have a sound moral character,
- (iii) Have satisfied all the requirements for recruitment to the post, on the prescribed date as per the notification/*Gazette*.

4. *Salary Scale.*— As per the Public Administration Circular No. 6/2006 Salary Scale for above post as given below :

Rs. 22,935 - 10 x 645 - 8 x 790 - 17 x 1,050 - Rs. 53,555 (SL-1-2006) salary range payable starts from the 20th step of this scale (Rs. 36,755).

5. *Age.*— Should not be less than 30 years and not more than 45 years of age. (The upper age limit will not be applicable to those who are already in the Public Service).

6. *Method of recruitment.*— Marks will be granted by the structured interview board appointed by the Public Service Commission as per the marking scheme mentioned in below. Vacancies will be filled in order of the merit obtained by the applicant at the interview :

<i>Areas to be checked and the marks allotted</i>	<i>Maximum Marks</i>
Examiner (Deck)	
01. <i>Additional Educational Qualifications :</i>	
(i) Postgraduate Degree related to fields of Engineering or Science or Commerce or Management or Transportation and Logistics or Maritime, from a university recognized by the University Grant Commission	30 Marks 30
(ii) Postgraduate Diploma under the above fields	Marks 20
(iii) Under the above fields :	
1st Class of Degree	- Marks 18
2nd Upper	- Marks 15
3rd Lower	- Marks 12
02. <i>Professional qualifications :</i>	10
(i) In possession of a fully completed one year Diploma Certificate related to the field, from a recognized by the Government (Additional educational qualifications that have not been allocated any marks under (01))	Marks 10

<i>Areas to be checked and the marks allotted</i>	<i>Maximum Marks</i>
(ii) In possession of a dully completed six months Diploma Certificate related to the field, from a recognized by the Government (Additional educational qualifications that have not been allocated any marks under (01))	Marks 05
03. Additional Experience : In addition to the minimum recruitment qualifications (5 marks per year and maximum for 06 years)	30
04. Contribution to the field (innovations and publications)	10
05. Computer Literacy -	15
- Subject of the Degree	Marks 15
- 1 year Diploma/Certificate	Marks 12
- 6 months Diploma/Certificate	Marks 10
- Other	Marks 08
06. Skills at the Interview	<u>05</u> <u>100</u>

7. Terms of Engagement :

(i) Efficiency Bar Examination :

1st Efficiency Bar Examination should be passed within 05 years from the date of appointment.

(ii) Nature of Efficiency Bar - Written Examination.

(iii) Language Proficiency :

<i>Language</i>	<i>Proficiency to be required</i>
01. Official Language	Officers who are recruited in a language medium other than an official language shall acquire one such prescribed official language proficiency during the probation period and the other official language within 6 years after their appointment.
02. Other Official Languages	In terms of the provisions of Public Administration Circular 07/2007 and other relevant Circular, should have acquired level 1 proficiency.

(iv) Above posts are permanent and Pensionable, Contributions must be made to "Widows and Orphans" Pension Fund.

(v) This appointment will be on probation for a period of 3 years.

(vi) A selected candidate will be appointed to Class I of the service on the terms and conditions governing appointments under the *Extra Ordinary Gazette Notification* No. 1,589/30 dated 20.02.2009 of the Public Service Commission and under the conditions of Administrative Regulations.

(vii) All the recruitments should be subjected to the approved Scheme of Recruitment and any amendments made or to be made hereafter to the Scheme of Recruitment.

8. Method of Applying :

(i) Applications which should be in the form appended to this notification should be sent by registered post to reach the Director General, Director General's Office of Merchant Shipping, No. 43/89, 1st Floor, Bristol Building, York Street, Colombo 01 on or before 11.11.2013. The envelope enclosing the application should be marked with the relevant post on the left hand top corner.

(ii) Applications from officers in the Public Service must be forwarded through the Heads of their Departments.

In this notification, if there is any conflict between the English, Sinhala and Tamil texts, the Sinhala text shall prevail.

Any matter not provided for in these regulations will be dealt with as determined by the Public Service Commission.

On the order of Public Service Commission,

R. W. R. PEMASIRI,
Secretary.

Ministry of Ports and Highways - Ports Division,
No. 19, Chaithya Road,
Colombo 01,
11th October, 2013.

FORM OF APPLICATION

THE POST OF EXAMINER (DECK) OF DIRECTOR GENERAL'S OFFICE OF
MERCHANT SHIPPING
MINISTRY OF PORTS AND HIGHWAYS

1. Name in full : _____.

2. Address : _____.

3. Contact No. : _____.

4. Date of birth : _____.

Age as at 11.10.2013 :

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

5. Nationality : _____.

6. Educational qualifications : _____.

7. Professional qualifications : _____.

8. Particulars of employment or training : _____.

9. Present employment : _____.

I hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification before the selection and to dismissal without any compensation whatsoever if the inaccuracies are detected after the appointment.

Signature of Applicant.

Date : _____.

10-393

Examinations, Results of Examinations &c.,

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2011(II) 2013

IT is hereby notified that an Efficiency Bar Examination for the officers in Class II of Public Management Assistants' Service will be held by the Commissioner - General of Examinations in the month of January, 2014 as per Provisions of Para 5.2 of the approved service minute of Public Management Assistants' Service published in the *Government Gazette* of the Democratic Socialists Republic of Sri Lanka bearing No. 1372/23 dated 24.12.2004.

2.0 This examination for officers in Class II of the Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of relevant towns and town numbers are given below. The Commissioner - General of Examinations reserves the right to cancel any center due to insufficiency of candidates or any other reason and decide an alternative as per the candidate's second preference of towns. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated :

Town	Town No.
Colombo	01
Kandy	05
Galle	07
Matara	08
Jaffna	10
Mannar	11
Mullaitivu	12
Trincomalee	14
Batticaloa	15
Kurunegala	18
Anuradhapura	19
Badulla	21
Ratnapura	24
Killinochchi	25

3.0. (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

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

4.0. *Eligibility.*- Officers who have been appointed to posts in Class II of Public Management Assistants' Service are eligible to appear for this examination.

Note.- Provisions for Provincial Management Assistants' Service shall be issued by the relevant Provincial Public Service Commission concurrently to this *Gazette* Notification.

5.0. The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by the Registered post through the respective Heads of Departments to reach the **Commissioner-General of Examinations, Organization & Foreign Examinations Branch, Department of Examinations, Pelawatta, Battaramulla**, on or before 11th November, 2013. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

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

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

The candidature of those who fail to produce any of the above mentioned documents may be cancelled at the discretion of the Commissioner-General of Examinations. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations.

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

Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 400 for the whole examination and Rs. 200 for only one subject should be paid at any District/Divisional Secretariat/post-office islandwide to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. It will not be allowed to transfer the fee paid for this examination in favour of another.

8.0. The Commissioner-General of Examinations will issue admission cards along with copies of the time table and to all candidates whose applications have been received. A notification will be published in newspapers as soon as the admission cards are issued to the candidates by the Department of Examinations. 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.* A copy of the application from kept at your possession, copy of the receipt obtained at payment of Examination fee, name, address, National Identity Card number and the name of the examination. In case of the applicants outside Colombo, letter of the request furnishing the above particulars and a fax number to which a copy of the admission card is to be send to the Department of Examination through fax. Officers who sit for the examination should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall.

Note.- Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination.

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

10.0. Candidates should answer both question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.

11.0. Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. (For further details, refer to Para. 5:2 of Public Management Assistants' Service Minute.).

12.0. For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.

13.0. The Department of Examination will issue the result sheet including the results of all the candidates who have sat for the examination to the Director General of Combined Services, Ministry of Public Administration and Home Affairs. The lists of names of the candidates who have passed the examination will be published in the Government Gazette of Democratic Socialist Republic of Sri Lanka.

14.0. *Examination Procedure.*- Candidates should sit for a written examination, which will consist of the following subjects :-

Subject	Marks	Duration	Subject No.
(01) Office Systems and Procedure	100	02 Hrs.	01
(02) Accounting Systems adopted in the Government Offices	<u>100</u>	02 Hrs.	02
Total	<u>200</u>		

14.1 *Office Systems and Procedure.*- This paper is intended to test the candidate's knowledge of office systems adopted in Government offices and his/her ability of practical application of the knowledge. This paper consists of two parts :

Part I - A paper of multiple-choice questions, duration is 30 minutes, 25 marks ;

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

14.2 *Accounting Systems adopted in Government Offices.*- Candidate's knowledge in Accounting Systems adopted in Government office, books and records controlling accounts and orders and instructions of the Treasury issued in relation to that and his/her ability of practical application of the knowledge will be tested. This paper consists of two parts :

Part I - A paper of multiple-choice questions, duration is 30 minutes, 25 marks ;

Part II - A paper of semi-structured type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

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

K. V. P. M. J. GAMAGE,
Director General of Combined Services,
Ministry of Public Administration
and Home Affairs.

Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07,
26th September, 2013.

Specimen Form of Application

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN
CLASS II OF PUBLIC MANAGEMENT ASSISTANTS'
SERVICE - 2011 (II) 2013

(As per this exam notification, only the officers in Class II of Public Management Assistants' Service of the **Combined Services** shall be eligible to forward applications)

(For office use only)

(Indicate the name and the number of the town in which you wish to sit for the examination as per Para 2.0 of the Gazette notification)

(This cannot be changed subsequently)

Town	Town No.
1.	
2.	

Medium of examination

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

1.0 1.1 Name with initials :_____.

(In block capitals)

Eg : SILVA M. A.

1.2 Name with initials :_____.

(In Sinhala/Tamil)

1.3 Names denoted by initials :_____.

(In block capitals)

1.4 Names denoted by initials :_____.

(In Sinhala/Tamil)

2.0 Place of work and address :

2.1 Names and Address of the Office/Department/
Institution :_____.
(In English Capital Letters)

2.2 Names and Address of the Office/Department/
Institution : _____.
(In Sinhala/Tamil)

2.3 Address to which the admission card should be sent
: _____.
(In block capitals)

3.0 Sex :

Female - 1 ☐
Male - 0 ☐

(Indicate the relevant number in the cage.)

4.0 National Identity Card No. :

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

5.0 Subject/s you offer :

<i>Subject</i>	<i>Subject No.</i>

6.0 Present Post :

6.1 Post : _____.

6.2 Number of the letter of appointment : _____.

6.3 Date of entry into Class II of Public Management
Assistants' Service : _____.

7.0 7.1 Are you sitting the examination for the first time ? : ____.

7.2 If not, the fee paid : _____.

7.3 For affixing the receipt :

Affix the receipt securely here.
(It would be useful to keep a photocopy of the receipt)

8.0 *Certificate of the Candidate :*

I declare that the above particulars are true and that I am eligible to appear for the examination in the language medium indicated above. Since I sit for the examination for the time, it is not necessary to pay the examination fee/the receipt obtained by paying Rs. to District/ Divisional Secretariat/post office at has been affixed hereto. Further, I agree to be bound by to the decision taken by the Commissioner-General of examinations in respect of conducting this examination and also to all the provisions of the Examination Act and.

_____,
Signature of candidate.

Date : _____.

Note. - The candidate should sign in the presence of the Head of his/her Department/Institution or an officer authorized to sign on behalf of such Head of Department.

ATTESTATION OF THE SIGNATURE

I certify that Mr./Mrs./Miss who is an officer in my office and who is known to me personally placed his/her signature in my presence on since he/she sit for the examination for the first time, it is not necessary for him/her to paid the erelvant examination fee and that the receipt has been affixed.

_____,
Signature and official stamp of the
person attesting.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that,

- (i) The particulars furnished by the candidate have been examined ;
- (ii) This officer belongs to combined services ;
- (iii) The officer has *appeared/not appeared for the examination earlier ;
- (iv) *He/she has affixed the receipt obtained by paying the relevant fee to this application form since *he/she has appeared for the examination ; and
- (v) The candidate is eligible to sit the examination.

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

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

*(Delete inapplicable words)

10-380

MINISTRY OF EXTERNAL AFFAIRS

1st and 2nd Efficiency Bar Examination and Second Language Test for the Officers of the Sri Lanka Foreign Service - 2012(2013)

IT is hereby notified that the Efficiency Bar Examination and the Second Language Test for Officers in the Sri Lanka Foreign Service will be held in Colombo and in Sri Lanka Missions abroad in **December 2013**. The oral examination will be held only in Colombo.

02. The Time Table would be prepared enabling the candidates to sit for both Efficiency Bar Examinations at the same time.

*Subject
No.*

Subject

*Duration
hours*

03. *Syllabus* - Syllabus and other Provisions by which the First and Second Efficiency Bar Examinations are governed are indicated in the respective Service Minute.

Part II

Syllabus and other provisions for the Second Language Test are indicated in Appendix "A" while syllabus and other provisions for the First and Second Efficiency Bar Examinations and for the foreign languages are indicated in Appendix "B".

23	Elementary Constitutional Law and International Law	3
24	Diplomatic Practice	3
25	International Affairs	3

FOREIGN LANGUAGES

Officers are allowed to sit for the subjects of the Efficiency Bar Examinations at one or more sittings. Action will be taken to conduct Oral Tests for the officers who sit for the Second Language Test at the same venue at the same time.

*Subject
No.*

Subject

*Duration
hours*

07	Arabic	2
08	French	2
09	Russian	2
10	Spanish	2
11	Hindi	2
12	Chinese	2
13	German	2
14	Japanese	2
15	English	2
16	Korean	2

04. Subjects for which should appear in the Efficiency Bar as follows:

1ST EFFICIENCY BAR

<i>Subject No.</i>	<i>Subject</i>	<i>Duration hours</i>
------------------------	----------------	---------------------------

Part I

01	Finance	3
02	History and Geography of Sri Lanka	3

Part II

03	Elementary Constitutional Law and International Law	3
04	Diplomatic Practice	3
05	International Affairs	3
06	The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Computer Literacy	3

2ND EFFICIENCY BAR

<i>Subject No.</i>	<i>Subject</i>	<i>Duration hours</i>
------------------------	----------------	---------------------------

Part I

21	Economic & Social Development in Sri Lanka	3
22	Administration (a) Office Systems & Organization Methods (b) Establishment Code (Volume I & Volume II)	3

SECOND LANGUAGES

*Subject
No.*

Subject

*Duration
hours*

30	Sinhala (Written)	2
31	Tamil (Written)	2
32	English (Written)	2
33	Sinhala (Oral)	
34	Tamil (Oral)	
35	English (Oral)	

05. The attention of the Officers sitting these Efficiency Bar Examinations is drawn to paragraph 5 of the Treasury Circular No. 701 dated 04.09.1966 which is reproduced below :-

"Departmental examination (including Promotional and Efficiency Bar Examination) - The medium for Promotional Examination as well as Efficiency Bar Examination should be the language in which the officer sat the Competitive Examination to enter the Public Service or the Official Language. In case where initial recruitment took place without competitive examination, the medium for Promotional/Efficiency Bar Examination should be the language in which the officer qualified for entry into the Public Service or the Official Language."

05.1 *Issuance of Results* :

Candidates are required to obtain 40% marks or above for each subject for a pass. Two separate result sheets, containing results of individual candidates, pertaining to both First & Second Efficiency Bar Examination will be sent to Secretary External Affairs by the Commissioner General of Examinations.

06. Arrangements will be made by the Commissioner-General of Examinations for the candidates to answer the question papers in Sinhala, Tamil or English, except for the question papers on foreign languages. Medium applied to sit for the exam cannot be changed.

07. If a candidate is later found to have sat in a medium in which he is not entitled to sit, his candidature will be cancelled.

08. Application forms should be prepared in an A-4 size paper as per the specimen appended to this notification, containing items 1-8 on the first page and the rest on the second page. Both sides of the paper should be used. Applications should be filled in applicant's own handwriting clearly. Applications prepared in Sinhala and Tamil medium should also bear the name of the examination in English. Candidates appearing for both Examinations should submit separate applications in respect of each Examination.

Applications which are not in conformity with the specimen and not provided with the required details will be rejected without notification. Applicants are advised to keep a photocopy of the application.

09. The Examinations will be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by the Commissioner General for the conduct of examination.

10. All applicants should send their applications to the Overseas Administration Division of the Ministry of External Affairs to forward them to the Commissioner General of Examinations, on or before 01st November 2013. Those who are serving in Sri Lanka Missions abroad should send their applications through the Heads of Mission. Any Application received after the closing date will be rejected.

11. Admissions will be issued to all candidates who had duly submitted the applications by the Commissioner General of Examination. If a candidate does not receive his/her admission on time, it is advisable for him/her to make a request by fax with photocopies of the application and the receipt to the Commissioner General of Examination. It is also advised to indicate a fax number in the request enabling the Commissioner General of Examination to fax a copy of the Admission to the candidate.

12. Subsequent correspondence by candidates who fail to comply with the requirements as stipulated in paragraph 11 above will not be entertained.

13. The following are the documents of Identity acceptable at the examination center.

- (1) National Identity Card issued by the Commissioner of Registration of Persons.
- (2) Valid Passport.

14. Candidates who sat for the examination for the first time are exempted from exam fees, while in the case of subsequent sittings fees will be levied on the follow basis;

(a) First sitting (whole examination or part thereof) : free of charge	
(b) Each subsequent sitting:	<i>Rs. cts.</i>
Complete examination	1000 0
One Subject	500 0
Oral Test	300 0

The fees should be paid to any District or Divisional Secretariat credited to the revenue head 2003-02-13 and the receipt should be pasted in the relevant cage of the application.

It is advisable to keep a photocopy of the receipt.

15. The decision of the Public Service Commission will be final with regard to any matter that has not been mentioned in this notification. The decision of the Commissioner General of Examination will be final with regard to the examinations.

KARUNATILAKA AMUNUGAMA,
Secretary /External Affairs.

Ministry of External Affairs,
Republic Building,
Colombo 01,
26th September 2013.

SPECIMEN APPLICATION FORM

MINISTRY OF EXTERNAL AFFAIRS

For office use only.

1ST AND 2ND EFFICIENCY BAR EXAMINATION AND SECOND LANGUAGE TEST
FOR THE OFFICERS OF THE SRI LANKA FOREIGN SERVICE - 2012(2013)

Medium

Sinhala - 2
Tamil - 3
English - 4

(Please mark the relevant number in the cage)

01. (a) (i) Last name with initials : _____.
(In Sinhala/Tamil)
- (ii) Last name with initials : _____.
(In English block capitals. Put the initials after the last name. Eg. SILVA A.B.)
- (b) (i) Names denoted by initials : _____.
(In Sinhala/Tamil)
- (ii) Names denoted by initials : _____.
(In English block capitals)

02. Address (for dispatch of admission cards) : _____
(In English block capitals)

The receipt No. for payment of examination fee is annexed.

03. Date of Birth:

Fee paid: Rs.

Date : / /

_____,
Signature of applicant.

04. National Identity Card No. :

Date : _____.

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

Original Receipt should be pasted here
(Please keep a photocopy of the receipt)

05. Sex:

(Pl. mark the relevant number in the cage
Male – 0, Female – 1)

Commissioner General of Examinations,

06. Date of appointment to the Sri Lanka Foreign Service:

Forwarded.

Date : / /

I do hereby certify that the information furnished above is accurate and that Mr./Mrs./Miss is eligible to appear for this examination in the language medium indicated by him/her. I also attest the applicant's signature.

07. Present post : _____.

08. The name of examination applied for:
(Pl. mark the relevant number in the cage)

_____,
Signature and Designation of the
Head of Department.

Examination applied	Exam. No.
Efficiency Bar 1	1
Efficiency Bar 2	2
Second language	3
Foreign language	4

Date : _____.

Appendix "A"

SINHALA

The Test in Sinhala will consist of a written and an oral part.

09. Subjects offered should be clearly stated with the subject numbers given in para 04 of the notification. (Applicants will be allowed to sit for subjects indicated in the application only.)

The written paper will be of a two hour duration and candidates are required to obtain 40% marks or above in this paper for a pass. It will contain questions on:

Subject	Subject No.
(i)	
(ii)	
(iii)	
(iv)	
(v)	
(vi)	

- (i) Grammar.
- (ii) Translation of petitions or Gramaseva Niladhari's reports written in Sinhala into English.
- (iii) Translation of an official document in English into Sinhala.

The oral Test will consist of the following:

- (i) Interpret in Sinhala an official material written in English, so that the passage can be understood and taken down in writing by a Sinhala speaking person.
- (ii) Reading a petition in Sinhala.
- (iii) *Conversation and Interpretation.* – The purpose of the test will be to assess the candidates' power of understanding Sinhala Language as it is spoken by different native speakers and of making him/herself understood both in common conversation and in the usual course of official business.

10. State whether the applicant had appeared for the whole examination or part thereof previously. If so, state the index number, subjects, year and month:

I declare that the information furnished above is accurate and that, I am eligible to sit for this examination in the language medium indicated above. I abide by the rules and regulations laid down by the Commissioner General of Examinations.

TAMIL

The Test in Tamil will consist of a written and an oral part.

The written paper will be of a two hour duration and candidates are required to obtain 40% marks or above in this paper for a pass. It will contain questions on:

- (i) Grammar.
- (ii) Translation of petitions or Gramaseva Niladhari's reports written in Tamil into English.
- (iii) Translation of an official document in English into Tamil.

The Oral Test will consist of the following:

- (i) Interpret in Tamil an official material written in English, so that the passage can be understood and taken down in writing by a Tamil speaking person.
- (ii) Reading a petition in Tamil.
- (iii) *Conversation and Interpretation.* - The purpose of the test will be to assess the candidates' power of understanding Tamil Language as it is spoken by different native speakers and of making him/herself understood both in common conversation and in the usual course of official business.

ENGLISH

The English paper will be of a two hour duration and candidates are required to obtain 40% marks or above in this paper for a pass. It will contain questions on:

- (i) Grammar
- (ii) Comprehension
- (iii) Précis writing
- (iv) Report and letter writing
- (v) Vocabulary

A prototype of the question paper is furnished below for the information of candidates.

PART A

- (a) Fill in the blanks with the correct form of the verb given within brackets :-

During the last war our country 1 (be) a British Colony 2 (take) a full part in the war effort. Consequently our tea, rubber and coconut 3 (ship) to Britain at very favourable prices and the foreign exchange we 4 (earn) 5 (accumulate) as assets. Again during the Korean war in the early fifties our products 6 (fetch) good prices and we 7 (not have) any exchange problem. However, political independence 8 (not given rise) to any effort to 9 (build up) our economy we 10 (be) a nation of consumers and we 11 (Squander) our foreign

exchange on consumer goods which 12 (can produce) locally and incidentally diversified our economy. Over the last decade we 13 (begin) to feel the pinch when our primary products 14 (fail) to command good prices in the world market while our requirements of food both rice and subsidiary food stuffs 15 (rise) in price.

- (b) Fill in the blanks with the correct preposition (where necessary) :

As Assistant Secretary 16 charge 17 subjects, it was my duty to convene groups of officers dealing 18 different aspects of development work in the Ministry 19 time to time. They discussed 20 various problems that they confronted and which they could not cope 21 on their own. We were thus able to share our experience 22 each other and make concrete proposals 23 the Secretary every month. He in turn put 24 his own plans for discussion 25 these meetings.

- (c) Underline the correct letters given within brackets that would complete the spelling of the following words.

26. har..... ment (rass/as/ass).

27. ember..... (rass/as/ass).

28. tol..... (arreance/erance/erence).

29. Par..... arian (liament/limen/liment).

30. bal..... ing (let/lat/lot).

31. itin..... (erary/arary/erarie)

32. Pers..... (everance/everence/ewerence).

33. bour..... (geoise/joursie/juwarsy).

34. prolet (ariet/ariat/eriyat).

35. Com..... ate (memorr/emor/memor).

- (d) In each of the following statements underline the correct word within brackets:-

36. The inventory was checked by the Board of (Survellance/ Survey/Surveyours).

37. At the enquiry I had to be satisfied that the accused officer had (contradicted /contravened/ contaminated) the regulations.

38. Every receipt should have a (counterfoil / counterfeit / counterpane) for the purpose of audit.

39. There was a possibility that the prosecution had (fabricated/ fumigated / promulgate) the evidence.

40. (Discrete/Discretionary/Discriminatory) power was given to the Head of the Department under the relevant Act.
41. The Police Party had (laid/lie/lain) in ambush until the bribe taker arrived.
42. The entire staff turned upon (facilitate / infiltrate / felicitate) the watcher on his retirement.
43. In times of national crisis we must avoid (luxuriant/luxurious) habits.
44. Martial music was played over the radio during height of the battle to keep up the (moral/morale/morals) of the people.
45. Candidates are advised to use (Stationary / Stationery) sparingly owing to the acute paper shortage.
- (e) Underline the correct phrase in the brackets that means the same as the word or phrase underlined in each sentence:
46. In good management the boss should, support his staff in their work (back out / back up / back away).
47. The sales and replacement of stock amounted to over Rs. 5,000 (turn out / turn up / turn away).
48. We were warned at the start not to let out work get into arrears (set out / outset).
49. They younger son wasted his father's wealth in a few years (ran over/ ranthrough).
50. I wanted to see the film, but the queue deterred me from going (put away / put off).

PART B

Read the following passage carefully and then answer the questions set out below:

Most modern political ideals such, for example, as justice, liberty, constitutional government, and respect for the law or at least the definitions of them, began with the reflection of Greek thinkers upon the institutions of CityState. But in the long history of political thought the meaning of such terms has been variously modified and always that meaning has to be understood in the light of the institutions by which the indicates were to be realized and of the society in which those institutions did their work. The Greek City States was so different from the political communities in which modern men live that it requires no small effort of the imagination to picture its social and political life. The Greek Philosophers were thinking of political practices far different from any that have prevailed commonly in modern world, and the whole climate of opinion in which the work was done was different. Their problems though not without their analogies in the preset, were never identical with modern problems, and the ethical apparatus by which political life was evaluated and criticized varied widely from

any that now prevails. In order to understand at all accurately what their theories meant is necessary first to realize at least roughly what kind of institutions they had in view and what citizenship connected, as an effect and as an ideal, to the public for whom they wrote. For this purpose the Government of Athens-is especially important, partly because it is the best known, but chiefly because it was an object of special concern to the greatest of Greek Philosophers.

As compared with modern states the ancient City-State was exceedingly small both in area and in population. The numbers were exceedingly uncertain but, a figure somewhat in excess of three hundred thousand would be approximately correct. Such an arrangement of a small territory dominated by a single City was typical off the City State.

In each of the following cases, choose the alternative which in your opinion supports the views expressed in the above passage. Place a tick (right mark) against the correct answer:-

51. Athens is significant for the students of Greek political thought mainly because
 - (a) it was the most powerful of the Greek City States
 - (b) its ideals had been carefully studied by the Greeks themselves
 - (c) it had the most ideal form of Government
 - (d) it is the best known of the Greek City-States
52. Greek political thought was concerned with problems
 - (a) entirely unrelated to,
 - (b) identical with,
 - (c) different from Analogous but to.
53. The moral and religious basis of Greek political idea is –
 - (a) very similar to modern moral and religious ideas,
 - (b) unknown,
 - (c) very different from modern moral and religious ideas.
54. It is
 - (a) easy
 - (b) not at all easy
 - (c) impossible

for a modern man to imagine what life was like in a Greek City-State.
55. In comparison with the ancient Greek City States are
 - (a) very large
 - (b) very small
 - (c) about the same size
56. The population of an ancient Greek City States was
 - (a) much less that 300,000
 - (b) over 3 million
 - (c) just over 300,000

57. The City-State of Athens comparisons
(a) a small territory governed by a singly city
(b) a large territory governed by a number of cities
(c) a small territory with village councils
(d) a large territory with a decentralized administration.
58. At different times in the history of the world people
(a) have thought in basically the same way
(b) have thought in different ways
(c) have contradicted the views of people of the previous generation.
59. Details of political theory are derived from Greek Political thought
(a) because the Greek City States was very similar to modern states
(b) in spite of Greek City State being very different from modern States
(c) because modern political theorists are students of Greek Philosophy
60. The meaning of political ideal at a particular moment in European History since the time of the Greeks can be defined only be
(a) relating it to its context
(b) Tracing it back to its original meaning among the Greeks
(c) Investigating the meaning of the Greek word for it
(d) Taking into account only those features in it which have persisted throughout its history
61. Write sentences using each of the following words so as to bring out its meaning clearly Arbitration, emoluments, etiquette, consolidates, hypothetical, retrospective, exigencies, evaluate, review, empower.

EITHER

62. Write a letter to the Head of an Educational Institute in an English speaking country, setting out the following information in an orderly manner
- (i) The equivalence of our examination certificate to the certificate specified in this letter cannot be determined as the examining authorities in Sri Lanka have not been consulted by the institution concerned in that country
- (ii) The G.C.E. (Ordinary Level) Credit Pass has been officially equated with an Ordinary Pass in London G.C.E. (Ordinary Level)
- (iii) The receipt of the letter sent to the Commissioner of Examinations is acknowledged
- (iv) Any further information in this matter may be obtained from the Embassy of the Republic of Sri Lanka in that country

63. Write a memorandum to the Secretary, Bureau of Standards marking out a case for the adoption of the 24 hours clock in this country stating the advantages of such a measure.

Appendix "B"

1. FIRST EFFICIENCY BAR EXAMINATION

- 1.1 The First Efficiency Bar Examination will consist of two parts and officers may take both parts at one sitting or separately.

- 1.2 An examination in the following subjects.

Part I

- (i) Finance – This paper is based on the following:

- (a) *The Financial Regulations of the Government of Sri Lanka, Part I*
(Expect Chapter X)
- (b) *The estimates of the current year.*
E.g. Their arrangement, the heads of revenue, the Finance and Appropriation Acts.
- (c) *Ordinance relating to specific accounts dealing within Kachcheries.*

- (ii) History and Geography of Sri Lanka

Part II – Special Papers

- (i) Elementary Constitutional Law and International Law
- (ii) Diplomatic Practice
- (iii) International Affairs
- (iv) The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Computer Literacy.

- 1.3 Each of the above papers will be of a three hour duration and candidates are required to obtain 40% marks or above in each paper for a pass.

- 1.4 An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the respective paper when he/she has obtained the qualifying marks in respect of each paper.

2. SECOND EFFICIENCY BAR EXAMINATION

- 2.1 The Second Efficiency Bar Examination will consist of two parts and officers may take both parts at one sitting or separately.

- 2.2 An Examination in the following subjects :

Part I

- (i) Economic and Social Development in Sri Lanka
- (ii) Administration – This paper is based on the following:
 - (a) *Office systems and organization methods.*
 - (b) *Establishment Code – Volume I and Volume II.*

All IGCSE syllabuses follow a general pattern. The main sections are;

Aims
Assessment Objectives
Assessment
Curriculum Content

Part II – Special Papers.

- (i) Elementary Constitutional Law and International Law
- (ii) Diplomatic Practice
- (iii) International Affairs

The IGCSE subjects have been categorized into groups, subjects within each group having similar Aims and Assessment Objectives.

First Language Arabic falls into Group I, Languages, of the International Certificate of Education (ICE) subjects together with other First Languages, foreign languages and English as a Second Language.

2.3 Each of the above papers will be of a three hour duration and candidates are required to obtain 40% marks or above in each paper for a pass.

The booklet IGCSE, An Introduction gives fuller details of ICE and the general pattern of the syllabuses.

2.4 An officer will be permitted to sit each paper separately on any number of occasions and will be deemed to have passed the respective paper when he/she has obtained the qualifying marks in respect of each paper.

This syllabus is designed for students taking First Language Arabic as a single subject. For excluded combinations with other subjects, see the IGCSE Syllabus Synopses for 1999.

Note :

- (i) Questions on Constitutional Law will be mainly on the evolution of the Parliamentary System of Government and the Constitutional Development of Sri Lanka, with special reference to the Constitution of the Democratic Socialist Republic of Sri Lanka. Questions on International Law will include inter – state relations, both bilateral and multilateral and the rights and duties of States in relation to them, diplomatic law and the law of treaties.
- (ii) An officer who is an Attorney-at-Law or who has obtained a degree in Law from a recognized university will be exempted from the paper on Elementary Constitutional Law and International Law provided he has secured a pass in those subjects at the relevant Examination.

Aims

The aims of the syllabus are the same for all students. The aims are set out below and described the educational purposes of a course in a First Language for the IGCSE examination. They are not listed in order of priority.

The aims are to:

1. enable students to communicate accurately, appropriately and effectively in speech and writing.
2. enable students to understand and respond appropriately to what they hear, read and experience.
3. encourage students to enjoy and appreciate the variety of language.
4. complement the students' other areas of study by developing skills of a more general application (e.g. analysis, synthesis, drawing of inferences).
5. promote the students' personal development and an understanding of themselves and others.

3. FOREIGN LANGUAGES

3.1 Foreign Languages

- | | |
|---------------|-----------------|
| (i) Arabic | (vi) Chinese |
| (ii) French | (vii) German |
| (iii) Russian | (viii) Japanese |
| (iv) Spanish | (ix) English |
| (v) Hindi | (x) Korean |

3.2 Question papers on foreign languages will be of a two hour duration. Candidates are required to obtain 40% marks or above in each paper for a pass.

Assessment objectives

The three assessment objectives in First Language Arabic are –

- A. Reading and Directed Writing
- B. Continuous Writing
- C. Usage.

Introduction to Arabic

International General Certificate of Secondary Education (IGCSE) syllabus are designed as two year courses for examination at age 16-plus.

These assessment objectives are not necessarily related to the way in which the subject is taught. A description of each assessment objective follows:-

A – READING AND DIRECTED WRITING

Students should be able to:

1. Understand and convey information
2. Understand, order and present facts, ideas and opinions
3. Evaluate information and select what is relevant to specific purposes
4. Articulate experience and express what is felt and what is imagined
5. Recognize implicit meaning and attitudes
6. Communicate effectively and appropriately

B – CONTINUOUS WRITING

Students should be able to:

7. Articulate experience and express what is felt and what is imagined
8. Order and present facts, ideas and opinions
9. Communicate effectively and appropriately

C – USAGE

Students should be able to:

10. Exercise control of appropriate grammatical structures
11. Demonstrate an awareness of the conventions of paragraphing, sentence structure and punctuation
12. Understand and employ a range of apt vocabulary
13. Show a sense of audience and an awareness of register and style in both formal and informal situations.

SPECIFICATION GRID

The relationship between the assessment objectives and components of the scheme of assessment.

<i>Assessment Objective</i>	<i>Paper 1/2</i>	<i>Paper 3</i>
A. Reading and Directed Writing	1	1
B. Continuous Writing	1	1
C. Usage	1	1

Assessment

Scheme of assessment.—Candidates who have followed the Core curriculum and take the relevant papers are eligible for the award of grades C to G only. Candidates who have followed the Extended curriculum are eligible for the award of grades A* to E only.

For the examination to be appropriate to candidates across the ability range, there will be a different scheme of assessment for candidates expected to gain grades D to G (Core curriculum candidates) and for candidates (expected to gain grades A* to C (Extended curriculum candidates).

The papers in the assessment are as follows:

<i>Core Curriculum Grades available : C to G</i>	<i>Extended Curriculum Grades available: A* to E</i>
Paper 1 (2 hours) reading Directed Writing	Paper 2 (2 ¼ hours) Reading and Directed Writing
Paper 3 (1 ¼ hours) Continuous Writing	Paper 3 (1 ¼ hours) Continuous Writing

Weighting of papers :-

<i>Paper</i>	<i>Core curriculum</i>	<i>Extended Curriculum</i>
1 2	60%	60%
3	40%	

Description of papers.—The question papers will be set entirely in the target language.

Paper 1

Part I – Will consist of a prose extract followed by six multiple choice question which will test the candidates; understanding of the main points of the structure and the argument, and four open-ended questions which will test other aspects of the extract, such as the use of language and the author's attitude towards the subject matter.

Part II - The second, literary passage will be printed and candidates will be asked to respond to it in a variety of ways, for example a selective summary, a letter, a report, a speech. One task will be set.

Part III – Will be a test of usage. Tasks will test candidates' control of grammatical structures and awareness of register and style.

Paper 2

Part 1 - There will be two comparable passages, the first being the same as the used for paper 1.

The second may be of a literary nature. One question will be set. It will test candidates' ability to select, compare and summarize specific information from both passages.

Part II - This part will test candidates' ability to use and develop given information in another form, such as a letter or report.

Part III - Will be test if usage. Tasks will test candidates' control of grammatical structures and awareness of register and style.

Paper 3

This paper will test candidates' skill in continuous writing. A selection of nine titles will be provided calling for an imaginative, narrative or argumentative response in an appropriate style. Candidates will be required to choose one assignment and will be advised to write 600-800 characters.

CURRICULUM CONTENT

Students can follow either the Core curriculum only or they may follow the Extended curriculum which includes both the Core and Supplement. Students aiming for grades A* to C will follow the Extended curriculum :-

<i>Assessment Objective</i>	<i>Core</i>	<i>Supplement</i>
A Reading and Directed Writing	<p>All students should be able to :</p> <p>demonstrate understanding of words within short texts scan for an extract specific information, organize material and present it in a given forma</p> <p>show some sense of audience and awareness of style</p> <p>identify main and subordinate topics, summarize, paraphrase, re-express.</p> <p>recognize and respond to simple linguistic devices including figurative language</p>	<p>In addition to what is required in the Core, students taking extended level papers should be able to:</p> <p>Show a precise understanding of more extended texts</p> <p>Recognize the relationship of ideas, arrangement of concepts</p> <p>Draw inferences, evaluate, effectiveness, compare, analyse, syntheses</p> <p>Recognize and respond to more sophisticated linguistic devices</p> <p>edit or elaborate the work of others</p>
B Continuous Writing	<p>express thoughts, feelings and opinions in order to interest, inform or convince</p> <p>demonstrate adequate control of vocabulary,</p>	<p>show a wider and more varied sense of audience and context and an awareness of different styles.</p> <p>paragraph, demonstrate a</p>

<i>Assessment Objective</i>	<i>Core</i>	<i>Supplement</i>
C Usage	<p>syntax, grammar and punctuation exercise care over punctuation</p> <p>write in accurate simple sentences attempt a variety of sentence structures recognize the need for paragraphing use and appropriate vocabulary show some sense of audience and awareness of style.</p>	<p>sophisticated use of vocabulary and structures</p> <p>demonstrate accuracy in punctuation</p> <p>write accurate complex sentences Employ a varied sentence StructuresWrite in well constructed paragraphsUse and imaginative and varied vocabulary show a clear sense of audience and awareness of style.</p>

GRADE DESCRIPTIONS

A Grade A candidate has demonstrated expertise in;

understanding and communicating information at both a straight forward and a complex level

understanding facts, ideas and opinions and ordering and presenting them with clarity and accuracy

evaluating material from texts and selecting and presenting in detail what is relevant for specific purposes

describing and reflecting upon experience and detailing and analyzing effectively what is felt and what is imagined

recognizing implicit meanings and attitudes of a writer

showing a clear sense of audience and an understating of appropriate uses of language

writing in well constructed paragraphs, using a full range of appropriate sentence structure and showing accuracy in spelling and punctuation.

A Grade C candidate has demonstrated competence in:

understating and conveying information both at a straight forward level and at a more complex level

understanding basic facts, ideas and opinions and presenting them with a degree of clarity and accuracy

evaluating material from texts and selecting what is relevant for specific purpose

describing and reflecting upon experience and expressing effectively what is felt and what is imagined ;

recognizing the more obvious implicit meanings and attitudes of a writer ;

showing a sense of audience and an awareness of appropriate uses of language ;

writing in paragraphs, using sentences of varied kinds and exercising care over spelling and punctuation ;

A Grade F candidate has demonstrated competence in:

Understanding and conveying information at a straight forward level ;

understanding basic facts ,ideas and opinions and presenting them with a degree of coherence ;

selecting material from texts and commenting upon it at a literal level ;

describing experience in concrete terms and expressing intelligibly what is felt and what is imagined ;

recognizing clear meanings and explicit attitudes of a writer ;

showing awareness that language is used in different ways in different circumstances ;

writing at least in simple sentences – weaknesses in spelling and punctuation and the construction of complex sentences will be apparent, but will not seriously impair communication.

FRENCH 7193

The Examination :

The examination will consist of three written papers. The allocation of mark is as follows Paper 1-10 marks, Paper 2-30 marks, Paper 3-45 marks.

Paper 1 (1/2 hour)

Dictation, A passage of modern French of about 140 words will be read aloud, first straight through, then in repeated groups, and finally straight through again. The candidates will write down the passage in French during the reading of the rated groups. After the final reading five minutes will be allowed for revision.

The intention of this paper is to test the candidates' grasp of the orthography and grammatical structure of French by requiring them to relate the language as written to the language as spoken.

Paper 2 (1 hour)

- (a) Listening comprehension (1/2 hour) (15 marks). There will be 15 questions in English on a passage of modern French about 300 words long. The passage will be read aloud three times. Once right through a second time in three sections, and finally right through again. The candidates will write their answers in English.

The intention of this part of paper is to test the candidates' understanding of spoken French. They will be expected to understand the passage as a whole as well as significant details.

- (b) Reading comprehension (1/2 hour) (15 marks). There will be 15 questions in English on a printed passage of French about 350 words long. The candidates will write their answers in English.

The intention of this part of the paper is to test the candidates' understanding of written French. They will be expected to understand the passage as a whole as well as significant details, and to show some appreciation of idiom and usage.

Paper 3 (1 ½ hours)

- (a) Translation from French (10 marks). A Passage of modern French of about 140 words will be set for the candidates to translate into English. The passage will consist of narrative, description or conversation, or any combination of these.

The intention of this part of the paper is to test the candidates' understanding of a passage of written French and their ability to render the text accurately into acceptable English.

- (b) Either Structured composition (20 marks). An outline situation or a description of an incident or a dialogue or some other form of written stimulus material in French will be given. The candidates will be required to write about 140 words in French, directly related to this material. They may be required, for example, to fill out the details of an outline or recount an incident from a point of view other than that given, or compose a dialogue; or

Translation into French (20 marks). A passage of English of about 140 words will be set for the candidates to translate into French.

The intention of this part of the paper is to test the candidates' ability to write accurate French within defined limits.

- (c) Free composition (15 marks). Two subjects, one of which will be a series of pictures, will be set. The candidates will be required to choose one of these on which to write about 120 words in French.

The intention of this part of the paper is to test the candidates' capacity to express ideas freely in accurate French on a given subjects, using a variety of vocabulary and idiom.

Syllabus Guidelines :

The following notes are designed to give teachers an idea of the scope of the Ordinary Level French question papers. The notes are not intended to be comprehensive but they provide guidance on the linguistic content of the examination.

Knowledge of and ability to use, the structures listed below may be tested in any language areas within the normal range of the imaginative or real experience of the average school pupil of 15 or 16. It would clearly be impossible to produce a comprehensive list of such areas but they would include the family, school, life in town and country, transport and travel, shopping, eating and drinking, holidays, sport, usual professions and occupations.

The language of Ordinary Level, as compared with Advanced Level, is more straight forward and does not involve very complex description or complicated intellectual processes. The registers are narrative with simple description, or conversation; a very colloquial flavour, as well as a very literary of technical flavour, is avoided. It should, however, be noted that where no production of French is required (e.g. in Paper 2) the language may will be more complex and may contain some lexical items not necessarily actively known by pupils for whom the examination is intended.

1. Formation and use of all regular and common irregular verbs, including reflexives, in all simple and compound tenses of the indicative (excluding the subjunctive for active use) ; interrogative, negative and imperative forms; passive and avoidance of the passive; participles, infinitive, common impersonal verbs ; agreement of participles; government of verbs ; inversion.
2. *Pronouns* – Conjunctive, disjunctive, demonstrative, common indefinite, interrogative, possessive, relative and use of memo in lui-meme etc., en ; position on pronouns ; use of tu and on.
3. *Articles* - Use of the definite, indefinite and partitive.
4. *Nouns* - Gender and number, single and compound, common forms of feminines of occupations and animals.
5. *Adjectives* – Qualifying, numeral, demonstrative, indefinite, interrogative, negative, possessive, compound, masculine / feminine and plural forms (of regular and common irregular adjectives), comparative and superlative, agreement and position ; adverbial use (e.g. tout and parler fort).
6. *Adverbs* – Form and position, comparative and superlative ; adverb phrases (e.g. avec plaisir) ; negative expressions.
7. Conjunctions in common use,

8. Prepositions – In common use, including those with verbs and adjectives and in adjectival phrases (e.g. unemontre en or) ; prepositional phrases (e.g. Au bout de, en train de) common idiomatic uses like couvert de and prendredans ; use of depuis.

9. Time by the clock, dates, numbers and distance measurement.

10. Weather expressions.

11. Expressions of quantity.

12. Common idioms (e.g. expressions with avoir, il y a = ago, venir de) : exclamatory phrases (e.g. commune il fait beau !).

JAPANESE 7623

Syllabus :

There will be one three hour paper, containing ;

- (a) Translation into English from romanised Japanese.
- (b) Translation into Japanese (romanised or Japanese script)
- (c) Rewriting in Japanese Kana* script of passages or words in romanised Japanese.
- (d) Translation into romanised Japanese of sentences chosen to test grammatical knowledge.
- (e) Free composition in Japanese (romanised or Japanese script) on one of three subjects.

The romanisation used in setting this paper will be the modified Hepburn system as used in Kenkyushas New Japanese – English Dictionary (4th Edition 1974) but candidates may use this or the Kunreisikiromanisation. Long vowels may be indicated by doubling (e.g. roomaji, roomazi) or by overlining (e.g. romaji, romazi).

* Candidates will be expected to be able to write and to use correctly the two syllabaries (hirugana and kutakana). A recommended book for this is P.G.O" Neill. Japanese Kana Workbook (Kodansha International, Tokyo, 1967).

CHINESE 7609

This subject may be taken at the May/June examination only. The examination will consist

- (a) Translation into English ;
- (b) Translation into Chinese ;
- (c) Translation into Chinese of sentences chosen to test grammatical knowledge ;
- (d) Free composition on one of three subjects.

GERMAN 7233

In writing German, candidates will not be required to use B, but candidates who use B, will be expected to use it correctly.

The examination :

The examination will consist of two written papers. The allocation of marks is as follows: paper 1-15 marks, Paper 2-70 marks.

Paper 1 (1 hour)

- (a) Dictation (1/2 hour) (5 marks) - A passage of modern German of about 100 words will be read aloud, first straight through, then in repeated groups, and finally straight through again. The candidates will write down the passage in German during the reading of the repeated groups. After the final reading, five minutes will be allowed for revision.

The intention of this part of the paper is to test the candidates' grasp of the orthography and grammatical structure of German by requiring them to relate the language as written to the language as spoken.

- (b) *Listening comprehension* (1/2 hour) (10 marks). - The candidates will hear a narrative or descriptive German passage which may contain dialogue, of about 200-250 words. They will then write answers in English to questions printed in English in the paper. The questions will be concerned with information essential to the understanding of the passage as a whole, but the candidates will also be expected to show that they have grasped necessary points of detail.

The intention of this part of the paper is to test the candidates' understanding of spoken German.

Paper 2 (2 ¼ hours)

- (a) *Translation from German* (21 marks) - The candidates will be required to translate a piece of German prose of about 150-200 words into English.

The intention of this part of the paper is to test the candidates' understanding of written German and their ability to render the text accurately into acceptable English.

- (b) *Directed production* (17 marks) - A passage of German of about 200-250 words will be printed in the paper, followed by questions in German. The candidates will be asked to read the passage carefully, and then write answers in German to the question on it. They will be expected to write about 100 words of German.

The intention of this part of the paper is to test the candidate's ability to write accurately and relevantly in German.

- (c) *Essays* - The candidates will be required to write two essays in German. For the first essay, of about 120 words, the candidates will be required to write on the precise content of a series of pictures, using past tenses (20 marks) for the second essay, of about 100 words, there will be a choice of two general topics which may be narrative, description, dialogue or a letter (12 marks).

The intention of this part of the paper is to test the candidates' capacity to express ideas in accurate German on a given subject using a variety of vocabulary and idiom.

Syllabus Guidelines :

The following syllabus guidelines list those structures, rules and expressions which Ordinary Level candidates should be able to use actively. All the items featured may not necessarily appear in any one examination. The list is not all-inclusive, but is a basic outline, and any one examination may include other items within the scope of Ordinary Level candidates.

As the candidates' comprehension will exceed their productive skills and they can be expected to understand hitherto unfamiliar grammatical and lexical items within a context, structures not listed here, but considered appropriate by the examiners, may also be included.

The examination does not require knowledge of specialist or technical vocabulary or dialect, but of modern everyday language used for narrative, description or conversation. The areas in which the language will be tested lie within the normal range of experience of the average 15 to 16 year old pupil and will include the family, home, school, town, country and seaside, transport and travel, theatre and cinema, shopping, sport, usual professions and occupation, hobbies and pastime, common domestic and wild animals, common plants and flowers, simple geographical facts, nationalities and languages, common illnesses and accidents and reference to doctor, dentist and hospital.

1. *Verbs* : Strong ; weak; mixed; modal 'compound; reflexive; impersonal, singular and plural; all persons. indicative active-present, future, imperfect, perfect, pluperfect. Indicative passive-present, imperfect.subjunctive active-imperfect of following verbs only; sein, haben, werden, können, sollen, mögen. Interrogative and imperative forms. Infinitive-with and without zu; with um..zu Verbs governing accusative. Verbs governing dative.'Verbs governing accusative and dative.
2. *Articles* : Definite and indefinite ; singular and plural (definite): all cases; all genders.
3. *Nouns* : Singular and plural; all cases; all genders.
4. *Pronouns* : Personal – singular and plural ; nominative, accusative, dative. Indefinite-man (nominative); jemand (uninflected); niemand (uninflected); etwas; nichts. Interrogative-wer ?was ? (nominative) Demonstrative-das.

Relative – all gendees ; singular and plural ; (nominative, accusative). Reflexive-singular and plural; all persons; (accusative, dative).	HINDI 7620
5. <i>Adjectives</i> : Demonstrative – singular and plural; all cases; all genders. possessive-singular and plural; all cases; all genders; Qualifying-perdicative, uninflected. Attributive-strong/weak inflections and invariable; singular and plural; all cases; all genders. Interrogative-was fur? Comparative and superlative.	The examination will consist of one 3 hour paper, containing : (a) Translation into English ; (b) Translation into Hindi; (c) Translation into Hindi of sentences chosen to test grammatical knowledge ; (d) Free composition on one of three subjects.
6. Indefinite adjective – pronouns Exhaustives – kein – all – jed – beid - Quantitives – wenig (e) ;einig -; viel (e); Ander -; genug-; melir, mehrereinbiBchen; Einpaar.	SPANISH 7593
7. <i>Adverbs</i> : Time; manner; place; interrogative; negative; comparative and superlative; adverbialphrases.	In writing Spanish, candidates will be expected to follow the rules for accentuation published by the Royal Spanish Academy of Language in 1952, revised in 1958 and declared de application perceptive from 01st January, 1959.
8. Common Pronominal adverbs eg. Darin, damit.	The Examination :
9. Adverbial conjunctions eg. Also nun; doch.	The examination will consist of two written papers. The allocation of marks is as follows: Paper 1-15 marks, paper 2-70 marks.
10. Co-ordinating conjunctions e.g.undaber; denn; oder; sondern.	<i>Paper 1 (hour) :</i>
11. Correlative conjunctions e.g. wedernoch; entweder.....oder.	(a) Dictation (1/2 hour) (5 marks) – A passage of modern Spanish of about 100 words will be read aloud, first straight through, then in repeated groups, and finally straight through again. The candidates will write down the passage in Spanish during the reading of the repeated groups. After the final reading, five minutes will be allowed for revision.
12. Common subordinating conjunctions eg. als; beror; da; daB; nachdem; ob; obgleich; obwohl; wahrend; weil, wenn.	The intention of this part of the paper is to test the candidates' grasp of the orthography and grammatical structure of Spanish by requiring them to relate the language as written to the language as spoken.
13. Common prepositions + accusative; + dative; + accusative and dative; + genitive	(b) Listening comprehension (1/2 hour) (10 marks) – The candidates will hear a narrative or descriptive Spanish passage, which may contain dialogue, of about 200-250 words. They will then write answers in English to questions printed in English in the paper. The questions will be concerned with information essential to the understanding of the passage as a whole, but the candidates will also be expected to show that they have grasped necessary points of detail.
14. Intensifiers: Irgend; gar.	The intention of this part of the paper is to test the candidates' understanding of spoken Spanish.
15. Rules of contraction.	<i>Paper 2 (2 hours) :</i>
16. Numbers; Cardinal; ordinal; adverbs eg. erstens; complex numerals e.g;. einmal.	(a) Translation from Spanish (20 marks) – The candidates will be required to translate a piece of Spanish prose of about 150-200 words into English.
17. Time by clock and dates.	The intention of this part of the paper is to test the candidates' understanding of written Spanish and their ability to render the text accurately into acceptable English.
18. Expressions of time.	
19. Expressions of measurement.	
20. Expressions of quantity.	
21. Reported statement and indirect questions	
22. Orthography	
23. Word order	
24. Common idioms and exclamations	

- (b) *Directed production* (20 marks) – A passage of Spanish of about 200-250 words will be printed in the paper, followed by questions in Spanish. The candidates will be asked to read the passage carefully, and then write answers in Spanish to the questions on it. They will be expected to write about 100 words of Spanish.

The intention of this part of the paper is to test the candidates' ability to write accurately and relevantly in Spanish.

- (c) *Essay* (30 marks) - The candidates will be required to write one essay of about 150 words in Spanish. The candidates will have a choice of three subjects: there will be a series of pictures, a dialogue or a letter, and another subject.

The intention of this part of the paper is to test the candidates' capacity to express ideas freely in accurate Spanish on a given subject using a variety of vocabulary and idiom.

Syllabus Guidelines :

The following notes are designed to give teachers an idea of the scope of the Ordinary level Spanish question papers. The notes intended to be comprehensive but they provide guidance on the linguistic content of the examination.

Knowledge of an ability to use the structures listed below may be tested in any language area within the normal range of the imaginative or real experience of the average school pupil of 15 or 16. It would clearly be impossible to produce a comprehensive list of such areas but they would include the family, school, life in town and country, transport and travel, shopping, eating and drinking, holidays, sport, usual professions and occupations.

The language of Ordinary Level, as compared with Advanced Level, is more straight forward and does not involve very complex description or complicated intellectual process. The registers are narrative with simple description, or conversation; a very colloquial flavour, as well as a very literary or technical flavour, is avoided. It should however, be noted that where no production of Spanish is required the language may well be more complex and may contain

some lexical items not necessarily actively known by pupils for whom the examination is intended.

1. Formation and use of all regular and common irregular verbs, including radical and orthographical changing verbs and reflexives, in all tenses of the indicative and subjunctive (the subjunctive will be required for active use only in common situations such as ; in its imperative use ; after verbs of feeling; in straight forward conditional clauses, in future temporary clauses; after common conjunctions like *porque*, *sin que*, *comosi*, etc.); interrogative, negative and imperative forms; passive and avoidance of the passive; participles, infinitive, gerund; common impersonal verbs. Use of *ser* and *estar*.
2. Pronouns: conjunctive, disjunctive, demonstrative, common indefinite, interrogative, possessive, relative; position of pronouns; use of *se*.
3. Articles (definite and indefinite including neuter *lo*).
4. *Nouns* : gender and number.
5. Adjectives : qualifying, numeral (cardinals and lower ordinals), demonstrative, indefinite, interrogative, possessive, compound, masculine / feminine and plural forms (of regular and common irregular adjectives), comparative and superlative; agreement and position; adverbial use; apocopation.
6. Adverbs: form and position, comparative and superlative; adverb phrases; negative expressions.
7. Conjunctions in common use.
8. Prepositions in common use, with special reference to differences between Spanish and English usage; *por* and *para*; personal *a*.
9. Expressions of time, date, age, distance, quantity and weather.
10. Common idioms (*e.g.* (*desssde*) *hace* ; *hay que* etc.).

10-379

MINISTRY OF YOUTH AFFAIRS AND SKILLS DEVELOPMENT

Department of Technical Education and Training

COMPETITIVE EXAMINATION TO RECRUIT TO THE POSTS OF TECHNOLOGY OFFICER/LABORATORY ASSISTANT/FARM MANAGER – 2013

APPLICATIONS are invited from qualified persons to fill the vacancies in the following posts, existing in the Department of Technical Education and Training.

1 Technology Officer (Civil/Mechanical)

08

		<i>Sinhala Medium</i>	<i>Tamil Medium</i>
2	Laboratory Assistant	37	08
3	Farm Manager	02	—

02. Closing date of applications will be on 11.11.2013 and all qualifications, mentioned in the *Gazette Notification*, relevant to each post, should have been fulfilled on such date.

03. Qualifications and other provisions for each post, as follows :

(a) Technology Officer (Civil/Mechanical) :

(i) *Educational Qualifications* :

1. Should have passed G. C. E. (Ordinary Level) Examination in one sitting in six (06) subjects with credit passes for Sinhala/Tamil/English language, Science, Mathematics and one any other subject ; and
2. Passed all subjects (except the General Common Test) in G. C. E. (Advanced Level) Examination in one sitting Science/Mathematics streams with two (02) subjects of relevant field (Should have passed three (03) subjects in one sitting under the old syllabus).

(ii) *Vocational Qualifications* :

Applicants should have obtained a National Vocational Qualification (NVQ) level 5 skills, as decides by the Tertiary and Vocational Education Commission, as follows relevant to the post.

1. National Diploma in technology awarded by the recognized University ;
or
2. National Diploma in Engineering awarded by the National Apprentise and Industrial Training Authority ;
or
3. Higher National Diploma in Engineering awarded by the Sri Lanka Institute of Advanced Technology, affiliated to the Ministry, incharge of Higher Education Subject ;
or
4. Successfully completed the part I of the Engineering examination, held by the Institute of Engineers, Sri Lanka ;
or
5. Other Technological qualifications which should be recognized by the Sri Lanka Technological Service Board that fully equivalent to the above technological qualifications, after derived the information from the Ministry of Higher Education and from the Institutions, which issued the above Technology certificates.

(iii) *Service Experience*.— Service experience of related field will be considered as additional qualification.

(iv) *Salary*.— In terms of Public Administration Circular No. 6/2006(IV).

Salary Code No. - MN-3-2006 (A)

Salary Scale - Rs. 15,005 - 4 x 180 - 6 x 240 - 11x 320 - 20x360 - Rs. 27,885.

(v) *Age limit*.— Should not be less than 18 years and not more than 30 years of age on the closing date of applications (the upper age limit does not apply to officers already in Public or Provincial Public Service).

(vi) *Recruitment procedure*.— Recruitment will be made on the results of written examination and structural interview. Written examination will be held at first and candidates who passed the examination and got highest marks based on the merit order of the results of written examination will be called for an interview as equal to twice the no of existing vacancies. Appointment will be made for number of vacancies available based on merit order according to the total marks of structural interview and written examination.

Written examination :

<i>Name of the question paper</i>	<i>No. of hours</i>	<i>Maximum marks</i>	<i>Pass marks</i>	<i>Syllabus</i>
1. General Knowledge and General Intelligence	01	100%	40%	Short question paper to assess knowledge in present social situations, international situations and capability of creative thinking, ability to solve and analyse problems, time management.
2. Technological Knowledge and knowledge affiliated to the subject	03	100%	40%	Should answer 05 questions out of 08 that assess technology and subject knowledge relevant to the post. Same marks will be given for all questions.

Structural Interview :

<i>Main headings, to be given marks</i>	<i>Maximum Marks</i>
Additional Educational Qualifications	15
Additional Vocational Qualifications	25
Experience	30
Computer Knowledge	15
Proficiency in English Language	10
Skills, at the Interview	05
Total	100

(b) Laboratory Assistant :

(i) Educational Qualifications :

1. Should have passed G. C. E. (Ordinary Level) Examination in one sitting in six (06) subjects with 04 credit passes for language, Mathematics, Science and one any other subject ; and
2. Should have passed all subjects (except the General Common Test) in G. C. E. (Advanced Level) Examination, Science stream and obtained qualifying level, need to follow tertiary education course. (Should have passed three (03) subjects in one sitting under the old syllabus is sufficient).

(ii) Vocational Qualifications :

Should have followed a course relevant to Technology field, National Vocational Qualifications (NVQ) level 6 from an institution, recognized by the Tertiary and Vocational Education Commission and obtained certificate

(iii) Service Experience.– Should have engaged in service not less than 02 years in the relevant field in a government or recognized institution.

(iv) Salary.– In terms of Public Administration Circular No. 6/2006(IV).

Salary Code No. - MT-2-2006 (A)

Salary Scale - Rs. 14,750 - 10x170 - 11x180 - 6x240 - 14x320 - Rs. 24,170.

(v) Age limit.– Should not be less than 18 years and not more than 35 years of age on the closing date of applications (the upper age limit does not apply to officers already in Public or Provincial Public Service).

(vi) Recruitment procedure.– Recruitment will be made on the results of written examination and structural interview. Written examination will be held at first and candidates who passed the examination and got highest marks based on the merit order of the results of written examination will be called for an interview as equal to twice the no of existing vacancies. Appointments will be made for number of vacancies available based on merit order according to the total marks of structural interview and written examination.

Written examination :

<i>Name of the question paper</i>	<i>No. of hours</i>	<i>Maximum marks</i>	<i>Pass marks</i>	<i>Syllabus</i>
1. General Knowledge and General Intelligence	01	100%	40%	Short question paper to assess knowledge of present social situations and international situations and capability of creative thinking, ability to solve problems,
2. Technological Knowledge	02	100%	40%	Should answer 05 questions out of 08 which prepared to assess technological knowledge related to the post. Same marks will be given for all questions.

Structural Interview :

<i>Main headings, to be given marks</i>	<i>Maximum Marks</i>
Additional Educational Qualifications	25
Additional Vocational Qualifications	20
Extra Experience	30
Proficiency in English Language	10
Computer ability	10
Skills, at the Interview	05
Total	100

(c) *Farm Manager :*

(i) *Educational Qualifications :*

Should have passed G. C. E. (Ordinary Level) Examination in one sitting in six (06) subjects with credit passes for Sinhala/Tamil/English language Mathematics and any two subjects ;

(ii) *Vocational Qualifications :*

- Should have followed a course in Agricultural field, National Vocational Qualification (NVQ) level 5 from an institution, recognized by the Tertiary and Vocational Education Commission and obtained a certificate ;
or
- Should have obtained the Diploma certificate in agriculture from Agricultural Colleges at Kundasale, Angunukolapellessa, Pelwehera ;
or
- Should have obtained National Certificate/Diploma in Agriculture, after two years training in Technical College ;
or
- Should have obtained National Diploma Certificate in Agricultural Science, awarded by Sri Lanka Institute of Advanced Technology ;
or
- Should have obtained Diploma Certificate in Agriculture of Aquinas College.

(iii) *Service Experience.*– Should have engaged in service and obtained experience of not less than one (01) year in a government or government registered institution in Agricultural field.

(iv) *Salary.*– In terms of Public Administration Circular No. 6/2006(IV).

Salary Code No. - MT-1-2006(A)

Salary Scale - Rs. 14,425 - 10x145 - 11x170 - 6x240 - 14x320 - Rs. 23,665.

(v) *Age limit.*– Should not be less than 18 years and not more than 35 years of age on the closing date of applications (the upper age limit does not apply to officers already in Public or Provincial Public Service).

(vi) *Recruitment procedure.*– Recruitment will be made on the results of written examination and structural interview. Written examination will be held at first and candidates who passed the examination and got highest marks based on

the merit order of the results of written examination will be called for an interview as equal to twice the number of existing vacancies. Appointments will be made for number of vacancies available based on merit order according to the total marks of structural interview and written examination.

Written examination :

<i>Name of the question paper</i>	<i>No. of hours</i>	<i>Maximum marks</i>	<i>Pass marks</i>	<i>Syllabus</i>
1. General Knowledge and General Intelligence	01	100%	40%	Short question paper to assess knowledge of present social situations and international situations and capability to creative thinking and analytical ability.
2. Agriculture	02	100%	40%	Question paper prepared relevant to the field of crop production, pest control, live stock and poultry keeping, combine Agriculture, farm herd diseases and fish industry.

Structural Interview :

<i>Main headings, to be given marks</i>	<i>Maximum Marks</i>
Additional Educational Qualifications	25
Additional Vocational Qualifications	20
Extra Experience	30
Proficiency in English Language	10
Computer ability	10
Skills, at the Interview	05
Total	100

04. All applicants who apply for above referred posts, should be a citizen of Sri Lanka with excellent moral character and physically fit and they should be physically and mentally fit to serve in any part of the island.

05. *Method of forwarding applications :*

- (i) Applications prepared according to the under mentioned specimen form in A4 size paper using both side with items No. 01 to 07 appearing in 1st page, No. 8 to 10 in 2nd page and the other matters in next pages, duly filled in his/her own hand writing, should be sent under registered cover to reach the "Director General, Department of Technical Education and Training, P. O. Box 557, Olcott Mawatha, Colombo 10" before 11.11.2013. The envelope, enclosing the application should be clearly marked "Application for the post of" (relevant post should be mentioned) 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) Separate applications should be submitted for the above posts.
- (iv) Application should be completed in language medium of examination.
- (v) The fee for a post is Rs. 400 and examination fee should be paid for each post separately. This fee should be paid at any People's Bank Branch to the Account No. 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.
- (vi) Candidates should attest their signature by a Principal of Government school, a Grama Niladari of a Division a Justice of a Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces, a permanent staff officer in Public or Provincial Public Service with an annual consolidated salary of Rs. 240,360 or above, or a chief incumbent or a chief priest of a Buddhist temple, or a distinguish person, incharge of a holy place of any other religion.

- (vii) Officers, who are already in Public or Provincial Public Service should submit applications through their Heads of Department.
- (viii) 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 post the Admission Card of Examination to candidates.
- (ix) Candidature will be repealed if any information, mentioned in the application being detected as incorrect before the recruitment. If such information being detected offer the recruitment action will be taken to dismissal from the service.
- (x) 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.

06. *Implementation of Official Languages Policy.*— Proficiency in other official language of relevant level should be obtained, within 5 years from the date of appointment as per Public Administration Circular No. 07/2007 and consequential circulars of it.

07. *Conditions of employment :*

- (i) This post is permanent and pensionable and should contribute to the Widows and Orphans/Widowers and Orphans Pension Fund.
- (ii) Candidates should liable to serve in any College of Technology/Technical College, comes under the purview of this Department, as would be stipulated.
- (iii) Selected candidates should adhere to the provisions in scheme of recruitment already approved, relevant to the post, amendments, would be made, provisions in Establishments Code, Financial Regulations and to the rules and regulations issued by the Government or Line Ministry or Director General of the Department of Technical Education and Training.
- (iv) General conditions and provisions, mentioned in the Procedural Rules published in the *Gazette Extraordinary* No. 1,589 dated 20.02.2009 by the Public Service Commission will be entitled.

08. *Examination Procedure :*

- (i) An admission card 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 signature, duly attested, to the supervisor of the examination hall. Permission will not be granted to any candidate, without submitting the admission card to sit the examination.
- (ii) No traveling expenses or any other allowances, incur by the candidates for appearing for this examination will 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 in only 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 by the Director General of the Department of Technical Education and Training to sit the competitive examination 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 Department of Technical Education and Training, relating to the conduct of 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.

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

S. BALASUBRAMANIAM,
Director General.

Department of Technical Education and Training,
Colombo 10,
18th September, 2013.

APPLICATION FORM

For office use

COMPETITIVE EXAMINATION TO RECRUIT TO THE POST OF IN THE DEPARTMENT OF TECHNICAL EDUCATION AND TRAINING

Language Medium for the examination :

Sinhala - 1 Tamil - 2

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 application :

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 :

<i>Examination/Diploma</i>	<i>Year</i>	<i>Subjects</i>	<i>Grade</i>	<i>Name of the Institute/University</i>

10. Particulars of experience :

<i>Department/Institute, worked</i>	<i>Post</i>	<i>Period of Service</i>	<i>Whether, Government/Semi Government/Private</i>

11. Highest examination passed in following subject :

Sinhala : _____.
Tamil : _____.
English : _____.

12. (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 Lanka Muslim	3	<input type="text"/>
Indian Origin	4	Others	5			

13. Whether you have been dismissed from government post, that you had been holding ? : _____.

14. If you are already in Public Service, are there any department disciplinary inquiry against you ? : _____.

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

16. 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 in 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 : _____.

(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 and the correct examination fee has been paid and the receipt for the same is affixed 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 of Authorized Officer.

Date : _____.

(Official Seal)

10-323